

**RISK ASSESSMENT
Sussex County FA**

Coronavirus (COVID-19) Infection

**Date of
RA**

21/08/2020

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| Venue/Location | Culver Road, Lancing, BN15 9AX | | Main Area in Use | Football Building & Stadium | |
| Air Ambulance Landing | Monks Rec, Lancing (next to Stadium) | | GPS Co-ordinates (.net) | Lat: 50.83021 Long: -0.323401 | |
| Activity/Event | Fixtures with Spectators | | Frequency of use/event | Daily | |
| Covid-19 Officer | Adrian Howell | Safety Officer if applicable | Adrian Howell | County FA Designated Safeguarding Officer | Sandra Redhead |
| Telephone | 07855-903263 | Telephone | 07855-903263v | Telephone | 07525 667076 |
| Email | Adrian.Howell@sussexfa.com | Email | Adrian.Howell@sussexfa.com | Email | Sandra.Redhead@sussexfa.com |
| SAFEGUARDING ASSESSMENT: Safeguarding Risk Assessment for Activities directly involving Under-18's: | | | | | |
| Delivery Organisation | Sussex County FA (CFA) | Event Safeguarding Lead | Sandra Redhead | Applicable Safeguarding Policy | Sussex County FA (attached) |
| Relevant Insurance | Sussex County FA | Telephone | 07525 667076 | First Aid Provision | First Aiders |
| Nearest Defibrillator | Players Tunnel Entrance | Access Code/Key | 1-3-5-6-8-0 | Alternative | Main Office |
| Hazard/Activity What could cause harm? | Risk What could happen? | Risk Level | Existing Controls/Solutions/Mitigation What is done to minimise the risk? | Risk Revue | Further Action Required/ Post Event Review |
| Re-instatement of Grassroots football with Spectators | <ul style="list-style-type: none"> Failure to follows Guidelines | Med | <ul style="list-style-type: none"> The latest Government advise is that Grassroots football can be re-instated in stages: <ul style="list-style-type: none"> July: contact training in groups of 30 August: pre-season friendlies/small sided events Sept: league fixtures with spectators (Step 5) Stage 1 (max 150), Stage 2 (max 300) Maintain social distancing (2 meters) Reduce risk of transmission | Low | <ul style="list-style-type: none"> Await future Government advice |

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| Infection | <ul style="list-style-type: none"> Understanding the symptoms to look out for | Med | <ul style="list-style-type: none"> Understanding what the symptoms are: <ul style="list-style-type: none"> a new, continuous cough – coughing repeatedly a high temperature – you feel hot to touch on your chest or back Loss of or change to sense of smell/taste Ensure all visitors are aware of symptoms and they conduct a self-assessment in advance or attending Display posters on all noticeboards and toilets and entry into the facility | Low | <ul style="list-style-type: none"> Update immediately according to Public Health England/NHS advice |
| Poor Hygiene | <ul style="list-style-type: none"> Contraction/spreading of virus | High | <p>To prevent Infection DO</p> <ul style="list-style-type: none"> ✓ wash your hands as frequently as possible throughout the day with soap and hot water <ul style="list-style-type: none"> for at least 20 seconds in hot water always when you get home or into work use hand sanitizers as an alternative ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough/sneeze ✓ put used tissues in a bag straight away and then wash your hands ✓ try to avoid close contact with people who are unwell ✓ thoroughly cook meat and eggs ✓ ensure good personal hygiene, particularly areas such as kitchens. Use only your telephone ✓ Maintain 2-meter social distancing <p>To Prevent Infection</p> <ul style="list-style-type: none"> ✗ DO NOT touch your eyes, nose or mouth if your hands are not clean ✗ restrict direct physical contact, such as handshakes, hugging, hi-fives ✗ restrict non-essential access to office (ALL visitors to remain in Reception (window closed) ✗ restrict internal/external face to face meetings (use alternative communications - phone, Teams, WebEx etc.) | Med | <ul style="list-style-type: none"> |

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| Hygiene Routines | <ul style="list-style-type: none"> Contaminated areas | Med | <p>Football Building</p> <ul style="list-style-type: none"> Automatic hand sanitisers in place at entrance doorways to football building (Lounge/Bar, PB Suites, Players Tunnel and Atrium) Mobile sanitiser unit for if/when required <p>Toilets</p> <ul style="list-style-type: none"> Signage to state “one person at a time only” Hot air hand dryers replaced with paper towels More regular checks and restocking of soap, tissue and toilet roll dispensers More regular emptying of bins Regular anti-bacterial wiping of door handles, taps, flush handles, surfaces etc. Leave windows/doors open where possible for maximum ventilation | Low | |
| PPE | <ul style="list-style-type: none"> Lack of equipment to protect spectators, players and staff | Low | <ul style="list-style-type: none"> All players/spectators to sanitise hands on arrival and on a regular basis throughout the activity All clubs to bring their own PPE (hand sanitiser, wipes, face masks etc.) Recommend players bring their own PPE (labelled) All staff to be issued with face mask, gloves and hand sanitiser | Low | <ul style="list-style-type: none"> Early re-stocking when required (in case of limited supply) |
| Staff Awareness | <ul style="list-style-type: none"> Staff could feel unwell | Med | <ul style="list-style-type: none"> All staff to be advised of 3G/Football protocols Regular meetings with staff to advise changes in medical advice Regular checks (visual and verbal) on staff welfare All staff to be temperature checked before and after each fixture/shift | Low | <ul style="list-style-type: none"> New non-contact forehead thermometer device (37.8°C) |

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| Pre-Attendance | <ul style="list-style-type: none"> Awareness of Protocols | Med | <ul style="list-style-type: none"> Clubs to be Affiliated for 2020/21 prior to any fixture Clubs to appoint and advise the name of their Covid-19 Officer (to attend each fixture), and to forward a copy of their Covid-19 Risk Assessment Clubs/teams to communicate their Protocols and procedures to ALL players/spectators via all media channels and with their respective league. Failure to communicate or for players/spectators to adhere to these protocols could result in cancellation of the fixture All players/spectators to self-assess prior to leaving home or on arrival. Anyone who is symptomatic or suspects they have been exposed to the virus (temperature above 37.8°C, cough, smell/taste) MUST not attend Players recommended to arrive and leave in relevant kit/footwear and come with minimal other items (bags, clothes etc). Changing rooms & showers may not be available Each club must complete a "Test & Trace" record of ALL players/spectators/staff (name, telephone number, date, arrival/departure time) and to provide such details on request of Sussex County FA and/or "home" club Attendees to use toilet prior to leaving home | Low | |
| Timings | <ul style="list-style-type: none"> Avoid mixing | Med | <ul style="list-style-type: none"> Clubs/teams must adhere STRICTLY to their fixture times, including arrival and departure times of players/spectators | Low | |
| Travel & Parking | <ul style="list-style-type: none"> Reduce contact | Med | <ul style="list-style-type: none"> All attendees are recommended to use private transport, and to avoid using coaches/minibuses, public transport and car-sharing with people from different households. If not possible a face mask must be worn and 2-meter distancing All vehicles must park facing 'Forward' Nobody should arrive or exit their car until their designated time (max. 15 minutes prior to start time) | Low | |

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| Stadium Layout | <ul style="list-style-type: none"> • Reduce contact | Med | <ul style="list-style-type: none"> • There will be one entrance (central gate) and one exit (East Gate) with a clearly marked one-way system. Congestion to be avoided and maintain 2-metre distancing • The pitch should be accessed by the correct gate (as per the attached) • Players to bring own water-bottle marked with their own name (do not share) • Clubs/teams to ensure that players/spectators: <ul style="list-style-type: none"> - sterilise hands on arrival and on departure (recommended all attendees bring their own hand sanitiser marked with their own name) - maintain a strict 2-metre distance at all times and remain isolated from other groups | Low | |
| Venue not able to implement new Regulations | <ul style="list-style-type: none"> • Increase in transmission rates | | <ul style="list-style-type: none"> • Whenever possible fixtures should be by pre-sold ticket only. Reducing the risk of breaching the 300 capacity, disappointing supporters (especially “away” supporters) and having to take cash on the gate • Clubs to advertise all Covid-19 Protocols via their website, social media, tickets sites, ground signage etc. and to inform the League. Spectators also to be advised on arrival/entry. See Important Notice • All spectators (and players) will have their hands sanitised and temperature taken prior to entry into the stadium. Refusal or a temperature of above 37.8°C will regrettably result in access being denied • Spectators will not be allowed entry until at least 15 minutes after the players have entered • Seating numbers will be allocated on entry by stewards, and spectators must occupy the same seat throughout the fixture • Standing spectators must follow the 2-meter rule • Stewards will continually monitor all spectators | | <p style="text-align: center;">IMPORTANT NOTICE</p> <p style="text-align: center;">These protocols are intended to ensure the highest possible hygiene and safety standards and compliance by all players/spectators is welcomed and crucial for their success. However, repeat offenders and those who totally disregard Government/FA guidance will be requested to leave the premises. If required, serious offenders will be reported to the police, who have been given powers to enforce Government measures.</p> |

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| <p>Operating the Bar & Servery effectively</p> | <ul style="list-style-type: none"> • Reduced social distancing and increase in transmission rates | <ul style="list-style-type: none"> • The bar & servery will now be available for all spectators with the following provisions: <ul style="list-style-type: none"> - One-way queueing systems will be in place, with relevant barriers, signage and floor markings - 2-meter distancing must always be adhered to - No indoor seating/tables will be provided, and all spectators must exit the bar/lounge immediately after purchasing their drinks - Contactless payment is recommended • Reminders for all spectators will be made via the PA System • No matchday hospitality will be available at any time before, during or after a fixture | |
| <p>Re-opening Changing Facilities</p> | <ul style="list-style-type: none"> • Reduced social distancing and increase in transmission rates • Increased social interaction | <ul style="list-style-type: none"> • Changing facilities will be restored at the earliest opportunity with the following limitations to ensure 2-meter distancing and minimal social interaction, and to be done as quickly as possible: <ul style="list-style-type: none"> - Players changing max.6 - Players showering max.3 - Match Officials changing max.2 • Players to sanitise hands prior to entering the changing area • To allow maximum ventilation of changing areas all doors to remain open (changing rooms, tunnel, Atrium) and monitored • Teams must stagger entry and exit times to reduce “clustering” and must not enter the field of play collectively • All belongings/bags to be moved to the Peter Bentley Suite after exiting the changing areas • Any team talks to be conducted on the pitch • The “home” team MUST make provisions for priority access for the “away” team • Clubs to make suitable provision for all players (home and away) whilst waiting to change/shower (and those once they are changed) – reduced social interaction, socially distanced etc. | <p style="text-align: center;">RECOMMENDATION</p> <p>Changing areas provide the greater risk of transmission so it is highly recommended that players continue to arrive ready-changed in match kit and to shower at home as, unless all these conditions can be met, the changing areas will remain closed</p> |

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| On Arrival | <ul style="list-style-type: none"> Maintain distancing | Med | <ul style="list-style-type: none"> There will be a designated time gap between fixtures (c.30 minutes) to avoid “clustering” and all spectators/players should arrive and leave punctually The stadium must be fully vacated before the following fixture can take place All spectators (and players) will have their hands sanitised and temperature taken prior to entry into the stadium (see Important Note) Players should make their way directly to the pitch (unless advised differently) using the exclusive pitch entry point The Peter Bentley Suite can be used by players to store any bags etc., securely. Spectators, parents, drivers must always remain in their vehicles until their designated entry times All attendees to refrain (as much as possible) from touching key areas/touch points around the stadium – gates, fencing/balustrades, goals etc. | Low | <p style="text-align: center;">IMPORTANT NOTICE</p> <p style="text-align: center;">Refusal, by players or spectators, to sanitise hands or have temperature taken, or if temperature is 37.8°C and above, will regrettably result in access to the stadium being denied</p> |
| First Aid | <ul style="list-style-type: none"> Keeping Safe | Med | <ul style="list-style-type: none"> Clubs to provide own First Aid Kit and medical cover Attendees to self-administer for smaller injuries. Coaches to provide advice only and maintain distancing If physio is in attendance, they must wear appropriate PPE (face mask, gloves etc.) If CPR required, only deliver by chest compressions and use of de-fibrillator First Aid Kit Bag and Equipment to be sanitised immediately after use | Low | |
| Attendees Hygiene | <ul style="list-style-type: none"> Self-responsibility | Med | <ul style="list-style-type: none"> It is important for players/spectators to take responsibility for their own hygiene Managers/coaches to only use their own equipment and to disinfect at the very least on arrival/ departure, but as regularly as possible Players/spectators showing any symptoms, or feeling unwell generally, to immediately return home and self-isolate All players/spectators to sanitise hands frequently Only 1-person at a time to use the “ground” toilets and maintain 2-meter distancing in “bar” toilets Use paper towels provided rather than hand dryers (turned off). Dispose of towels in bins provided | Low | |

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| Post-Event | <ul style="list-style-type: none"> Risk to users | Med | <ul style="list-style-type: none"> Public areas (toilets, fittings, gates etc.) and equipment (goals) to be cleaned by staff before and after each fixture, paying attention to frequently touched areas and surfaces (e.g. taps, flush and door handles etc.) All staff to wear relevant PPE (disposable gloves, face masks etc.) and use a disposable paper roll to disinfect surfaces with sanitiser spray, and wash/ sanitise hands after each clean | Low | |
| Physical contact | <ul style="list-style-type: none"> Contraction/spreading of virus | High | <ul style="list-style-type: none"> It is now common practice to avoid physical contact – handshaking, hugging, high-fives etc. Maintain a 2-meter distance at all times | Med | |
| Showing symptoms or contracting the virus | <ul style="list-style-type: none"> Self-Isolation | Med | <ul style="list-style-type: none"> If there's a chance anyone attending could have coronavirus, they must stay away from the facility and self-isolate for up to 14 days to help reduce the possible spread of infection Do not go to a GP surgery, pharmacy or hospital. Go online to 111.NHS.uk (only call 111 if no service) | Med | <ul style="list-style-type: none"> Advise NHS Test & Trace |
| Vulnerable Groups | <ul style="list-style-type: none"> Increased risk of infection | High | <ul style="list-style-type: none"> Review all staff classified as “vulnerable” https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults Vulnerable staff not to work at the facility Maintain regular communication | Med | |
| Stadium Contamination | <ul style="list-style-type: none"> Risk to Employees | Med | <ul style="list-style-type: none"> Staff to have temperature taken and recorded on arrival/departure All staff, when working at the facility, to be recorded for “Test & Trace” (name, telephone number, date, arrival/departure time) Office to be Covid-19 cleaned every day/night | Low | <ul style="list-style-type: none"> Await future Government advice |
| Changing conditions | <ul style="list-style-type: none"> Lack of awareness of changes | Med | <ul style="list-style-type: none"> Government health experts project a “second spike” in contaminations at some time in the winter. Great care to be taken with all protocols Any visitors with possible Covid-19 conditions to advise NHS Test & Trace - immediately | Low | <ul style="list-style-type: none"> Things can change and escalate rapidly. It is critical to all work together as a team through any crisis that develops and be prepared to adapt/alter our plans for the good of the whole |

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Health & Safety of Spectators and Facilities within the Stadium

In order to prevent accidents, injuries, damage or deaths, a full range of policies and procedures are in place, and available in the match-day Contingency Folder:

- [Contingency Plans \(Evacuation\)](#)

Please **NOTE BELOW ANY CONCERNS/HAZARDS** observed at the venue here & raise them with venue directly and immediately for rectification. Please then subsequently communicate observations to Sussex County FA so that the issue can be raised formally.

KEY to RISK

See last page for **RISK MATRIX**

RISK = Likelihood v. Severity

FREQUENCY OF MONITORING

| Daily | Weekly | Monthly | Annually |
|-------|--------|---------|----------|
| ✓ | | | |

ASSESSMENTS REVIEWED

| 2020 | 2021 | 2022 | 2023 |
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| ✓ | | | |

County FA Representative and Line Manager/Designated Safeguarding Officer/ CEO Signatures to say controls have been agreed and actioned.

County FA Representative/Organiser:

Adrian Howell

Signature:



Date:

21 August 2020

Line Manager/Designated Safeguarding Officer/
CEO:

Signature:

Date:

RISK MATRIX to classify the perceived risk levels and prioritise the action plan

| RISK = LIKELIHOOD v. SEVERITY | | LIKELIHOOD | | | | |
|----------------------------------|--|--------------------------------|---|---|--------------------------------|------------------------------------|
| | | Very Unlikely (freak event) | Unlikely (unlikely sequence of events) | Possible (foreseeable under unusual circumstances) | Likely (easily foreseeable) | Very Likely (common occurrence) |
| POTENTIAL SEVERITY | Negligible (no injury/ no disturbance) | Low | Low | Low | Low | Low |
| | Slight (first aid injury, or minor disturbance) | Low | Low | Low | Medium | Medium |
| | Moderate (medical treatment injury, or significant disturbance) | Low | Low | Medium | High | High |
| | Severe (injury resulting in lost time, or large disturbance) | Low | Medium | High | High | High |

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| | Very Severe (long term disability or fatality, or major disturbance) | Low | Medium | High | High | High |
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