

Maintenance of Existing / Re-mobilisation of Club Operations Risk Assessment (COVID-19)

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|----------|----------------------------|---|----------------------|---|
| A | Name of Assessor | Eddie Prendergast CMIOSH | Date | 10.06.2020 |
| B | Signature | <i>Eddie Prendergast</i> | Work area | Firwood Waterloo FC club premises |
| C | Task being assessed | Re-opening of club premises and bar to allow employees, members and visitors to attend club premises to train, play, watch rugby and socialise | Work activity | Facilitating sport of rugby to be played on club premises, the arrival of members and visitors and the sale and consumption of alcohol within the Club's licensed premises |
| D | Review date | TBC (on day of opening to assess control measures are suitable, sufficient and workable) | RA Number | RA001 |

Introduction

Sports venues and licensed premises opening after the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce, members and visitors and minimising the risk of spread of infection.

This risk assessment is intended to introduce consistent measures in line with the Government's recommendations on social distancing and to compliment the pre-existing risk assessments on work activities.

The HSE is the relevant enforcing authority for PHE guidelines. Note: other restrictions and advice may apply in Scotland, Wales and Northern Ireland. If a workplace is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

The Health and Safety requirements of any sports venue activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, it must not take place.

As technology develops and becomes readily available, temperature monitoring and screening will be considered at the club entrance.

One of the key principles of social distancing is minimising contact with others. Contact can be described as either physical contact (e.g. shaking hands) or being near another individual or as advised (currently a minimum of two metres).

Emergency services are also under great pressure and may not be able to respond as quickly as usual, so additional First Aid provision and / or equipment must be considered. For example, efforts must be made to assess the current capability of the local ambulance / local fire service to attend club premises.

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Part A: Opening of club premises and protection of club employees

| Hazard | Whom affected | Risk Rating | | | Control Measures | Residual Risk | | | Monitor / Maintain / Control |
|---|--|-------------|---|---|--|---------------|---|---|--|
| | | H | M | L | | H | M | L | |
| Employees, due to existing health conditions, who are at a greater risk from transference of infection | Employees who have been identified as clinically vulnerable or clinically extremely vulnerable (shielding) | 20 | | | Shielding is for personal protection although accepted as a deeply personal choice. Employees who wish to return to work after shielding need to consult with their GP first and then have a one to one conversation with their Line Manager prior to commencing work. Work activities will be assessed, and a specific risk assessment will be completed if applicable. | 10 | | | Employee / Manager record of discussion. Completion of self-certification to work |
| Employee displaying symptoms of COVID-19 whilst at work | Staff Members Volunteers | 10 | | | Employee to make their way home immediately, to isolate and follow guidance / instructions from NHS. If given a lift home, other member of staff to don gloves and face covering in vehicle and to clean all touch points after dropping possible infected employee off at home e.g. door handles, seat belt fastener, seats etc. Deep cleansing to take place on club premises of all potential touch points e.g. desks, tills, counters, door handles etc. | | 8 | | Employees repeatedly advised on symptoms to negate attending work if discovered. Temperature checking at start of each shift |
| Transference of infection from employee to employee, to employee from members or visitors to club | Staff | 20 | | | Social distancing (2m rule) to be maintained at all times (or less than 2m with mitigation). Office furniture to be reconfigured to allow distancing, personal sanitizer and additional sanitizer stations to be provided and easily accessible. Buildings to remain well-ventilated and routine hand washing to take place. Regular deep cleansing of desks, doors, counters etc. | 10 | | | Staff training / club to appoint COVID-19 marshal to monitor |
| *Transference of infection from employee to employee whilst having to breach 2m distance to undertake work activity | Staff | 20 | | | Some work activities may require staff having to work together within 2m distance of each other e.g. manually handling crates of drinks, gas bottles, beer kegs etc. When applicable, staff to wear face coverings and gloves and cleanse with sanitiser after operation. | 10 | | | Staff training / club to appoint COVID-19 marshal to monitor |
| Transference of infection from used PPE | Staff | 10 | | | Used PPE to be double bagged and placed in specific, signed, waste container and disposed off as clinical waste via a certified carrier when applicable. | | 6 | | Staff training / club to appoint COVID-19 marshal to monitor |

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| Transference of infection whilst administering first aid | Staff Members Visitors | 20 | | All registered first aider trained personnel to be supplied with gloves, apron and face coverings which are disposed of safely immediately after patient has been treated. | 10 | | Training / club to appoint COVID-19 marshal to monitor |
| Risk of Legionella due to premises being closed post 20/03/2020 | Staff Members Visitors | 12 | | All showers, sinks, toilets, air conditioning units, water spreading devices/systems etc. to be thoroughly flushed through and deep cleansed prior to opening. If necessary, appoint an external Legionella testing consultant to undertake tests and complete risk assessment. | | 8 | Club to appoint COVID-19 marshal to monitor / external consultant to undertake work |
| Risk of fire due to fire detection / fighting equipment laying dormant due to premises being closed post 20/03/2020 | Staff Members Visitors | 12 | | Fire Marshal to undertake fire alarm system check and visual inspection on all fire detection / firefighting equipment. All gas equipment to be visually inspected and turned on to purge and flush through. | | 8 | Fire Marshal to complete inspections and update records |
| Risk of asbestos exposure due to building deterioration / rodent infestation due to premises being closed post 20/03/20 | Staff Members Visitors | 12 | | Visual inspection to be undertaken of all know asbestos within the building. Any issues identified to be segregated/protected, recorded and subsequent remedial work organised. | | 8 | Asbestos records to be updated if applicable |
| Risk that employees do not follow / adhere to the measures set out in the risk assessment | Staff | 12 | | Develop a clear set of Standard Operating Procedures (SOPs) for all employees to follow when working on site, including personal working practices and when interfacing with members / visitors (for example, office SOPs, bar service SOPs). | | 4 | SOPs to be drawn up and regularly reviewed |

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Part B: Admittance to club premises of members and visitors

| Hazard | Whom affected | Risk Rating | | | Control Measures | Residual Risk | | | Monitor / Maintain / Control |
|--|------------------------------|-------------|---|---|--|---------------|---|---|--|
| | | H | M | L | | H | M | L | |
| Transference of infection between members, visitors and staff whilst attending the club premises to watch rugby and use bar facilities | Staff Members Visitors | 16 | | | Adequate soap for hand washing available, sanitising stations internal and external on club premises (including pedestal sanitiser dispenser at the entrance to the club), signage advising on social distancing and hand sanitising visible and prominently displayed, distancing to be in place always (e.g. floors marked with tape to create space, one-way system in bar area, seating rearranged to ensure distancing in place), single use plastic glass for drinks, payment by card only, perspex screen at drink payment / collection points, deep cleansing after each opening day and regularly throughout opening hours, outside areas to be utilised with additional seating provided, rearrangement of indoor seated and standing areas, identification of maximum number of people that can be accommodated in each room. Club premises subject to 30 day protection through anti-bacterial / anti-viral fogging, with particular attention given to high contact surfaces and high usage areas. Regular routine cleaning of premises once opening has commenced, including revision of employees' duties / responsibilities to ensure additional cleaning carried out during shifts. | | 9 | | Club to monitor standards of cleanliness, sufficiency of cleaning products / sanitiser located throughout premises |
| Bar staff and other employees have received training on the implementation of Covid-secure measures | | 16 | | | Training for bar staff to be delivered on 27 and 28 August 2020 in preparation for reopening. To cover safe bar service, cleaning responsibilities, hygiene expectations and management of customers. | | 9 | | |
| The function room can be used safely by members and visitors with minimal infection risk | Staff Members Visitors | 16 | | | Function room set to maximum of 60 patrons, organised into 10 tables with no more than six patrons per table. One way systems through function room to toilets / bar area to promote social distancing. Windows and doors to remain open for ventilation. Tables / chairs to be wiped down after use by member of staff on 'front of house' duties. Hand | | 9 | | |

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| | | | | sanitiser available in function room. | | | | |
| Members / visitors to the premises will not understand expectations re: Covid-19 security | Staff Members Visitors | 16 | | Expectations document shared with all members in reopening letter and posted on website. Copy of expectations made available to visitors on arrival to premises. Signage throughout premises to assist in clarifying expectations / conduct whilst on premises. | | 9 | | |
| Compliance with the government's test and trace scheme | Staff Members Visitors | 12 | | Contact details captured for visitors on arrival to enable sharing of information with local Health Protection Team if required. | | 9 | | |
| Hygiene standards maintained in toilets | Staff Members Visitors | 12 | | Regular cleaning schedule to be implemented during opening hours and more extensive clean prior to opening each day. Hand dryers / paper towels available and regularly stocked. Soap / sanitiser available and regularly stocked. Signage in place to limit numbers using the toilet blocks at any one time. Waste bins with lid located in toilets for the disposal of waste. Hot running water accessible in all toilet blocks. | | 6 | | |
| Inadequate first aid provision available in the event of injury whilst playing / training or accident whilst on the premises | Staff Members Visitors | 12 | | All first aid kits checked to ensure suitably equipped. PPE to be included with first aid kits (gloves, apron and face covering). Club doctor / first aiders / qualified first aider to be onsite on match day. | | 9 | | Club physiotherapists / section leads to ensure first aid provision on respective match / training days |
| Failure of the club to insure against risk of claim by staff / member / visitor who contracts Covid-19 | Directors | | 9 | Ensure club insurance policy covers the club for any risk / liability regarding Covid-19. | | | 3 | Directors to ensure insurance policy is fit for purpose and address if necessary |

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Likelihood and Severity Risk Scores Matrix

Likelihood

| Score | Likelihood |
|----------|-------------|
| 5 points | Certain |
| 4 points | Very Likely |
| 3 points | Likely |
| 2 points | May Happen |
| 1 point | Unlikely |

Severity

| Score | Severity |
|----------|-------------------------------------|
| 5 points | Death |
| 4 points | Major Injuries |
| 3 points | 7 day injuries (RIDDOR) / Lost time |
| 2 points | Minor Injury (A&E) |
| 1 point | Minor Injury (First Aid) |

| | Likelihood Score | 1 | 2 | 3 | 4 | 5 |
|----------------|------------------|---|----|----|----|----|
| Severity Score | 1 | 1 | 2 | 3 | 4 | 5 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 5 | 5 | 10 | 15 | 20 | 25 |

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Appendix One: RFU Return to Rugby Road Map for the Community Game

