

Work Activity / Work Area	Creasey Park Community Football Centre	<b>THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).</b>																																																									
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<b>RISK SCORE</b> The risk score is SEVERITY x LIKELIHOOD e.g. a possible regular occurrence of permanent injury would be high/medium frequency x medium severity i.e. 4 x 3 = 12  A high risk score will fall between 12 and 25 inclusive. Enter as H A medium risk score will fall between 6 and 10 inclusive. Enter as M A low risk score will fall between 1 and 5 inclusive. Enter as L		<table border="1"> <tr> <td>5</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td> </tr> <tr> <td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td> </tr> <tr> <td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td> </tr> <tr> <td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>M</td> </tr> <tr> <td>1</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>	5	L	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	M	1	L	L	L	L	L		1	2	3	4	5																					
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Compiled by: Lisa Vincent June 2020. Updated 19/10/20 (JS) Updated 01/12/20 (JS) Updated 08/03/21 (JS)	Checked by: JS	Issue Number 4											
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Hazard Situation	Risk	Severity	Likelihood	Score	H/M/L	Control Measures	Severity	Likelihood	Score	H/M/L	Notes / Actions
<b>Social Distancing</b>											
Coming to work and leaving work	All persons arriving at the same time and congestion at entry points	5	1	5	L	There will be slightly staggered start times but with only 2 or 3 people on site social distancing upon entry is achievable	5	1	5	L	
	Insufficient parking	3	1	3	L	Most staff already use their car so no likely increase in car use. Sufficient parking is available	3	1	3	L	
	Insufficient storage for clothes / baggage	5	1	5	L	staff to keep their personal belongs away for each others and only bring in essential items into the centre.	5	1	5	L	
	Contamination from touch security devices and key pads	5	1	5	L	Key pad sanitised every 30mins, staff to wash hands everytime they come in and out of the office. Sanitiser cleaning station on the entrance to the office for staff and public use.	5	1	5	L	
Moving around the building	Non essential movement and unnecessary access to all areas	5	1	5	L	There will be limited movement, a system to be set in place whereby two people only in the kitchen, one behind the bar and one monitoring social distancing and clearing tables	5	1	5	L	
	Persons passing in restricted spaces	5	3	15	H	Notices will be up and customers monitored to ensure they remain within marked zones.	5	1	5	L	
	Traffic flow areas	5	3	15	H	A one way system for customers will be in place with 2m markings on the floor.	5	1	5	L	
Work places and work stations / desks	Close proximity of work stations / desks	5	4	20	H	Work stations are 2m apart. All staff to clean down and sanitise their equipment after use.	5	2	10	M	
	High occupancy levels in the centre	5	4	20	H	The number of tables will be limited with only two chairs per table. These will be spaced a minimum of 2m apart with chair in alternate directions on each table. There are four entrances and exit to the centre and the customers will be guided through a one way system in and out of the building. Number of people entering the building will be monitored	5	2	10	M	
	Staff sharing desk and computers	5	4	20	H	Casual staff use laptop in the evening, clean and sanitise the desk, laptop, keypad and mouse after each person has used it. Sanitiser and wipes will be placed on each desk.	5	1	5	L	
Meetings	Need for meetings	5	4	20	H	Meetings will be conducted by Team or Zoom where possible. Inside meetings will be arranged with tables and chairs 2m apart.	5	1	5	L	
	Transmission resulting from poor hand sanitation	5	4	20	H	No handshaking policy in place and hand sanitiser provided at entrances for customer use as they enter the shop. Staff reminded to regularly wash hands throughout the day.	5	2	10	M	
	Proximity of persons during breaks / lunch	5	4	20	H	Breaks will be staggered and staff will be asked to use other parts of the building and the outside space if weather permitting for their break and lunch time.	5	2	10	M	
	Visitors at reception	5	4	20	H	Office door can only be open inside by staff, 2m markers used in front of the door to indicate where to stand if they need assistance from staff inside the office	5	2	10	M	
	Toilets	5	5	25	H	Toilets will be open, with social distancing measures in place. Toilets and sinks will be cleaned and wiped down every hour. Queuing system outside the toilets. Only 2 people allowed at any one time within the toilets.	5	2	10	M	
Queing	social distancing	5	4	20	H	Staff will be serving food and drinks from the Kitchen hatches outside to limit the number of people entering the building. There will be 2m markers on the floor and customers will be asked to queue in a safe manner and following the one way system put in place.	5	1	5	L	
Covid-19 Continuation	PPE	5	4	20	H	All staff to wear face masks, gloves and disposable aprons when serving customers. Staff to regularly change PPE and wash hands every 30mins	5	1	5	L	
<b>Managing Customers, Visitors and Contractors</b>											
Manage Contacts	Unnecessary visitors	5	3	15	H	All potential visitors are encouraged to use remote contact via phone, email or other means.	5	1	5	L	
	Unnecessary contractors	5	3	15	H	Determine if absolutely necessary and make appointments and limit numbers attending.	5	1	5	L	
	Visiting contractors and visitors	5	3	15	H	All essential visiting contractors and visitors receive an explanation on specific requirements and are reminded about the need for social distancing and good hygiene.	5	1	5	L	

Informing Visitors	Lack of information	5	4	20	H	All visitors are provided with a written Covid 19 Secure guidance note prior to visiting and are reminded of that code again when arriving.	5	2	10	M	Written Procedure / guidance JC
<b>Cleaning the Work Place</b>											
Before Opening	Contaminated surfaces and equipment	5	4	20	H	Areas which have not been used during the pandemic will be cleaned and sanitised before reopening	5	2	10	M	
	Ventilation	5	3	15	H	Doors and windows are opened daily where available subject to weather conditions.	5	2	10	M	
Keeping the workplace clean	Contaminated equipment	5	4	20	H	Individuals are required to clean their personal equipment on a daily basis before use	5	2	10	M	
	Contaminated surfaces	5	4	20	H	Daily cleaning of all touch surfaces is in place with externally contracted cleaners.	5	2	10	M	
	Untidy work spaces and waste	5	3	15	H	Staff required to maintain clean tidy desks and work stations at all times	5	1	5	L	
	High touch items such as printers and wipe boards	5	4	20	H	Individuals are required to clean their personal equipment on a daily basis before use	5	2	10	M	
	Know or suspected Covid 19 cases in the workplace	5	5	25	H	Follow specific cleaning guidance provided by the Government. Restrict access to the area until cleaned	5	2	10	M	
Hygiene, handwashing, sanitation and toilets	Spread of Covid-19	5	4	20	H	Signage and written codes are provided for visitors / contractors. All staff have been briefed on RA and SWP	5	2	10	M	
	Lack of cleaning and hygiene products	5	3	15	H	Creasey Park management team to check and maintain stock levels at all times	5	1	5	L	
Handling goods, merchandise and other materials	Contaminated wrappings and coverings	5	2	10	M	Spray package and leave to stand as long as possible, non urgent then 72 hours. Persons taking delivery or opening the delivery required to wash hands afterwards.	5	1	5	L	
	Personal deliveries	5	2	10	M	Personal workplace deliveries are banned as unnecessary	5	1	5	L	
<b>ATP and Main Pitch</b>											
	Training Sessions - Spreading the risk of Covid-19	5	4	20	H	<ul style="list-style-type: none"> <li>Football training or fitness activities in groups of no more than 30</li> <li>Sharing of equipment should be kept to a minimum</li> <li>Strong hand hygiene practices should be in place before and after.</li> <li>Changing rooms are closed.</li> <li>Goals posts are sanitised once a week with a 7 day santiser.</li> <li>Toilets to be used in the community changing room area.</li> <li>Signage to be put up around entire site regarding social distance</li> <li>Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play;</li> <li>Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session;</li> <li>Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play;</li> <li>Youth football coaches are encouraged to limit persistent close proximity of participants during match play and training;</li> <li>Goal celebrations should be avoided;</li> <li>Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training;</li> <li>Where possible, players, coaches and officials should arrive changed and shower at home.</li> <li>Participants should follow best practice for travel including minimising use of public transport and walking or cycling if possible. People from a household or support bubble can travel together in a vehicle</li> <li>Clubs should keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace;</li> <li>PPE used by the physiotherapist will be bagged up and placed in the outside bins by the club themselves to reduce staff contact.</li> </ul>	5	2	10	M	
Spectators	Allowing spectators in for AFC and DTFC matches	5	5	25	H	Adhere to update FA guidelines.	5	2	10	M	

Clubhouse/ Community Area	Public using main building- spreading of Covid-19	5	5	25	H	<p>Main Pitch matches – the clubhouse will be closed and only accessible for toilet use, access from pitch side only. At other times:</p> <p>Clubhouse use will only be used to accommodate Central Bedfordshire College classroom lessons.</p> <ul style="list-style-type: none"> <li>•Hand Sanitise places on the entrance to the building. Anyone entering the building must sanitise their hands</li> <li>•Masks must be worn when not seated.</li> <li>• Tables must not be moved</li> <li>• Any breach of rules and you will be asked to leave..</li> <li>• 2m distancing maintained between staff and public.</li> <li>• One-way system in and out of the centre in place</li> <li>• Toilets will be regularly cleaned, and social distancing measures put in place.</li> </ul>	5	2	10	M	
Kitchen and Bar	Reducing the spread of Covid-19	5	5	25	H	<ul style="list-style-type: none"> <li>•Clubhouse remains closed refreshment only available from kitchen hatches</li> <li>•Perspex screens placed in front of kitchen hatch windows</li> <li>•Selling of alcohol only permitted for games on the main pitch.</li> <li>•Customers encouraged take refreshment to seating areas</li> <li>•Takeaway plates and cups only used</li> <li>•2 people maximum in the kitchen</li> <li>•One way system in the kitchen will be put in place so there is no cross over of staff.</li> <li>•1 serving and 1 cooking.</li> <li>•Staff to serve from hatch only.</li> <li>•Staff to wash hands every time they leave or enter the kitchen.</li> <li>•Full PPE must be worn</li> <li>•1 staff behind the bar only, they are not allowed to enter the kitchen to reduce crossover.</li> <li>•All drinks will be served in plastic/takeaway cups.</li> <li>•Staff to use the doorbell ringer to get management assistant to avoid leaving the bar area and going into the office.</li> </ul>	5	2	10	M	