Risk assessment for : Tamworth Football Club Limited

Risk assessment name	Covid Secure Risk Assessment	**Assessment type**	General
Assessor name	Rich Wassall	**Affected site(s)**	Tamworth Football Club Limited (B77 1AA)
Assessment date	07/09/2020	**Review period**	Monthly
Approved by	Rich Wassall	**Review date**	07/10/2020
Approved date	07/09/2020	**Reference**	TFC003

Workspace(s)	Description
Access / Egress Office Outside Area Storage	This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.	All staff, Contractors Cleaners, Customers, Visitors How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus.	**Appropriate Disinfectant Products Used In Line With COSHH Assessment.** Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	However- the cleaning of all areas correctly will reduce the risk of transmission overall.	**Cleaning Materials Available For Customer Use** Appropriate wipes / cleaning products and disposable cloths available throughout the facility for customers to use before and after using equipment. **Cleaning Of Premises Before Work Commences** Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place. This includes any wet side facilities- prior to recommissioning the swimming pool the appropriate guidance will be followed: https://www.pwtag.org/guidance-on-temporary-pool-closure/ **Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk** Based on current Government Guidance for Non-clinical Settings. Decontamination-in-non-healthcare-settings This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal. **Increased Cleaning Frequency Of Cleaning Throughout Premises** Increased cleaning regime in place throughout premises. Particular focus on commonly touched areas such as gym and training equipment, door handles, touch screen devices, refreshment dispensers etc. Stringent cleaning measures in place for welfare facilities, lockers etc.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Premise Will Be Cleared Of Waste Frequently Increased waste collection in place including customer and employee areas. Removal of personal items at the end of shift.	
 2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination and direct contact spread.	All staff, Contractors Customers, Visitors How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.	**Employees Advised To Wash Clothing After Work** Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing. **Increased Hand Washing Facilities Provided** Increased hand washing facilities provided throughout the facility, including at entrances, exits, different parts of the building, poolside and common areas. Where this is not possible sanitiser will be provided. **Increased Waste Management** Additional waste facilities will be available throughout the site with more frequent collection where appropriate - including customer and employee areas. **Noise Reduced To Prevent Need To Raise Voice** Sources of noise kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Signs And Posters In Use To Remind To Practise Good Hygiene - In Customer And Staff Areas Relevant posters and signs displayed to remind employees and customers of the need to wash hands for at least 20 seconds on a frequent basis. Also signs to remind employees and customers to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing. **Use Of Face Coverings By Employees** If employees choose to wear face coverings then they will be supported in the workplace. Face coverings are not classed as PPE. Advice will be given to employees on the correct use.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 3. Attendance And Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.	All staff, Contractors Customers, Visitors How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.	**Controlled Movement Of People Throughout Workplace** Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points. Turnstiles may be disabled. Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells. Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate. **Emergency Plans Updated And Communicated** People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent. Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing. **Employee Will Work From Home Wherever Possible** Only business-critical roles will be permitted into the workplace where remote working is not possible for operational reasons or home circumstances.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		First Aid Provisions Reviewed First aid will be provided as per normal operating procedures and emergency action plans. Specific advice and training provided to staff on the precautions for CPR as advised by the Resuscitation Council (UK). https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ **Information, Instruction and Training Provided To Employees** Employees consulted on risks and controls in the work place. Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of training courses, posters, signs, announcements and briefings. **Minimal Employees To Attend The Workplace** Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing. Where possible this will be limited to the same people to prevent mixing of groups.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff and customers are adhering to controls and that control measures are adequate and effective. **Remote Workers Adequately Supported** Adequate work equipment will be provided to remote workers. Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing. **Restrict Movement Of People Throughout Site** Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere. Drop off and collection areas designated for exchanging of documents, materials, goods or equipment. Job rotation reduced to prevent moving between locations where at all possible. **Signage And Floor Markings In Place To Remind Employees And Customers Of The Controls** Posters and signs to be used to remind employees and customers of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes). Exercise and dance studios to have temporary floor markings where possible to help people stay distanced during classes.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Staggered Work Patterns Working patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over. Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts. **Touch-based Devices Disabled Where Possible** Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled. For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use. **Use Of Outside Spaces For Breaks Where Possible** Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings. Monitoring of these spaces to be carried out to ensure adherence to social distancing.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspace. Use of extraction fans may be used to increase ventilation. Adjustments to be made to ensure adequate ventilation remains in place. Fire doors will not be propped open. Guidance on the use of Shared Air Conditioning/ recirculated air will be taken with a competent engineer. **Vulnerable Employees Proactively Supported And Protected.** Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported. This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions. Appropriate individual risk assessments will be completed where required. Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed. **Will Follow Test, Trace And Isolation Requirements** Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Working Away From Home Strictly Assessed And Controlled Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required. **Workstations Will Be Organised To Support Social Distancing** Workstations will be arranged so that social distancing can be adhered to. Markers or floor plans to demonstrate social distancing. Desks will be spaced out to maintain 2m distance between people. Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment. Where possible use of own peripherals such as mouse and keyboards and headsets will be in place. Where social distancing cannot be maintained further controls will be in place: Desks to allow people to work side by side or facing away from each other. Use of screens to separate people. Increased cleaning of areas. Fixed Teams/ Pairings of staff. Improved ventilation	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. This includes entrances, exits and common areas as well as work activities.	All staff, Contractors Customers, Visitors How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.	**Employees To Avoid Face To Face Work Where Possible** Where possible employees will work side by side or back to back to avoid working face to face. **Improved Ventilation** Workspaces will be well ventilated through natural or mechanical means to increase air changes. Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved. **Increased Cleaning Carried Out** Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out. **Increased Handwashing Carried Out** Provisions will be made in order for people to be able to wash their hands more frequenlty- including before and immediately after carrying out tasks where social distancing has not been maintained. **Physical Barriers or Screens In Use** To screen people from each other physical barriers or screens will be used and cleaned frequently. **Teams / Partners / Cohorts Will Be Kept Fixed Where Possible** To reduce the number of different people working within the advised social distance, fixed teams and partners will be place where at all possible to reduce the level of possible transmission	3 x 5 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Time Spent Within The Advised Social Distance To Be Kept To A Minimum The time where persons are within the advised social distance will be kept to as short a time as practicable possible. **Use of Personal Protective Equipment (PPE) Or Face Coverings** Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure. Appropriate PPE or face covering will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment. Face Fit Testing will be carried out where required. **Work Activity Assessed To Deem If It Will Proceed** If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 5.Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at the premises developing on-set of symptoms.	All staff, Contractors, Members of the public Customers, Visitors How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.	**Cases Recorded and Investigated.** Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required. **Employee Not To Return To Work And Should Self-Isolate** For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed. Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines. **Employee Or Customer To Go Home Immediately** The employee will be sent home directly from work and maintain social distancing to do so and customers will be asked to leave. If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance. They should then self-isolate in accordance with guidelines.	4 x 6 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned. **Liaison With Local Health Authority With Confirmed Cases** Where there are confirmed positive Covid-19 cases in the workplace- the local health authority will be contacted for advice and next steps. **People Displaying Symptoms Will Be Sent Away** If people arrive on site and appear to have symptoms consistent with Covid-19 which includes- fever, new and persistent cough or the loss of sense of smell or taste then they will be asked to leave immediately. Communications to staff, customers and visitors will advise they are not to present to site if they display any symptoms or should be isolating. **Waste Disposed Of With Care With Local Guidelines.** Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable. If unable to store the waste then arrangements for clinical waste collection will be made.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow. **Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.** Decontamination-in-non-healthcare-settings If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons. For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection. Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.	All staff, Members of the public How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.	**Safer Travel Supported** Car sharing with people from different households will be discouraged. Alternatives such as walking and cycling will be supported with increased facilities. Use of Public Transport will be discouraged- where this is not possible then government guidelines will be followed such as the use of face coverings and good hygiene. **Shifts Staggered** Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts or when customers may be arriving or leaving such as opening and closing times. **Work From Home Where At All Possible.** Employees will work from home where possible to prevent the need to travel and enter the workplace.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
Contact with frequently touched surfaces Passed infection through contact with frequently touch surfaces	All staff, Contractors, Members of the public, visitors How? Cross infection through touching an infected surface	**Avoid paperwork being transferred** Avoid paperwork being transferred by using online booking or joining systems **Cleaning tasks planned** The timing of routine floor cleaning is chosen so that people are not put at risk. **Drinking fountains- signs to avoid face-tap drinking** Signage displayed at water fountains which prohibits face-to-tap drinking and that these facilities are used only to refill personal bottles. **Keep doors open where possible** Keep doors open to minimise the need for people to touch the door to open (not fire doors) **Minimise sharing equipment** minimise sharing equipment such as weights and mats where possible and disinfect equipment after use. **Storage** reduce the need to open storage compartments and draws to make equipment accessible.	2 x 5 10 Medium
Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common	All staff, Contractors Customers, Visitors How? Inability to maintain social distancing or coming into contact with contaminated	**All Items To Be Cleaned Regularly** Surfaces, equipment, items, goods and materials will be cleaned frequently using appropriate cleaning products. All commonly used equipment by customers such as gym and training equipment, exercise mats, vending machines, free weights etc.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
vehicles/plant or work equipment.	surfaces may lead to contraction of the Covid-19 virus.	**Good Hand Washing/Hygiene Procedures Observed Before and After Use** All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles. **Mitigation Of Risk For Employees Travelling And Working Together** Workplace transport such as work minibuses, shuttle buses, will have limited persons permitted. Seats will be left empty to allow for social distancing where possible. Pairs or teams to be fixed to reduce the number of people mixing. Passengers to sit as far away from each other and avoid sitting face to face. Windows to be kept open during travel to improve ventilation. **Non-Essential Deliveries Not Permitted** Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work. **Non-essential Travel Prevented** Journeys will not be made where at all possible and work carried out remotely.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Rotation Of Jobs And Equipment Reduced Rotation of jobs and equipment reduced where safe to do so where it does not present other risks to avoid the risk of contamination. **Vehicles Not Shared Where At All Possible** Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times then they will be cleaned before and after each use. Vehicles taken home by employees will be cleaned before the next person uses it.	
 Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as	All staff, Contractors Customers, Visitors How? Transmission of Covid-19 between visitors to site and employees.	**Access To Welfare Facilities Controlled** Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored. The use of welfare facilities must ensure that social distancing can be maintained effectively. Participants encouraged to arrive in gym kit and where possible travel home to change and shower.	3 x 5 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
customers attending the site.		**Additional Specialised Risk Assessment for activities** An additional specialised risk assessment completed for activities to identify: -The number of people that can reasonable follow social distancing,taking into consideration the amount of equipment, total space and likely restraints (toilets, locker areas, changing rooms and washrooms). **Contactless Exchange Of Money, Goods And Documents In Place Where Possible.** To reduce the need to exchange paperwork or handle cash - contactless methods preferred and encouraged. Delivery notes and paperwork issues electronically to avoid interaction with people directly. **Controlled Flow Of Customers Through Site** One-way systems and separate entry and exit points in place through the premises to encourage customers to flow around the facility in one direction to prevent cross-overs. Pinch points controlled through use of markers on floor and signs and use of employees to advise customers where appropriate. Queue Management System in place to ensure social distancing can be maintained whilst people are queuing and others are moving around the facility.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Controlling Handling Of Merchandise Merchandise arranged to prevent or discourage frequent handling. Rotation of stock that is handled frequently. **Customer Restaurants And Cafes Managed Safely** Food and drink areas will be set up to support social distancing. Where social distancing cannot be maintained, mitigation measures will be implemented such as screens, layout avoiding face to face, face coverings, cleaning and improved ventilation etc. Vending machines will still be in operation but will be subject to increased frequency of cleaning. **Ensuring Activities Do not Impact On Others In Area** The operation of the business will be monitored to ensure that queues and other activities do not cause an impact on neighbouring businesses, premises or members of the passing public, car parks/ highways. In Shopping Centres - communal areas will be managed to ensure queues from neighbouring premises are well managed and the flow of customers through the centre can maintain social distancing.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Extra Monitoring In Free Weights Areas Where machines are not fixed, additional signs and monitoring will be in place to ensure customers maintain social distancing. **Face Coverings Worn Where Required** Where required face coverings will be required to be worn on site by customers and visitors. Signs and information will be issued to ensure this happens. People may be refused entry if they refuse to wear an appropriate face covering **Gym Equipment Set Up To Support Social Distancing** Machines spaced apart to support social distancing or made out of order to create a sufficient socially distant gap.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Healthcare Consultation Procedures Reviewed Where possible this will be carried out remotely. Where a face to face consultation is required it will be carried out in a well-ventilated room where social distancing can be maintained. Where direct contact or within the advised social distance is required (such as to take blood pressure etc) then appropriate PPE will be worn and mitigation measures implemented. Where possible customers will be supported to take their own observations using suitable equipment. **Increased Hand Washing Provisions** Hand Washing encouraged through provision of more facilities. Use of Sanitiser where this is not possible. **Information Communicated To Visitors And Customers** Clear information available for customers and visitors ahead of their visits to site on the company website, email, phone message systems or booking systems to advise of controls in place. Information signs displayed at visitor and customer arrival areas to make procedures clear. Regular customer service announcements to be used to remind customers of the social distancing requirements.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Interaction Between Staff And Customers Adhere to Social Distancing Coaches, teachers and personal trainers etc- will ensure they maintain social distancing at all times between themselves and the customer as well as other staff. Where this is not possible mitigation measures will be implemented. **Lockers Carefully Managed** Lockers will be in use where they can support social distancing and be cleaned on a frequent basis. Appropriate cleaning product and disposable cloths available for customers to use before and after use. **Managed Entry** The number of people permitted inside the premises will be restricted to allow effective social distancing - considering pinch points and queuing and one-way entry and exits to prevent cross over. (3m squared per customer is the minimal requirement for the facility including any swimming pools). There will be the use of effective queue management outside the premises where necessary to support social distancing whilst queuing through the use of barriers and markings and personnel where appropriate.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Only Permitted Sport And Activities To Take Place Where sports and games cannot support social distancing then they will not take place. This includes team sports where there is direct contact, squash courts etc. Guidance will be taken and followed from the government and relevant sporting bodies. **Outside Fitness Sessions Well Managed** Government guidelines will be followed for permitted outside exercise. Communication will be made with customers prior to the session to remind them of the required controls and reminded at the start of the session. Groups to adhere to the social distancing throughout the session and required not to congregate in groups before and after the session. Equipment will be cleaned before and after use between people. **Protective Interface Established** Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between visitors and customers and employee at reception. **Remote Communication Encouraged** Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site- such as remote consultations.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Revised Customer Interaction Personal Training will still take place where social distancing can be maintained. Inductions will be carried out whilst maintaining social distancing - with machines and equipment cleaned in between uses of the PT and the customer. **Revised Pick Up and Drop Off Procedures** Designated areas for non-contact deliveries and customer collection will be in place with clear instructions - reducing the need to pass goods directly. Pick Up and delivery slots staggered to reduce cross over. Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce the frequency of visitors. Limited people to carry out the collection of deliveries. **Rules Communicated** clear communications to participants before, during and after activities such as classes reminding of social distancing and hygiene measure. Frequent use of the tannoy system to remind customers of social distancing and hygiene measures. **Sanitiser Available At Visitor And Customer Interfaces.** Sanitiser available at locations where visitors and customers will present to employees. **Saunas and steam rooms** Saunas and steam rooms will reopen when permitted to do so and should follow the recommended guidelines.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Staggered Attendance At Facility Contractors requested to attend outside of core facility opening hours to reduce contacts. Classes staggered to allow sufficient time for previous class to end and disperse from training and changing room areas before next class arrives. Absolute minimum of 10 minutes between classes. Customers asked not to wait in groups before or after classes and sessions. reduced class occupancy. **Supervision Of Children By Customer** Customers who are accompanied by children are reminded they are to supervise them at all times to ensure they are following social distancing. Only one parent to attend to supervise lessons such as swimming lessons or coaching and to maintain social distancing. **Supervision Of Contractors On Site** Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements. **Sweat Towels Not Permitted** Personal sweat towels not to be used. Spray and disposable cloths or appropriate wipes available as an alternative. **Swimming Pool Operating Procedures In Place** restrict number to allow 3sqm per bather	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Use of Spa Facilities / Flumes Only Where Appropriate Will Be Managed Carefully Where permitted and social distancing can be maintained at all times - the use of spa facilities such as saunas will be carefully monitored and controlled with enhanced cleaning regimes. Where flumes are to be used they will be only permitted where social distancing can be maintained whilst queuing, using and exiting the slide. **Visitor / Contractor Records Maintained** Records of those who have attended site to be maintained where possible. If requiring people to sign in - pens will not be provided to reduce the need to share equipment. Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device. **Vulnerable Persons Protected** Consideration given to vulnerable customers to attend outside of mainstream hours to access facilities to prevent mixing of people. This where possible will be in the morning time ahead of heavier usage throughout the day and following a thorough clean.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Meetings People coming together in close proximity to attend meetings.	All staff, Contractors Visitors How? Increased risk of transmission of Covid 19	**Meetings Carried Out Remotely Where Possible** Where possible meetings will be carried out remotely to avoid the need for people to come together. **Meetings To Be Held In Well Ventilated Locations** Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation. **No Sharing Of Equipment Permitted** No items are to be shared at any time during the meetings such as pens, computers etc. **Sanitiser To Be Provided** As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants. **Social Distancing To Be Maintained** All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate advised social distances.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Staff Common Areas - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.	All staff, Contractors Customers, Visitors How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.	**Access To Toilets / Showers/ Changing Rooms Controlled** Restrictions on the number of people using facilities at any one time to allow for social distancing. Use of markings and posters to indicate the social distancing requirements. **Break Times Staggered And Employees Remain On Site** Employees to remain on site where possible during breaks. Break times to be staggered to prevent the gathering of people. **Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.** Increased cleaning of the welfare facilities will be carried out on site- especially portaloos are if in use. Paper towels to be used where possible as opposed to hand dryers. Increased frequency of cleaning of kitchen facilities to be carried out. Employees to clean kitchen items before and after use. **Numbers Of People In Common Areas Managed.** Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to. Drivers for deliveries encouraged to wait in vehicle where this does not present a Drive-Away Risk.	2 x 5 10 Medium

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing. **Regular Cleaning Of Common Area And Touch Points.** Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission. **Restricted Use Of Lifts** Stairs will be used rather than lifts to prevent people from being in close proximity. Lifts will be available for those with disabilities. If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing. Touchpoints will be cleaned frequently.	

Risk assessment for : Tamworth Football Club Limited

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Staff Canteen Facilities Restricted Canteen and kitchen access restricted to limit number of people permitted at any one time. Employees encouraged to bring in own food to avoid the need to use facilities.	

Further control measures

None required

Operating procedures

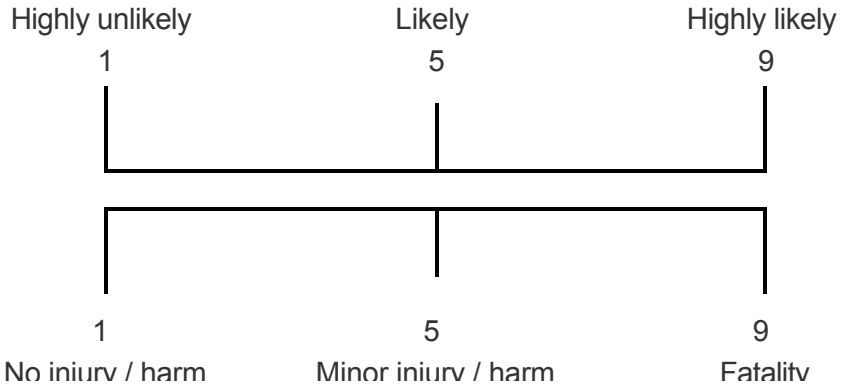
In the context of COVID-19 this means working through these steps in order:
In every workplace, increasing the frequency of handwashing and surface cleaning.
Businesses and workplaces should make every reasonable effort to enable working from home as a first option.
Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:
• Increasing the frequency of hand washing and surface cleaning.
• Keeping the activity time involved as short as possible.
• Using screens or barriers to separate people from each other.
• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
• Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
• Improving ventilation
• Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
• No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:
England: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
Scotland: https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/
Wales: https://gov.wales/workplace-guidance-employers-and-employees-covid-19
Northern Ireland: https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19
Republic of Ireland: https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Probability	9	18	27	36	45	54	63	72	81
	8	16	24	32	40	48	56	64	72
	7	14	21	28	35	42	49	56	63
	6	12	18	24	30	36	42	48	54
	5	10	15	20	25	30	35	40	45
	4	8	12	16	20	24	28	32	36
	3	6	9	12	15	18	21	24	27
	2	4	6	8	10	12	14	16	18
	1	2	3	4	5	6	7	8	9
					Severity				

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Rich Wassall

Approved by signature: Rich Wassall