



PFCFC Return of Supporters and use of Facilities and Amenities Covid 19 Risk Assessment



Date: 17/12/20- Only the changing rooms and toilets remain open due to Pontefract being in a tier 3 area.

Assessors Name: Andy Wiles **Reference Number:** **Review Date:** Ongoing (at least weekly or as per government guidance updates)

Endorsed By: Tom Wiles **Signature:** T. Wiles **Position:** Director **Date:** 17/12/2020

Description of assessment Coronavirus (COVID-19) Beechnut Lane – Return of Supporters & Use of On-Site Facilities/Amenities– Club House, Bar, Toilets & Burger Bar

Location Details Beechnut Lane – Pontefract Collieries FC

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General	Employees Customers/supporters	5	3	15	H	<ul style="list-style-type: none"> Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: <ul style="list-style-type: none"> Has a high temperature, loss / change in taste or smell or a new persistent cough? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition)? Is living with someone in self-isolation or a vulnerable person. Signage to be displayed at the entrance of the venue displaying rules and warning customers not to enter the venue if they 	<ul style="list-style-type: none"> Guidance on self-isolation found via the Government website. 			5	1	5	M



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						have symptoms or have tested positive for COVID-19											
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<p>COVID-19 Lack of awareness</p>	<p>Employees Customers/supporters</p>	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in all entrance areas and in suitable places around the venue. Venue rules will be communicated to all customers and employees. Regular briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and government guidance. Updates will be communicated when new guidance is released and when the contents of this risk assessment are updated. We will continually adopt and review new government / WHO guidance as and when it is available. A COVID 19 – Club Official must be named and in attendance at all games to ensure this RA and the FA and GOV guidelines are understood and adhered to. 					5	1	5	M



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COVID-19 Somebody showing Symptoms	Employees Customers/supporters	5	3	15	H	<ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to the venue until their period of self-isolation has been completed. Contact with personnel suspected of having caught COVID-19 will be avoided. Request that the individual be tested as per the test and trace guidelines If a positive test is given, assess all other employees who may have been in contact with the individual for 15 minutes or over 	<ul style="list-style-type: none"> Areas / items that have been accidentally touched must be thoroughly cleaned. Please see cleaning section below They must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they must follow the 			5	1	5	M



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						and then follow the current government self-isolation and test and trace guidelines	government guidelines on self-isolation.								
						<ul style="list-style-type: none">• Isolate the area/s that the individual has spent time in for 24 hours• Following the 24-hour isolation of the areas, carry out a full deep clean of each area before any work re-commences within those areas									



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<p>Travelling to and from the venue</p> <p>Catching and Spreading</p> <p>Car sharing and the use of public transport</p>	<p>Employees</p> <p>Customers/supporters</p>	5	3	15	H	<ul style="list-style-type: none"> • Where possible all employees should travel to work alone using their own transport. • Employees/customers will be encouraged not to use public transport by providing more car parking spaces and bike-racks. • If employees have no option but to share transport: <ul style="list-style-type: none"> ○ Journeys should be shared with the same individuals and with the minimum number of people at any one time ○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission ○ The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces • Hand cleaning facilities to be provided at all entrances and exits for the venue or employees to be told to wash their hands immediately when entering. 	<ul style="list-style-type: none"> • For employees having to use public transport, PPE should be used. This would include hand sanitisers, nitrile gloves and face protection. 			5	1	5	M



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<p>Keeping customers and visitors safe</p> <p>Entering the venue</p> <p>Customers interaction within staff and others in the venue</p> <p>Catching / Spreading</p>	<p>Employees</p> <p>Customers/supporters</p>	5	3	15	H	<ul style="list-style-type: none"> Names and contact details for customers/supporters will be taken on the gate for those that don't use the track and trace app and poster and retained for 21 days in order to follow test and trace procedures if a customer falls ill with the virus. Gatherings should only be occurring in groups of up to 2 households (or support bubbles), or a group of at most 6 people from any number of households. Capacity will be lowered in line with government guidance as below: Step 4 clubs Stage 1- From 22/8 max of 200 based on 15% of capacity. Stage 2 - From 31/8 max of 400 based on 30% of capacity. Can only go to stage 2 once have had at least 1 stage 1 game. NO FANS CURRENTLY ALLOWED WITH PONTEFRACT IN TIER 3! Indoor and outdoor seating arrangements will be reconfigured to maintain social distancing guidelines between customers of different households or support bubbles. 	<ul style="list-style-type: none"> Additional staff or Supervision to be in place to ensure compliance in social distancing near busy areas – such as queuing areas outside. Regular announcements to remind customers to follow social distancing advice and clean their hands regularly. 			5	1	5	M



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<p>Keeping customers and visitors safe</p> <p>Entering the venue</p> <p>Customers interaction within staff and others in the venue</p> <p>Continued</p> <p>Catching / Spreading</p>	<p>Employees</p> <p>Customers/supporters</p>	5	3	15	H	<ul style="list-style-type: none"> Where queuing is unavoidable, outdoor spaces will be used where available and safe. Outside queues will be managed to ensure they do not cause risk to individuals, other businesses, or additional security risks. Adjustments will be provided for disabled customers. Guidance provided on social distancing and hygiene to customers on arrival with signage, and where possible before arrival such as by phone when taking a booking, on the website or by email. Entry of customers is managed to ensure indoor customers are seated with appropriate distancing and those outdoors have appropriate seating or standing room to avoid congestion. Booking systems, social distancing markings, safe queueing for toilets and taking payment machines to customers will be used. Customers will be encouraged to use hand sanitiser or handwashing facilities as they enter the venue. Customers that are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. 				5	1	5	M



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<p>Keeping customers and visitors safe</p> <p>Entering the venue</p> <p>Customers interaction within staff and others in the venue</p> <p>Continued</p> <p>Catching / Spreading</p>	<p>Employees</p> <p>Customers/supporters</p>	5	3	15	H	<ul style="list-style-type: none"> One-way system will be introduced where possible to reduce congestion and contact between customers. In the event of adverse weather conditions, plans will be in place to maintain social distancing guidelines, customers will be informed that they can't seek shelter indoors unless social distancing can be maintained. Tables and chairs should have easy wipe surfaces / coverings where practical to do so and thoroughly cleaned with anti-viral cleaners following each sitting. Physical screens should be considered in congested areas where 2m, or 1m plus where 2m is not possible, cannot be maintained. 				5	1	5	M



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Managing service of food and drink Catching / Spreading	Employees Customers/supporters	5	2	10	H	<p>Please note - It is very unlikely that coronavirus can be contracted from food.</p> <ul style="list-style-type: none"> Social distancing guidelines of 2m, or 1m plus where 2m is not possible, will be maintained when taking orders from customers, this may include screens or face coverings, or orders taken by phone or an app. Floor markings will be located to remind customers to maintain social distancing between customers of different households or support bubbles. The venue will minimise customer self-service of cutlery and condiments to reduce transmission by providing cutlery and condiments only when food is served. The venue will look to provide disposable condiments or cleaning non-disposable condiment containers after each use. Customers will be encouraged not to lean on counters when collecting takeaways. Contactless payments will be used where possible whilst maintaining social distancing guidelines. Contact between employees and customers will be reduced at points of service by using screens or tables at tills. Outdoor areas will be provided with sufficient ventilation by increasing the open sides of a covered area. 	<ul style="list-style-type: none"> Supervision to be in place to ensure compliance Review return to work procedure to include COVID19 self-isolating requirements Full food safety and HACCP controls in place 			5	1	5	M



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Managing service of food and drink Continued Catching / Spreading	Employees Customers/supporters	5	2	10	H	<ul style="list-style-type: none"> Safety Briefing carried out on the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas. Service at the venue <ul style="list-style-type: none"> Indoor table service will be used where possible alongside additional measures, including face coverings for employees, and assigning a single member of staff per table. Where bar service is unavoidable, the venue will look to prevent customers from remaining at the bar or counter. Bar stools will be removed. Screens will be placed on bars to minimise face to face interaction and identify serving locations, especially at till points. Employees will be allotted an area of the bar to serve where possible and keep within teams or pairings. The venue will have only employees collect and return empty glasses to the bar to reduce congestion at points of service. Contact between kitchen workers and front of house workers will be reduced by having zones from which front of house workers can collect food. 				5	1	5	M



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Managing service of food and drink Continued Catching / Spreading	Employees Customers/supporters	5	2	10	H	<ul style="list-style-type: none"> Outdoor areas of service will be encouraged by increasing outdoor points of service with the use of stalls or pop up bars. 				5	1	5	M



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Welfare Facilities Including customer toilet areas Catching / Spreading	Employees Customers/supporters	5	3	15	H	<ul style="list-style-type: none"> Signs and posters displayed to build awareness of good handwashing techniques and the need to increase handwashing frequency. Welfare facilities will contain suitable levels of soap and 60% + anti-viral gel at entry points. Wipes should be provided in each cubical with signage instructing their use. The use of hand dryers will be encouraged The one-way system should be adhered to when travelling to and from the welfare facility. Small facilities so will be one in one out with occupied signage installed on the outside of the main door for clear reference. Increase cleaning regime for toilet facilities particularly door handles, locks, and toilet flush. Regularly check soap and sanitiser levels. Bin to be emptied on a regular basis 	<ul style="list-style-type: none"> Additional staff to be in place to maintain good hygiene levels. Face shields, Gloves and Face coverings should be available to employees who cannot avoid breaching the social distancing guidelines when working in the welfare area. 			5	1	5	M



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Social Distancing for Employees Catching / Spreading.	Employees Customers	5	3	15	H	<ul style="list-style-type: none"> • Arrival and departure times for work will be staggered to reduce congestion. • Any changing area will have suitable social distancing rules followed. • Movement around the venue will be reduced using radios, phones or other electronic devices when sending orders to bars or kitchens. • Job location rotation will be reduced by assigning specific workers to areas. • Layout of the venue has been reviewed to ensure employees work further apart from each other where possible. • Where working further apart is not possible, working side by side or facing away from each other will be encouraged. • Screens will be used to segregate employees working closely together where possible. • Kitchen access will be reduced to as few people as possible. • Interaction between kitchen and other workers will be discouraged, including during breaks. 				5	1	5	M



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<p>Providing Entertainment in the venue</p> <p>Catching / Spreading.</p>	Employees, Customers/supporters	5	3	15	H	<ul style="list-style-type: none"> • Venue will not permit live performances, including drama, comedy, or music, to take place in front of a live audience. • The venue will only authorise the playing of music or broadcasts that will not encourage shouting, singing, or chanting or to a noise level where customers have to raise their voices, increasing the risk of transmission. • The venue will determine the capacity of audience members to allow for social distancing guidelines to be followed which will not be exceeded. • Online ticketing and online or contactless payments will be used for entertainment where possible. • Additional staff will supervise any entertainment event to ensure customers can be reminded of social distancing arrangements. 				5	1	5	M



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<p>Receiving Deliveries to the venue</p> <p>Catching / Spreading.</p>	<p>Drivers</p> <p>Employees</p> <p>Customers</p>	5	3	15	H	<ul style="list-style-type: none"> All deliveries to be pre-arranged where possible. Pre-arranged loading/unloading area defined. Venue contact to receive a phone call from the driver upon arrival. If you are receiving a delivery driver at the venue, ensure they remain in their cab. Wash hands both before and after if you have to load/unload goods and materials. Same pairs of employees used where more than 1 person is needed for deliveries. Social distancing guidelines will be followed when putting away or replenishing materials. Remember, wearing gloves more than once will not provide you with suitable protection, the virus may remain on the surface of the glove and be passed around the same as on your hands. 	<ul style="list-style-type: none"> Any drivers delivering to the company who display symptoms will be refused entry to the venue and will not be offloaded. 			5	1	5	M



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Cleaning Duties Catching / Spreading	Employees, Customers	5	3	15	H	<ul style="list-style-type: none"> • The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. • Enhanced cleaning procedures are in place across the venue. Paying particular attention to frequently touched areas and surfaces: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Handrails on staircases and corridors ○ Lift and controls ○ Food preparation and eating surfaces ○ Remote controls ○ Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, • Ensure suitable COSHH assessment is in place and users / cleaners have had suitable training on effecting cleaning. • Rubbish collection and storage points are increased and emptied regularly throughout and at the end of the day. • Hands will be washed before handling plates and cutlery. 	<ul style="list-style-type: none"> • Supervision to be in place to ensure compliance. • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against viruses. 			5	1	5	M



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Cleaning Duties Continued Catching / Spreading	Employees, Customers	5	3	15	H	<ul style="list-style-type: none"> Wear disposable or washing-up gloves and aprons for cleaning. Dispose of as per Waste Disposal section below Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning and throughout the day. Any cloths and mop heads used must be dispose of as per Waste Disposal section below 				5	1	5	M

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Laundry Catching / Spreading	Employees, public	5	3	15	H	<ul style="list-style-type: none"> Wash items in accordance with the manufacturer's instructions and use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. 	<ul style="list-style-type: none"> In extreme cases use a red bag system for contaminated contract laundry and keep it separate. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. 			5	1	5	M



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<p>Applying First Aid</p> <p>Catching and Spreading while delivering first aid response</p>	<p>First Aider/Responder Person requiring assistance</p>	5	3	15	H	<ul style="list-style-type: none"> Provide additional PPE for all first aiders, this should include face mask, face shield, latex/Nitrile gloves and disposable apron. Gloves aprons and masks should be disposed of after use and face shield cleaned. Limit access to first aid facilities to only trained first aid personnel and/or appointed person(s) First aiders must make sure that they wash their hands or use a 70% alcohol gel, before and after treating a casualty. Ensure that they do not cough or sneeze over a casualty when treating them. <p>CPR - cardiopulmonary resuscitation</p> <ul style="list-style-type: none"> If an adult is unresponsive and not breathing normally, call 999 or 112 for emergency help and start CPR straight away. Do not perform rescue breaths on the casualty when performing CPR! Before you start CPR, use a towel or piece of clothing, and lay it loosely over the mouth and nose of the casualty All non-disposable equipment used must be thoroughly cleaned with antiviral agents immediately after use. 	<ul style="list-style-type: none"> Contents of this risk assessment communicated to all first aiders. If any symptoms develop following treatment ensure they follow government advice on testing tracing and isolation. 			5	1	5	M



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Vulnerable Groups 'Increased Risk' Employees	Employees	5	4	20	VH	<ul style="list-style-type: none"> Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. For employees with an underlying health condition, as per the above list, the government "strongly advises" that you work from home where possible. If your job isn't suitable for home working the employer will consider offering you furlough, temporary re-deployment to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to be taken, such as re-allocating some duties or providing additional personal protective equipment. 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M

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"at-risk" employees there are some clinical conditions which put people at even higher risk	Employees	5	4	20	VH	<ul style="list-style-type: none"> There are some clinical conditions which put people at even higher risk of severe illness from COVID-19, These people may have received letters from the NHS to state that they must self-isolate for a specific period of time. People falling into this group are those who may be at 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M



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of severe illness from COVID-19						particular risk due to complex health problems.							
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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk



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1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
<p>Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:	Andy Wiles	Signature:	A. Wiles	Date:	20/08/2020
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Assessor 2 name:	Tom Wiles	Signature:	T. Wiles	Date:	20/08/2020
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I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level.
I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.

Employee name	Job description	Date	Employee comments/recommendations	Signature