



Tweedmouth Rangers Football Club - COVID-19 Risk Assessment

Date:	August 12 2020
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Assessors Name:	Kevin Dixon	Reference Number:	TRFC-02	Review Date:	Ongoing – as per government guidance updates
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Signature:	Signed on Original	Position:	Chairman	Date:	12/08/2020	Position	Committee Member
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Description of assessment	Coronavirus (COVID-19)
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Location Details	Old Shielfield
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TRFC Chairman Statement	<p>Tweedmouth Rangers Football Club has a duty of care to protect the safety and welfare of its coaches, players, spectators, the public and contractors at all times and must ensure the implementation of safe and effective social distancing and hygiene measures in line with government advice to limit the potential for Covid-19 infection. If at any time the club believes such safety and welfare is potentially compromised it reserves the right to consider cancellation or amendment of any activity while measures are reviewed. All activities will be carried out in line with current government Covid-19 guidelines and are continually reviewed. This risk assessment must be read in conjunction with all other activity and site-specific risk assessments.</p>
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Control measures	Actions	Final Risk level S x L = R											
		S	L	R	RR			S	L	R	RR								



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<p>Spread of COVID-19 (Coronavirus) during an activity.</p>	<p>Players, Coaches, Helpers, Parents/Guardians, Committee Members, Referees</p>	5	3	15	H	<p><u>Communication of Activities and Safety Measures</u></p> <ul style="list-style-type: none"> Coaches shall attend a mandatory safety briefing prior to commencing a competitive training session or match. Attendees of each safety briefing shall be logged and recorded. The purpose of the safety briefing is to educate and inform coaches of their expectations and responsibilities. The club shall communicate the FA guidance and rules alongside its risk assessments and plans to all club members and coaches. In the event of the safety measures changing or being updated, the club shall adopt the latest UK Government guidance. For youth teams, coaches shall brief parents/guardians (after attending the COVID-19 safety briefing themselves) the requirements, guidelines, and rules. For adult teams, coaches shall brief players (after attending the COVID-19 safety briefing themselves) the requirements, guidelines, and rules. All players (or 	<p>All participant to complete the consent form.</p> <p>They are required to acknowledge that they have read FA and Government rules and guidelines, as</p>	5	1	5	M
						<ul style="list-style-type: none"> parents/guardians for those under 18) shall complete an additional consent form acknowledging and accepting the risk or COVID-19 and agreeing to measures to minimise its spread. <p>The communication between players under the age of 16 and coaches/club officials is prohibited. Communication with players under the age of 16 must be done via a parent or guardian. The club will keep records of every authorised training session and/or match including the date, time and location as well a list of attendees should the need arise for this information to be used for the purpose of contact tracing (NHS Test and Trace). The club data privacy notice updated to incorporate the sharing of data with NHS Test and Trace teams.</p> <p>For matches, both the Club Risk Assessment and COVID-19 Risk Assessment shall be shared with opposition teams and the referee beforehand. Likewise, coaches should request the Risk Assessment(s) from opposition teams, read them and make any necessary adjustments that may be required. All participants shall be aware of the COVID19 Self-Assessment Check to carry out a self-assessment prior to every training session and/or match.</p>	<p>well as this risk assessment.</p> <p>Participants (or parent/guardian for under 18s) always agree to adhere to the FA and Government rules and guidelines as well as this risk assessment.</p>				



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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Control measures	Actions	Final Risk level S x L = R			
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Spread of COVID-19 (Coronavirus) during an activity.	Players, Coaches, Helpers, Parents/Guardians, Committee Members, Referees	5	3	15	H	<u>COVID-19 Self-Assessment/Check</u> • Prior to any training session or match, participants shall perform a COVID-19 Self-Assessment/Check. If a participant has any symptoms or fail any of the checks below then they MUST NOT attend: <ul style="list-style-type: none"> ○ A high temperature (above 37.8C). ○ A new continuous cough. ○ Shortness of breath. ○ A sore throat. ○ Loss of or a change of normal sense of taste and smell. ○ Feeling generally unwell. ○ Persistent tiredness. ○ Been in close contact/living with somebody who is suspected or has tested positive for COVID-19. 	In the event that a coach/session organiser does not feel that a session can be carried out in compliance with FA and Government rules and guidelines or the risk assessment, then they should stop the session or match.	5	1	5	M



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					<ul style="list-style-type: none"> Coaches must remind and communicate to players/parents/guardians the need to conduct a COVID-19 Self-Assessment/Check before every training session and/or match. Temperature Checks/Audit To ensure the COVID-19 Self-Assessment is being carried out for each training session or match, the club shall conduct random contactless temperature checks done by a member of the management committee. A temperature of 37.8C or higher will result in a participant being unable to take part <p><u>Training Session Planning</u></p> <ul style="list-style-type: none"> Coaches/session_organiser must plan all sessions such that they can ALWAYS be carried to adhere to FA and Government rules and guidelines. A group shall not consist of more than 30 people which includes all coaches. For youth teams (under 18s), a qualified adult coach with a valid and in-date Enhanced DBS check must be present for each group. Coaches shall start and finish their sessions promptly. Avoid hanging around so that you might encroach upon another team's session planned for later. There shall be a minimum of a 15-minute gap between the end of one team's session and the beginning of the next in the same vicinity/area. This is to allow one group to leave before a new group arrive to eliminate any clashes and increased risk during changeover. Coaches/session organisers shall wipe down any equipment after each session with PPE equipment provided by the club. Coaches/session organisers must minimise the touching of equipment when planning drills/exercises. Where a participant will be touching equipment regularly (e.g. goalkeeper focused session) then they should wear gloves and/or the coach shall regularly sanitise the equipment. 	<p>Coaches shall remove any participant who does not adhere to the FA and Government rules and guidelines of the risk assessment.</p> <p>The club reserve the right to suspend training for the entire club or specific teams without notice on the grounds of safety.</p> <p>Consent form must be completed before a participant takes part in an approved session.</p> <p>Coaches must take immediate and necessary action to reduce risk</p>				
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					<ul style="list-style-type: none">• Coaches/session organisers should ensure that all planned exercises/drills conform to the FA rules and requirements.• Coaches organisers should consider the necessary arrival protocols and communicate this with participants.• Warm-ups and cool-downs shall adhere to social distancing.• Minimise the amount of time players are in close proximity to each other for extended periods of time (e.g. marking on corner/free kick training).	where a danger arises.				
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					<ul style="list-style-type: none"> Coaches shall plan regular hygiene breaks within the session to sanitise hands and equipment. Coaches shall ensure social distancing (2 metres) is adhered to when conducting training team talks - consider the use of cones/markers to enforce this. <p><u>Match Planning</u></p> <ul style="list-style-type: none"> Coaches must ensure all matches ALWAYS adhere to FA and Government rules and guidelines. Ensure that opposition teams are correctly affiliated with the FA and have suitable Club Liability and Personal Accident Insurance in place. Ensure that the referee is correctly registered with the FA and has suitable Liability Insurance. In the event of a nonqualified referee being used, this must be a club official who is registered with the club and thus covered by the club insurance policies. Coaches shall plan for arrival and departure to players to ensure they adhere to social distancing measures. Players should arrive to matches already in their kit - coaches should make provisions to enable players to take their own kit home to wash. Car sharing to travel to and from games should be minimised. If car sharing must occur, ensure suitable PPE is used and disinfect vehicle where necessary after use. Players are encouraged to walk, cycle, or run to games where reasonably possible. Changing rooms should not used (exceptions to be made in certain circumstances as outlined in the FA guidelines. Players should shower/wash at home. Toilet facilities to be available (sites which have them). Additional hygiene measures to be utilised including hand washing, use of hand sanitiser and limits of numbers at any one time. 	<p>All incidents and concerns must be reported to a club official within 12 hours, or earlier.</p>				
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						<ul style="list-style-type: none">• Warmups and cool downs shall adhere to social distancing (2 metres). Team talks shall adhere to social distancing - cones/markers are recommended to enforce this.• Substitutes, coaches, and assistants shall ensure they adhere to social distancing on the side-line - cones/markers are recommended to enforce this. No handshakes pre- or postmatch. Players must sanitise hands immediately prior to commencing a match and after too						
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<p>Spread of COVID-19 (Coronavirus) during an activity.</p>	<p>Players, Coaches, Helpers, Parents/Guardians, Committee Members, Referees</p>	5	3	15	H	<p><u>Spectators</u></p> <ul style="list-style-type: none"> Following government guidance, Spectators are not allowed. <p><u>Hygiene Measures</u></p> <p>Participants shall ensure they adopt aggressive hygiene measures including:</p> <ul style="list-style-type: none"> Frequent hand washing using soap or hand sanitiser for at least 20 seconds. Wiping and cleaning of their own personal items and equipment or surfaces they will be touching. <ul style="list-style-type: none"> Not share any personal items (e.g. water bottle) with members outside of their own household. Keep the amount of objects and surfaces they touch to a minimum (particularly surfaces/objects frequently touched by other people). <p>Coaches shall:</p> <ul style="list-style-type: none"> Adopt regular hygiene breaks to allow players to sanitise hands and/or disinfect equipment. Ensure they have the necessary equipment to sanitise hands and disinfect equipment. Carry a suitably equipped first aid kit. The sharing of water bottles or other personal items other than those within their own household is prohibited. Paper towels and tissues used to disinfect equipment shall be suitably disposed of using a sealed bag upon disposal. Do not litter or leave hanging around on playing fields. <p><u>Attendance Registers for Test and Trace</u></p> <ul style="list-style-type: none"> Coaches MUST ensure they keep a record of ALL participants for every training session or match. Attendance registers for each session to be submitted to the Club COVID-19 Safety Officer no later than 18 hours after the session/match. 	5	1	5	M
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					<ul style="list-style-type: none"> Attendance register data shall be held for a minimum 21 days but not longer than the period detailed in our Club Data Privacy Notice. Players (parents/guardians for youth) must inform the Club COVID-19 Safety Officer if they become symptomatic and test positive after recently attending a session. <p><u>First Aid, Safeguarding and Emergencies</u></p> <ul style="list-style-type: none"> FA and Government safeguarding regulations remain a mandatory requirement. That being that all coaches possess an Enhanced DBS check as a minimum. A coach/session organiser cannot use a new helper/volunteer unless they have an FA accepted Enhanced DBS in place. A qualified first aider must be present for all training sessions and/or matches and a suitably equipped first aid kit must be available. For minor injuries or medical issues, where it is possible and safe to do so, a participant under the age of 18 should withdraw or be asked to withdraw themselves from the session group to their parent/guardian if they are present for treatment to be administered. In the event of a serious medical emergency or medical issue, coaches/session organiser shall administer the necessary first aid whilst taking any precautions where they can to minimise risk of contracting COVID-19. Coaches are to read and familiarise themselves with the FA guidance on administering first aid during COVID-19 found here: http://www.thefa.com/-/media/thefacom-new/files/getinvolved/2020/clubs-and-coaches---covid-19-first-aid-guidance-forreturning-to-competitivegrassroots-football.ashx The club shall provide teams with the following PPE: - <ul style="list-style-type: none"> Hand Sanitiser. Disinfectant Spray. Paper Towel Face Mask 				
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						<p>and must not return until the period of self-isolation has expired, or they have taken a Government administered/approved test which has returned back as negative.</p> <ul style="list-style-type: none"> • Any participant who are in an at-risk group should continue to exercise caution and return to training and matches when they feel comfortable. • If participant becomes ill with COVID-19 symptoms, then they must inform the COVID-19 Safety Officer as soon as possible. The club shall keep an attendance record of all training sessions and their participants to aid with contact tracing (NHS Test and Trace) should the need arise. <p><u>Payments and Matchday Paperwork</u></p> <ul style="list-style-type: none"> • Payments shall by via electronic method where reasonably possible. Participants should pay via Standing Order or Direct Debit as the preferred method. • Only in exceptional circumstances shall cash payment be accepted. Where it is used as a payment method, coaches should sanitise their hands after handling cash and if possible, use disinfectant to clean cash payments. • Match day paperwork should be kept to a minimum. Where absolutely necessary, the exchanging of team sheets between the referee and opposition shall be kept short and brief. If possible, consider digital methods of exchanging paperwork before the game such as photo message or email 					
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Additional comments:

1. This risk assessment needs to be discussed with players and parents before they train to ensure compliance with all control measures through their understanding
2. Coaches, Players and Parents are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss



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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

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	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.	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.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.



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