

# Mickleover FC Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



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|--------------|-----------------|
| <b>Date:</b> | August 4th 2020 |
|--------------|-----------------|

|                        |  |                          |  |                     |  |
|------------------------|--|--------------------------|--|---------------------|--|
| <b>Assessors Name:</b> |  | <b>Reference Number:</b> |  | <b>Review Date:</b> | This is reviewed weekly based upon the Government guidelines as well as the FA Guidelines. |
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| <b>Endorsed By:</b> |  | <b>Signature:</b> |  | <b>Position:</b> |  | <b>Date:</b> |  |
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| <b>Description of assessment</b> | Coronavirus (COVID-19) - Public Houses, Clubs, Restaurants & Takeaways to ensure they are 'COVID secure' |
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| <b>Location Details</b> | Mickleover FC Facilities |
|-------------------------|--------------------------|

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

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|  |  |  |  |  | have symptoms or have tested positive for COVID-19 |  |  |  |  |  |  |  |
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|                                   |                     | S   | L | R  | RR |   |                                      |                   |                 | S                             | L | R | RR |
| COVID-19<br><br>Lack of awareness | Employees           | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in all entrance areas and in suitable places around the venue.</li> <li>Venue rules will be communicated to all customers and employees by ether posters or verbally before entering..</li> <li>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.</li> <li>We will continually monitor the GOV guidance, WHO guidance, FA guidance to make changes to the risk assessment to make sure all staff and people onsite will be immediately notified.</li> </ul> |                                      |                   |                 | 5                             | 1 | 5 | M  |



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|                                       |                        | S   | L | R  | RR |   |  |                   |                 | S                             | L | R | RR |
| COVID-19<br>Somebody showing Symptoms | Employees<br>Customers | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>everybody is to return home immediately after their given purpose is fulfilled.</li> <li>Avoid touching anything where possible</li> <li>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. This is to be updated as the advice changes in regards to the WHO, FA and Gov guidelines.</li> <li>If a sign and symptom is present in the given person then they should follow the guidance on self-isolation and not return to the venue until their period of self-isolation has been completed.</li> <li>Contact with personnel suspected of having caught COVID-19 will be avoided and sent into isolation immediately.</li> <li>Request that the individual be tested as per the test and trace guidelines (Contact 119).</li> <li>If a positive test is given, assess all other employees who may have been in contact with the individual for 15 minutes or over and then follow the current government self-isolation and test and trace guidelines</li> </ul> | <ul style="list-style-type: none"> <li>Areas / items that have been accidently touched must be thoroughly cleaned. <a href="#">Please see cleaning section below</a></li> <li>They must wash their hands thoroughly for 40-60 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. In addition, the person who has been in contact with the "ill person" is to self-isolate immediately and follow the GOV guidelines.</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |

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|  |  |  |  |  |  | <ul style="list-style-type: none"> <li>Isolate the area/s that the individual has spent time in for 24 hours</li> <li>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</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |                     | S   | L | R  | RR |  |  |                   |                 | S                             | L | R | RR |
| <p>Travelling to and from the venue</p> <p>Catching and Spreading</p> <p>Car sharing and the use of public transport</p> | Employees customers | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>All staff members are to travel by themselves where possible</li> <li>Employees/customers are advised not to take public transport and we as a club will provide more areas to park as well as area to place bicycles and motorbikes.</li> <li>If employees have no option but to share transport:                             <ul style="list-style-type: none"> <li>Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital</li> <li>For employees having to use public transport, issuing PPE should be considered. This would include hand sanitisers, nitrile gloves and face protection</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |

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|  |  |  |  |  |  | <p>cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</p> <ul style="list-style-type: none"> <li>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.</li> </ul> |  |  |  |  |  |  |  |  |
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|--|-----------------------------------|---|---|----|----|--|---|-------------------|-----------------|-------------------------------|---|---|----|
|  |                                   | S   | L | R  | RR |  |   |                   |                 | S                             | L | R | RR |
| <p>Keeping customers and visitors safe</p> <p>Entering the venue</p> <p>Customers interaction within staff and others in the venue</p> | <p>Employees</p> <p>Customers</p> | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>Names and contact details for customers will be obtained and retained for 21 days in order to follow test and trace procedures if a customer falls ill with the virus (Following the Test and trace system).</li> <li>Indoor gatherings should only be occurring in groups of up to 2 households (including support bubbles).</li> <li>Outdoor 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.</li> <li>It will not be permitted to allow groups of more than 30 people unless set out in the limited circumstances in law.</li> <li>The venue will not permit live performances including drama, comedy</li> </ul> | <ul style="list-style-type: none"> <li>An increase in staff members will take place to make sure all employees and customers abide to maintaining social distancing. In addition, regular announcements by staff members will be completed to remind customers to wash their hands regularly as well as any other GOV guideline which is advised.</li> <li>The use of gaming rooms, machines, play areas should be</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |

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| Catching / Spreading |  |  |  |  |  | <p>and music to take place in front of a live audience.</p> <ul style="list-style-type: none"> <li>Capacity will be lowered to ensure it is possible to safely seat a number of people within the venue and keep social distancing guidelines (2m, or 1m plus where 2m is not possible). Total indoor, outdoor, furniture, pinch points and busy areas will be considered.</li> <li>Indoor and outdoor seating arrangements will be reconfigured to maintain social distancing guidelines between customers of different households or support bubbles.</li> </ul> | <p>discouraged until clear guidance is in place.</p> <ul style="list-style-type: none"> <li>If beer gardens are to be used separate toilet facilities and weather protection on tables should be provided.</li> </ul> |  |  |  |  |  |  |
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|   |                        | S   | L | R      | RR |  |                                      |                   |                 | S                             | L | R | RR |
| <p>Keeping customers and visitors safe</p> <p>Entering the venue</p> <p>Customers interaction</p> | Employees<br>Customers | 5   | 3 | 1<br>5 | H  | <ul style="list-style-type: none"> <li>Where queuing is unavoidable, outdoor spaces will be used where available and safe.</li> <li>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.</li> <li>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.</li> </ul> |                                      |                   |                 | 5                             | 1 | 5 | M  |



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| within staff and others in the venue |  |  |  |  |  | <ul style="list-style-type: none"> <li>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.</li> <li>Booking systems, social distancing markings, safe queueing for toilets and taking payment machines to customers will be used.</li> <li>Customers will be encouraged to use hand sanitiser and handwashing facilities prior to them entering the facilities.</li> <li>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.</li> </ul> |  |  |  |  |  |  |  |
| Continued                            |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Catching / Spreading                 |  |  |  |  |  |   |  |  |  |  |  |  |  |

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|   |                        | S   | L | R  | RR |   |                                      |                   |                 | S                             | L | R | RR |
| Keeping customers and visitors safe<br><br>Entering the venue | Employees<br>Customers | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>The outdoor play area will be closed pending further advice from the GOV.</li> <li>One-way system will be introduced where possible to reduce congestion and contact between customers.</li> <li>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.</li> </ul> |                                      |                   |                 | 5                             | 1 | 5 | M  |

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| Customers interaction within staff and others in the venue |  |  |  |  |  | <ul style="list-style-type: none"> <li>All Tables and chairs should have easy wipe surfaces / coverings where practical to clean with anti-viral cleaners following each sitting.</li> <li>Physical screens should be considered in congested areas where 2m, or 1m plus where 2m is not possible, cannot be maintained.</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Continued  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Catching / Spreading                                       |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|                                    |                        | S   | L | R  | RR |   |   |                   |                 | S                             | L | R | RR |
| Managing service of food and drink | Employees<br>Customers | 5   | 2 | 10 | H  | Please note - It is very unlikely that coronavirus can be contracted from food. <ul style="list-style-type: none"> <li>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</li> </ul> | <ul style="list-style-type: none"> <li>Extra Supervision to be in place to ensure compliance</li> <li>Review return to work procedure to include COVID19 self-isolating requirements</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |



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| Catching / Spreading |  |  |  |  |  | <ul style="list-style-type: none"> <li>face coverings or orders taken by phone or an app.</li> <li>Markings on the floor as well as on the wall (posters will be on the all) will in place to remind the employees and customers to social distance (1-2m)</li> <li>There will be No self-service of condiments and cutlery. All cutlery and condiments will only be given when the food has been served by staff members.</li> <li>The venue will provide disposable condiments. However, if no disposable condiments are present then after each use of the condiments are cleaned.</li> <li>Customers will be encouraged not to lean on counters when collecting takeaways.</li> <li>Contactless payments will be used where possible whilst maintaining social distancing guidelines.</li> <li>Contact between employees and customers will be reduced at points of service by using screens or tables at tills.</li> <li>Outdoor areas will be provided with sufficient ventilation by increasing the open sides of a covered area.</li> </ul> | <ul style="list-style-type: none"> <li>There will be Full food safety and HACCP controls in place to prevent the contamination of food with COVID-19</li> </ul> |  |  |  |  |  |  |
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|                    |                     | S   | L | R | RR |                           |                                      |                   |                 | S                             | L | R | RR |

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| <p><b>Managing service of food and drink</b></p> <p><b>Continued</b></p> <p>Catching / Spreading</p> | <p>Employees<br/>Customers</p> | <p>5</p> | <p>2</p> | <p>1<br/>0</p> | <p>H</p> | <ul style="list-style-type: none"> <li>• Safety Briefing carried out on the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas.</li> </ul> <p><b>Service at the venue</b></p> <ul style="list-style-type: none"> <li>• Contactless ordering from tables will be encouraged where available through the use of an app.</li> <li>• 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.</li> <li>• Where bar service is unavoidable, the venue will look to prevent customers from remaining at the bar or counter.</li> <li>• Bar stools will be removed.</li> <li>• Screens will be placed on bars to minimise face to face interaction and identify serving locations, especially at till points.</li> <li>• Employees will be allotted an area of the bar to serve where possible and keep within teams or pairings.</li> <li>• The venue will have only employees collect and return empty glasses to the bar to reduce congestion at points of service. The customers are to put the glasses within the carrying glass case.</li> <li>• Contact between kitchen workers and front of house workers will be reduced by having zones from which front of house workers can collect food.</li> </ul> |  |  |  | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |
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|   |                        | S   | L | R  | RR |  |                                      |                   |                 | S                             | L | R | RR |
| <b>Managing service of food and drink</b><br><br><b>Continued</b><br><br>Catching / Spreading | Employees<br>Customers | 5   | 2 | 10 | H  | <ul style="list-style-type: none"> <li>Outdoor areas of service will be encouraged by increasing outdoor points of service with the use of stalls or pop up bars.</li> </ul> |                                      |                   |                 | 5                             | 1 | 5 | M  |



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|                    |                     | S   | L                       | R | RR |                           |                                      |                   |                 | S                             | L | R   | RR |
|                    |                     | <b>Takeaways and Deliveries</b><br><br>Catching / Spreading | Employees,<br>Customers | 5 | 3  |                           |                                      |                   |                 | 15                            | H | <ul style="list-style-type: none"> <li>Customers will be encouraged to order online, on apps or over the phone to reduce queues.</li> <li>The venue will inform any customer of social distancing rules at the time of ordering where possible.</li> <li>Order collection times will be staggered to reduce congestion of collection points.</li> <li>Contact between kitchen staff and front of house workers, delivery drivers or riders will be reduced by having zones from which delivery drivers can collect packaged food items.</li> <li>Where collection of takeaways is in place, floor marking will be in place to identify social distances for customers having to queue.</li> <li>Where possible, customers will be requested to wait outside or in their cars until their order is ready.</li> <li>The venue will work with neighbouring venues to ensure outdoor queuing areas do not obstruct public spaces or other venues social distancing arrangements.</li> </ul> |    |



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|                    |                     | S   | L                      | R | RR |                           |                                      |                   |                 | S                             | L | R  | RR  |
|                    |                     | <b>Welfare Facilities</b><br><br><b>Including customer toilet areas</b><br><br>Catching / Spreading | Employees<br>Customers | 5 | 3  |                           |                                      |                   |                 | 1                             | H | <ul style="list-style-type: none"> <li>There will be posters surrounding the area displaying the correct techniques to wash their hands based on the WHO, FA and GOV guidelines.</li> <li>Welfare facilities will contain suitable levels of soap and at least 60% + anti-viral gel at entry points.</li> <li>Antiviral wipes will be clearly labelled and displayed within the facilities of the toilet cubicles as well as being placed by the sink.</li> <li>The use of hand dryers will be encouraged</li> <li>The one-way system should be adhered to when travelling to and from the welfare facility.</li> <li>Small facility will be one in one out with occupied signage installed on the outside of the main door for clear reference.</li> <li>Large facilities where social distancing is possible will remove every other cubical, sink and urinal from use to maintain social distancing.</li> <li>Increase cleaning regime for toilet facilities particularly door handles, locks, and toilet flush. Regularly check soap and sanitiser levels. This will be recorded on a sheet</li> </ul> | <ul style="list-style-type: none"> <li>Additional staff to be in place to maintain good hygiene levels</li> <li>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.</li> </ul> |

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|  |  |  |  |  |  | <p>which will be on view of all staff and customers.</p> <ul style="list-style-type: none"> <li>The waste bins will be emptied at regular intervals.</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|--|-----------------------------------|---|---|----|----|--|--------------------------------------|-------------------|-----------------|-------------------------------|---|---|----|
|  |                                   | S   | L | R  | RR |  |                                      |                   |                 | S                             | L | R | RR |
| <p><b>Social Distancing for Employees</b></p> <p>Catching / Spreading.</p> | <p>Employees</p> <p>Customers</p> | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>Arrival and departure times for work will be staggered to reduce congestion.</li> <li>Any changing area will have suitable social distancing rules followed.</li> <li>Movement around the venue will be reduced by the use of radios, phones or other electronic devices when sending orders to bars or kitchens.</li> <li>Job location rotation will be reduced by assigning specific workers to areas.</li> <li>Layout of the venue has been reviewed to ensure employees work further apart from each other where possible.</li> <li>Where working further apart is not possible, working side by side or facing away from each other will be encouraged.</li> <li>Screens will be used to segregate employees working closely together where possible.</li> <li>Kitchen access will be reduced to as few people as possible.</li> </ul> |                                      |                   |                 | 5                             | 1 | 5 | M  |

# Mickleover FC Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

|  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  | <ul style="list-style-type: none"> <li>Interaction between kitchen and other workers will be discouraged, including during breaks.</li> </ul> |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|

| Identified Hazards   | Who may be affected               | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures   | Additional Control measures required | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|--|-----------------------------------|---|---|----|----|---|--------------------------------------|-------------------|-----------------|-------------------------------|---|---|----|
|  |                                   | S   | L | R  | RR |   |                                      |                   |                 | S                             | L | R | RR |
| <p><b>Social Distancing for Employees</b></p> <p><b>Continued</b></p> <p>Catching / Spreading.</p> | <p>Employees</p> <p>Customers</p> | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>Work areas will be spaced where possible such as sinks, hobs and ovens, which may also include cleanable panels between appliances.</li> <li>Floor markings in place where necessary to identify social distancing measures.</li> <li>Limited access to walk in fridges, freezers will be in place.</li> </ul> |                                      |                   |                 | 5                             | 1 | 5 | M  |

# Mickleover FC Risk Assessment

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| Identified Hazards | Who may be affected | Risk Level before control measures<br>S x L = R                                 |                      |   |    | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |  |    |
|--------------------|---------------------|---|----------------------|---|----|---------------------------|--------------------------------------|-------------------|-----------------|-------------------------------|---|--|----|
|                    |                     | S   | L                    | R | RR |                           |                                      |                   |                 | S                             | L | R  | RR |
|                    |                     | <p><b>Providing Entertainment in the venue</b></p> <p>Catching / Spreading.</p> | Employees, Customers | 5 | 3  |                           |                                      |                   |                 | 15                            | H | <ul style="list-style-type: none"> <li>Venue will not permit live performances, including drama, comedy or music, to take place in front of a live audience. The venue will not 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.</li> <li>The venue will calculate the correct capacity to allow social distancing will be followed and not exceeded.</li> <li>There will be the promotion of no dancing and a variety of seating areas.</li> <li>Online ticketing and online or contactless payments will be used for entertainment where possible.</li> <li>Additional staff will supervise any entertainment event to ensure customers can be reminded of social distancing arrangements.</li> </ul> |    |





# Mickleover FC Risk Assessment

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| Identified Hazards | Who may be affected | Risk Level before control measures<br>S x L = R                       |                                   |   |    | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |   |
|--------------------|---------------------|---|-----------------------------------|---|----|---------------------------|--------------------------------------|-------------------|-----------------|-------------------------------|---|---|---|
|                    |                     | S   | L                                 | R | RR |                           |                                      |                   |                 | S                             | L | R   | RR  |
|                    |                     | <b>Receiving Deliveries to the venue</b><br><br>Catching / Spreading. | Drivers<br>Employees<br>Customers | 5 | 3  |                           |                                      |                   |                 | 15                            | H | <ul style="list-style-type: none"> <li>All deliveries to be pre-arranged where possible.</li> <li>Pre-arranged loading/unloading area defined.</li> <li>Venue contact to receive a phone call from the driver upon arrival.</li> <li>If you are receiving a delivery driver at the venue, ensure they remain in their cab.</li> <li>Wash hands both before and after if you have to load/unload goods and materials.</li> <li>Same pairs of employees used where more than 1 person is needed for deliveries.</li> <li>Social distancing guidelines will be followed when putting away or replenishing materials.</li> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>Any drivers delivering to the company who display symptoms will be refused entry to the venue and will not be offloaded</li> </ul> |

# Mickleover FC Risk Assessment

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| Identified Hazards | Who may be affected | Risk Level before control measures<br>S x L = R           |                         |   |    | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |  |   |
|--------------------|---------------------|---|-------------------------|---|----|---------------------------|--------------------------------------|-------------------|-----------------|-------------------------------|---|--|---|
|                    |                     | S   | L                       | R | RR |                           |                                      |                   |                 | S                             | L | R  | RR  |
|                    |                     | <b>Cleaning Duties</b><br><br>Catching /<br><br>Spreading | Employees,<br>Customers | 5 | 3  |                           |                                      |                   |                 | 1<br>5                        | H | <ul style="list-style-type: none"> <li>• Full PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is present (Full PPE being Apron, Face mask, Shield mask and disposable gloves.</li> <li>• Enhanced cleaning procedures are in place across the venue. Paying particular attention to frequently touched areas and surfaces:                             <ul style="list-style-type: none"> <li>o Taps and washing facilities</li> <li>o Toilet flush and seats</li> <li>o Door handles and push plates</li> <li>o Handrails on staircases and corridors</li> <li>o Food preparation and eating surfaces</li> <li>o Remote controls</li> <li>o Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings,</li> </ul> </li> <li>• Ensure suitable COSHH assessment is in place and users / cleaners have had suitable training on effecting cleaning.</li> <li>• The Rubbish collection and storage points are increased and emptied regularly throughout and at the end of the day.</li> </ul> | <ul style="list-style-type: none"> <li>• Supervision to be in place to ensure compliance</li> <li>• All disinfectants need to be checked to make sure that they do infact combat COVID-19.</li> </ul> |



# Mickleover FC Risk Assessment

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| Identified Hazards     | Who may be affected  | Risk Level before control measures<br>S x L = R |   |    |  | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level<br>S x L = R  |   |   |    |
|------------------------|----------------------|---|---|----|--|---------------------------|--------------------------------------|-------------------|-----------------|--|---|---|----|
|                        |                      | S   | L | R  | RR   |                           |                                      |                   |                 | S  | L | R | RR |
|                        |                      | 5   | 3 | 15 | H  |                           |                                      |                   |                 | <ul style="list-style-type: none"> <li>Hands will be washed before handling all plates, cutlery and condiments.</li> </ul> |   |   |    |
| <b>Cleaning Duties</b> | Employees, Customers |   |   |    |  |                           |                                      |                   |                 |  |   |   |    |
| <b>Continued</b>       |                      |   |   |    | <ul style="list-style-type: none"> <li>Wear disposable or washing-up gloves and aprons for cleaning. Dispose of as per Waste Disposal section below</li> <li>Wash hands regularly with soap and water for 40-60 seconds, and after removing gloves, aprons and other protection used while cleaning and throughout the day.</li> <li>Any cloths and mop heads used must be dispose of as per Waste Disposal section below</li> </ul> |                           |                                      |                   |                 |  |   |   |    |
| Catching / Spreading   |                      |   |   |    |  |                           |                                      |                   |                 |  |   |   |    |

| Identified Hazards   | Who may be affected | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level<br>S x L = R   |  |   |    |
|----------------------|---------------------|---|---|----|----|---------------------------|--------------------------------------|-------------------|-----------------|---|--|---|----|
|                      |                     | S   | L | R  | RR |                           |                                      |                   |                 | S   | L  | R | RR |
|                      |                     | 5   | 3 | 15 | H  |                           |                                      |                   |                 | <ul style="list-style-type: none"> <li>Wash items in accordance with the manufacturer's instructions and use the warmest water setting and dry items completely.</li> <li>Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</li> <li>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li> </ul> | <ul style="list-style-type: none"> <li>In extreme cases use a red bag system for contaminated contract laundry and keep it separate.</li> <li>Clean and disinfect anything used for transporting laundry with your usual products, in</li> </ul> |   |    |
| <b>Laundry</b>       | Employees, public   |   |   |    |    |                           |                                      |                   |                 |   |  |   |    |
| Catching / Spreading |                     |   |   |    |    |                           |                                      |                   |                 |   |  |   |    |

# Mickleover FC Risk Assessment

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|  |  |  |  |  |  | line with the cleaning guidance above. |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

| Identified Hazards   | Who may be affected   | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures   | Additional Control measures required   | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|--|---|---|---|----|----|---|--|-------------------|-----------------|-------------------------------|---|---|----|
|  |   | S   | L | R  | RR |   |  |                   |                 | S                             | L | R | RR |
| <p><b>Applying First Aid</b></p> <p>Catching and Spreading while delivering first aid response</p> | <p>First Aider/Responder</p> <p>Person requiring assistance</p> | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>Full PPE will be provided for all first aiders, this includes a face mask, face shield, latex/Nitrile gloves, disposable apron and 70% Alcohol hand sanitiser.</li> <li>All Gloves, aprons and masks will be disposed of after use and face shields cleaned.</li> <li>There will be limited access to first aid facilities to only trained first aid personnel and/or appointed person(s)</li> <li>Before and after treating the patient the First aiders must make sure that they wash their hands or use a 70% alcohol gel.</li> <li>The first aider should Not cough or sneeze over a casualty when treating them.</li> </ul> <p><b>CPR - cardiopulmonary resuscitation</b></p> <ul style="list-style-type: none"> <li>All CPR Guidelines are to be followed to the FA as well as St Johns ambulance new protocols.</li> <li>If an adult is unresponsive and not breathing normally, call 999 or 112 for</li> </ul> | <ul style="list-style-type: none"> <li>All Contents of this risk assessment communicated to all first aiders</li> <li>If any symptoms develop following treatments ensure, they follow government advice on testing tracing and isolation</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |

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|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  | <p>emergency help and start CPR straight away.</p> <ul style="list-style-type: none"> <li>Do not perform rescue breaths on the casualty when performing CPR.</li> <li>Before you start CPR, use a towel or piece of clothing, and lay it loosely over the mouth and nose of the casualty</li> <li>All non-disposable equipment used must be thoroughly cleaned with antiviral agents immediately after use.</li> </ul> |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

| Identified Hazards   | Who may be affected | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures  | Additional Control measures required  | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|--|---------------------|---|---|----|----|--|---|-------------------|-----------------|-------------------------------|---|---|----|
|  |                     | S   | L | R  | RR |  |   |                   |                 | S                             | L | R | RR |
| <p><b>Vulnerable Groups</b></p> <p>'Increased Risk'</p> <p>Employees</p> | Employees           | 5   | 4 | 20 | VH | <ul style="list-style-type: none"> <li>Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.</li> <li>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 furloughed, temporarily re-deployed 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 take, such as re-allocating some duties or providing additional personal protective equipment.</li> </ul> | <ul style="list-style-type: none"> <li>Reissue medical questionnaires to all employees and review.</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |



# Mickleover FC Risk Assessment

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| Identified Hazards   | Who may be affected | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures  | Additional Control measures required  | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|--|---------------------|---|---|----|----|--|---|-------------------|-----------------|-------------------------------|---|---|----|
|  |                     | S   | L | R  | RR |  |   |                   |                 | S                             | L | R | RR |
| <p><b>“at-risk” employees</b></p> <p>there are some clinical conditions which put people at even higher risk of severe illness from COVID-19</p> | Employees           | 5   | 4 | 20 | VH | <ul style="list-style-type: none"> <li>There are some clinical conditions which put people at <b>even higher risk of severe illness from COVID-19</b>, 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 particular risk due to complex health problems.</li> </ul> | <ul style="list-style-type: none"> <li>Reissue medical questionnaires to all employees and review.</li> </ul> |                   |                 | 5                             | 1 | 5 | M  |

## Guidance Notes

|                      |   |   |    |    |    |    |
|----------------------|---|---|----|----|----|----|
| SE<br>VE<br>RIT<br>Y | 5 | 5 | 10 | 15 | 20 | 25 |
|                      | 4 | 4 | 8  | 12 | 16 | 20 |
|                      | 3 | 3 | 6  | 9  | 12 | 15 |
|                      | 2 | 2 | 4  | 6  | 8  | 10 |



# Mickleover FC Risk Assessment

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|  |                   |          |          |          |          |          |
|--|-------------------|----------|----------|----------|----------|----------|
|  | <b>1</b>          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|  |                   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|  | <b>LIKELIHOOD</b> |          |          |          |          |          |

|                   |  |
|-------------------|--|
| <b>LIKELIHOOD</b> |  |
| <b>5</b>          | <b>Almost Certain – Very High Risk</b> |
| <b>4</b>          | <b>Probable – High Risk</b>            |
| <b>3</b>          | <b>50/50 – Medium Risk</b>             |
| <b>2</b>          | <b>Improbable – Low Risk</b>           |
| <b>1</b>          | <b>Almost impossible – Low Risk</b>    |

# Mickleover FC Risk Assessment

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| 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. |



# Mickleover FC Risk Assessment

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## 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

|                         |  |                   |  |              |  |
|-------------------------|--|-------------------|--|--------------|--|
| <b>Assessor 1 name:</b> |  | <b>Signature:</b> |  | <b>Date:</b> |  |
|-------------------------|--|-------------------|--|--------------|--|

|                         |  |                   |  |              |  |
|-------------------------|--|-------------------|--|--------------|--|
| <b>Assessor 2 name:</b> |  | <b>Signature:</b> |  | <b>Date:</b> |  |
|-------------------------|--|-------------------|--|--------------|--|

# Mickleover FC Risk Assessment

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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.<br>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 |
|   |                 |      |                                   |           |
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