



Leicester Football Club

COVID-19 General Risk Assessment – Community Education (Tech Room and Droglites Classrooms)

Issue 1. August 2020.

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This COVID-19 risk assessment will be reviewed regularly in the light of UK Government guidance

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Version Control

Date	Action/Amendment/ Comment/	Author	Completion and date
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This risk assessment considers risks and precautions associated with the current Coronavirus (COVID-19) pandemic. Hazard details are found at: <https://www.gov.uk/coronavirus>

Relevant Guidance is at:

UK Government: Guidance for schools (coronavirus)

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

This risk assessment links with other risk assessments prepared under UK Government Stage 1-3 Elite Sport Guidance and will be reviewed as required.

Activity & Facility	Covid-19 Control and Risk Mitigation Measures	Residual Risk	Validation Signed/Dated
Prerequisites	<p>Steve Haylett is the Club COVID-19 appointed Officer responsible for the implementation of key mitigation control measure and communication with all stakeholders including management, staff, and visitors</p> <p>Scott Clarke, Head of Community and Global Partnerships will manage day to day implementation of COVID-19 controls and ensure adequate communication of mitigation measures with staff, teaching partners and students, as necessary.</p> <p>Nigel Harley is the club appointed competent person for health and safety compliance including COVID-19 control.</p> <p>Each LFC staff member has been briefed on the Leicester Football Club COVID-19 operational policy and risk assessment for return to work.</p> <p>Each LFC staff member has received a confidential one-to-one health consultation with their Line Manager before returning to work. This is escalated to the HR Manager and Club Doctor for advice as required on a case-by-case basis. Persons declaring clinically vulnerable or extremely clinically vulnerable health status, or who live with persons defined as such will be subject to specific assessment in relation to return to work. Medical certification of suitability to return to work may be required: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p> <p>Each staff member has provided signed consent to formally opt in to return to work. Persons not opting in will not be permitted to enter club premises.</p> <p>Staff, including teaching partners, and students are required to complete and sign the club daily COVID-19 health declaration on arrival at the ground. Those indicating evidence of COVID-19 exposure or significant risk will not be permitted entry and will be asked to return home directly and report to NHS on 111.</p> <p>Students are advised that failure to comply with COVID-19 mitigation measures may result in ejection from the class and/or postponement of lessons.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

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	<p>Staff and students are requested to participate in the NHS track and trace system and comply with any arising instructions. They are advised to download the track and trace app when available and must report any request to self-isolate to the COVID-19 Officer in confidence.</p> <p>Staff and students are expected to comply with UK Government local, national, and international COVID-19 requirements as they emerge.</p>		
<p>Travel and Access - Staff and Students</p>	<p>Staff, including teaching partners are expected to review their health status and that of persons within their household before leaving for work. They should not travel if anyone shows symptoms, and report initially to the Head of Community and Global Partnerships, and COVID-19 Officer as required by telephone without delay.</p> <p>Staff are instructed to travel to and from work in their own vehicle without passengers, unless from the same household.</p> <p>Parking arrangements are such that adequate social distancing can be achieved on arrival and departure from the Ground.</p> <p>The use of public transport poses an increased risk and should be avoided if possible. If essential, public transport COVID-19 travel requirements must be followed, including the wearing of suitable face covering.</p> <p>Only authorised members of staff are permitted into the Ground.</p> <p>Persons showing or declaring symptoms will not be permitted into the Ground.</p> <p>Students and parents/guardians as necessary are responsible for the safe transport of students to the ground in line with current UK Government COVID-19 guidance.</p>		

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<p>Classroom Entrance/Egress</p>	<p>Students will enter and exit the Tech Room (Hits base room) and Droglites (Dynamites) classrooms directly off Welford Road access door (East Stand). This eliminates unnecessary social contact with other Ground users. Only invited/authorised students are permitted entry.</p> <p>Students are required to register and complete and sign a health declaration form on entry confirming the absence of COVID-19 symptoms personally and within their household. If symptoms are disclosed, access will be denied, and students asked to return home directly.</p> <p>Entry time will be staggered to prevent contact between classes running concurrently. The time of entry and exit will be recorded for Track and Trace purposes.</p> <p>Hand sanitiser is available at the registration point. All students are expected to sanitise hands on entry; the teacher will encourage and monitor compliance.</p> <p>Students are requested to observe social distancing of at least 2 metres whilst waiting to enter the classroom and at the time of registration/health declaration.</p> <p>Classes consist of a cohort of students which will remain fixed as far as possible to minimise risks associated with person to person contact.</p> <p>A maximum of 14 students is permitted within the Tech Room and 10 within the Droglites Classroom. Both are supported by one teacher.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

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<p>Social Distancing – Classroom</p>	<p>Staff and students are required to maintain social distancing of 2 metres or 1 metre plus in line with current UK Government standards and have received suitable instruction.</p> <p>Available Hits classroom space is 55msq approx. and Droglites 36msq approx. This is sufficient to accommodate planned occupancy of up to 14 Hits students and up to 10 Dynamites students whilst comfortably meeting social distancing requirements.</p> <p>Students are asked to go directly to their desks on entry.</p> <p>Students will sit at individual desks, spaced a minimum of 2 metres apart. They will be requested to remain at their desk during sessions to meet social distancing requirements.</p> <p>Teaching zones are clearly marked within classrooms. Teachers will remain in this zone whenever possible. Students are advised that ingress into the teaching zone is prohibited.</p> <p>Staff and students are not required to wear COVID-19 specific PPE including face masks or shields due to controls in place. They can wear PPE as a personal preference provided related controls are implemented.</p> <p>Teachers will avoid contact with students within the 2-metre space. If essential, i.e. in the event of computer issues requiring intervention or similar, teachers may wear a face mask to assist students individually. In this instance, they are advised to wear a suitable face mask and limit the period of interaction to no longer than 5 minutes.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

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Ventilation	<p>High level windows can be opened to increase ventilation and air change rate in line with best practice.</p> <p>Doors off the concourse may be opened as required to promote air flow through the classrooms.</p> <p>Air conditioning systems are switched off or placed on minimum air circulation in line with best practice. Systems are cleaned and services as required in line with the club maintenance programme.</p>	Where control is implemented, residual risk is deemed to be LOW	
Unauthorised Areas	<p>Unauthorised classroom areas (i.e. storeroom) are locked off to remove potential to contaminate these areas. Teachers will not leave students unattended.</p> <p>Students are not permitted to enter the Ground. Access is limited to adjacent toilet facilities as below.</p>	Where control is implemented, residual risk is deemed to be LOW	
Welfare/Breaks	<p>Toilets are immediately accessible in the East Stand concourse. The access route is barriered to prevent unauthorised access into the stand. Toilets are thoroughly cleaned daily and will be cleaned as required throughout the day with additional focus on hand contact surfaces.</p> <p>Facilities are restricted to () persons to meet social distancing requirements. This is monitored by teaching staff.</p> <p>Students take breaks as scheduled and may exit directly to Welford Road. They are advised to observe COVID-19 rules away from the Ground.</p> <p>Breaks are staggered to minimise contact with other classes.</p> <p>Students can bring snacks and drinks for personal use only. No sharing is permitted. Water stations and single use disposable cups are provided for use.</p>	Where control is implemented, residual risk is deemed to be LOW	

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<p>Personal Protective Equipment</p>	<p>There is no requirement for students or teaching staff to wear PPE including face mask/shield/gloves during student contact in lessons due to detailed controls. Persons wishing to wear masks must discuss this with the Head of Community and/or COVID-19 Officer to ensure that their use and disposal is in line with best practice and does not increase risk to users or other persons. Social distancing rules continue to apply when wearing masks.</p> <p>Masks will be issued to and worn by teachers when closer interaction with a student is required, e.g. in the case of issues which cannot be resolved from the teaching zone such as resolution of a computer issue or similar. In this instance the period of interaction will be minimised and will not exceed 5 minutes.</p> <p>Persons wearing face masks should wash hands before and after putting on; store as required in a clean plastic bag and dispose of masks in the designated waste bins. Masks should be replaced periodically and at least daily in line with best practice.</p> <p>Re-usable masks can be worn by staff provided they are of satisfactory design, washed daily and stored properly. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Disposable gloves are provided for use when cleaning down classrooms between lessons.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

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<p>Cleaning Arrangements</p>	<p>Classrooms are cleaned by the Club housekeeping team daily before use. UK Government guidance on COVID-019: Cleaning of non-healthcare settings will be observed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>A Safety and hygiene station is provided within each classroom. This is stocked with the following materials and restocked as required:</p> <ul style="list-style-type: none"> • Sanitiser spray bottles made up to the correct concentration. • Paper roll • Alcohol hand sanitiser • Disinfecting single use wipes. <p>Teachers will use materials to clean hand contact surfaces during breaks and between classes. These include door contact points, desk contact points, chair contact points and other common contact points. Product contact time will be observed as required in line with manufacturer instructions</p> <p>Desks and chairs are readily cleansable – i.e. laminated/high density plastic finishes which are readily disinfected.</p> <p>Students are asked to sanitise personal items, i.e. computers/peripherals periodically using provided materials.</p> <p>Cleaning of potentially contaminated surfaces should a person exhibit COVID-19 symptoms will be completed by the following approved procedures including the use of appropriate PPE. These areas will be isolated as far as is practicable prior to cleaning which will be completed as soon as possible.</p> <p>Cleaning materials within meet BS EN 1276, sufficient to destroy micro-organisms including COVID-19. Chemicals will be used according to manufacturer’s instructions. Disposable gloves are available for persons undertaking cleaning operations.</p>		

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Waste	<p>Waste will be deposited into the general waste bins as normal. General waste is separated from recyclable waste as usual.</p> <p>Bins will be emptied daily, double bagged left and disposed of in the normal waste stream. If there is any evidence of contamination, bags will be stored in a secure area for at least 72 hours before disposal.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	
Exhibition of COVID-19 Symptoms	<p>It is considered unlikely that any person might exhibit symptoms whilst on site in view of existing controls.</p> <p>Students and staff exhibiting symptoms will be asked to notify a member of the Community Education team without delay. Arrangements will be made for them to leave the premises as soon as possible without contact with other persons to commence self-isolation pending a CAT test as directed.</p> <p>In the event of a COVID-19 confirmed case the Environmental Health Officer and PHE Health Protection Team may be contacted for advice before any forthcoming teaching sessions</p> <p>Persons exhibiting symptoms must report to NHS on online 111 or telephone 111 without delay.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

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Personal Hygiene	<p>Students and teaching staff are instructed to wash hands on entry to the Ground and periodically thereafter, following best practice including the use of warm water and liquid soap, washing for at least 20 seconds, and drying with paper towels. Hand washing facilities and provided within the toilet facilities.</p> <p>They are advised to use sanitiser hand gels periodically throughout the working day. This is to supplement but not replace hand washing.</p> <p>Students are reminded of the importance of avoiding touching the face, eyes, nose or mouth to reduce the risk of infection, and cover the mouth with a tissue if they need to cough or sneeze, or a sleeve if a tissue is not available.</p>	Where control is implemented, residual risk is deemed to be LOW	
Accident and First Aid	<p>The Club COVID-19 Manager and Club Doctor have reviewed and approved all additional COVID-19 precautions associated with first aid treatment. Adequately trained first aid cover is maintained on the Ground during opening times.</p> <p>Suitable approved personal protective equipment will be provided and worn by first aiders contravening social distancing rules.</p> <p>First aiders will receive instruction in additional precautions to be adopted when administering first aid.</p>	Where control is implemented, residual risk is deemed to be LOW	
Fire Action	<p>In the event of activation of the fire alarm evacuation will progress as normal, observing social distancing except in the case of clear serious or imminent danger when social distancing can be relaxed to accelerate the evacuation time.</p> <p>Evacuation will be via the most direct safe route out of the Ground; this is most likely via the entrance point directly to Welford Road.</p> <p>Students are asked to observe social distancing of 2 metres at the assembly point and remain until directed otherwise.</p>	Where control is implemented, residual risk is deemed to be LOW	

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Other	<p>All other general health and safety and fire safety precautions will be observed within classrooms. COVID-19 precautions do not replace or supersede the need for compliance with statutory requirements.</p> <p>All facilities and equipment are maintained in good condition and inspected and serviced as required in line with statutory requirements.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

ACTION PLAN

Recommended Action	Person(s) responsible	Date of Completion	Signed
Implement all measures and validate			

It is considered that the implementation of detailed mitigation measures reduces residual risk to **LOW and **MANAGED****

Nigel Harley CMIOSH

August 2020