



Leicester Football Club

COVID-19 General Risk Assessment – Community events/programmes

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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
15.10.2020	Document Created – version 1. October 2020	Andrea Gardner	15.10.2020
	Document reviewed and updated – version 2. November 2020	Scott Clarke	01.11.2020

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.

Leicester Football Club – COVID-19 Risk Assessment: Community activities and work in schools

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 Community implementation of COVID-19 controls and ensure adequate communication of mitigation measures with staff, partners and participants, as necessary.</p> <p>Nigel Harley / Steve Haylett are the clubs 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 participants, who attend events and programmes at Tigers facilities are required to complete and sign the club daily COVID-19 health declaration on arrival. 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>Where control is implemented, residual risk is deemed to be LOW</p>	

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	<p>Participants are advised that failure to comply with COVID-19 mitigation measures may result in ejection from the activity and/or postponement of the planned activity. Staff and participants 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 participants are expected to comply with UK Government local, national, and international COVID-19 requirements as they emerge.</p>		
<p>Travel and Access - Staff and Participants</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 at Tigers venues are such that adequate social distancing can be achieved on arrival and departure from the venue. Where Programme and Event delivery is at a public facility, outside club or school, staff will endeavour to park appropriately to mitigate risk through close proximity.</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 and participants will be permitted into the participating venues. Persons showing or declaring symptoms will not be permitted into delivery venues.</p> <p>Participants and parents/guardians as necessary are responsible for the safe transport of said participants to the venue in line with current UK Government COVID-19 guidance.</p>		

Leicester Football Club – COVID-19 Risk Assessment: Community activities and work in schools

<p>Venue Entrance/Egress Community delivery / at LT controlled facilities and led activities</p>	<p>Prior to activities all Tigers community staff before commencement of their daily activities must report in fit to work on the Club’s Covid Safe Health Status App. Any member of staff demonstrating Government confirmed Covid Symptoms must immediately inform their direct line manager and withdraw from work and follow government guidelines for test and trace protocols, immediately self-isolating. Staff on arrival at Tigers hosted facilities and events will sign in and undertake a formal temperature check and verbally declare their status as fit to work.</p> <p>Participants 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 consenting to undertake a temperature check at that time. If symptoms are disclosed, or temperature on arrive is above 37.8 degrees, access will be denied, and participants asked to return home directly. Whilst delivering at schools this protocol will be managed by the schools own processes.</p> <p>Where larger numbers or multiple groups are involved entry time will be staggered to prevent contact between sessions running concurrently. The time of entry and exit will be recorded for Track and Trace purposes.</p> <p>Hand sanitiser is available at the entry point. All participants are expected to sanitise hands on entry; the activity leader will encourage and monitor compliance.</p> <p>Participant are requested to observe social distancing of at least 2 metres whilst waiting to enter the venue and at the time of registration/health declaration.</p> <p>Community sessions consist of an identified cohort of participants which will remain fixed as far as possible to minimise risks associated with person to person contact.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	
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Leicester Football Club – COVID-19 Risk Assessment: Community activities and work in schools

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	<p>When Leicester Tigers are delivering specific sport focussed programmes or events, all staff will follow latest guidance from the National Governing body for safe delivery and equipment management. This will include provision of cleaning materials to BS EN 1276 standards to sanitise and clean all equipment before and after use for each individual group or Covid-Safe Bubble. Tigers Staff will arrive with their own supplies to ensure this protocol.</p> <p>At all times Tigers Staff will include a common sense approach to ensuring the minimum use of equipment, reducing risk by cross contamination. Cleaning and sanitising of equipment such as the cleaning of rugby balls between groups, and the removal of all waste and equipment from the schools premises post sessions.</p>		

Leicester Football Club – COVID-19 Risk Assessment: Community activities and work in schools

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<p>Social Distancing – Classroom / Indoor sessions / Outdoor Sessions</p>	<p>Staff and participants 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>Staff and participants 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>Staff will avoid contact with students within the 2-metre space. If essential, i.e. in the event of issues requiring intervention or similar, staff may wear a face mask to assist participants 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 possible, whilst working inside in a physical activity session, Tigers delivery staff will organise themselves to deliver sessions from a designated coaches zone from which they may venture out of during each session. All participants however will remain outside of this zone at all times. Maintaining a safe space for coaching and delivery staff.</p>	<p>Where control is implemented, residual risk is deemed to be MANAGED</p>	
<p>Unauthorised Areas</p>	<p>Unauthorised areas are locked off to remove potential to contaminate these areas. Staff will not leave participants unattended.</p> <p>Participants are not permitted to any unauthorised area under any circumstances unless expressed permission is granted by the session leader</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

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<p>Welfare/Breaks at Tigers Facilities / outside delivery facilities</p>	<p>Toilets are immediately accessible in the venue. The access route will be clearly marked and participants will be advised of the importance of following these markings. Toilets are thoroughly cleaned daily and will be cleaned as required throughout the day with additional focus on hand contact surfaces.</p> <p>Tigers Classroom facilities are restricted to 14 (TEC) 10 (Drogs) persons to meet social distancing requirements. This is monitored by teaching staff. Where delivering offsite within Schools, Clubs or Community group facilities Tigers Staff will support host facility guideline and work to NGB specifications for activity times and provide suitable breaks.</p> <p>Breaks are staggered to minimise contact with other sessions. Participants 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>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

Activity & Facility	Covid-19 Control and Risk Mitigation Measures	Residual Risk	Validation Signed/Dated
<p>Personal Protective Equipment</p>	<p>There is no requirement for participants or staff to wear PPE including face mask/shield/gloves during student contact in sessions due to detailed controls. Persons wishing to wear masks must discuss this with the Head of Community or project lead 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 staff when closer interaction with a participants is required, 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 areas between sessions.</p>	<p>Where control is implemented, residual risk is deemed to be LOW</p>	

<p>Cleaning Arrangements Venues / equipment</p>	<p>Tigers Classrooms and indoor facility are cleaned by the relevant 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 area where appropriate. 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>Activity leaders 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. Participants 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> <p>Use of equipment such as balls and bibs will be kept to a minimum, all such equipment will be cleaned before and after each cohort or session. NGB Guidelines will be followed with respect to minimising risk of cross contamination using only essential equipment. As per RFU guidelines: https://www.englandrugby.com/participation/playing/game-on/ready-4-rugby</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 at Tigers Facilities in view of existing controls.</p> <p>In all sessions delivered by Tigers participants and staff exhibiting symptoms will be asked to notify a member of the Community team without delay. Arrangements will be made for them to leave the vicinity of the group they are involved with as soon as possible without contact with other persons to commence self-isolation pending a CAT test as directed. If on school/community premises Tigers staff will work with the host partner to follow their operational Covid 19 protocols. If the delivery is taking place at a Tigers controlled facility Tigers Lead staff will ensure immediate removal of individual to a safe isolation point and in the case of a minor arrange collection and removal by the relevant parent or guardian.</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>Participants and staff are instructed to wash hands on entry to the area 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>Participants 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 at all Tigers facilities during opening times.</p> <p>Whilst on Tigers controlled delivery such as camps and match day coaching Tigers designated first aiders will be on hand wearing approved personal protective equipment. First aiders will receive instruction in additional precautions to be adopted when administering first aid.</p> <p>Whilst delivering with partners at Schools and Community hubs Tigers staff will adopt the host venues protocols for first aid, utilising local resources.</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 venue;</p> <p>Participants 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	

Activity & Facility	Covid-19 Control and Risk Mitigation Measures	Residual Risk	Validation Signed/Dated
Other	All other general health and safety and fire safety precautions will be observed. COVID-19 precautions do not replace or supersede the need for compliance with statutory requirements. All facilities and equipment are maintained in good condition and inspected and serviced as required in line with statutory requirements.	Where control is implemented, residual risk is deemed to be LOW	

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****

Scott Clarke

November 2020