

**RISK ASSESSMENT – Shrub End Community & Sports Centre (Covid-19 Additions)**

**Date: 17.06.2020**

| Hazard                     | Who is Affected               | Identifying The Risk   | Level L/M/H | Controlling the Risk   |
|----------------------------|-------------------------------|--|-------------|--|
| <b>ASTRO/GRASS PITCHES</b> |                               |  |             |  |
| Covid-19 Safety Measures   | Staff & Users of the Facility | Staff or Users not adhering to Government & CUFITC Covid-19 safety measures put in place | H           | <p>Information sent out to all parents including site map and safety procedures to follow at all times.</p> <p>Staff to have training on delivery of safe practice prior to session beginning</p> <p>Mandatory briefing for participants before each session starts</p> <p>Clear information to parents prior to sessions regarding prompt staggered arrival and departure times</p> |

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|--------|-----------------|----------------------|-------------|--|
|        |                 |                      |             | <p>One-way entry system via front gate with markings at 2m distances in safe holding area for registration</p> <p>One-way exit system via back gate with markings at 2m distances in safe holding area for dismissal</p> <p>Where possible Parent/Guardians will be asked to bring children on their own with a 1 participant:1 Parent/Guardian ratio</p> <p>Signage widely circulated around Shrub End Detailing Guidance</p> <p>A video will be created to outline all changes</p> <p>Users and staff to be reminded that the Shrub End building is closed and out of bounds at all times unless designated to enter</p> |

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|------------------|-----------------|---|-------------|---|
|                  |                 |   |             | Any spectator wishing to watch session must do so from behind the perimeter fence and within appropriate social distances to other spectators   |
| Health & Hygiene |                 | Participants or Parents/Guardians attending sessions with Covid-19 symptoms | L           | Parents/Guardians, participants, and staff informed that if you feel unwell, with COVID-19 symptoms or a member of the household is unwell: They must remain at home and inform CUFITC staff and Track & Trace teams<br><br>Vulnerable groups will be advised to follow the latest government guidelines at all times |
|                  |                 | Cleaning of facilities and equipment prior, during and after sessions.      | M           | Additional deep cleaning will be completed throughout the day by facility staff to ensure the facility is fit for purpose.<br><br>Staff to clean and anti-bac individual equipment at the end of each session   |

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|-----------|-----------------|---|-------------|---|
|           |                 | Hygiene of Participants & Staff         | M           | <p>All participants are required to wash their hands before and after the session</p> <p>It is at Participants &amp; Staff to wear any face coverings or PPE while using the facility as Face masks or coverings are not recommended for open air/ outside use within Government Guidelines</p> <p>It is Parent/Guardian's responsibility to make sure this happens</p> <p>Staff have access to washing facilities or can bring their own hand sanitizer gel if they wish</p> |
| First Aid |                 | Staff dealing with a first aid incident | M           | <p>All first aid provision will be available at each training session</p> <p>Staff will be required to wear PPE (Provided) whilst undertaking any first aid on an individual</p> <p>Staff to be made aware of latest guidelines on resuscitation legislation, which has recently changed due to COVID-19</p>  |

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|---|--|--|-------------|---|
|   |  | Disposal of First Aid equipment that has been used                                     |             | Staff be will briefed on safe disposal of any used First Aid equipment  |
| Changing in Guidance                    |  | Noncompliance with latest Government/FA guidelines                                     | L           | Meetings to discuss and implement plans for safe practise<br>Mitigate any issues and risks that could occur<br>Monitor latest Government and FA guidelines to ensure that the organisation is compliant |
| Individuals not adhering to Guidelines  |  | Individuals or groups not sticking with safety measure put in place                    | M           | Reminders sent to individuals/groups<br>Repeat infringes will result in a ban of attendance of individuals involved   |
| <b>CHANGING &amp; TOILET FACILITIES</b> |  |  |             |   |
| Use of changing facilities              | Staff assigned to use the building     | Users of Shrub End using changing rooms before and after use of the outdoor facilities | L           | All changing facilities are out of bounds until further notice, with any users of the facility to change at home before and after using the outdoor facilities  |
| Congregation of personnel in Toilets    | Users & Delivery Staff of the Facility | Users of Shrub End using public toilet at the same time                                | H           | One in one out procedure detailed using signage on the front door of the public toilet<br>Staff to be rotated to clean this facility at the end of each day (PPE will be issued)                        |

| Hazard                                       | Who is Affected                               | Identifying The Risk  | Level L/M/H | Controlling the Risk  |
|--|---|---|-------------|---|
|  |   |   |             | Cleaners to deep clean this area on a regular basis   |
| Congregation of personnel in Toilets         | Staff permitted inside the Shrub End Facility | Staff within shrub end using toilets at the same time   | L           | <p>One in one out procedure detailed using signage on the front door of the public toilet</p> <p>Staff to be rotad to clean this facility at the end of each day (PPE will be issued)</p> <p>Cleaners to deep clean this area on a regular basis</p>  |
| <b>RECEPTION AREA</b>                        |   |   |             |   |
| Congregation of personnel in an indoor space | Staff Assigned to This Area                   | <p>More than the number of designated staff within this area</p> <p>Use of Open Office work station</p> | L           | <p>No staff to congregate in this area – Staff are the only staff who are designated to this area as office space</p> <p>Stick to social distances and remain within designated work spaces at all times avoiding getting together in this area</p> <p>No staff will work in the open office work station for the time being</p> <p>Cleaners to deep clean this area on a regular basis</p> |
| Cleaning                                     |   | Touching of shared surfaces (Door handles/Window handles etc)   | M           | Keep door and windows open during the working day   |

| Hazard                                       | Who is Affected             | Identifying The Risk  | Level L/M/H | Controlling the Risk   |
|--|-----------------------------|---|-------------|--|
|  |                             |   |             | First in to open and last out to close with surfaces wiped at the start and end of each day  |
| <b>CLASSROOM</b>                             |                             |   |             |  |
| Hazard                                       | Who is Affected             | Identifying The Risk  | Level L/M/H | Controlling the Risk   |
| Congregation of personnel in an indoor space | Staff Assigned to This Area | More than the number of designated staff within this area     | M           | No more than 4 staff members are permitted into the classroom area – These staff are the only staff who are designated to this area as office space<br><br>Stick to social distances and remain within designated work spaces at all times |
| Ventilation                                  |                             | Circulation of air within the classroom facility              | L           | Maintain windows and doors are open to allow fresh air to circulate the area   |
| Cleaning                                     |                             | Touching of shared surfaces (Door handles/Window handles etc) | M           | First in to open and last out to close with surfaces wiped at the start and end of each day<br><br>Cleaners to deep clean this area on a regular basis   |

| HALL   |   |   |             |  |
|--|---|---|-------------|--|
| Hazard                                       | Who is Affected                               | Identifying The Risk  | Level L/M/H | Controlling the Risk   |
| Congregation of personnel in an indoor space | Staff permitted inside the Shrub End Facility | Staff together in a confined indoor space   | L           | The Hall is out of bounds to all personnel who are permitted to use the Shrub End Building   |
| CAR PARK & SURROUNDING AREAS                 |   |   |             |  |
| Hazard                                       | Who is Affected                               | Identifying The Risk  | Level L/M/H | Controlling the Risk   |
| Overcrowding                                 | Staff & Users of the Facility                 | Participants and parents/guardians congregating in the car park and surrounding areas waiting to enter outdoor facilities | M           | <p>Spaces outline the maximum capacity of the car park</p> <p>Users of the facility and staff are advised to stay in their vehicles until required to enter the outdoor facilities</p> <p>Signage in place on how to enter outdoor facilities detailing advised social distances between individuals</p> |
| Bike Rack                                    |   | Multiple users of the bike rack meaning a congregation  | M           | Bike Rack is out of use until further notice   |



| OFFICES                                      |                             |   |             |  |
|--|-----------------------------|---|-------------|--|
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| Congregation of personnel in an indoor space | Staff Assigned to This Area | More than the number of designated staff within this area     | M           | No more than 4 staff members are permitted into the classroom area – These staff are the only staff who are designated to this area as office space<br><br>Stick to social distances and remain within designated work spaces at all times |
| Ventilation                                  |                             | Circulation of air within the classroom facility              | L           | Maintain windows and doors are open to allow fresh air to circulate the area   |
| Cleaning                                     |                             | Touching of shared surfaces (Door handles/Window handles etc) | M           | Keep door and windows open during the working day<br><br>First in to open and last out to close with surfaces wiped at the start and end of each day<br><br>Cleaners to deep clean this area on a regular basis                            |

| REFECTORY & KITCHEN                          |   |   |             |  |
|--|---|---|-------------|--|
| Hazard                                       | Who is Affected                               | Identifying The Risk  | Level L/M/H | Controlling the Risk   |
| Congregation of personnel in an indoor space | Staff Assigned to This Area                   | More than the number of designated staff within this area       | M           | Staff to use Kitchen facility one at a time<br><br>Stick to social distances at all times if within the Refectory  |
| Cleaning                                     |   | Touching of shared surfaces (Door handles/surfaces/fridges etc) | M           | Before and after use wipe down shared surfaces with disinfectant spray/wipes in both the Kitchen at Refectory areas<br><br>Cleaners to deep clean this area on a regular basis |
| Use of Shared Cutlery                        |   | Contamination through use of shared cutlery                     | M           | Advise staff to use their own cutlery and take home with them each time  |
| CORRIDORS                                    |   |   |             |  |
| Hazard                                       | Who is Affected                               | Identifying The Risk  | Level L/M/H | Controlling the Risk   |
| Congregation of personnel in an indoor space | Staff permitted inside the Shrub End Facility | More than the number of designated staff within this area       | L           | Maintain social distances when crossing others in corridor spaces<br><br>Avoid congregating with others in these areas   |
| Cleaning                                     |   | Touching of shared surfaces (Door handles/Window Handles etc)   | L           | Cleaners to deep clean this area on a regular basis  |



Completed By: **Rick Goldsbrough**

Role: **Community Performance Manager**

Date: **17/06/2020**

Date of Review: **17/07/2020**