

# Wealdstone Youth FC Operational Risk Assessment COVID19 Impacts



Document Owner: Kieran Quinn  
Date: 24<sup>th</sup> August 2020

# Operational Risk Assessment

## 1. Introduction

The COVID 19 virus has brought changes to our football club and the way in which we operate. The following provides an understanding of the measures taken to mitigate the impact and deliver the necessary resilience to Wealdstone Youth FC. The measures relate to various aspects of our football club, including people movement, hygiene and the practices of our members not limited to managers, parents and children . This risk assessment should be implemented alongside and in conjunction with the Wealdstone Youth FC COVID19 plan and other guidance stipulated by the Government, PH England and the FA / MFA.

## 2. Why we need the plan

The below provides a consistent approach to the assessment of risk we face, however, large, small or complex. It provides focus on some of the high risk areas, where the transfer of COVID 19 is most likely. The guidance links below should be considered when assessing the risk and establishing this Operational Risk Assessment.

<https://www.nhs.uk/conditions/coronavirus-covid-19>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

[http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720?utm\\_medium=organic&utm\\_source=google&utm\\_campaign=posts&utm\\_content=grassroots-guidance-for-competitive-football-restart-in-england-170720-announcement](http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720?utm_medium=organic&utm_source=google&utm_campaign=posts&utm_content=grassroots-guidance-for-competitive-football-restart-in-england-170720-announcement)

## 3. Context and status

This section of the Operational Risk Assessment should provide description of status, which will help provide context in the establishment of containment protocols and mitigation/control measures.

## 4. Activities - assessment of risk and mitigation

Wealdstone Youth FC & Managers must assess the risk and mitigation/control measures required for the return of training and competitive matches. This assessment should consider COVID19 Procedures induction, Self-Isolation, Someone falling Ill, Traveling to and from training, Access and Egress, Hand washing and sanitising, Toilet facilities, Eating and drinking arrangements, Changing facilities, General Principles,

meetings and Cleaning. The mitigation/control measures should identify vulnerable areas and activities where people meet and gather and implement additional measures to reduce/eliminate and distance people and regular groups of individuals.

<b>Wealdstone Youth FC - COVID19 Risk Assessment</b>					
<b>Risk Area</b>	<b>Risk Activity</b>	<b>Mitigation/ Control Measure</b>	<b>Risk Owner(s)</b>	<b>Support by Others</b>	<b>Other Comments</b>
Travel to / from Training / Matches By Car	Contact with others and contact with contaminated surfaces including third parties	<p>Teams to be assigned different start and finish times (i.e. staggered)</p> <p>Maintain / monitor 2m social distancing when queuing in and out of the entrance / exit</p> <p>Provide hand sanitiser at entrance and exit</p> <p>compliance with social distancing</p> <p>Use good hygiene procedures</p> <p>Parents and players travelling with persons not in their bubble or household should wear</p>	<p><b>WYFC Exec</b></p> <p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>Players</b></p>	<b>All Club Members</b>	<p><b>Number of teams to be limited to a set time and space available, stagger teams.</b></p> <p><b>Rota basis to be set up for teams to train / play matches</b></p> <p><b>WYFC Exec to monitor compliance</b></p>

		masks and open windows etc..			
Access & Egress via public transport	Contact with staff and passengers etc...  Contact with contaminated surfaces	Follow direct and easiest route to training  Where possible minimise the time spent transiting via public transport  If possible use bicycle or similar or walk  Teams to be assigned different start and finish times (i.e. staggered)  Maintain / monitor 2m social distancing when queuing at entrance and exit  compliance with social distancing  Use good hygiene procedures and sanitise regularly  Where possible along the route in designated places WYFC to introduce hand sanitizers	<b>WYFC Exec</b>  <b>Managers</b>  <b>Parents</b>  <b>Players</b>	<b>All Club Members</b>	<b>Number of teams to be limited to a set time and space available, stagger teams.</b>  <b>Rota basis to be set up for teams to train</b>  <b>WYFC Exec to monitor compliance</b>

<p>Car Parking</p>	<p>Contact with others and contact with contaminated surfaces including third parties</p>	<p>Teams to be assigned different start and finish times (i.e. staggered)</p> <p>Maintain / monitor 2m social distancing when queuing</p> <p>compliance with social distancing</p> <p>Good Hygiene measures</p> <p><b>Parking for managers &amp; coaches only</b></p>	<p><b>WYFC Exec Managers</b></p>	<p><b>All Club Members</b></p>	<p><b>Number of teams to be limited to a set time and space available, stagger teams.</b></p> <p><b>Rota basis to be set up for teams to train</b></p> <p><b>WYFC Exec to monitor compliance</b></p>
<p>Site Entrance</p>	<p>Use of common site access points</p> <p>Contact with others and contaminated surfaces</p>	<p>Stagger start / finish times for teams</p> <p>Placement of hand sanitisers inside and out of site access points</p> <p>Display COVID-19 / hygiene information</p> <p>Maintain / monitor 2m social distancing</p> <p>Create green routes</p> <p>Set-up one-way green routes</p>	<p><b>WYFC Club Exec Managers</b></p>	<p><b>All Club Members</b></p>	<p><b>WYFC Exec to monitor compliance</b></p>

<p>Parents Congregating in the Car Park after dropping children off</p>	<p>Contact with others who may be COVID19 infected</p>	<p>Teams to be assigned different start and finish times (i.e. staggered)</p> <p><b>Parents to follow club rules be in groups of 6 and spread out along the respect line for training and matches</b></p> <p>Maintain / monitor 2m social distancing when queuing / interacting</p> <p>compliance with social distancing</p> <p>Good Hygiene measures</p>	<p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>Players</b></p>	<p><b>All Club Members</b></p>	<p><b>Number of teams to be limited to a set time and space available, stagger teams.</b></p> <p><b>Rota basis to be set up for teams to train</b></p> <p><b>WYFC Exec to monitor compliance</b></p> <p><b>Parents that remain for matches need to socially distance and not have groups of more than 6.</b></p>
<p>COVID19 Procedures Induction</p>	<p>Contact with others and contact with contaminated surfaces</p>	<p>COVID19 Plan to be sent out to all members – Managers, coaches, parents, players and anyone else involved with the club to update them on details</p> <p>Do’s and Don’t sheet to be sent out simplifying the requirements noted in the document</p>	<p><b>All Club Members</b></p>	<p><b>All Club Members</b></p>	<p><b>Email, WhatsApp to be used to parents and others</b></p> <p><b>Video conferencing to be used to hold meeting and explain the procedures to be followed to all managers</b></p> <p><b>Plans / RA to be sent to away team</b></p>

					<b>WYFC Exec to monitor compliance</b>
COVID19 Self-Isolation	Members not self-isolating as do not know or understand the symptoms of COVID19  Or have been contacted by test and trace.	1. Has a high temperature or a new persistent cough or loss of taste or smell - follow the guidance on self-isolation. 2. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition and/or are pregnant). 3. Is living with someone in self-isolation or a vulnerable person. Note: This also applies to siblings or other children / parents of persons who are self-isolating.  Must undertake a self check and provide declaration form	<b>All Club Members</b>	<b>All Club Members</b>	<b>All Members to be reminded of the criteria for self-isolation and where to guidance and assistance</b>  <b>Self-declaration form to be provided by parents, player, match officials and coaches for all matches for both home and away players</b>  <b>WYFC Exec to monitor compliance</b>
COVID19 Someone falling ill during training / Matches	Members not self-isolating as do not know or understand the symptoms of COVID19	If a Member develops a high temperature, persistent cough or loss of taste or smell whilst at training, they should:  1. Return home immediately.	<b>All Club Members</b>	<b>All Club Members</b>	<b>Members to be told where to find information and government, PH England guidance</b>

		<p>2. Avoid touching anything.</p> <p>3. 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. They must then follow the guidance on self-isolation and not return to training until their period of self-isolation has been completed and those in the household have completed theirs. (See government guidance for self-isolation and new test and trace procedures).</p>			<b>WYFC Exec to monitor compliance</b>
Members falling ill with COVID19 symptoms and getting home	Contact with member and others and arranging for children to get home	<p>As Per note above if someone falls ill during training they should self isolate immediately, in the event that this is a child they should be removed to an area where they can be monitored externally but away from others</p> <p>Managers to have up to date emergency contact details</p>	<b>All Club Members</b>	<b>All Club Members</b>	<b>WYFC Exec to monitor compliance</b>



		<p>Manager to inform parents immediately and arrange collection (should be from same household)</p> <p>Cancel training session and arrange for all children to be picked up</p> <p>Await for confirmation of COVID19 and to be contacted by test and trace and follow government guidance</p>			
Drinking / Eating	Contact with others and contact with contaminated surfaces during regular break intervals and picking up wrong bottles etc...	<p>Bring prepared food / drink from home</p> <p>Make people aware of COVID-19 / hygiene information</p> <p>Placement of hand sanitisers. By managers and parents for individuals</p> <p>Remove or barrier off tables and chairs to ensure the 2m safe distancing rule and to limit the number of people using the areas at the same time</p>	<b>All Club Members</b>	<b>All Club Members</b>	<p><b>Club to make all aware, managers to enforce with individual groups before and during training sessions</b></p> <p><b>WYFC Exec to monitor compliance</b></p>

		<p>2m safe distancing rule to be maintained</p> <p>No drinks / food to be shared</p>			
Changing Rooms / Showers	Contact with others and contact with contaminated surfaces	<p>Will not be available for the limited 1hr training slots or matches</p> <p>Arrived changed for training and matches</p>	<p><b>WYFC Exec</b></p> <p><b>Managers</b></p> <p><b>Players</b></p>	<b>All Club Members</b>	<p><b>WYFC Exec to make clear no facilities will be available and will remain closed at this time</b></p> <p><b>Away teams to be made aware of rules</b></p> <p><b>Sufficient signage to be in place</b></p>
Toilets	Contact with others and contact with contaminated surfaces	<p>Will be available for training slots</p> <p>Will be available for matches only – cleaner to be present to clean regularly</p>	<p><b>WYFC Exec</b></p> <p><b>Managers</b></p> <p><b>Players</b></p>	<b>All Club Members</b>	<p><b>WYFC Exec to make clear facilities will be available and will be cleaned regularly</b></p> <p><b>Sufficient signage to be in place</b></p>
WYFC Storage & facilities i.e. Containers / Cafe	Contact with shared equipment	Codes to the café area and the container have been changed, due to limitations on numbers and types of training and the cleaning regimes	<p><b>WYFC Exec</b></p> <p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>Players</b></p>	<b>All Club Members</b>	<b>WYFC Exec to monitor compliance</b>

		<p>required any shared equipment.</p> <p>Only managers are able to gain access to Café and Container to gain access to goals</p> <p>Managers to use disinfecting wipes to wipe down areas equipment that they are going to touch / work on</p> <p>Managers to review PPE to be worn such as masks and gloves for their team.</p> <p>Maintain / monitor 2m social distancing in an outdoor environment</p> <p>Explain COVID-19 / hygiene information to parents and players</p>			
<p>Other areas: The Vale, Sidmouth or other training areas</p>	<p>General sites – contact with others and contact with contaminated surfaces</p>	<p>Managers to use disinfecting wipes to wipe down areas equipment that they are going to touch / work on and provide rubbish bags to remove</p>	<p><b>Managers</b></p>	<p><b>All Club Members</b></p>	<p><b>WYFC Exec to monitor compliance</b></p>

		<p>Managers / players to have their own PPE and hand sanitisers</p> <p>Managers to review PPE to be worn such as masks and gloves for their team.</p> <p>Limit numbers within the area to enable 2m social distancing measures (no more than 6no. people including the manager)</p> <p>Explain COVID-19 / hygiene information to parents and players</p>			
Meetings	Contact with others and contact with contaminated surfaces	<p>Hold remote online (skype etc) meetings</p> <p>Cancel all non-essential meetings unless all attendees are remote</p> <p>Maintain / monitor 2m social distancing in an outdoor environment</p>	<p><b>WYFC Exec</b></p> <p><b>Managers</b></p>	<b>All Club Members</b>	<p><b>No Meetings to be held face to face at present unless outdoors and compliant with government guidelines</b></p> <p><b>WYFC Exec to monitor compliance</b></p>
Visitors	Uncontrolled hygiene management	No Visitors should be attending site, training sessions for age groups and teams are booked in advance. Other	<p><b>WYFC Exec</b></p> <p><b>Managers</b></p>	<b>All Club Members</b>	<b>Any Visitors are to be agreed with the executive committee first</b>

	Contact with Members and surfaces	<p>managers, parents and players should not be attending when they are not training</p> <p>All visitors must be booked in advance and confirm they are complying with government guidelines and have not been ill</p> <p>All visitors to receive information which includes arrangements for the managing of COVID-19</p>	<p><b>Parents</b></p> <p><b>Players</b></p>		<b>WYFC Exec to monitor compliance</b>
Site Emergencies	Contact with others and contact with contaminated surfaces including third parties	<p>Implement dispersal for emergency procedures to maintain 2m social distancing</p> <p>Managers / Coaches to be fully first aid trained and only 1 person to deal with the IP (injured person)</p> <p>Managers and coaches should have personal protective equipment to be used where they need</p>	<p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>Players</b></p>	<b>All Club Members</b>	<b>WYFC Exec to monitor compliance</b>

		<p>to be less than 2m to treat an IP and the IP should also have PPE, in the form of Masks and Nitrile gloves</p> <p>Emergency services may be under strain due to COVID19 and may take time to attend</p> <p>Managers to have all up to date emergency contact details and confirm with parents they are available before children attend and commence training</p> <p>Managers to ensure children have all required medication with them such as Asthma pumps, insulin etc...</p>			
General Training Principals	Contact with others and contact with contaminated surfaces	<p>Football training only is permitted for small groups of 30no. Individuals and including a manager / coach</p> <p>All 30no. Individuals must keep 2m apart at all</p>	<p><b>WYFC Club Exec</b></p> <p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>Players</b></p>	<b>All Club Members</b>	<b>WYFC Exec to monitor compliance</b>

		<p>times and obey social distancing measures, unless undertaking competitive training and matches</p> <p>Hand Hygiene measures are to be in place at regular intervals (at drinks breaks) and before and after training</p> <p>Do not commence or continue training if the space allocated is not clear and becomes overcrowded and social distancing cannot be maintained</p> <p>All training sessions must follow safeguarding policies / rules</p> <p>All activities are to be risk assessed (See WYFC RA) Gain the consent from parents / carers for their child to attend and undertake training/ matches and specifically asking questions regarding parents and child's health and are</p>			
--	--	---	--	--	--

		<p>they showing signs / symptoms of COVID19</p> <p>Must provide self declaration form</p> <p>Teams that have children or coaches with impairments must assess this and adjust the numbers and the training session to suit, under no circumstances is this cause to exclude anyone with any form of impairment</p> <p>Follow government guidance on all individuals health conditions, in the event they may need/should be shielding, are symptomatic, living in a household with unconfirmed COVID19 case, or they / or have vulnerable people at home. (In these instances individuals should not undertake or attend training)</p>			
--	--	--	--	--	--



Safeguarding	Managers / Coaches being left alone at training with small groups of children (5no) at anyone time	<p>All training sessions must follow safeguarding policies / rules:</p> <p>All activities are to be risk assessed (See WYFC RA) Gain the consent from parents / carers for their child to attend and undertake training, specifically asking questions regarding parents and child's health and are they showing signs / symptoms of COVID19</p> <p>Each group must remain in sight of another adult, this can be another team coach or a 2nd coach from your team training a 2nd group, a WYFC welfare officer in the ground or as a final resort 1 parent only from your team (they are to observe from a safe distance only and have no involvement with the session)</p>			
Co-Ordinated Training Sessions	Contamination between players, managers, teams and parents and transference of COVID19	WYFC will require all managers to designate training days and times for their teams and these will be allocated to	<b>WYFC Club Exec</b> <b>Managers</b>	<b>All Club Members</b>	<b>WYFC Exec to monitor compliance</b>

		ensure there is no issues and cross contamination			<b>WYFC Head Co-ordinator to keep track of the times and nights booked.</b>
<b>Use of Club House facilities</b>	<b>Contamination between parents / players and staff</b>	<p><b>WYFC Members are to follow, Wealdstone FC club house rules</b></p> <p><b>Use 1 way system</b></p> <p><b>Sign in for track and trace purposes</b></p>	<p><b>WYFC Club Exec</b></p> <p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>General Members</b></p>	<b>All Club Members</b>	
<b>Spectators watching training or matches</b>	<b>Contamination between parents and home &amp; away support</b>	<p><b>Social distancing to be employed</b></p> <p><b>No more than groups of 6 people to stand together</b></p> <p><b>No parking in the car park</b></p> <p><b>Follow sanitisation rules</b></p> <p><b>Follow one way system</b></p>	<p><b>WYFC Club exec</b></p> <p><b>Managers</b></p> <p><b>Parents</b></p> <p><b>Public</b></p>	<b>All who attend WYFC and its facilities</b>	

**All of the above is to be read in conjunction with the WYFC Operational plan and current guidance which can be found in the links above.**

For Implementation: 25/07/2020/KQ/COVID19/RA/05

**Please note that this document will be reviewed at timely intervals or as new guidance is issued by the government, PH England, The FA or MFA.**