**CLUB LOGO**

**CLUB NAME**

FAW Safer Return to Playing Protocol

**COVID-19 Risk Assessment & Guidance Template**

**Risk Assessment**

Advice and guidance from Government and the Football Association of Wales has required all clubs to conduct a risk assessment for COVID-19.

The risk assessment must be carried out by a competent person in order to identify the hazards and quantify the risks of these hazards exposing people to the virus.

Hazards and risks cannot be eliminated and therefore must be controlled. The control measures must be either physical or procedural and must be communicated to those who will work with, or otherwise come into contact with the hazards.

In undertaking risk assessments, the following approach should be adopted:

* Gather information and advice from the Football Association of Wales
* Gather information from Government and Public Health Wales
* Consider control measures appropriate to the current Government and Public Health advice
* Evaluate residual risk to person(s)

The risk assessments below give both primary and residual risks.

* The primary risk is the risk associated with the identified hazard assuming that the risk associated, remains completely uncontrolled.
* The residual risk is the level of the remaining risk produced when proposed control measures have been applied.

The figures given may be interpreted using the risk assessment matrix below.

All club management committees shall ensure that the risk control measures are fully implemented to achieve these levels.

The columns following the residual risk data indicate where additional controls may be required or where special attention should be given.

For the avoidance of confusion - the columns of the risk rating sections are headed Likelihood, Severity.

* L is for “likelihood” and is given in the first column.
* S is for “severity” and is indicated in the second column.
* R is for ‘Risk Rating” and is indicated in the third column.

**Likelihood x Severity = Risk**

The control measures, indicated within the assessment, are reasonably practicable to control the risks identified based on the protocol.

The findings of the risk assessment shall be communicated to those who may be exposed, or otherwise come into contact with the hazards and risks identified.

Club Managements must ensure that the control measures are implemented and managed.

An ongoing review of the assessment will take place and amended if the guidance from the governing body or Government departments is updated and suggests that the last control measures suggested are no longer sufficient to control risks, or are inappropriate, or if additional hazards are identified. A process of continuous assessment and re-assessment will be undertaken to ensure appropriate risk controls in accordance with all Government and FAI protocols.

**Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Assessment:** |  | **Assessed By:** |  |
| **Playing Venue:** |  | **Signature:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | | | | | | | | | | | | | | | | | |
| **1.** | Extremely Unlikely. | | **2.** | | Possible but Unlikely. | | **3.** | | Conceivable. | **4.** | | Probably will happen at some time. | | **5.** | | Almost certain to happen. | |
| **Severity** | | | | | | | | | | | | | | | | | |
| **1.** | No or minimum illness. | **2.** | | Medical Treatment. | | **3.** | | Medical treatment or isolation. | | | **4.** | | Critical infection or hospitalisation. | | **5.** | | Fatality. |

|  |  |  |
| --- | --- | --- |
| **Score** | **Risk** | **Action** |
| 1 → 6 | **LOW** | Action is not required to lower the risk. Time | Effort | Money is proportionate to the risk. |
| 7 → 15 | **MEDIUM** | Action may be required to control the risk. Immediate short-term measures may be required. |
| 16 → 25 | **HIGH** | Action is required urgently to control the risk. Further resources are almost inevitable. |

**The following is an example of A risk assessment…**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Hazard** | **People at Risk** | **What Might Happen** | **Rating**  **L x S = R** | | | **Control Measures & Further Precautions to Reduce Risk** | **New Rating**  **L x S = R** | | | **Comments | Action** |
| Implementation of COVID-19 control measures at the training venue. | Failure to share relevant information.  Failure to enforce the control measures in place.  Persons not familiar with protocols. | Players | Coaches. | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Clubs will review and implement the Safer Return to Training Protocols and ensure compliance. | 3 | 5 | 15 | COVID-19 Compliance Officer appointed. |
| Hand Washing | Sanitising. | No running hot water or hand soap in sanitary facilities.  No hand sanitiser available. | Players | Coaches. | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Regular checks of sanitary facilities | hand sanitiser stock.  Signage erected throughout the training venue. | 2 | 5 | 10 | COVID-19 Compliance Officer appointed.  COVID-19 signage erected throughout the training venue. |

**[Name of Club] Playing Risk Assessment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Hazard** | **People at Risk** | **What Might Happen** | **Rating**  **L x S = R** | | | **Control Measures & Further Precautions to Reduce Risk** | **New Rating**  **L x S = R** | | | **Comments | Action** |
| Protocol Document Discussed. | Failure to understand the return to play protocol thus leading to confusion as well as non compliance and threat of COVID 19 incident | Player / coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Protocol documents read and discussed and shared at each level to ensure all understand duties | 2 | 5 | 10 | When new information becomes available all documents shared and discussed in a timely manner  Compliance officer to ensure documents are shared and up to date |
| Compliance Officer | Without an appointment new central person to understand new protocol and to ensure all requirements are met by club and unclear message to players and coaches | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Compliance officer appointed who is aware of JD and responsibilities to share and understand information and putting protocol in place to ensure safety | 1 | 5 | 5 | Compliance officer to ensure all measures are in place and new information is provided to players and coaches in a timely manner |
| Sanitary Cleaning Products | Checks carried out unsuitable hand soap currently used  No hand sanitiser | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | New soap installed and regular checks to be carried out.  Hand sanitiser now provided at entrance to toilets as well | 2 | 5 | 10 | Regular checks to be carried out.by compliance officer  Signage erected as reminders to wash hands. |
| Hand Sanitisers  Signage | No current signage in toilets or entrance to the club. Unclear on rules as well as no access to soap | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Clear signage erected to instruct the importance of hand washing as well as length of time to ensure hand washing is done correctly | 3 | 5 | 15 | Compliance officer to ensure signage is up to date with current protocols and remains clear, |
| Attendance Records | Lack of attendance record could lead to a lack of knowledge of those who have been in contact with an individual who has since contracted COVID-19 and unable to disclose information when required to leading to confusion and potential super spreaders | Players/coaches/official and public | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Attendance records are kept (names and telephone numbers) for a duration of 21 days of all those that attended, and information will be provided if requested to do so by track and trace Away team asked for information as well before match | 3 | 5 | 15 | Compliance officer to ask for away team details on day of match and instruct to be kept on file for 28 days then destroyed  Compliance officer to look into QR code for the team if possible to keep records. |
| Access Control to toilets | Lack of control could lead to too great a numbers in an enclosed space at a time and a lack of social distancing | Player/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Access to be controlled at entrance to ensure only two individuals at time can enter the toilets one in home and one in away changing room. Queuing system in place with 2 metre markers to ensure social distancing. Signage erected to ensure clear guidance. Toilets closed after 30 minutes post-game. Windows opened to insure ventilation. Any member of the public not to have access | 3 | 5 | 15 | Compliance officer to ensure access is controlled and markers remain clear for queuing outside away team informed of access and that they are to be cleaned at regular intervals using PPE and cleaning products. |
| Access to changing rooms and showers | Lack of control could mean facilities being used and a lack of social distancing between individuals as well as spread of covid-19 made easier | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home and away team informed to be dressed for play before coming to match. Showers to be cornered off. Access to toilets is through changing room all to be informed not to mingle in changing room and once used toilet to exit the facility insuring hands are washed for appropriate time | 3 | 5 | 15 | Compliance officer to ensure access is controlled and markers remain clear for queuing outside away team informed of access, keep showers cornered off from access |
| Cleaning of toilet facilities | Toilets require a deep clean before use to ensure no un checked arrears of contamination remain if not risk of increased exposure to covid-19 | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Toilet facilities to be cleaned using appropriate cleaning products and correct PPE to ensure they are safe and to be cleaned on regular basis and checked during game by compliance officer. To be cleaned before and after each match | 2 | 5 | 10 | Compliance officer to ensure PPE and cleaning products are available for use and in supply for games as well as ensuring cleaning regime maintained. |
| Cleaning of changing room | Deep clean required to ensure no un cleaned arrears of contamination remain if not risk of increased exposure to covid-19 | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Changing room not to be used by individuals but they do need to pass through to gain access to toilets. They are to be cleaned using appropriate cleaning products and correct PPE to ensure they are safe and to be cleaned on regular basis and checked during game by compliance officer. To be cleaned before and after each match | 2 | 5 | 10 | Compliance officer to ensure PPE and cleaning products are available for use and in supply for games as well as ensuring cleaning regime maintained. And to ensure that the changing rooms are not used by individuals. |
| Travelling to game | Players and coaches from not the same household travelling together to match in close contact with one another | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home and away players and coaches to be told that they need to travel alone if not from same household to game and not share transport anyone not doing so would not be allowed to play | 3 | 5 | 15 | Compliance officer to ensure message is clear to players/coaches of both home and away and to remind them at each game. |
| Car parking and arrival | Car parking available to be used by players/coaches/officials but increase in mixing and close contact due to parking spaces being close and increase in car use due to no car sharing | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home and away team to be informed to park where possible with space between each car and to make use of the car parking around the back of the facilities. If not possible to be instructed to ensure they keep 2 metres apart. Home team to arrive 15 minutes before away team to ensure less congestion and less chance of 2 metres social distancing being broken | 3 | 5 | 15 | Compliance officer to ensure message is clear to players/coaches of both home and away and to remind them at each game. |
| Temperature checks | Players could arrive with high temperature and start to warm up/play with other players spreading virus without know they have a symptom of Covid-19 | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Players/coaches on arrival will temperature checked using no contact temperature checker before entering the pitch and to maintain 2 metre social distancing anyone with a temperature above 37.8 to be told they cannot play and will be informed to contact NHS for further information | 3 | 5 | 15 | Compliance officer to inform players/coaches of temperature check, inform away team and ask if they wish for home team to carry out check |
| Covid-19 self-assessment | Players not aware they have symptoms of Covid-19 and arrive and start to spread among players/coaches/official | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Players/coaches to conduct the self-assessment before travel to game if they answer yes to any question not to travel. Players will be asked upon arrival they have carried out self-assessment, | 3 | 5 | 15 | Compliance officer to share with players and coaches and ensure that these are carried out by both home and away team before every game |
| Sanitation of equipment including goal posts and footballs | Players using equipment not knowing that it has been contaminated by a player who has COVID-19 and if not sanitised before another use can start to spread to others. | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | PPE and cleaning products to be used to ensure that all equipment is cleaned before use and repeated when used by another individual. Balls do tend to be put out of play and need to be collected – balls when collected to be sanitised before use in play again by compliance officer. All cleaning to take place before and after the game as well as before equipment is shared from one individual to another. Any hand contact with the ball bar the goalkeeper will require cleaning before being used again | 3 | 5 | 15 | Compliance officer to ensure that the PPE and cleaning products are available to ensure equipment can be cleaned properly and safety. |
| Football kits pre-game | Football kits may already hold covid-19 in them, player may request access to changing rooms to change. | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Kit to be cleaned and provided to players before the game so that players can arrive to the game already in kit. Will be asked to keep kit and clean for future use and are responsible for ensuring proper cleaning of the kit has been carried out before next match | 2 | 5 | 10 | Kit to be cleaned before being shared securely and to ensure players are cleaning kit any kit returned to be cleaned before being provided to a new player. |
| Spectators | Spectators have not had temperature check or carried out a self-assessment and may well bring covid-19 to the match, no way of contact tracing them | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Football pitch is on public field and public have access to pitch. Induvial are instructed to move on by compliance officer as soon as possible and to not to interact with any players/coaches/official in the game and to keep more than 2 metres from any facility in use during this time. Social media used to ask people to stay away from pitch. | 3 | 5 | 15 | Compliance officer to look if control can be put in place during the time of the match in order to stop public access during playing time |
| post-game | Players/coaches may wish to mingle in close contact with one another following match and may wish to have access to changing room to change helping potentially spread covid-19 | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home/away players/coaches told to keep 2 metres apart post game and to refrain from handshakes/fist bumps and to leave in own cars and to be away from facilitate. | 3 | 5 | 15 | Compliance office to inform of measures and to ensure compliance from all |
| Spitting/unnecessary physical contact | Players/coaches spitting or handshaking/fist bumping during match potentially easing the spread of covid-19 from player to player | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home/away players/coaches told not spit during game and to avoid fist bumping/hand shaking at any point and to keep 2 metre social distancing during non game time | 3 | 5 | 15 | Compliance office to inform of measures and to ensure compliance from all |
| Water and hand sanitiser | Players/coaches in past share water provided by the club during game/breaks/half time post-game spreading covid-19 from person to person. No hand sanitiser mean that individuals do not have the means to ensure they have clean hands | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home/away players/coaches told to bring own clearly labelled water and hand sanitiser and to keep there 2 metres away from others to ensure social distancing. | 3 | 5 | 15 | Compliance office to inform of measures and to ensure compliance from all |
| Coaches and substitutions | Coaches and substitutions having close contact with one another on side lines spreading covid-19 with one another and from team to team due to close contact | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Home and away coaches and substitutions to be provided sperate painted areas to allow social distancing away from one another home and away teams to be informed | 3 | 5 | 15 | Compliance officer to ensure the areas clearly labelled for the teams to understand their areas/ |
| Breaks in play/half time | Players/coaches being less than 2 metres distance from one another being in close contact and helping potential spread of covid-19 | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Players/coaches told to ensure 2 metre distances between themselves and other if not instructed to do if continue non compliance will be asked to leave by compliance officer | 2 | 5 | 10 | Compliance officer to share information with players/coaches and to make them aware of consequences |
| Injury treatment/first aid | Lack of PPE during treatment mean that when applying treat covid-19 can spread from first aider to player or vice versa | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | PPE equipment to be provided to first aider and to be maintained in order to ensure correct use/is protecting first aider | 3 | 5 | 15 | Compliance officer to ensure PPE is available and reviewed for any damages |
| Warm ups | Players/coaches not being 2 metres apart during warm up leading to a potential spread of covid-19 amount players/coaches/official | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Players/coaches told of the need to keep 2 metres apart during warm up with warm up exercises designed to keep 2 metres apart. Home and away teams to be kept away from one another during warm up. Temperature | 3 | 5 | 15 | Compliance officer to instruct coaches and players about keeping 2 metres apart during warm up. |
| Pre-game | Players/coaches not being 2 metres apart during warm up leading to a potential spread of covid-19 amount players/coaches/official | Players/coaches/official | Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19 | 5 | 5 | 25 | Players/coaches to be kept 2 metres apart and asked to be temperature checked as well as being asked if carried out self-assessment. | 3 | 5 | 15 | Compliance officer to instruct coaches and players about keeping 2 metres apart during pre-game. |