



Location/Area: Stafford Rangers
Football Club Catering & Social

Assessment Record:
Covid 19 Compliance

Last reviewed/updated:
29 August 2020

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Required control measures	Additional Control measures by S.R.F.C.,	To be actioned by	Final Risk level S x L = R			
		S	L	R	RR				S	L	R	RR
		COVID-19 Transmission of the virus: Generally	EVERYONE ATTENDING MARSTON ROAD	5	3				15	H	<p>Self-Check Before Attending All players, officials, volunteers and spectators (Everyone) must undergo a self-assessment for any COVID-19 symptoms. No-one should leave home to participate/spectate in sport if they, or someone they live with, has symptoms of COVID -19 currently recognised as any of the following:</p> <ul style="list-style-type: none"> • Had a high temperature (above 37.8C); • Has developed a new continuous cough; • Has shortness of breath or a sore throat; • Loss of or change in normal sense of taste or smell; <p>Should an individual have demonstrated any such symptoms, they MUST follow NHS and PHE guidance on self-isolation.</p> <p>Random temperature checks will be conducted</p> <p>Everyone should, where possible, maintain 2-meter social distancing (2m SD). Where this is not feasible One Metre Plus Social Distance (1m+ SD) rule adherence is required</p> <p>Government Guidelines (1m+ SD); In England from 4th July, where it's not possible to stay 2 metres apart keep a distance of 1 metre + precautions</p> <ul style="list-style-type: none"> • Wearing a face covering • Keeping interactions brief • Following the Covid-19 Secure guidelines wherever you are <p>Physical contact with anyone outside of your household is not permitted, therefore no handshaking, hugs or high fives.</p>	If You or Any member of Your household is deemed " vulnerable " or " higher risk " You should not visit SRFC. All players and backroom staff will be given a temperature check on arrival. Anyone with a temperature of 37.8c or greater will be sent home SRFC players should report their condition to management daily Reminders about social distancing via the club website, tannoy announcements and signage around the ground It is Advisory to wear face coverings, at all times, on SFRC grounds. Anyone in prolonged contact with another person not a member of their social bubble is required to wear a face mask Contact the opposition club and agree allocated number of carpark spaces for them to use and discuss likely spectator numbers and any need to restrict them Opposition teams to be required to email, in advance of arrival, a list of everyone attending a game. Visiting directors and officials to be required to sign in on arrival and be escorted to their seats/hospitality area.



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		5	3	15	H							
<p>Covid-19 Transmission of the virus whilst attending matches</p>	<p>Site Management All Staff / Team Pitch contractors Visitors Third Party (Blood-bank) Workers Cleaners</p>					<p>Entry to Social Club</p> <ul style="list-style-type: none"> Visitors asked to arrive shortly before the opening times and depart promptly when closing. Stewards guide vehicles to carparking spaces and ask personnel to social distance. Sign-in at the supporters' club - where sign posted). Spectators will still be able to purchase drinks and consume these inside/outside the clubhouse area. Where possible one-way arrow markings to help foot traffic flow management. After the game, a designated room in the clubhouse area will be used purely for hospitality. <ul style="list-style-type: none"> For social distancing this will be a restricted area. Regulated by table placement and upon entry to the clubhouse to avoid overcrowding. Maximum occupancy signs in place. <p>Visitor Bubbles</p> <ul style="list-style-type: none"> Visitors of the same household and with no more than 6 will be classed as Visitor Bubble (VB). This VB Must stay together and Must Not cross into other VBs. 1 person to sign in for all personnel (within their VB), maintaining the (2m SD) requirements. <ul style="list-style-type: none"> VB signing in must include name, date, and mobile/telephone number. <p>(These details will be held securely within the finance office and destroyed after 21 days, in order to assist NHS Test and Trace efforts.</p>	<ul style="list-style-type: none"> Risk assessment signed by management and staff. Where possible, two metre markings will be applied to the clubhouse entrance / toilets / and the queue to the food serving hatch. Responsible person to check cleaning has taken place as planned. Encourage contactless payments where possible and adjusting location of card readers for social distancing guidelines. Stock check (sanitiser, soap and paper towels, cleaning products). Hand sanitisers, hand hygiene and 2m SD signage in place. 	Bar Management				



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- Proceed and adhere to any marked routes and/or designated routes/one-way systems maintaining social distancing, where possible.
- **Wash your hands** thoroughly with soap and water for 20 seconds or use hand sanitiser
- **No one should not congregate** (more than 6) in any parts of the Club/Stadium/Grounds and should always maintain social distancing.
- The use of outdoor areas (weather permitting) should also be encouraged, customers are permitted drink outside but only using **Plastic drinking receptacles**.
- No-one is permitted to come up to the bar to be served.
 - Remain **behind any floor markings** and **avoid touching** the bar.
- Cash payments will be accepted, but card payments are the preferred method of payment.
- The use of disposable gloves can be used to handle glass/money/items that may have been handled by a member of public or other staff.
- Personal Protective Equipment (PPE) is available on-site for staff and volunteers.
- **No glassware will be allowed outside** of the building/bar areas.
- Any drinks taken **onto the terraces/outside** will be served in single use **disposable glasses**.
- After every use a pint glasses must be cleaned using the Duo Glass EQ pot wash.
- Encourage customers to return glassware to the **glass wash trays** on the bar.
- No hands in glasses, even when wearing gloves. Avoid all contact with the rim of glasses even when handling into dishwasher trays.
- Wash hands regularly and dry. Do not use a towel. If you suffer from sensitive skin wear disposable gloves and wash these regularly, as you would your hands.
- One-way entry/exit to the bar area.



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						<ul style="list-style-type: none"> ○ Stewards will manage this rule. ○ Tannoy will also communicate this. • The clubhouse will be closed to maintain social distancing and drinks will be served from a designated area in the clubhouse to be consumed outside where social distancing can be maintained. 								
Covid-19 Transmission of the virus whilst attending matches		5	3	15	H	Toilets <ul style="list-style-type: none"> • Toilets will need to be opened for pre-match, match and for 30mins following. • Signs and posters for awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Where practicably social distancing markings/signs in place areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks). • Maximum occupancy signs in place. • Toilets must be thoroughly cleaned and sanitised with particular care taken to clean multi-person touch points, such as door handles, wash hand basin taps, WC flush handles. 	<ul style="list-style-type: none"> • A visible cleaning schedule to be keep up to date and visible. • Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces. 	Operations Manager	5	1	5	M		
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<p>Covid-19 Transmission of the virus whilst attending matches</p>		5	3	15	H	<p>ALL food preparation & Office workspaces General Controls in all work areas:</p> <ul style="list-style-type: none"> A manager is on duty /present at all times to supervise social distancing both in kitchens & office areas. All staff when working, where possible, maintain a minimum of 2 metres apart. There will be no sharing of food preparation equipment such as knives, boards etc. <ul style="list-style-type: none"> Once used they will be hygienically cleaned in the dishwasher. <p>Kitchen</p> <ul style="list-style-type: none"> MAX occupancy 2 STAFF Well Ventilated space kitchen where 2 staff can work with good spacing allowing to move around the kitchen. Staff wash hands before entering/leaving the area All staff are able to face away from each other during all working activities. Masks worn if 2m SD is not achievable. <p>Catering Trailer (external)</p> <ul style="list-style-type: none"> MAX occupancy 2 STAFF Queue to the food serving hatch Must not impede other personnel movements. External kitchen - extremely good ventilated. Limited space but 2 staff can work with good separation. Staff wash hands before entering/leaving the area. All staff are able to face away from each other during all working activities. Masks worn if 2m SD is not achievable. 	<ul style="list-style-type: none"> Cash payments will be accepted, but card payments are the preferred method of payment. All food preparation areas to be frequently cleaned and sanitised during and at the end of each shift. Catering RA reviewed. Further increasing the frequency of hand washing and surface cleaning. Fixed teams (so each person works with only a few others). Normal high standards of cleanliness will be applied in all food production areas. Hand sanitiser, hand hygiene and 2m SD signage in place. Apply 2m markings, where possible. Where possible one-way arrow markings to assist foot traffic flow management. 	Catering Manager	5	1	5	M
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The club has a duty of care to protect the safety and welfare of its staff, volunteers, visitors, customers and contractors at all times and must ensure the employment of safe and active social distancing and hygiene measures in line with government guidelines to limit the risk of spreading Covid-19. The Club reserves the rights to cancel or modify any activities, and measures are reviewed, if it is considered or it is believed the safety and welfare of personnel are at risk. In line with current government Covid-19 guidelines all events are continually reviewed. This risk assessment must be read in combination with all other site-specific risk assessments/activities.

Name of Assessor: R Rowley	Name of Manager/Responsible Person:	Assisted by: John Macmillan /Andy Fearn	Review Date: Weekly reviewed or when any Government Guidance changes.
Signature: <i>R A Rowley</i>	Signature: <i>John Bromley</i>	New Risk(s) No	
Date: 29 August 2020	Date: 29 August 2020	Date Action Completed n/a	

COMPLETION GUIDANCE

DEFINITIONS

HAZARD - anything with the potential to cause harm.

RISK - is the likelihood of the harm being realised, and is calculated by multiplying the "Likelihood of Occurrence" and the "Hazard Severity".

L - Likelihood of Occurrence.

S - Hazard Severity.

ALL hazards in the workplace where the task is being carried out, whether or not directly related to the task being assessed, should be recorded in the section headed "Hazards likely to arise", together with the assessors estimate of their severity and likelihood of occurrence. The existing controls such as PPE, Guarding, training, etc. should then be entered, followed by the persons exposed to the hazard.

The "Likelihood of Occurrence" (**L**) and the "Hazard Severity" (**S**) should be assessed on a scale of 1 - 5 as follows:

LIKELIHOOD	
5 Likely	Occurs repeatedly/event only to be expected
4 Probable	Not surprised when happens/will occur several times.
3 Possible	Could occur sometimes
2 Remote	Unlikely, though conceivable
1 Improbable	So unlikely, probability close to zero

SEVERITY	
5 Fatality	Death of person involved in the task.
4 Major injury	Long absence/loss of limb, etc.
3 Notifiable injury	Over 7 Day injuries as notifiable under RIDDOR.
2 Serious injury	Injury requiring medical treatment
1 Minor injury	Injury requiring no medical treatment.

Severity \ Likelihood	Minor injury 1	Serious injury 2	Notifiable injury 3	Major injury 4	Fatality 5
Likely 5	Medium 5	Medium 10	High 15	High 20	High 25
Probable 4	Medium 4	Medium 8	High 12	High 16	High 20
Possible 3	Low 3	Medium 6	Medium 9	High 12	High 15
Remote 2	Low 2	Medium 4	Medium 6	Medium 8	Medium 10
Improbable 1	Low 1	Low 2	Low 3	Medium 4	Medium 5

The "risk category" is entered to signify the action to take.

The "New Risk" is entered to show the effect of the "Additional Control Measures"

The Manager who signs off the assessment MUST be the manager responsible for the corrective action being carried out and its required effect.

Risk Category	Action
High	Work should not be started until the risk has been reduced
Medium	Efforts to be made to reduce risk in agreed timescales (where possible)
Low	No action is required