

<b>Wallingford Sports Trust Risk Assessment</b>					
<b>Location:</b>	Wallingford Sports Park Hithercroft Road Wallingford OX10 9RB				
<b>Persons at risk:</b>	Staff, visitors to our premises, volunteers, cleaners, club members, spectators, contractors, vulnerable groups and anyone who comes in contact with us in relation to our business including hall and AWP hirers.				
<b>Persons carrying out assessment:</b>	<b>Name:</b>				<b>Position:</b>
	Executive Committee Stefaniya Leigh				Trustees Trustee
<b>Approved by:</b>	John Atkins	Chairman - Board of Trustees			
<b>Date of acceptance and publication:</b>	26/08/2020				
<b>Version Number:</b>	Version 5				
<b>Planned review date:</b>	Standing item Trust Executive Meetings	04/09/20			

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p><b>General spread of Covid-19</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Club members</li> <li>• Spectators</li> <li>• Visitors to our premises</li> <li>• Volunteers</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business including hall and AWP hirers.</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> <li>• Signs to be placed near hand washing facilities reminding people how to wash their hands.</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>‘Help stop the spread of coronavirus’ posters to be placed in work and public prominent areas.</p> <p>Tissues will be made available throughout the workplace and pavilion.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professionals/health-surveillance.htm">https://www.hse.gov.uk/skin/professionals/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>Dave Greedy</p>	<p>28/08/20</p>	

		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space</li> <li>Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>Signs displayed to remind staff to clean their working area.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</li> <li>Where possible encourage working from home to reduce the number of staff on site. E.g. Bookkeeper.</li> <li>Redesigning processes to ensure social distancing in place.</li> </ul>	<p>Cleaning schedules placed in areas such as toilets and endorsed by staff when completed.</p> <p>Rigorous checks will be carried out by Bar Manager or Sports Park Manager to ensure that the necessary procedures are being followed.</p> <p>Staff and users to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Social distancing signs to be placed within the pavilion and on site.</p>	<p>Dave Greedy</p> <p>Dave Greedy</p> <p>Dave Greedy</p>	<p>28/08/20</p> <p>28/08/20</p> <p>28/08/20</p>	
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				Dave Greedy	28/08/20	
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				Board of Trustees	28/08/20	
				Dave Greedy	28/08/20	



		<p><b><u>Self- Isolation when displaying any symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Should any member of staff display symptoms they should self-isolate at home and contact the SPM or a Trustee. No attempt should be made to come on site.</li> <li>• The member of staff concerned should request a COVID 19 test immediately online or by calling 119. If the test is positive they should follow NHS UK guidance isolate for a minimum of 10 days and stay away from the site until they feel completely well. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> <li>• If the test is negative and providing the employee feels well enough, they should come into work.</li> </ul>				
<p><b>Access to the pavilion</b></p>		<ul style="list-style-type: none"> <li>• Monitor site access points to enable social distancing –may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>• Designate walking routes and one way systems with signage to help maintain social distancing and minimise contact with other people.</li> </ul>	<p>Introduce appropriate signage and floor markings.</p>	<p>Dave Greedy</p>	<p>28/08/20</p>	

		<ul style="list-style-type: none"> <li>• Ensure there are hand sanitisers at all entrances and exit points.</li> <li>• Limit occupancy of the building and control entry</li> <li>• Contact details to be taken on entry.</li> </ul>				
Hall Hire		<ul style="list-style-type: none"> <li>• Calculate and communicate the restricted capacity in the hall based on 2m social distancing.</li> <li>• Remove as much furniture as possible.</li> <li>• Increased ventilation will be provided within enclosed spaces.</li> <li>• Wedging doors open to reduce touchpoints ( not fire doors)</li> <li>• Parents to remain in cars outside for children over 4yr</li> <li>• Sufficient gaps between groups to allow for cleaning of door handles, tables &amp; chairs, furniture and floor.</li> <li>• Block off other rooms not in use.</li> <li>• Face coverings for chiropodist</li> <li>• Relevant governing body guidelines to be followed where appropriate.</li> <li>• Regular hall hirers provide a COVID-19 risk assessment for their own activity.</li> <li>• Hall hirers to be provided with Trust COVID-19 guidance as to safe use of premises.</li> <li>• Details of attendees to be</li> </ul>		Dave Greedy	28/08/20	

		recorded for Test and Track purposes. These will be destroyed after 21 days.				
<b>Bar area</b>		<ul style="list-style-type: none"> <li>• Maintain social distancing behind the bar.</li> <li>• Designated working areas behind the bar.</li> <li>• Increase spacing of tables and chairs in the bar area and tables outside to create “beer garden”.</li> <li>• Restricted opening hours Tues-Fri 6-9pm Sat &amp; Sun 12-6pm</li> <li>• Bar staff regularly washing their hands.</li> <li>• Remove the bar stools at the bar and any other unnecessary furniture.</li> <li>• Screening of the bar.</li> <li>• Only accept contactless payments, avoid cash where possible</li> <li>• Increased ventilation will be provided within enclosed spaces.</li> <li>• Staff to wear visors</li> <li>• Establish safe queuing systems</li> <li>• Cleaning of the pumps in between use.</li> <li>• Cleaning of table and chairs between use?</li> <li>• Fixed teams working on rotation .</li> <li>• Wedging doors open to reduce touchpoints ( not fire doors)</li> <li>• Details of visitors/users to be recorded for Test and Track</li> </ul>	<p>Appropriate signage and floor stickers Regular announcements to remind customers</p> <p>Opening hours to be reviewed weekly</p>	<p>Dave Greedy</p> <p>Dave Greedy</p>	<p>28/08/20</p> <p>28/08/20</p>	



		purposes.				
<b>Food</b>		<ul style="list-style-type: none"> <li>No food to be served. To be reviewed.</li> </ul>	To be reviewed 04/09/20	EXEC	04/09/20	
<b>Toilets</b>		<ul style="list-style-type: none"> <li>Limit numbers to one person at a time to ensure social distancing can be enforced at the wash basin area.</li> <li>Increased cleaning with special attention to regularly touched areas</li> <li>Make sure soap is available</li> <li>Hand washing signs</li> <li>Use of paper towels rather than hand dryers.</li> <li>Restrict the use of the urinals.</li> <li>Rotate use of cubicles</li> <li>Regular (hourly cleaning)</li> <li>Cleaning schedule to made visible</li> <li>Prioritise disabled access</li> <li>Use socially distant marking where queues may form.</li> <li>Open windows for ventilation</li> </ul>	Regular inspections to check cleanliness and stock levels of soap etc.	Dave Greedy	28/08/20	
<b>Camping</b>		<ul style="list-style-type: none"> <li>Self-contained with no requirement for showers or toilets</li> <li>Restrictions on numbers</li> </ul>	Not available for 2020 season. To be reviewed 01/03/2021	Dave Greedy	17/08/20	
<b>Use of Changing facilities and showers</b>		<ul style="list-style-type: none"> <li>Introduce staggered use to allow sufficient cleaning in between use.</li> <li>Introduce enhanced cleaning of all facilities throughout the day</li> </ul>	Changing Rooms are an area of increased risk of transmission and will remain closed until further notice until a safe working environment has been established.	EXEC	04/09/20	

		<p>and at the end of each day</p> <ul style="list-style-type: none"> <li>Determine how many people can use it at any one time to maintain a distance of two metres</li> </ul>	<p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4</a></p> <p>To be reviewed 28/08/20</p>			
<b>Taking / accepting deliveries - contact with materials and persons (driver)</b>		<ul style="list-style-type: none"> <li>Review plans to ensure safest routes have been identified including implementing one way systems</li> <li>Maintain 2m social distancing when accepting materials</li> <li>Materials to be placed outside of sites to reduce exposure to drivers</li> <li>Hand washing and sanitizer measures available to maintain good hygiene.</li> <li>Consider methods to reduce the number of deliveries</li> <li>Non-contact deliveries</li> </ul>		Dave Greedy	28/08/20	
<b>Monitoring</b>		<p><b>Symptoms of Covid-19</b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</li> <li>Sports Park Manager or Trustee will maintain regular contact with staff members during this time.</li> <li>If advised that a member of staff or public has developed Covid-19 and were recently on</li> </ul>		Dave Greedy	28/08/20	
				Dave Greedy	28/08/20	

		<p>our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <ul style="list-style-type: none"> <li>• Complete a deep clean of the premises to ensure all potentially contaminated areas are clean.</li> <li>• Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.</li> </ul>				
<p><b>Mental health</b></p>		<p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-">https://www.mind.org.uk/information-support/coronavirus-and-your-</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Dave Greedy</p>	<p>28/08/20</p>	

		<a href="http://wellbeing/www.hseni.gov.uk/stress">wellbeing/ www.hseni.gov.uk/stress</a>				
<b>Non Compliance to Guidance</b>		<p><b><u>Risk Assessment</u></b></p> <ul style="list-style-type: none"> <li>• The Sports Trust will complete and publish a risk assessment for all users compliance and information.</li> <li>• All members’ clubs must complete a club specific risk assessment for their sporting activities in conjunction with guidance from their national governing body <u>and</u> the Sports Trust risk assessment.</li> <li>• All member clubs must appoint a COVID-19 responsible person who will ensure that their club conforms to national guidance and risk assessments.</li> <li>• All hirers of the hall and AWP must complete a risk assessment specific to their activities and in conjunction with the Sports Trust risk assessment and guidance of use information.</li> </ul>		John Atkins	28/08/20	
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