

**Clifton College
Risk Assessment**



Site/premises/department:

Description of Task / Situation: CCSL All Commercial Usage

COVID-19 RISK ASSESSMENT

Risk Assessment number: BBCVD19-COMM

Date of Assessment: 21/08/2020, 01/03/21, 01/08/21

Description of Hazard and potential Injury which may occur	Persons Affected	Existing Control Measures	LIK ELI HO OD	SE VE RIT Y	RISK RATING	Risk Controll ed (As far as is reasona bly practica ble) YES / NO
Risk of spreading Covid-19 virus Facilities, safety of all users	Users/Staff/Coaches	<u>PROMOTING GOOD HYGIENE:</u> <ul style="list-style-type: none"> - Provide additional hand sanitising stations throughout site - Provide clear direction (signage) for all persons as to where they can wash/sanitise their hands - Ensure all handwashing stations are well equipped sufficiently and are well maintained to a good working standard - Use of signage across site to promote good hygiene standards to all persons - Provide sanitizing spray and blue roll to wipe down users kit at each station for improved hygiene standards - Daily cleaning of indoor areas - Main building and all external high contact 	U	H	Moderate Risk	Yes

		<p>touch points i.e reception/toilets/dome doors (updated March 21)</p> <ul style="list-style-type: none"> - Two members of staff on duty at all times morning and evening to ensure all areas on commercial evenings are monitored and maintained in conjunction with government and sport body guidelines (Not currently possible due to staff shortages March 21) - Reopening of bar and changing rooms 16/08/21 - The following hand sanitising stations will be located at all important access points: entrance to building, each pitch entrance (Hard Courts, Pitch 1, Pitch 2-9, 3G and Waterbase) Duty managers to use due diligence to monitor sanitiser levels (replace any where required) - BB to display correct signage and one-way system - Walkie-talkies to be used between centre staff to alert of any issues - All relevant Government and Sporting Body guidelines and procedures to be displayed on reception TV screen and furthermore across site additionally - Posters stil available in reception and toilets (Aug21) - Players are advised they must not share each other's equipment for hygiene and contamination risks - Footballs now available for customers, no longer handing out bibs (Aug21) 				
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Bookings/Payments	Players/Staff	<ul style="list-style-type: none"> - Lead organiser to be briefed accordingly of new BB operating procedures, this will include - calling our reception to book and prepay over the phone (online system to be discussed/planned/developed) - An alternative option will be available but not advised and that would be a one person at a time in reception to make a single contactless/card payment before there session is due to commence, centre staff to have perspex screen in place for safety - Updated Aug 21- reception and bar reopened, encouraging customers to pay up front over phone. - Lead organiser and second contact to be in charge of distributing our updated covid regulations before signing to say they are in agreement. We will contact them in case any outbreaks or covid concerns for them to pass the message onto their team/players. They would then be expected to apply caution and isolate or get tested if they show any symptoms. - All areas will be set up and maintained to best standards by CC staff. - All users will be notified that they should avoid making any changes to there pitch area and to seek advice/assistance from a member of staff to resolve any issues 				
Players turning up with potential symptoms	Users, Coaches, Staff	<ul style="list-style-type: none"> - Players to be advised not to turn up to session if showing any signs and symptoms - Additional PPE for staff to administer any first aid to a player 	HU	H	Tolerable Risk	Yes

		<ul style="list-style-type: none"> - If a user displays any COVID-19 symptoms during a session, they use their initiative and fulfil due diligence and therefore <u>must</u> isolate and <u>remove</u> themselves from any session <u>immediately</u>. We will inform any and all users who are at risk from the crossover of users through main contact track and trace should a player test positive of a COVID-19 test - Should we receive any notification of a player/staff member show any signs or symptoms of COVID-19 a designated manager/staff member will cross reference all persons who came into potential contact and notify everyone accordingly 				
Junior Commercial Football (Sat/Sun)	Users, Coaches, Staff	<ul style="list-style-type: none"> - Instruct an alternative route to and from pitches to reduce footfall in and around the pavilion - Instruct coaches to show good practice by having parents socially distance themselves accordingly - Absolutely no congregating or grouping under the shelter of the building in adverse weather as this is a designated one-way exit route - separate map provided of one-way route system for weekend commercial football users (map provided in re-opening procedures pack) - Site now reopened for bar & changing rooms, caution still advised(Aug 21) 	L	SH	Moderate Risk	
Arrival/departure points	Users/Coaches/Staff	<ul style="list-style-type: none"> - Users to be communicated with regarding arrival and departure, map to be provided and available to all users of access routes/one way system - Clear gap (15 mins) between group leaving and next group arriving to avoid 	U	H	Moderate Risk	Yes

		<p>crossover? (Confirmed Sept 20 & March 21)</p> <ul style="list-style-type: none"> - Return to set hour times for 1st Sept 2021 (Aug 21) 				
Main Reception Area	Staff/Teachers	<ul style="list-style-type: none"> - NO hot desking only Centre and Grounds staff permitted use of reception/computers and telephones (Rule relaxed Aug 21) - No one that isn't BB staff strictly not permitted to enter reception area (Rule relaxed Aug 21) - Staff to sanitise desk areas after use before next person uses space - Cleaner to clean/sanitise daily in the mornings - All members of the public entering the reception area should be wearing a mask. Signage on reception door to show this (Relaxed Aug 21 in line with government rules) - Hot desk to be made available for external staff/teachers in the spare room above reception - sanitising station will be supplied and all users must sanitise after use to make area safe for next user 	L	SH	Moderate Risk	Yes - update 01/03/21
Toilets/Indoor space	Users/Coaches/Staff	<ul style="list-style-type: none"> - Toilets need to be provided – Male and Female toilets next to reception suggested as the best option (limited to 3 at a time) (update March 21) - Near corridor toilets to be available for users along with access toilet in reception - strict one way system through building via near corridor - 	U	H	Moderate Risk	Yes

Commented [1]: Point to be discussed

		<p>signage and floor markings in place to show users</p> <ul style="list-style-type: none"> - BB cleaner/centre staff to be on clean facilities at regular intervals (update March 21) - No access to BB main pavilion room or changing facilities for the foreseeable - Site now reopened for bar & changing rooms, caution still advised(Aug 21) - Bar and changing rooms now reopened 16th August 21) - 				
First Aid	Users/Coaches/Staff	<ul style="list-style-type: none"> - Staff supplied and fitted with suitable ppe required for administering any first aid unrelated to COVID symptoms (disposable gloves, mask and apron) - PPE to be disposed correctly in a separate bin which is then managed and maintained by BB Cleaners - 	U	H	Moderate Risk	Yes
All relevant Government and Sporting Body guidelines	Users/Coaches/Staff	<p>FA Guidelines for Facility Users</p> <p>FA Guidelines for Facility Providers</p> <p>Current Up to Date RFU Guidelines for Facility Re-opening</p> <p>Current Up to Date RFU Guidelines on Return To Rugby: Community Game</p> <p>RFU returning to community rugby Guidelines continued</p> <p>RFU Current community rugby Risk Assessment</p> <p>England Netball COVID-19 return to Netball Road Map</p> <p>England Netball COVID-19 Events and Competition Guidelines</p>				

		England Netball COVID-19 Safeguarding Guidelines				
		LTA Tennis for Britain - COVID-19 Latest support advice				
		England Hockey COVID-19 Support page				

Declaration

Staff should sign below to record that they have been made aware of the contents of risk assessment and will comply with the control measures detailed.

Name (Print)	Signature	Date
Sean Hogan	SHogan	21/08/2020
Zac Schroder	Zschroder	03/09/2020
Ross Chapman	R.Chapman	31/08/20
Zac Schroder update March 21	ZSchroder	29/03/2021
Ross Chapman update March 21	R.Chapman	29/03/21
Zac Schroder update Aug 21	Zchroder	25/08/21
Ross Chapman update Aug21	R.Chapman	16/08/21
Luko Johnson update Aug21	L.Johnson	25/08/21

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Additional Control Measures

Action Plan

Risk Assessment number:

If the risk is not controlled then further actions are required.

Further Action Required	LIKE LIHO OD	SEV ERIT Y	RISK RATI NG	Person Responsible	Target Date for Completion	Date Completed
				Ross Chapman		01/03/21

Assessor(s): (Print ame)

Sean Hogan

Date: 21/08/20

HoD / HoM's Review: (Print Name)

Date:

Next Review Date:

Revision & Amendment Record

Review Date	Amendment Made	Signed	Print Name	Next Review Date
01/03/21	Reviewed after the third National lockdown ready for school and commercial return. 01/03/21	R.Chapman	Ross Chapman	20/04/21 start of Summer term
16/08/21	Reviewed after government plan to reopen from 19th KJuly changing rooms and bar room opened form 16/08/21	R.Chapman	Ross Chapman	Currently this is now the plan going forwards, but will monitor government advise going forwards

Risk Rating Guide

Note: You must assess each risk against the likelihood of an incident occurring and should it happen the severity of the consequences.

Review of risk assessments:

You should review your risk assessments in the following three circumstances:

- In accordance with the specified review period and/or
- As a result of change, and/or
- Following an incident/accident or reported case

Guide to Likelihood:

Initial	Descriptor	Description
HU	Highly Unlikely	Do not expect it to happen but is a foreseeable event
U	Unlikely	The event occurs occasionally
L	Likely	The event occurs regularly

Guide to Severity:

Initial	Descriptor	Actual or Potential Impact on Individual(s)
SH	Slightly harmful	Short-term injury or illness that is resolved with Basic First Aid
H	Harmful	Injury or illness which results in time-lost and medical intervention
EH	Extremely harmful	Major injury or illness including long-term / permanent results or death

Evaluating the risk

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial risk	Tolerable risk	Moderate risk
Unlikely	Tolerable risk	Moderate risk	Substantial risk
Likely	Moderate Risk	Substantial risk	Intolerable risk

Actions required according to identified risk level:

Trivial risk (TR)	Tolerable Risk (TOLR)	Moderate risk (MR)	Substantial risk (SR)	Intolerable risk (IR)
No further action at this time	Monitor Compliance	Review existing controls measures	Investigate additional control measures	STOP activity.

Hazard Guide:

Hazards to consider when completing your risk assessment and potential injuries to consider:

(Please note: this is not an exhaustive list)

Hazard:	Potential injuries may include:
Slip / Trip: <ul style="list-style-type: none">❖ Wet floor due to leaks or spillages❖ Slippery paving due to icy or poor weather conditions❖ Trailing cables from extension leads❖ Boxes obstructing walkways	<ul style="list-style-type: none">● Bruising● Fractures● Sprains
Manual Handling: <ul style="list-style-type: none">❖ Restricted space creating poor posture❖ Carrying heavy and awkward furniture	<ul style="list-style-type: none">● Sprains
Electricity: <ul style="list-style-type: none">❖ Broken or defective plugs and/or sockets❖ Exposed wiring or damaged cables	<ul style="list-style-type: none">● Electric shock
Behaviour: <ul style="list-style-type: none">❖ Known behaviours of physical or verbal abuse	<ul style="list-style-type: none">● Bruising● Scratches● Cuts
Extreme weather conditions: <ul style="list-style-type: none">❖ Exposure to extreme heat or cold	<ul style="list-style-type: none">● Dehydration● Heat stroke● Illness
Fall from Height: <ul style="list-style-type: none">❖ Inappropriate use of a stool, chair or step-ladder	<ul style="list-style-type: none">● Fracture● Sprains
Third Party Activity; <ul style="list-style-type: none">❖ Interference by members of the public or contractors❖ Inappropriate attention from members of the public❖ Distractions	<ul style="list-style-type: none">● Bruising● Cuts● Stress

Vehicle Movement: <ul style="list-style-type: none"> ❖ Reversing or moving vehicles ❖ General road traffic ❖ Inappropriate crossing points 	<ul style="list-style-type: none"> ● Fractures ● Cuts ● Bruising ● Internal damage due to collision;
Lack of or Defective Equipment: <ul style="list-style-type: none"> ❖ Broken pots and pans ❖ Wrong equipment supplied for the task 	<ul style="list-style-type: none"> ● Cuts ● Fractures ● Sprains
Lack of or Defective Personal Protective Equipment: <ul style="list-style-type: none"> ❖ Broken/split gloves ❖ No gloves available 	<ul style="list-style-type: none"> ● Illness ● Burns ● Skin irritation

Other hazards may include:

Known / Pre-existing Medical Conditions; Lack of training;