



# Humbledon & Plains Farm YFC Risk Assessment



Date	20 <sup>th</sup> March 2021
Assessment Team	C.Elves, K.Byers, T.Preece
Location	Plains Farm Academy
Task to be assessed	Football training & matches on the Plains Farm Academy playing fields whilst maintaining the 2m Social Distance during COVID-19 Pandemic

## Risk Assessment Matrix

Severity		Likelihood	
Single/ Multiple Fatality (including to the public) or catastrophic damage or loss	10	Certain or Imminent	10
Major injury, Disabling Injury, major damage or loss	8	Very Likely (every six months)	8
Over 3 day injury or illness, substantial damage or loss	6	Likely (every two years)	6
Lost time injury or illness, moderate damage or loss	4	May Happen (every five years)	4
Minor injury with short term effect, minor damage or loss	2	Unlikely (during working life period of the employee)	2
No injury, damage, sickness or other loss	1	Very Unlikely	1

### Severity x Likelihood = Risk Rating

Likelihood	Severity					
	Catastrophic harm	Major harm	Serious harm	Moderate harm	Minor harm	No harm
Certain/Imminent	100	80	60	40	20	10
Very likely	80	64	48	32	16	8
Likely	60	48	36	24	12	6
May Happen	40	32	24	16	8	4
Unlikely	20	16	12	8	4	2
Very Unlikely	10	8	6	4	2	1
<b>HIGH</b>		<b>MEDIUM</b>			<b>LOW</b>	

### Final Assessment, Overall Risk and General Comments:

Risk Assessor: Print C.Elves..... Sign..... Date 20/03/21.....  
& Covid-19 Officer

Secretary: Print T.Preece..... Sign..... Date...20/03/21.....

Chairman: Print K.Byers..... Sign..... Date...20/03/21.....

**Risk Assessment Table**

Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
Contamination of the academy playground area with the virus from HPF associates	Contracting of COVID-19 by school staff.	<ul style="list-style-type: none"> <li>No access to school premises but HPF parents / coaches park on academy yard.</li> <li>No Entry signage has been placed at the top of the Premier Road access footpath.</li> <li>At the top of the footpath access to the academy yard is locked off.</li> <li>Access allowed to academy yard area only to HPF associated guests.</li> <li>The yard gates will be locked until a coach opens up. There will be no access from Tudor Grove for away fans.</li> <li>Documentation has been produced to be sent to away fans prior to any matches taking place to ensure compliance.</li> </ul>	8	1	8		8	1	8

Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
Cross contamination of the virus on entry and exit to site	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>Club guidance slides on social distancing produced.</li> <li>Governance policy produced to explain the measures required.</li> <li>Registration system in place to log site entry of every player / coach / parent to allow track and trace if needs be.</li> <li>Government track and trace sheets have been produced for the venue which enables registered individuals to scan their site attendance. Anyone without a phone and children are still expected to be signed in by their parent / carer.</li> <li>Parking on Premier Road (and access via the footpath has been encouraged as well as the yard.</li> <li>Training times have been re-organised and staggered with a maximum of 3 teams only on the pitches at any given time.</li> </ul>	8	1	8		8	1	8

Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
		<ul style="list-style-type: none"> <li>One way system of entry and exit to site through the main gate via bollarding and signage.</li> <li>Hand sanitizer stations set up at entry and exit points</li> <li>Each coach has been supplied with their own hand sanitiser bottles, wipes and facemasks.</li> </ul>							
Too many teams training in the same place at the same time	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>Training schedule produced by committee and agreed by the coaches that limits training activities to 3 teams only at any given time.</li> <li>One team will train on the bottom pitch and a max of 2 teams will train on the top pitch or vice versa (but never more than 3 teams at any given time).</li> <li>Spectator areas have been allocated for each pitch and signage produced to ensure spectators are a safe distance from the pitches and training activities.</li> </ul>	8	1	8				

		<ul style="list-style-type: none"> <li>• Cones will be laid out (or the grass line painted) to signify the safe areas for each spectator group to stand in to ensure distancing from others at all times.</li> <li>• Training times have been staggered to allow a 30 minute clean down and re-set activity as well as ensuring a safe cross over period where teams won't overlap.</li> </ul>							
Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
Players training too close together	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>• HPF YFC club guidelines produced in accordance with Durham FA guidance (included in pack) and given to all coaches to share with all players and parents / carers.</li> <li>• Guideline acceptance sheet produced for parents / carers to sign to confirm they have received, read and understood the HPF YFC club guidelines regarding Covid-19 and training</li> </ul>	8	1	8				

Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
		<ul style="list-style-type: none"> <li>/ playing matches on the academy premises.</li> <li>Coaches to produce session plans that allow football training to take place whilst maintaining distancing guidelines</li> </ul>							
Contamination of kit	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>Players will only wear their own clothes during training.</li> <li>Each team will have their own balls and cones and will not share these with anyone else.</li> <li>Balls and cones will be thoroughly disinfected with spray and wipes before leaving site.</li> <li>In accordance with HPF YFC club guidelines produced only the coach will handle the balls / cones during / after a session.</li> <li>As per the HPF YFC guidelines issued to all coaches and parents / carers, teams will ensure every child brings their</li> </ul>	8	1	8	<ul style="list-style-type: none"> <li>Bibs will be washed (by coaches) after every session and before the next session.</li> <li>Players will be encouraged to ensure they have used antibacterial rub as soon as the session ends in case they have inadvertently touched a cone or ball.</li> </ul>	8	1	8

Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
		<p>own, clearly labelled, water bottle to training.</p> <ul style="list-style-type: none"> <li>• Players will be encouraged not to bring any personal items i.e. their own balls etc.</li> </ul>							
Contamination of HPF YFC club equipment	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>• The club equipment cabin is off limits to everyone except the coaches for hurdles and canes – signage has been produced to reflect this.</li> <li>• Any equipment used will be thoroughly spayed with antibacterial spray and wiped clean by the coach that used them last.</li> <li>• Any equipment used will be signed out and in by the coach with his name, team, date, equipment and quantities used and time out / in.</li> </ul>	8	1	8				

Contamination of school locks / keys	Contracting of COVID-19 by any HPF YFC player coach parent / carer or academy staff member	<ul style="list-style-type: none"> <li>Any locks / keys used will be handled by individual team coaches only using a clean pair of latex gloves that will be removed immediately after use following the HPF YFC guidelines on the safe removal of gloves. The gloves will then be disposed of safely away from school premises.</li> </ul>	8	1	8				
Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
Coach has to deal with injured player and break distancing	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>All coaches will be issued with a supply of disposable facemasks and gloves that will need be worn if distancing has to be compromised due to a player injury.</li> <li>HPF YFC guidelines produced to govern such instances.</li> <li>A first aid area will be set up near the equipment cabin during every session should it be required.</li> </ul>	8	2	16				



<p>Player / carer or coach develops Covid-19 symptoms</p>	<p>Contracting of COVID-19 by any HPF YFC player coach parent / carer.</p>	<ul style="list-style-type: none"> <li>• HPF YFC guidelines produced that include what to do if anyone presents symptoms. (in the first instance they should stay away from the venue).</li> <li>• Person infected must immediately contact the club Safeguarding Officer - Kathryn McCone (07757027089) or Covid-19 Officer - Chris Elves (07949718271).</li> <li>• HPF YFC will then contact everyone that came into contact with the infected party via the HPF YFC training session registration sheet.</li> <li>• Infected party must immediately seek a Covid-19 test and follow Government guidelines whilst ensuring they stay away from the Academy until given the all clear or they have completed a suitable quarantine period.</li> </ul>	<p>8</p>	<p>2</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Any player or parent / carer that has come into contact with an infected individual should self isolate for a period of 7 days.</li> <li>• Any infected individual to stay away from the academy premises and any HPF YFC training sessions for a minimum of 14 days after they first presented symptoms</li> <li>• Any infected individual should contact track and trace so those that have been in close contact can be traced</li> </ul>	<p>8</p>	<p>1</p>	<p>8</p>
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Hazard	Hazard Effects (Consider who could be harmed)	Existing Controls	Risk with existing control			Further Controls needed to Reduce the risk	Risk with further control		
			SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATING
Contamination of HPF YFC club equipment	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>The club equipment cabin is off limits to everyone except the coaches for goalposts, crossbars, nets and peg buckets – signage has been produced to reflect this.</li> <li>Any equipment used will be thoroughly sprayed with antibacterial spray and wiped clean by the coach after use. (Antibacterial wipes and spray has been provided in the cabin).</li> <li>Help can be accepted from parents as long as the coach ensures that sanitising takes place after the goals are set up</li> <li>Any equipment used will be signed out and in by the coach with his name, team, date, equipment and quantities used and time out / in.</li> </ul>	8	1	8				

Contamination of school locks / keys	Contracting of COVID-19 by any HPF YFC player coach parent / carer or academy staff member	<ul style="list-style-type: none"> <li>Any locks / keys used will be handled by individual team coaches only using a clean pair of latex gloves that will be removed immediately after use following the HPF YFC guidelines on the safe removal of gloves. The gloves will then be disposed of safely away from school premises.</li> </ul>	8	1	8				
Too many teams playing matches in the same place at the same time	Contracting of COVID-19 by any HPF YFC player coach parent / carer, away team head	<ul style="list-style-type: none"> <li>A fixture schedule has been produced by the committee and agreed by the coaches that limits activities to a maximum of 3 matches at any given time. (Or 2 games plus one training session).</li> <li>Kick off times are staggered to allow the complete vacation of site by players and spectators thus avoiding congestion.</li> <li>One or two teams will play on the bottom pitch (pitches 1 &amp; 4) and one on the top pitch (pitch 2) thus ensuring safe distancing.</li> <li>Away team guidance sheet produced for HPF YFC coaches to forward on to the away team coach before a match (and that coach can forward on to his parents).</li> </ul>	8	1	8				

		<ul style="list-style-type: none"> <li>• Spectator areas have been allocated for each pitch (via the away team guidance sheet) and signage produced to ensure spectators are a safe distance from the pitches and training activities.</li> <li>• Cones will signify the safe areas for each spectator group to stand in to ensure distancing from others at all times.</li> <li>• Both home and away teams for 9v9 and 11v11 have been allocated their own viewing area to avoid congestion on the touchline. This is depicted on the away fans / coaches fact sheet attached to the end of this assessment.</li> </ul>							
Away fans don't know procedures / follow procedures	Contracting of COVID-19 by any HPF YFC player coach parent / carer or away team person	<ul style="list-style-type: none"> <li>• Every HPF YFC team has been asked to appoint a Covid champion from within. The internal team Covid champion's responsibilities are :- <ul style="list-style-type: none"> <li>• To ensure away team players and fans know where they are to stand.</li> <li>• That both home and away team parents and children have all signed in via the sheet or the QR code</li> </ul> </li> </ul>	8	1	8				

		<ul style="list-style-type: none"> <li>That all children and spectators sanitise their parties hands on arrival.</li> <li>Additional info is that we have no toilets and to take any rubbish home with them.</li> </ul>						
Away fans / players arrive too early	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>HPF Coach to send the away team coach our guidance - that is for no away team player, fan or coach to arrive at the academy any earlier than 15 minutes before the agreed kick off time.</li> </ul>	8	1	8			

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Passing other people at the Everyone Active (EA) Silksworth 4G training facility	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>All coaches will make disposable facemasks available to anyone that wants one.</li> <li>Parents will be advised to sanitise on the way into the facility and also be encouraged not to use the step handrails or pass whilst someone else is using the steps.</li> </ul>	8	2	16				

		<ul style="list-style-type: none"> <li>• Parents will also be advised to stay within their pitch boundary and that any breach of this rule could result in them being asked to leave the facility.</li> <li>• Parents / carers are also advised to leave the facility promptly after the session ends to avoid unnecessary mingling with others.</li> <li>• The wearing of a face mask is mandatory</li> </ul>							
<p>Passing other people at the Plains Farm Academy 'Muga'</p>	<p>Contracting of COVID-19 by any HPF YFC player coach parent / carer.</p>	<ul style="list-style-type: none"> <li>• All coaches will make disposable facemasks available to anyone that wants one.</li> <li>• Parents will be advised to sanitise on the way into the facility and also be encouraged not to use the step handrails or pass whilst someone else is using the steps.</li> <li>• Parents will also be advised to move to the top end of the Muga so they can collect their children from the bottom gate after training (breach of this rule could result in them being asked to leave the facility).</li> <li>• Parents / carers are also advised to leave the facility by walking up the bank and observing the one way system</li> </ul>	8	2	16				

		<p>in operation to avoid unnecessary mingling with others.</p> <ul style="list-style-type: none"> <li>The wearing of a face mask is mandatory</li> </ul>							
Contamination of (EA) kit (i.e. goals and nets)	Contracting of COVID-19 by any HPF YFC player coach parent / carer.	<ul style="list-style-type: none"> <li>Players and parents alike are told not to touch any equipment be it HPFs or EAs. This includes goals, balls, cones, bibs etc.</li> </ul>	8	2	16	<ul style="list-style-type: none"> <li>Use as few bits of kit as possible during training and re-iterate only the coach sets up and collects the kit at the end of a session.</li> </ul>	8	1	8

## Appendix 1



### HPF YFC – Friendly & Competitive Matches Away Team Guidance

Covid-19 is a highly infectious and dangerous disease and thus must be treated with respect. We can only continue playing competitive football if everyone involved follows the procedures put in place to achieve a controlled environment. This will help us minimise the threat of infection.

We ask that you pass this information onto your players and their parents / carers and ensure your team are aware of the procedures we have put in place to keep everyone safe at our venue.

- The school has no access for cars at all. Please park on Premier Road (postcode SR3 1SY) as shown by a number 1 on appendix 1.
- The venue entrance is up the stairs and on the left – as shown by the letter 'E' on appendix 1.
- Please ensure any children are only accompanied by **one** parent or carer as per the Government & FA guidelines.
- Before you enter our playing field please ensure you **a)** sign the track and trace register for you and your child **OR** download the NHS Covid-19 app and scan the QR code at the entrance **b)** ensure everyone in your party sanitise their hands **c)** wear a face mask at all times **d)** if your child is a sub and over 12 please ensure they wear a mask too.
- If you are an u11 or u12 away spectator please proceed through the gate keeping to the left. Your viewing area is the side nearest the main road fence – as shown by a number 2 on appendix 1.
- If you are a u15 away spectator please proceed through the gate keeping to the left but turn right after the barriers and head up the grass bank passing the equipment cabin on your right and up another grass bank to the 11v11 pitch - your viewing area is the side of the pitch nearest the school and fence - as shown by a number 3 on appendix 1.
- Parents - if retrieving the football please do it with your feet only – do not touch it.
- Please be aware we have no toilets on site.
- Please be aware we have no rubbish bins on site. If you have any rubbish (coffee cups, wrappers etc) please take them home with you.

HPF YFC Matches Away Team Guidance v2 250920





## Appendix 2



### HPF YFC – Friendly & Competitive Matches Safety Briefing

(TO BE READ TO THE REF AND BOTH SETS OF COACHES AND PLAYERS BEFORE KICK OFF)

Covid is a highly infectious and dangerous disease and thus must be treated with respect. We can only return to playing competitive football if everyone involved follows the procedures put in place to achieve a controlled environment. This will help us minimise the threat of infection.

Risk in sport cannot be completely eradicated but with caution and care these risks can be reduced.

All those players returning to grassroots football must adopt the following codes of behaviour expected by The Club, Durham FA and the Government.

- No shouting in each others faces as it could increase the risk of infection.
- No spitting as this is proven to be a risk to health.
- Try not to celebrate goals (no matter how hard).
- Parents - if retrieving football do it with feet only – do not touch it.
- Coaches will ensure players have their hands sanitised at half time.
- The goals and football will be sanitised at half time (coaches need to identify someone to do this on their behalf, poss their team covid person?)
- At half time coaches need to ensure their players maintain distancing.
- Free kicks & corners – are to be taken quickly to allow defensive walls / marking to be made and dispersed asap.
- Tackling is acceptable during the game but proper distancing should be maintained where possible.