Whitegrove & Warfield FC Covid-19 facilities risk assessment

	Whitegrove & Warfield FC (WWFC)	Date of risk assessment	22 nd Aug 2020	James Bradbury (Club Chairman)		Review of use of facilities
Teams	All age groups U7 – U18		Westmorland Park (U7 – U11) & Priory Field (U12 – U18)	 James Bradbury	Contact Details	07717 895835

Area of Risk	Who is at risk?	Risk Requirements and control guidelines	Personnel responsible for applying controls	
e.g. Equipment, social distancing	e.g. Players, coaches, spectators	Detail the guidelines to be adhered to.	E.g. Manager, coach.	
Portable toilet (Priory Field only)	All	 Portaloo supplied by Shorts and thoroughly cleaned each week prior to use on a Saturday Portaloo only to be used on Saturday match days 	Contracted with Shorts All	
,,,		 Portaloo to be opened up (padlock removed and stored in lock up) at start of match day by team manager of nominated team first at Priory Field 	Team Manager	
		 Check sufficient hand sanitiser available in portaloo Portaloo to be locked up at end of match day by team manager of nominated team last to finish at Priory Field 	Team Manager Team Manager	
Priory Field – Opening procedure	Coaches	• A rota will be set up by club fixtures secretary to show which team will be responsible for opening up the facilities at Priory Field each week	Liz Blatchford (Fixtures Secretary)	
		• Facility to be opened up at least 45 minutes prior to kick off of first match	Team Manager	
		 Container locked on combination lock – all other keys contained in lock box in container Gloves to be worn at all times by manager responsible Gate & container to be opened 	Team Manager "	
		 Parking notice to be staked out in grass directly in front of open gates to show one way system and point cars towards drop off / pick up zone 	u u	
		• Traffic cones to be set out along the parking bays closest to the pitches to create drop off pick up zone	u	
		 Two parking bays in front of container to be kept clear (cones set out) At least one disabled parking bay to be kept clear 	u u	
Priory Field – Closing procedure	Coaches	 AED (Defibrillator) to be set out in the middle of the field A rota will be set up by club fixtures secretary to show which team will be responsible for closing up 	Liz Blatchford (Fixtures	
		the facilities at Priory Field each week	Secretary)	
		 Gloves to be worn at all times by manager responsible 	Team Manager	

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		 Parking notice, traffic cones & AED (defibrillator) to be replaced in container Field & Car park to be checked for any rubbish not suitably disposed of (& then dispose of it in bins provided) – individual match managers will be responsible for the clear up of their own pitch. Portaloo to be locked and key stored in lock box in container Gate & Container to be locked (keys returned to lock box in container) 	" " " " " " " " " " " " " " " " " " "
Westmorland Park Opening Procedures	Coaches	 A rota will be set up by club fixtures secretary to show which team will be responsible for opening up the facilities at Westmorland Park each week Facility to be opened up at least 45 minutes prior to kick off of first match Container locked on combination lock – all other keys contained in container Gloves to be worn at all times by manager responsible Gate (if required) & container to be opened Traffic cones stored in Pavilion (cones cupboard, next to main entrance) Parking notice and cones to be set out in Car park to show one way system and point cars towards drop off / pick up zone – if appropriate Open up pavilion – main door only to be used by café personnel Chairs must be placed across the entrance hall to stop anyone entering any part of the building other than the hall Place signs on front door of pavilion: Café entrance / Face Masks must be worn / direction to toilets Place signs on end door of pavilion: Toilets / directions to Café Far end door (facing mini pitches) to be opened to allow access to toilet facilities (1st door on right). Chairs to be placed across hallway as a barrier directly after the toilet door, to prevent any access to other parts of pavilion Cones to be marked out on floor such that queue for toilet complies with social distancing rules Hand sanitiser to be provided in toilet 	Liz Blatchford (Fixtures Secretary) Team Manager " " " " " " " " " " " " " "
Westmorland Park Closing Procedures	Coaches	 A rota will be set up by club fixtures secretary to show which team will be responsible for closing up the facilities at Westmorland Park each week Gloves to be worn at all times by manager responsible Parking notice & traffic cones to be replaced in cupboard Field & Car park to be checked for any rubbish not suitably disposed of (& then dispose of it in bins provided) – individual match managers will be responsible for the clear up of their own pitch. Toilet locked and chairs put away Pavilion to be cleaned inside (hallways with any mud traipsed in from the pitches) and locked up (specific requirements to be noted in fixtures schedule once clarified by Council, as owners of the facility) Outside paths to be swept clean of any mud from the pitches 	Liz Blatchford (Fixtures Secretary) Team Manager " "

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		Keys to be returned to lock up - & lock up locked	<i>u</i> <i>u</i>
Vestmorland Park Cafe	Café staff & customers	 Café food/drinks will be served form within the pavilion (not from the outside hatch) Entrance to Café through the main pavilion door Exit from café to be through the double doors at end of pavilion (artificial grass end) Upon entering hall table with hand sanitiser (to be set up at start of each match day) People required to social distance in queue – cones to be set out on floor No condiments will be set outside of serving area – these will be applied by staff Serving of food to be in bags Cooking/preparation of food/drink will meet all legal food requirement standards Equipment in café will be regularly cleaned and maintained prior to usage on a Saturday Surfaces will be sanitised at least every 30 mins Staff will sanitise hands at least every 20 mins Gloves & face masks will be worn by staff at all times All customers to wear face masks in building 	All All Lisa Langley (LL) All LL LL BFC LL LL LL LL Customers
Individual displays symptoms o Covid-19 on site	<pre>of Coach, Players, game officials, spectators</pre>	 Individual will be isolated away from the remainder of the group. Government Test & Trace procedures to be followed 	All All

Completed & Approved by	James Bradbury WWFC Chairman and Risk Officer	Checked by	Paul Cloet WWFC Equipment Manager