



# St Pauls Sports Ground – Risk Assessment – July 2020

## Risk Assessment

Assessment Date: 28<sup>th</sup> July 2020

Version: Millwall Community Trust 2020

Name of Assessor(s): Sean Daly

Venue: St Pauls Sports Ground

Activity: Football Activity

## Site Specific Induction

To be reviewed and completed by Staff and Line Managers each day at centre.

Staff Contact :

Venue Staff Position:

Venue Staff Signature: .....

Fire Procedure –

First Aid Procedure –

Next review date:



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## **General Control Measures**

- A copy of this risk assessment will be with the CEO and Line Manager at the Millwall Community Trust /St Pauls Sports Ground offices.
- All staff will had an site specific induction, delivered by line managers and receive outline of procedures around COVID 19.
- All staff are trained to a minimum 3 hour first aid standard.
- A fully stocked first aid kit is always available.
- A mobile phone is always available for contact with the emergency services.

## **REPORTING ACCIDENT/INCIDENTS**

If an accident/incident occurs at the site please follow MCT report procedure below:

Please report ALL incidents and accidents by:

Contacting The SITE manager/staff immediately.

OR

If for any reason you can't reach them please contact CEO.

## **SAFEGUARDING/ WELFARE ISSUES**

If you have any concerns welfare, please contact either Katie Whitmore or Sean Daly.

Office: 020 7740 0503

Katie – Mobile: 07958 027114 Work: 020 7740 0503

Sean – Mobile: 07973324987 Work: 020 7740 0503



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Millwall Community Trust adheres to government guidelines on virus containment with visual reminders for users of site via posters around the site and online, markings on floors, hand sanitizers and cleaning materials on site, toilets and eating areas and appropriate risk assessments and centre induction are completed, to ensure that the health and safety of our users is our priority.

**Any user failing to adhere to this MCT risk assessment, will have all their bookings terminated.**



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### Specific Risks and Controls

Potential Hazard	Persons at Risk	Risk Rating	Control Measures	Risk Rating	Actions to be taken
Coronavirus	Everyone	High	<p><b>Users Professional Practice / Management</b></p> <ul style="list-style-type: none"> <li>• Avoid close contact – Social Distancing.</li> <li>• Avoid close contact with people who are sick.</li> <li>• If you are sick, please notify your site staff.</li> <li>• Stay home when you are sick. Stay home when you are sick to prevent spreading your illness to others.</li> <li>• Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.</li> <li>• Cover your mouth and nose. Cover your mouth and nose with a tissue when coughing or sneezing to prevent those around you from getting sick.</li> <li>• Clean your hands. Washing your hands often for 20 seconds will help protect you from germs.</li> <li>• Use cleaning spray or wipe to clean and disinfect frequently touched objects and surfaces at the centre.</li> <li>• We may recommend that people wear a facemask and gloves</li> <li>• Toilets use- one person only, and you are to clean toilet and wash area afterwards.</li> <li>• Use walkways -oneway systems only.</li> <li>• PPE waste bins to be used</li> </ul>	Low	Government GUIDELINES on posters around site



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Changing Rooms	Everyone	High	<ul style="list-style-type: none"> <li>Changing rooms are closed</li> <li>Players and officials should arrive changed and showered at home</li> <li>Showers are closed</li> </ul>	Low	Reference FA guidelines 18/7 version 1.2
Toilet use	Everyone	High	<ul style="list-style-type: none"> <li>User are only to use allocated toilets</li> <li>One person at time to avoid close contact.</li> <li>User of toilets to clean toilet and wash area after use, with cleaning products supplied – any mess that is caused by the user is to be cleared up by the user</li> <li>Clean of hands</li> </ul>	Low	Cleaning products and hand cleaners in toilet area. Allocated toilets only to be used
Users Movement	Everyone	High	<ul style="list-style-type: none"> <li>Users are to avoid close contact – social distancing</li> <li>Users are to use one way systems as marked with signs, at all times.</li> <li>Important for users to be vigilant and wait where they see congestion for users to pass through.</li> <li>Appropriate footwear worn at all times on the site.</li> </ul>	Low	Markings of one way system on the site
NHS Test and Trace	Everyone	High	<ul style="list-style-type: none"> <li>All users names and contact information must be collected prior to start of session.</li> <li>Information must be stored for 21 days in line with Government recreational team sport framework.</li> <li>This information is to be given to MCT staff before- failing to comply will result in non use of site.</li> </ul>	Low	Government recreational team sport framework. Information to be collected by each user group



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Facility services (hand washing)	Everyone	High	<ul style="list-style-type: none"> <li>• Users are to use the Anti bacterial hand sanitisers when entering the site</li> <li>• Users are frequently use the supplied hand sanitisers during the visit</li> <li>• Users are to ensure time is taken during the visit to hand wash.</li> </ul>	Low	Hand sanitisers at entry points and in site stations
Office operational use	Everyone	High	<ul style="list-style-type: none"> <li>• Staff must avoid close contact – social distancing</li> <li>• Reconfiguring office /workplace spaces</li> <li>• Staff will be allocated desks, which they must stay to.</li> <li>• No sharing desks and items.</li> <li>• Max of three staff in upstairs office, and two staff in front desk,(using both offices)</li> <li>• Classrooms at centre to be used at staff offices.</li> <li>• Staff to ensure ratios are met in the offices, so movement of staff around the building needs to be observed to ensure the ratio numbers are not broken.</li> <li>• Use cleaning spray or wipes to clean and disinfect frequently touched objects and surfaces at the centre</li> <li>• All desks are to be cleared and cleaned at the end of each shifts by users</li> <li>• Staff Lockers to be used to store clothing, bags items etc</li> <li>• No electric fans to be used, windows and doors to be opened to create ventilation</li> </ul>	Low	Desk marking for usage of desks  Own laptops to be used and taken away  Staff rota to be used  Cleaning materials on desks  Staff lockers in offices with access.  All doors and windows to be safety left open
Club House (food/drink)	Everyone	High	<ul style="list-style-type: none"> <li>• Food/drinks are not to be delivered to site by outside agencies</li> <li>• Only food and drink consumed on site must be brought from the club house</li> <li>• Food and drink preparation and access to kitchen is only by MCT staff</li> <li>• One way scheme into and out of club house</li> </ul>	Low	Tables in club house have been marked for using  Cleaning materials and waste bins in areas.



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			<ul style="list-style-type: none"> <li>• Avoid close contact – 1 person per table.</li> <li>• All items are to be disposed of in waste bins provided</li> <li>• Use cleaning spray or wipes to clean and disinfect table surfaces, chairs and any items used.</li> </ul>		
Equipment	Everyone	High	<ul style="list-style-type: none"> <li>• All equipment (ie footballs etc) used is to be cleaned and sanitised before and end of the session.</li> <li>• All equipment is to be removed from site at end of session (unless agreed with MCT CEO)</li> </ul>	Low	In line with Guidelines
First Aid	Everyone	High	<ul style="list-style-type: none"> <li>• First-aiders should be equipped with the appropriate PPE (including face coverings) to protect themselves and others if they need to compromise social-distancing guidelines to provide medical assistance.</li> <li>• After contact with an injured participant, the person who has administered first aid should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum 2 metre social distancing was maintained.</li> <li>• The first aider should also avoid touching their mouth, eyes and nose.</li> <li>• First-aider or their equivalent, should keep a record of each participant they have come into contact with for NHS test and trace purposes</li> </ul>	Low	In line with Government Guidelines
Sickness concerns	Everyone	High	<ul style="list-style-type: none"> <li>• Avoid close contact with people who are sick.</li> <li>• If you are sick, keep your distance from others.</li> <li>• Stay away from site if you are sick.to prevent spreading your illness to others.</li> </ul>	Low	Government guidelines



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Supporters Spectators	Everyone	High	<ul style="list-style-type: none"> <li>At the present time no, supporters/spectators will get access to site.</li> <li>Awaiting for specific guidance and protocols which are being developed for parts of the Football Pyramid. The National League System and Women’s Pyramid are working with the Sports Ground Safety Authority to create protocols for the safe return of Spectators</li> </ul>	Low	Government and FA guidelines
Bookings	Everyone	High	<ul style="list-style-type: none"> <li>All bookings and payments should be made in advance and via an online system or over the phone, where possible.</li> <li>If this is not feasible, will use contactless-only payments trying to avoid handling cash on site.</li> </ul>	Low	FA Guidelines







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