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The Albion Foundation Risk Assessment RA-COVID-19

**Risk Assessment and Management of COVID 19
The Albion Foundation Coaching, Training Sessions and Outdoor Activities conducted by The Albion
Foundation**

Risk Assessment Pack Includes:

- 1. Risk Assessment for Coaching, Training Sessions and Outdoor Activities conducted by The Albion Foundation
Staff Guidelines**
- 2. Risk Ratings Matrix**
- 3. Sign-off**



1 - Risk Assessment for Management of COVID Coaching, Training Sessions and Outdoor Activities conducted by The Albion Foundation

Risk Assessment Covid-19

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Proposed Return to Small Group Training - Academy

Date – 27/07/2020

The control measures in this risk assessment must still be adhered to.

The coronavirus outbreak is worldwide, it is still a rapidly evolving situation and a return to training activities at The Albion Foundation will be in accordance with UK Governmentant, PHE & FA Guidelines

This risk assessment will be kept under review and adapted as required. Up to date general guidance is available on via UK PHE Website, and consulted for the latest national and local guidance.

All Albion Foundation Sites & Activity Venues

All Areas



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Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>Management of Safety and Clear Responsibilities</p> <p>e.g. Poor communication of health and safety issues and unawareness of hazards</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant staff. Parents, visitors and contactors etc.</p>	5	5	H	<ul style="list-style-type: none"> The Albion Foundation has appointed Debbie Digger and Covid-19 Appointed Officer (Shin Aujla) and shall appear in the club Cov-19 Foundation policy. All stakeholders shall be made aware of the relevant requirements of the pandemic arrangements and plans. The Albion Foundation Trustees, Senior Management Team and all Foundation staff shall review and monitor the relevant pandemic arrangements and plans and communicate findings on a regular basis. Note shall be taken of National and Local guidance and be implemented where required. The Albion Foundation and Senior Management Team shall ensure roles and responsibilities for the implementation of pandemic arrangements and plans are allocated and resourced. Arrangements shall be put in place for communication and consultation with all relevant staff & stakeholders. This shall include parents, participants and all staff involved in the return to sessions and activities process. All shall be informed of the requirements via briefings, participant UK, communications and meetings. All staff shall receive guidelines either in person or electronically. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>1. Training times and pre-session preparation</p> <p>Possibility of community contracted infection or passing it on.</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	5	5	H	<ul style="list-style-type: none"> All participants will be required to register online in advance of the session or complete a manual registration form on arrival, this will provide sufficient detail in the event of track and trace being required. Participants and staff will all be required temperature testing wherever applicable. All will sanitise their hands both on arrival and leaving, by using sufficient gels/ handwashing facilities available or in toilet facilities. Only one person at a time may enter the designated toilets, observing any one way systems. Participants will arrive ready in own kit/clothes with personal items e.g. boots, shin pads, keepers' gloves etc. Foundation Staff shall ensure there will be no congregating in the arrival point observing social distancing. Lead member of staff to advise of designated areas for players, parents and staff prior to commencement of the session. All Participants, Foundation Staff shall maintain social distancing in line with the government guidelines. Football and other required equipment will be allocated and located at the pitch or designated area in preparation for the session/activity. (These shall include, balls, cones, agility ladders, speed gates, goals, mannequins and any other equipment used) All equipment to be disinfected before and after each session/activity. The Albion Foundation shall identify relevant persons to undertake these tasks and those staff instructed to wear suitable and sufficient PPE. Staff will be identified as to who will be carrying out this function and will receive instruction prior to commencement. The use of medical equipment should be minimised to as low as reasonably practical, thus limited to injury and illness management and provided only under the instruction of the lead member of staff. Fluids left at designated pick-up points pre, during and post session/activities. The fluids shall be identified and allocated to named participants/staff only and those named participants/staff should strictly adhere to drinking only out of their own bottle Designated toilets identified will be one person per toilet at any one time. All Toilet facilities will be the subject of further consideration before use. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>2 (a). Access to the building and facilities pre-session</p> <p>Possibility of community contracted infection or passing it on</p> <p>Members of staff Limited to Participants and identified relevant Staff</p>	3	5	H	<ul style="list-style-type: none"> Access & egress into any buildings will be subject to the relevant site plan or staff briefing. Relevant Albion Foundation Staff shall pre-prepare only minimal training equipment and identified areas in advance of sessions Designated toilets identified – one person per toilet at anyone time Participants shall be restricted to pre-identified and prepared areas of the site only. All Footballs and other required equipment for training will disinfected before and after each small group session/activity by designated member/s of staff. Guidance on handwashing and infection control measures communicated and aligned with PHE guidance. Soap and water available in toilets and anti-viral soap obtained where practicable. 	1	5	L	
<p>2 (b). Access to the building and facilities pre-session/activity</p> <p>Possibility of contracted infection or passing it on</p> <p>Members of staff Limited to Participants and identified relevant Staff</p>	3	5	H	<ul style="list-style-type: none"> The Albion Foundation staff shall ensure that there is no congregating allowed in communal areas i.e. the car parks Any other required work / training equipment to be cleaned on a regular basis, step up of cleaning regimes to be more regular and cleaners advised to increase cleaning of door handles, light switches, touch points and other areas which are regularly used. Disinfectant wipes will be available for laptops, desks, workspace and telephones so that they can be cleaned on a regular basis. Participants and The Albion Foundation staff shall maintain social distancing whilst undertaking their activities where practicable. All staff upon arrival shall confirm to the Lead Member of Staff that they show no current symptoms nor have any family members with whom they cohabit be showing any symptoms. All Staff who show symptoms must be sent home and self-isolate for the appropriate length of time as advised by government guidance. At the end of each session – all staff shall use Disinfectant wipes available for any items used Staff shall undertake handwashing prior to leaving. Items of used PPE shall be classed as offensive waste and bagged and disposed of in any pitch side bins or alternative disposal receptacles provided in the PPE kit provided or on site accordingly. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S			L	S	RR	
<p>3 (a). Pitch/Activity Area allocation and Small Group Sessions/Activities</p> <p>Enough space to maintain social distancing and activity restrictions</p> <p>Members of staff Limited to Participants and identified relevant Staff</p>	3	5	H	<p>The Lead Member of Staff shall dictate pitch allocation, session content and activity area in consultation with the staff and any site providers and in adherence to agreed Small Session Training Protocols Stage 1</p> <p>As a minimum these will consist of:</p> <ul style="list-style-type: none"> Participants allocated a training/activity area, which they must attend at their allocated time slot with the required equipment. They will do this individually and maintain social distancing. Each football session training group allocated one area per group. Each group should be limited to the max number of participants (may include one GK and four outfield participants) and three staff in line with government and FA guidelines. Any discarded items or items left behind at the end of each session shall be disposed of in waste bins provided. Any discarded fluid containers shall be treated as 'offensive waste' At the pitch, all participants and staff ensure that they shall social distance where practicable from each other and other individuals wherever possible. Football and other required equipment for training allocated and prepared for training. All disinfected before and after each small group training session and that sufficient time is incorporated between sessions to enable staff to sanitize the area and equipment. Items of used PPE shall be classed as 'offensive' waste and bagged and disposed of accordingly. The waste collection regime shall be carried out by The Albion Foundation Staff for items relevant to their session. There shall be a limited amount of footballs and equipment used throughout the small group training sessions. Gym equipment may be used outdoors provided these are disinfected before and after use. These must be returned after use. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>3 (b). Pitch allocation and Small Group Sessions/Activities</p> <p>Enough space to maintain social distancing and activity restrictions</p> <p>Members of staff Limited to Participants and identified relevant Staff</p>	3	5	H	<p>Consideration should be given to the below in light of current FA guidance</p> <ul style="list-style-type: none"> Tackling Opposed activities of any kind Congested training in small areas Participants and staff are banned from spitting. <p>examples could include</p> <ul style="list-style-type: none"> Unopposed technical activities (i.e. passing, shooting, crossing, and finishing etc.) Unopposed conditioning activities Goalkeepers may either work one to one with the goalkeeping coach (observing social distancing measures as outlined by UK Government) or integrated into the small group training. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
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<p>4. Post Training/Activity</p> <p>Possibility of contracted infection or passing it on</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	3	5	H	<p>Note – timings and numbers of participants remain subject to any changes in UK Government / FA Guidelines</p> <ul style="list-style-type: none"> At the end of Small Group Training, participants will gather the equipment they arrived with and left in pre-allocated area. Participants should depart in their kit/clothes and will not be permitted to use the changing room facilities.. Coaching staff will wipe down items of equipment and all items are to be disinfected after each small group training session/activity. Items of used PPE shall be classed as clinical waste and bagged and disposed of accordingly. Staff will disinfect any relevant area/ surface after the session, including corner flags cones, goalposts, balls, gloves, boots & any activity equipment. There will be a minimum of 30 minutes between each training group to allow for cleaning of the areas and equipment. (If more than one group is in attendance this relates to each pitch/area used) IR Temperature checks in place – 37.8 degrees and above (Documentation and data relating to these shall be subject to the requirements of GDPR as set out previously. For further clarification please refer to the Albion Foundation's privacy Policy. Grassroots participants and minors are currently exempt from recommended Temperature checks. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>5. Health Screening and Management</p> <p>Covid-19 Infection and the Protection of Participants, Staff and the 'Team around the Team.</p> <p>Protection of Participants, Staff and the 'Team around the Team'</p>	4	5	H	<p>Health Screening & Management of COVID-19 Cases</p> <p>The Albion Foundation H&S Officer and COVID Officer shall agree and sign this risk assessment</p> <p>As a minimum the control measures will include:</p> <ul style="list-style-type: none"> Health Screening Participants and Staff in conjunction with the recommended guidelines 	1	5	L	
<p>6. Medical Treatment & PPE</p> <p>Covid-19 Infection and the Protection of Participants, Staff and the 'Team around the Team'</p> <p>Protection of Participants, Staff and the 'Team around the Team'</p>	4	5	H	<p>As a minimum the control measures will, for those conducting airway management/manoeuvres include:</p> <ul style="list-style-type: none"> Full-level PPE (level 3) involving - FFP3/N95 mask as a minimum – Gloves, Apron, Visor made available with guidelines. Defibrillators may be placed by an individual without PPE, however other members of the CPR team including those delivering chest compressions should preferably wear this higher level of PPE if practical, but at a minimum, a fluid-resistant surgical mask PPE equipment to be cleaned using an appropriate (e.g. Chlorine-based agent) or disposed of following use in a clinical waste bin. Visor and Medical Masks will be disposed of as clinical waste. The waste collection regime shall be the responsibility of each individual lead member of staff for their session using PPE made available. 	1	5	L	

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	L	S	RR		L	S	RR	
<p>7. Mental Health</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	4	5	H	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff have access to an employee assistance programme for wellbeing, mental health toolkits and counselling services. Departments will keep in regular touch with staff whilst off to check on both their physical and mental wellbeing, providing support where necessary Identified management shall contact staff on a regular basis and keep communications and updates flowing Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress 	1	5	L	
<p>8. PPE</p> <p>Covid-19 Infection and the Protection of Participants, Staff and the 'Team around the Team'</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	3	5	H	<p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> The minimum PPE (https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipment-ppe) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands to be washed with soap and water for 20 seconds after all PPE has been removed. Where there is visible contamination with body fluids, then additional PPE to protect the cleaner's eyes, mouth and nose will be necessary. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>9. Cleaning</p> <p>Covid-19 Infection and the Protection of Participants, Staff and the 'Team around the Team'</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff / contractors</p>	3	5	H	<p><u>The Albion Foundation contract the services of Supreme Cleaning Services provider and their Covid-19 cleaning protocols and schedules are available for inspection from the Albion Foundation Covid-19 Appointed Officer.</u></p> <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be deep cleaned. All surfaces that any symptomatic person has come into contact will be cleaned and disinfected by The Albion Foundation Staff in all areas available for access. Focus will be on Touch Points, which will be wiped clean and sanitized using Anti Bactericidal and Viricidal cleaning agents. All cleaning Staff to wear appropriate PPE including Face Coverings. Works will be carried out when Participants or Pupils are off site. Deep Cleaning activities will be scheduled as appropriate in consultation with relevant Albion Foundation management and Supreme Cleaners. All staff will be provided with sufficient cleaning equipment as laid out in the Guidelines, on site sanitising stations have also been provided and will be set out in the guidelines for each briefing. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>10. Living Arrangements & Isolation</p> <p>Covid-19 Infection and the Protection of Participants and Staff</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	3	5	H	<p>The Albion Foundation require its participants and any members of staff who might attend any sessions or sites</p> <p>a. Comply with Government requirements regarding isolation and social distancing (whether at their own homes or otherwise)</p> <p>b. Ensure that if they, or a member of their household, experience symptoms of COVID-19 they inform the Albion Foundation COVID Officer or a lead member of staff.</p> <p>c. In such circumstances then they will stay at home unless advised otherwise and under no circumstances do they attend the session or activity</p>	1	5	L	
<p>11. Use of Foundation Mini Buses.</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	3	5	H	<ul style="list-style-type: none"> Each minibus shall be cleaned and disinfected at the start and completion of each journey. This shall be carried out by the driver or other allocated Foundation staff. The mini bus shall have allocated seats and shall all be front facing. Windows will remain open during journeys. Face coverings shall be worn by all. Each passenger shall sit in his allocated seat. There shall be no deviation from route and shall only collect and drop off at the agreed points PPE and sanitising equipment is being carried out on each mini bus/vehicle. A log of all journeys and passengers shall be maintained All drivers shall have completed the Covid-19 questionnaire (requirements regarding GDPR are referred to previously) All drivers shall undertake a pre use check of the vehicle and record their findings on the relevant check list. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
<p>12. Media</p> <p>Covid-19 Infection and the Protection of Participants, Staff and the 'Team around the Team'</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>				<ul style="list-style-type: none"> The Albion Foundation will, where possible gather as much content remotely. Should this not be possible then a minimum number of The Foundation media staff have access to sessions and outside areas only, which may be subject to review under current guidance. They shall always adhere to relevant control measures in this risk assessment. All media staff shall undergo the same testing and self-reporting. Interviews shall take place adhering to social distancing guidelines (2m distance). Long arm microphones shall be used and thoroughly disinfected before and after use. The relevant Media representative shall undertake their own equipment disinfecting regime. All interviews and content from under 18s will require parental consent. 				
<p>13. Visitors/Spectators</p> <p>Members of staff</p> <p>Limited to Participants and identified relevant Staff</p>	3	5	H	<ul style="list-style-type: none"> Visitors will be permitted by prior arrangement with the main project lead Visitors must give 48hrs notice of their request and must receive confirmation prior to the visit Visitors should adhere to the current COVID-19 government guidelines for social distancing and may be required to wear a mask which will be the responsibility of the visitor. Spectators will only be permitted with the express authorisation of the Lead Member of Staff, observing and adhering to any government/Foundation guidelines in place in line. Spectators may be subject to a temperature check and the wearing of face masks. 	1	5	L	

Hazard Hazardous event	Risk Rating before controls			General Control Measures	Final assessment of Risk			Action Owner
	L	S	RR		L	S	RR	
14. Kitchen Areas/Canteens Members of staff Limited to Participants and identified relevant Staff	3	5	H	Adhere to venue guidelines..	1	5	L	
15.Safeguarding Members of staff Limited to Participants and identified relevant Staff	3	5	H	<ul style="list-style-type: none"> Using The Albion Foundation's reporting procedures regarding safeguarding concerns about children and young people in the session To ensure that the ratios of staff to pupils is observed in line with The Albion Foundations Safeguarding Policy whilst maintainng the Social Distancing and Government guidelines in response to the COVID-19 pandemic 	1	5	L	
16.On-going Monitoring Members of staff Limited to Participants and identified relevant Staff	3	3	M	<ul style="list-style-type: none"> Senior management and Albion Foundation staff shall monitor governmental and PHE updates daily Senior management and Albion Foundation Staff shall convene conference calls on a regular basis and keep in constant communication and consultation with relevant persons. All the above shall be in consultation with a CovidOffvcer, H&S Officers and the SMT Person. 	1	5	L	
17. Outbreaks Members of Staff & Participants (Relevant Documents) Appendix 1 Staff Guidelines	3	3	M	<ul style="list-style-type: none"> In the event of a confirmed case of COVID 19, the lead member of staff will contact the COVID Officer to further investigate and contact the relevant authorities (where necessary) ensure that all participants and staff are informed and are routinely tested with immediate effect, if advised by PHE or the Government Track and Trace Programme, in the instance of more than two persons being confirmed with COVID 19, symptom, this constitutes an outbreak and PHE need to be contacted to providing the relevant participant and employee information from the Foundations contact tracing data. All staff have been provided with guidelines – Appendix 1 which contains PHE contact details. 	1	5	L	



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2. RISK Rating Matrix

Likelihood

- 1 – Very Unlikely
- 2 – Unlikely
- 3 – Possible
- 4 – Likely
- 5 – Very Likely

Severity

- 1 – Non or Trivial injury / illness / loss or 1 person at risk.
- 2 – Minor injury or illness. Minor first aid required only. Slight loss or up to 5 persons at risk.
- 3 – Injury or illness (reportable). Moderate loss or up to 10 persons at risk.
- 4 – Major injury / severe incapacity. Serious loss or Up to 25 persons at risk.
- 5 – Fatality / incapacity. Widespread loss. – 25 or more persons involved.

Likelihood	5	L	M	H	H	H
	4	L	M	M	H	H
	3	L	M	M	M	H
	2	L	L	M	M	M
	1	L	L	L	L	L
		1	2	3	4	5
Severity						



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3 - Sign-off

	Task Assessed by:	Task Approved by:	Task Leader:
Name (Print)	Debbie Digger		
Signature	<i>Debbie Digger</i>		
Date	6 th August 2020		

I confirm that I have read and understood the hazards and will adopt / comply with the control measures identified in the Risk Assessment as detailed above:

DATE	COMPANY	NAME (PLEASE PRINT)	SIGNATURE