

KEITH FC RETURN TO MATCHES RISK ASSESSMENT:

RA Number:		KFC-RA-002		↓ SEVERITY (S)								
Date:		24/12/2021		VERY HIGH – 5	MEDIUM	MEDIUM	HIGH	HIGH	HIGH			
Revision Number:		02		HIGH – 4	LOW	MEDIUM	MEDIUM	HIGH	HIGH			
Department:		All		MODERATE – 3	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH			
Location:		Keith Football Club		SLIGHT – 2	LOW	LOW	MEDIUM	MEDIUM	MEDIUM			
Operation:		COVID-19 - Return to Matches with Fans		NEGLIGIBLE – 1	LOW	LOW	LOW	LOW	MEDIUM			
					VERY IMPROBABLE - 1	IMPROBABLE – 2	POSSIBLE - 3	PROBABLE - 4	HIGHLY PROBABLE - 5			
				LIKELIHOOD (L)								
Risk No.	Operation (What is being done)	Hazard (What can happen)	Effect (Who & what is affected)	Anticipated Risk (S x L = Risk)			Control Measures			Controlled Risk (S x L = Risk)		
1	Decision making on who should return to matches	Spread of Covid-19 Coronavirus throughout KFC, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC	4	5	20	Only employees who are fit, well, and have been doing daily LFT to come to Matches. If family members within the same household have COVID-19 symptoms, employees must contract KFC, advise and stay at home for 10 days from the start of an employee's symptoms. The most common symptoms of coronavirus are a fever/high temperature (37.8C or greater). A new continuous cough is where you, have a new cough that's lasted for an hour, have had 3 or more episodes of coughing in 24 hours, are coughing more than usual. Loss of sense of smell or taste. Employees who are at high / extremely high risk and who are shielding, must not return to Matches until government advice and changed – and then only upon the completion of a separate risk assessment. Employees required to check the Scottish Governments website for up-to-date, accurate information relating to symptoms, risk groups etc. (https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)	4	3	12		

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2	Getting to and from matches	Spread of Covid-19 Coronavirus throughout KFC, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC	4	5	20	<p>Only personnel who are free from COVID-19 symptoms to come to matches</p> <p>Personnel must travel to matches on the transport provided by the club, and where social distancing measures can be maintained (2 mtr distance required at all times). Face coverings to be worn at all times when on club transport.</p> <p>Hourly cleaning and disinfecting objects and surfaces that are touched particularly in areas of high use such as door handles, light switches, reception area undertaken.</p> <p>Hand sanitiser to be used upon entering KFC and leaving KFC.</p> <p>Lateral Flow Tests (LFT) are required for all players, Staff, officials and volunteers of Keith FC</p> <p>A ticketing system will be used for Fans entering the ground, to ensure correct numbers and also to have less handling of Money, A Cash gate will also be available on the day but this will be limited numbers.</p> <p>Hand sanitiser not to be stored near heat sources / windows or glass doors.</p>	4	3	12

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3	Working within KFC work areas	Spread of Covid-19 Coronavirus throughout RTN, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC	4	5	20	<p>Only personnel who are free from COVID-19 symptoms to come to Matches.</p> <p>Any employee who has an underlying health condition should be subject to a separate risk assessment.</p> <p>Hourly cleaning and disinfecting objects and surfaces that are touched particularly in areas of high use such as door handles, light switches, reception area undertaken.</p> <p>Personnel to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Personnel also to be reminded to follow "Catch it, Bin it, Kill it" for sneezes and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues to be made available throughout the workplace.</p> <p>Skype calls to be used instead of physical meetings where 2 mtr distance cannot be maintained.</p> <p>Red, Amber, Green Zone areas have been put in place for the protection of playing staff and officials.</p>	4	3	12

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3	Working within KFC work areas	Spread of Covid-19 Coronavirus throughout RTN, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans.	4	5	20	Regular communication undertaken throughout the working week between Chairman and all employees – reminding them of the situation / work status and hygiene measures.	4	3	12

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			Family members of the above groups, as well as any vulnerable groups within KFC				Face coverings to be worn at all times by employees, staff, officials, volunteers, and Fans excluding them who are actually playing. The home dressing room to be utilised by Keith FC, Club Secretary will ask visiting teams if they are happy to use away dressing room, If not then they will use Hall Room but no showers will be available after the game. Match Officials to change in the current room as more than 2 meter distance is available here.			
3 Cont.	Working within KFC work areas	Reducing Mental fatigue	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC	4	4	16	The club will produce club protocols to be issued to all parties who will be in attendance at the matches.	4	3	12

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4	Moving around the club	Spread of Covid-19 Coronavirus throughout RTN, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC KFC employees,	4	5	20	Only personnel who are free from COVID-19 symptoms to come to work. Hourly cleaning and disinfecting objects and surfaces that are touched particularly in areas of high use such as door handles, light switches, reception area undertaken. Personnel to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable	4	3	12

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			<p>contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC</p>				<p>towels.</p> <p>Personnel also to be reminded to follow “Catch it, Bin it, Kill it” for sneezes and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Soap and hot water available throughout KFC.</p> <p>Hand sanitisers available at various points throughout KFC.</p> <p>Hand sanitiser not to be stored near heat sources / windows or glass doors.</p> <p>Lights to remain on throughout the day in corridors.</p>			
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5	Entering and Using Common areas within KFC	Spread of Covid-19 Coronavirus throughout RTN, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC	4	5	20	<p>Only personnel who are free from COVID-19 symptoms to come to work.</p> <p>Social distancing to be maintained at all times whilst in KFC.</p> <p>Board erected to remind and advise on the 1 mtr distance requirement throughout KFC</p> <p>Personnel to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Hourly cleaning and disinfecting objects and surfaces that are touched particularly in areas of high use such as door handles, light switches, reception area undertaken.</p> <p>Personnel also to be reminded to follow "Catch it, Bin it, Kill it" for sneezes and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Soap and hot water available throughout KFC</p> <p>Hand sanitisers available at various points throughout KFC</p> <p>Hand sanitiser not to be stored near heat sources / windows or glass doors.</p> <p>Posters on walls to remind personnel to wash hands and maintain good hygiene & Social Distancing Measures.</p>	4	3	12

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6	Action to be taken when personnel within KFC or who have been in KFC recently displaying COVID-19 symptoms	Spread of Covid-19 Coronavirus throughout RTN, and beyond	KFC employees, contractors, Visitors to KFC, Cleaners, Clubs, Match Officials, Fans. Family members of the above groups, as well as any vulnerable groups within KFC	5	5	25	<p>Only personnel who are free from COVID-19 symptoms to come to work.</p> <p>Personnel shall be sent home immediately.</p> <p>Covid-19 Co-ordinator to maintain regular contact with any personnel who has displayed symptoms.</p> <p>Thorough deep clean undertaken throughout the building.</p> <p>Safe to go track and trace will be advised to send information to NHS track and trace.</p>	4	3	12

Additional Information / Guidance:

Websites:

Scottish Government:

<https://www.gov.scot/>

NHS Scotland

<https://www.scot.nhs.uk/>

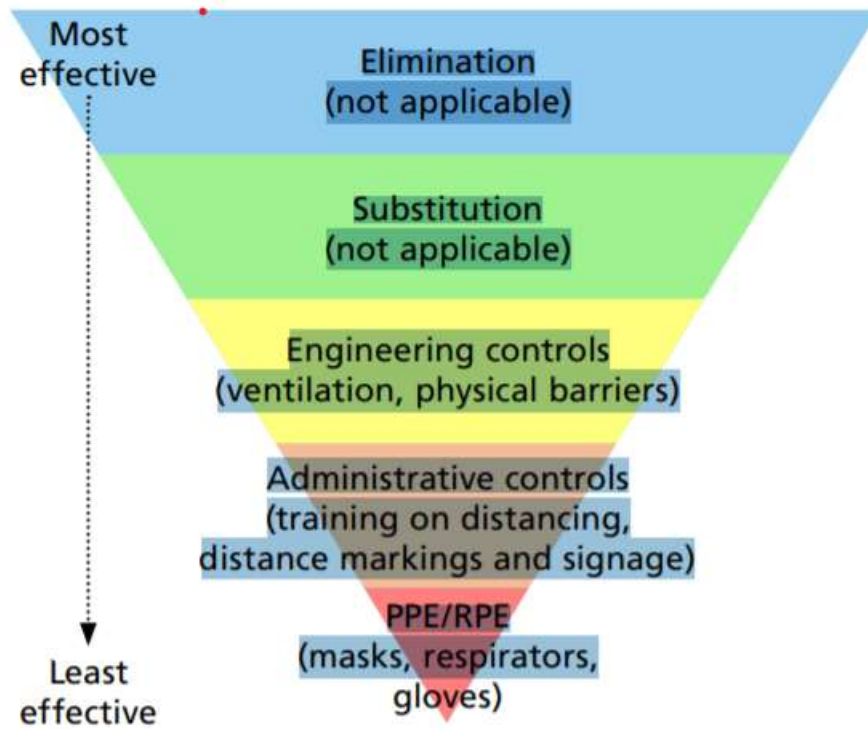
The Health & Safety Executive:

<https://www.hse.gov.uk/>

The Scottish Association for Mental Health: <https://www.samh.org.uk/>

KEITH FC RETURN TO MATCHES RISK ASSESSMENT:

Covid-19 hierarchy of control




IOSH Covid-19 risk assessment guidance

Buddy Boards at KFC:



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Further Actions Identified and Action Required	Action Reference	Closed

Assessment to be reviewed at:	10/10/2020 Or after any significant change before.	
Assessor(s)	Job Title	Date of Assessment
K. Stevenson 	HSEQ Consultant	09/09/2020
F. Simpson	Operations Director	10/09/2020
Reviewer(s)	Job Title	Date of Review
A. Troup	Keith FC Chairman	24/12/2021

Review Record					
Initials and Date AT 24/12/2021	Initials and Date	Initials and Date	Initials and Date	Initials and Date	Initials and Date