

Milton Keynes Dons Sport and Education Trust Coronavirus (Covid 19) Risk Assessment Version 6 14/5/ 2020

Risk areas	Risk identified	Likelihood (score)	Impact (score)	Overall Score	Control procedure	Likelihood (score)	Impact (score)	Overall Score	Monitor	Lead	Progress / Further action required	Board Review
1. EMPLOYEE (INCLUDING VOLUNTEERS) RISKS												
That an employee is not aware of the issues arising from Corona virus	<p>That their own health maybe compromised</p> <p>That they will not be aware of the symptoms that require reporting.</p> <p>That they may, unwittingly spread the virus</p>	4	4	16	<p>Institute a learning programme.</p> <p>Send an e-mail to every member of staff outlining the issues and preventative measure they are required to enact</p> <p>Ensure posters etc are placed sufficiently around the business</p> <p>Be aware of staff's holiday destinations</p>	2	4	8	Weekly	HR	<p>Communications sent before lockdown. Regular newsletters sent.</p> <p>Action 5/5/20: Prepare update communication for return to business outlining new arrangements</p>	18 th May
An employee presents with the virus	<p>That the virus might be spread amongst other employees and cause a staff shortage.</p> <p>That they may infect a guest / visitor.</p>	4	5	20	<p>Employee to be isolated in a room in the building until advice from Public Health has been acquired.</p> <p>Once employee has departed the building the isolation room to be deep cleaned.</p> <p>Employees who have been in contact with the infected person should be informed.</p> <p>The person's normal work area to be deep cleaned</p>	3	5	15	On detection then hourly	SLT member	Ensure public authorities are effectively liaised with	As required

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An employee returns from having been to a high risk area identified by Govt. https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers	That they may have the virus without showing the symptoms	4	5	20	Instruct them to ring 111 and stay at home for 14 days. Sick pay applies.	3	5	15	Daily (all managers)	SLT lead for that area	Ensure no out-of-work contact has been made with other staff	Weekly
An employee returns from holiday having been to an area identified by Govt as hosting the virus but not high risk	That they may have the virus without showing the symptoms	4	5	20	Instruct them to ring 111 and stay at home for 14 days. Sick pay does not apply – normal pay to be paid	2	5	10	Weekly	Managers	Reports to weekly team meetings	Weekly
Loss of key staff due to virus	Experience or skills lost. Operational impact on key projects and priorities. Loss of contact base and	3	4	12	Advance succession planning. Documentation of systems, plans and projects reviewed and complete	2	3	6	Weekly	SLT	Restructuring considering this issue	18 th May

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	corporate knowledge.											
Employee working in external environment where unknown infections may be present	Employee may be infected but not know and not initially presenting with symptoms	3	4	12	Ensure log of all groups and engagements undertaken by employee kept to trace any infections. Make sure external provider includes SET in communication about possible outbreaks so self isolation can be implemented If symptoms shown by employee contact groups worked with and ensure they are aware and take actions	3	3	9	Weekly	SLT	Reviewing effectiveness of control procedures	
Employees working in external provider locations	Safety of employee compromised by poor control measures at host agency	3	4	12	Ensure all host agencies are aware of our control measures and expectations on host agencies to follow protocols Monitor and with draw employee if protocols are not followed	2	3	6	Weekly rolling review of projects	Team Leaders	Regular review with host agencies to ensure compliant with Govt advice around Covid 19	June 2020
HR Policies and Procedures	That HR are not ready to support business with advice especially where lay-off or out of the ordinary processes are required	4	5	20	That HR review / produce relevant policies and procedures relating to business interruption taking advice where necessary	2	4	8	Review against Govt. Advice	HR		As required
2. SUPPLIER RISKS												
Agency staff	Agency staff not subject to risk process that	4	4	16	Letter sent to all suppliers requesting confirmation	2	4	8	Regular review	SLT	New communication to be sent	Prior to re-opening

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	StadiumMK has in place and therefore awareness level low			16	of adherence to our guidelines before next use			8			communication outlining new processes	
Agency staff (SET)	Agency staff not subject to risk process that StadiumMK/SET has in place and therefore awareness level low	4	4	16	Agency Staff not to be used by SET for the foreseeable future	0	4	8	Rolling review of projects	CE	Regular review	
Freelancers (SET)	Freelance staff not subject to risk process that StadiumMK/ MK Dons SET has in place and therefore awareness level low	4	4	16	Only SET employees will be used to deliver sessions for SET and therefore remove this risk	0	4	0	Regular review	CE	Regular review	
Freelancers	Freelance staff not subject to risk process that StadiumMK has in place and therefore awareness level low	4	4	16	Ensure all freelance staff been assessed through IR35 Letter sent to all genuine freelancers offering access to our Corona virus advice before their next engagement	2	4	8	Regular review	SLT	New communication to be sent communication outlining new processes	Prior to re-opening
Food suppliers	Agency staff not subject to risk process that StadiumMK has in place and therefore awareness level low	4	4	16	Letter sent to all suppliers requesting confirmation of adherence to our guidelines before next use	2	4	8	Regular review	SLT	New communication to be sent communication outlining new processes	Prior to re-opening

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Food suppliers (SET)	Non-compliance of food suppliers for events and activities for SET	3	4	12	Only pre-packaged food products are to be supplied by recognized suppliers Brioche and Sofea for distribution, stored before away from public areas	1	4	4	Monitor each activity with external food suppliers	SLT	Monitor the necessity of external food suppliers	
Other suppliers	Agency staff not subject to risk process that StadiumMK has in place and therefore awareness level low	4	4	16	Letter sent to all suppliers requesting confirmation of adherence to our guidelines before next use	2	4	8	Regular review	SLT	New communication to be sent communication outlining new processes	Prior to re-opening
3. FOOTBALL OPERATIONS (NON HR ISSUES – SEE SECTION 1 ABOVE)												
SET / Academy / Maintenance May bring infection to First team area	That, because of proximity to first team area, staff / visitors may cross-infect First Team group	4	5	20	Restrict access to First team area Restrict where possible movement across sites identified as potential infection risk	2	5	10	Daily	CE	Determine best arrangements considering remnant risk of cross-infection at training ground and at events	18 th May
Training Ground compliance with our practice	The training ground operators do not operate in line with our risk assessment and risk of virus heightened	4	5	20	Letter sent to all suppliers requesting confirmation of adherence to our guidelines before next use	3	5	15	Weekly	CE	Monitor that compliance is real	Weekly initially
4. HOTEL, EVENT AND OFFICE OPERATIONS												
Cleaning programme	That additional measures not put in place leading to	4	5	20	Improve cleaning regimes in public space (handles, lifts etc..)	1	5	5	In line with set cleaning schedule	Senior managers	Visible frequency cleaning charts in public sight	18 th May

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	potential complaints			20	<p>Ensure information posters up</p> <p>Ensure staff have appropriate level of PPE for cleaning / bin emptying etc...</p>			10		NS	Develop whole building cleaning regime based on Medical, Hilton, MKC and Football Authority advice .	
Lack of protection devices or processes	Greater exposure to infection risk for staff and clients	4	5	20	<p>Installation of plexiglass and similar devices at public facing interaction points across the building starting with Hotel and then Arena</p> <p>Continued encouragement of working from home as appropriate</p>	2	5	10	Review before re-opening date and then weekly	NS	Keep advice under review	18 th May
A customer presents with symptoms at reception / event	<p>That the virus might be spread amongst other guests and employees</p> <p>That they may infect a guest / visitor.</p>	4	5	20	<p>Customer to be isolated in a room in the building until advice from Public Health has been acquired.</p> <p>Once customer has departed the building the isolation room to be deep cleaned.</p> <p>Employees who have been in contact with the infected person should be informed.</p> <p>The person's normal work area to be deep cleaned</p>	3	5	15	On detection then hourly	SLT member	Ensure public authorities are effectively liaised with	As required
A customer develops symptoms during stay	That the virus might be spread amongst other employees and	4	5	20	Customer to be advised to ring 111 immediately and seek advice	3	5	15	On detection then hourly	SLT member	Ensure public authorities are effectively liaised with	As required

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or event or session	<p>cause a staff shortage.</p> <p>That they may infect a guest / visitor.</p>			15	<p>Customer to be advised to ring 111 immediately and seek advice Parents to be informed if appropriate</p> <p>Customer to be isolated in a room in the building until advice from Public Health has been acquired.</p> <p>Once customer has departed the building the isolation room to be deep cleaned.</p> <p>Employees who have been in contact with the infected person should be informed.</p>							
We are contacted by Public Health who inform us that a previous guest / participant has developed symptoms	<p>Customer objection to sharing data</p> <p>Identify movements of guests a</p>	3	5	15	<p>Comply with requests</p> <p>GDPR regulations allow sharing of information in this context.</p> <p><i>(i) Public health</i></p> <p>Article 9(2)(i) permits you to process special category data if:</p> <p><i>“processing is necessary for reasons of public interest in the area of public health,</i></p>	3	3	9	Monthly by staff	CE		

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Customer cancellations	Customer cancels booking out of fear of coronavirus Loss of income	5	5	15	Enforce cancellation clauses	2	5	10	Agreed process in place			
Government Policy allows gatherings	Non-compliance with new rules	5	5	25	Put in place strict compliance instructions and plans including those of social distancing Assure ourselves that the client accepts that they will adhere to new style of operation (issue revised terms for signing)	2	5	10	Review arrangements before each event	AG		25 th May
5. ACADEMY AND SET												
Training Ground and external facilities compliance with our practice	The training ground / external facility operators do operate in line with our risk assessment and risk of virus heightened	4	5	20	Letter sent to all suppliers requesting confirmation of adherence to our guidelines before next use	3	5	15	Weekly	AC / MS	Monitor that compliance is real Gain 1Life's assurances that they are operating in line with Govt. instructions to businesses	Weekly initially 25 th May
Journeys to infected areas in UK	That we arrange a visit to an area that is identified / publicized as having an outbreak A participant becomes ill whilst away	3	5	15	Comply with Government advice Create risk assessment for activity within affected area.	2	5	10	Daily on resumption of business	CE/ JG	Monitor risk assessments for activities and events within UK	Weekly initially

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					Determine isolation procedures and repatriation arrangements in planning documents						
Participant within a group presents as unwell	A participant shows symptoms whilst with SET session staff in an MK Dons SET environment prior to delivery	4	4	16	<p>Isolate the individual and contact NHS 111.</p> <p>Identify any staff who have had close contact with individual and isolate.</p> <p>Review if session can still operate with staffing ratios and contact line manager to secure additional staffing support to deliver session.</p> <p>If not possible communication with all participants asking them to stay away.</p> <p>SET staff to isolate the individual from main group and contact NHS 111.</p> <p>Follow NHS 111 advise and inform line manager.</p> <p>Inform parents and Carers of potential case and if indicated by NHS 111 parents keep children at home for 14 days if young</p>	2	3	6	Daily	CE,JS, JB, DD	<p>Confirmation participant can safely return</p> <p>Monitor any additional symptoms across group through parents/ carers</p>

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				12	<p>person displays any symptoms</p> <p>Sessions to be postponed until further notice.</p> <p>Participant to report to the SET staff member if they are demonstrating symptoms</p>			6				
A participant reports they have been in contact with somebody who has been unwell	Communication received from individual that they have been in contact with somebody who has shown symptoms	3	4	12	<p>Communication with all participants asking them to stay away if they have been in contact with highlighted individual.</p> <p>Inform group to monitor and report any symptoms immediately (contacted within the same working day)</p>	2	3	6	Daily	JS, JB, DD	Confirmation participant can safely return	
Someone reports that they have been with someone who has been diagnosed	<p>Communication received from individual that they have been in contact with somebody who has been diagnosed</p> <p>If this individual has attended MK</p>	4	5	20	<p>Inform parents/ carers of group and indicate to be vigilant of potential developing symptoms if they do contact NHS 111 for advice.</p> <p>Indicate to individual not to attend session, self-</p>	1	3	3	Daily	JS, JB, DD	Confirmation participant can safely return	

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	<p>Dons SET session since being in contact with highlighted individual.</p> <p>If the individual has not attended a MK Dons SET session since contact with highlighted individual</p>				<p>isolate while seeking advice from NHS111.</p> <p>Ask for confirmation of actions before readmission to group activities</p>							
Anxiety and misinformation within the group	Parents/participants discuss inaccurate information causing panic and worry within the group	5	2	10	Clear information provided to parents and participants regarding MK Dons procedures and Public Health England guidelines	2	1	2	Daily	CE,JS, JB, DD	Information updates sent out	
Staff member in contact with someone within group who becomes unwell	Staff highlights they have been in potential contact with an individual showing symptoms. To be notified via phone call	3	4	12	<p>No handshakes with participants/ minimal contact</p> <p>Clear guidelines given to staff around reporting procedure including self-isolating</p>	2	3	6	Daily	CE,JS, JB, DD	Reminder of staff guidelines	
Staff member indicates they have	Staff highlights they have been in potential contact with an individual	2	5	10	Emergency staffing plan in place to reduce knock on effect of the business	1	3	3	Daily	JS, JB, DD	Reminder of staff guidelines	

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been in contact with coronavirus and have been instructed to self isolate	showing symptoms. To be highlighted via phone call			10	<p>Immediate contact to group/groups this staff member leads upon to monitor symptoms</p> <p>Must receive a medical letter confirming they are safe to return to work</p>			3			Confirmation participant can safely return	
Staff member or group member returns from overseas affected area or in contact from someone from an affected area	Staff highlights they have been in potential contact with an individual showing symptoms from another country on public health England website . To be highlighted via phone call	2	5	10	<p>Immediate self isolation for individual</p> <p>Must receive a medical letter stating they are safe to return to work</p> <p>Courtesy information provided to participants to be vigilant around symptoms for those that are in sessions led by highlighted individual</p>	1	3	3	Daily	JS, JB, DD	Reminder of staff guidelines	
May bring infection to First team area	That, because of proximity to first team area, staff / visitors may cross-infect First Team group	4	5	20	<p>No handshakes with participants/ minimal contact</p> <p>Restrict access to First team area</p>	2	5	10	Weekly	MS / JG / AC / JC	Determine best arrangements considering including SET / Academy in basement lockdown (and need to relocate maintenance in that circumstance)	

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SET Football Operations (Dome)												
Training Ground and external facilities compliance with our practice	The training ground / external facility operators do operate in line with our risk assessment and risk of virus heightened	4	5	20	Letter sent to all suppliers requesting confirmation of adherence to our guidelines before next use	3	5	15	Weekly	AC / MS	Monitor that compliance is real	Weekly initially
An employee has to unlock the dome coming into contact with door handles and padlocks	That their own health maybe compromised via exposure to contaminated surfaces Unaware of who previously came into contact with the surfaces That they may, unwittingly spread the virus	4	4	16	Clear processes on who can access the dome No staff member who has been in contact or who has demonstrated symptoms to access any work site for a minimum of 2 weeks Send an e-mail to every member of SET staff outlining the issues and preventative measure they are required to enact eg, bacterial wipes on the padlocks Provide hand sanitizer inside the dome	3	4	12	Daily	Lead staff	Ensure measures in place before the dome can be accessed	

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<p>Access to toilets and changing areas at the dome</p>	<p>Inside spaces are harder to social distance</p> <p>Multiple doors to open causing greater risk of passing on infection</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Access to changing areas and toilets from the outside doors of the pavilion</p> <p>Multiple toilets and changing areas to be open to reduce the volume of people</p> <p>Agreement with facility provider to adhere to this guidance</p> <p>Hand sanitiser available in each changing room that the public can access.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Each time there are sessions at the dome</p>	<p>Lead staff member</p>	<p>Conversation with Onelife to ensure this happens</p>	<p>As required</p>
<p>Number of people accessing the dome</p>	<p>High volume of people accessing the dome</p> <p>People not keeping the 2m social distancing</p> <p>Bottle necked entrance to the dome going in and out</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Parents initially to stay in cars to create a staff and player only zone in the dome</p> <p>and exit to the dome to be either end, creating a one way system</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Each session in the some</p>	<p>Lead staff member</p>	<p>Ensure safeguarding policies are still carried out</p>	<p></p>

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Having groups of players come together for training	Playing football doesn't allow for the 2m social distancing easily	3	4	12	<p>PPE to be available for staff to use</p> <p>Create timetable for players to attend allowing for groups to be split for smaller ratios (fifteen maximum)</p> <p>Introduce 1 to 1 work as a transition back into delivery</p> <p>Practice designs developed to reduce contact</p>	2	5	10	Weekly	Programme manager	Monitoring player wellbeing before starting sessions	Weekly
A staff member or player demonstrates symptoms of Covid 19	<p>Infection with the group of players</p> <p>Staff member could infect multiple groups</p> <p>Areas in and around the dome become infected</p>	3	5	15	<p>Any symptoms demonstrated by staff or player causes a postponement of delivery in the dome until safe to return</p> <p>Site to be deep cleaned in such event to stop spread of infection</p> <p>Staff and players to self isolate for the 2 week period</p>	3	4	12	Weekly	SLT	Information to be shared with participants regarding procedure prior to start of delivery	Weekly
EXTERNAL VENUES												

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SET processes and venue providers processes are different	External Venues have different set of processed in place which goes against MK Dons SET risk assessments	4	4	16	<p>Communication requesting confirmation of adherence to our guidelines before next use</p> <p>Communication with venue prior to delivery outlining the SET's needs and expectations to keep everyone safe</p> <p>A copy of the venues Covid risk assessment to see that have mitigations in place</p>	2	4	8	Daily	SLT	Ensuring risk assessment is distributed to and seen by all SET staff	Weekly
Number of people accessing the venue	<p>Volume of people accessing the venue</p> <p>People not keeping the 2m social distancing</p> <p>Bottle necked entrance to the venue going in and out</p>	4	5	20	<p>Parents initially to stay in cars to create a staff and player only zone in the dome</p> <p>Entrance and exit to the dome to be either end, creating a one-way system</p> <p>Staggered start times to keep entrance and exits empty</p> <p>Timetable for smaller groups</p>	3	3	9	Daily	SLT	Ensuring staff are clear on ratios and maximum capacities as per COVID-19 risk assessment	Weekly

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<p>Access to classrooms/ Toilets at external venues</p>	<p>Increased number of people in indoor spaces</p> <p>Greater challenge to social distance</p> <p>More surfaces to come into contact with</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Indoor access only for the toilets</p> <p>All classroom work such as activation to occur pitch side</p> <p>Hand sanitisers available inside the building</p> <p>Communication with provider regarding their processes to keep staff/players/parents safe whilst on site</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Monthly</p>	<p>SLT</p>	<p>Staff rota to monitor cleanliness and accessibility of classrooms/toilets</p>	<p>Weekly</p>
<p>INTERNAL AND EXTERNAL MEETINGS</p>												
<p>Internal staff members meeting</p>	<p>Infection in an individual may be present without knowing</p> <p>2m social distancing becomes more of a challenge</p> <p>Spaces within Stadium MK see high volumes of people</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Where possible all meetings to be conducted online</p> <p>Staff to continuing working from home</p> <p>If meetings require to be face to face a limit to 2 people attending</p> <p>If face to face, not sitting directly in front of someone reduces chance of infection.</p> <p>The study Centre to be used as meeting point if there is a requirement to meet up or outside space</p> <p>PPE to be available</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Discussion prior to meeting</p>	<p>Team leader</p>	<p>IT support and resources in place for staff</p>	<p>Weekly</p>

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Staff meeting with people from external organisations	Lack of knowledge around how other organisations are keeping their employees safe Infection being brought into our organisation The SET potentially infecting members of other organisations	3	5	15	Where possible, all external meeting to be conducted online If face to face has to occur an outside, neutral venue to be used. If possible, suspend face to face meetings until a time where it is completely safe to do so	2	5	10	Discussion prior to meeting	Team Leader	Ensure that all parties have access to risk assessments and COVID-19 guidelines	Weekly
COMPANY VEHICLES												
A member of staff in the team demonstrates symptoms of covid 19	Using company vehicles would spread the infections to other users	4	5	20	Any staff member demonstrating symptoms should remain at home for the 2 week isolation period Information to be shared with the team if someone is isolating Booking log of company vehicle up to date to trace if someone has used the vehicle in the build up to showing symptoms Each user to disinfect the vehicle with anti-bacterial wipes prior and after using the vehicle including all contact points. Wipes to be stored inside the	2	5	10	Daily	Vehicle user + Customer Service	Vehicle cleanliness monitored following each individual use	Weekly

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				20	<p>vehicle as well as the office</p> <p>PPE to be available</p> <p>People to use their own vehicles as much as possible</p>			10				
An individual doesn't show symptoms of Covid but has the virus	A staff member uses company vehicles whilst infected but doesn't demonstrate symptoms	4	5	20	<p>Each user to disinfect the vehicle with anti-bacterial wipes prior and after using the vehicle including all contact points. Wipes to be stored inside the vehicle as well as the office</p> <p>Up to date log of bookings kept</p> <p>People to use their own vehicles as much as they can</p> <p>PPE to be available</p>	2	5	10	Daily	Vehicle user + Customer Service	Staff member does not return to work until 14-day period has elapsed	Weekly
Vehicle keys and storage	<p>Keys passing from staff to staff</p> <p>Key cabinet access</p>	3	5	15	<p>Vehicle keys to be disinfected before and after use with anti-bacterial wipes</p> <p>Key cabinet to be wiped down after each use.</p> <p>Up to date log of who is booking vehicles to be kept</p>	2	5	10	Each use	Vehicle user + Customer Service	Review effectiveness of control procedures and ensuring resources of anti-bacterial wipes are stocked up.	Weekly

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Vehicle safe distancing	Covid infection controls reduced by unsafe distancing during travel	3	5	15	<p>Wherever possible employees and participants travel independently to venues</p> <p>Staff should ensure that if needing to travel with others that there are only 2 passengers in each car, 4 in 9 seater minibus and 6 in 17 seater minibus, using windows to ventilate during and after journey.</p> <p>All seats, windows, doors and handles to be disinfected before and after use</p>	2	3	6	Each use	Vehicle user + Customer Service	Reviewing effectiveness of control procedures	Weekly
SCHOOL DELIVERY (INCLUDING BTEC AND PL KICKS)												
An employee delivering in a school presents with symptoms	That the virus might be spread amongst children, YP and school staff.	4	5	20	<p>Employee to self-isolate at home.</p> <p>Be completely clear and honest with our communication to the school on the symptoms and update them on the severity of the case.</p> <p>Employees who have been in contact with the symptomatic person should be informed.</p>	3	5	15	On detection then hourly	SLT member	Ensure public authorities are effectively liaised with	June 2020

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An employee who has been delivering in schools has tested positive for the virus	That they may have passed the virus onto children, YP and school staff unknowingly before testing positive	4	5	20	<p>Employee to self-isolate at home for 14 days.</p> <p>Employees who have been in contact with the infected person should be informed.</p> <p>Clear communication to any school/organisation that the employee has visited in the past 14 days.</p>	3	5	15	Daily (all managers)	SLT lead for that area	Ensure no out-of-work contact has been made with other staff	June 2020
Pupil within a school cohort that SET staff are delivering to presents with symptoms	A pupil shows symptoms whilst with SET staff in a school environment	3	4	12	<p>Inform the school of the individual's symptoms.</p> <p>Stop the session with immediate effect.</p> <p>SET staff who have had close contact with the individual to self-isolate for 14 days.</p> <p>Review whether it is possible to continue delivering these sessions with an alternative member of staff.</p> <p>Ensure the school's procedures are appropriate to deal with any issues that arise during our sessions.</p>	2	3	6	Daily	CE, JB, DD	<p>Confirmation participant can safely return.</p> <p>Confirmation sessions can safely continue.</p>	June 2020

Note risk level: 1- 9 Green (no action required); 10 – 15 Amber (close monitoring required); 16 – 20 Red (action required)

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<p>School teacher presents with symptoms when supporting SET staff during a session</p>	<p>Teacher could spread the virus to the SET staff member and also children in the session.</p>	<p align="center">4</p>	<p align="center">5</p>		<p>Inform the school of the individual's symptoms.</p> <p>Stop the session with immediate effect.</p> <p>SET staff who have had close contact with the individual to self-isolate for 14 days.</p> <p>Review whether it is possible to continue delivering these sessions with an alternative member of staff.</p> <p>Ensure the school's procedures are appropriate to deal with any issues that arise during our sessions.</p>	<p align="center">3</p>	<p align="center">4</p>		<p>Daily</p>	<p>CE, JB, DD</p>	<p>Confirmation teacher can safely return.</p> <p>Confirmation sessions can safely continue.</p>	<p>June 2020</p>
<p>MK Dons SET school sessions not sticking to social distancing measures</p>	<p>Pupils and staff spreading the virus between one another unknowingly</p>	<p align="center">4</p>	<p align="center">4</p>		<p>Planning sessions to facilitate social distancing measures.</p> <p>Each pupil to have their own individual equipment to use during the session.</p> <p>Ensure the school's procedures and messages to pupils around social distancing are sufficient.</p> <p>Reiterating to SET staff the unequivocal importance of social distancing measures being maintained in SET sessions.</p>	<p align="center">3</p>	<p align="center">4</p>		<p>Daily</p>	<p>CE, JB, DD</p>	<p>Confirmation that the necessary planning has been undertaken.</p> <p>Confirmation that the school are adhering to social distancing measures.</p>	<p>June 2020</p>

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					Cancel the sessions if social distancing requirements are not being maintained/met by either staff or pupils.							
MK Dons SET Kicks sessions not sticking to social distancing measures	Pupils and staff spreading the virus between one another unknowingly	4	4		<p>Planning sessions to facilitate social distancing measures.</p> <p>Each pupil to have their own individual equipment to use during the session.</p> <p>Reiterating to SET staff the unequivocal importance of social distancing measures being maintained in SET sessions.</p> <p>Cancel the sessions if social distancing requirements are not being maintained/met by either staff or participants.</p>	3	4		Daily	CE, JB, DD	<p>Confirmation that the necessary planning has been undertaken.</p> <p>Confirmation that the participants are adhering to social distancing measures.</p>	July 2020
A PL Kicks participant presents with symptoms during a session.	A participant shows symptoms whilst with SET staff in an MK Dons SET environment	3	4	12	<p>Participant to report to the SET staff member if they are demonstrating symptoms</p> <p>Cancel the session with immediate effect.</p>	2	3	6	Daily	CE, JB, DD	<p>Confirmation participant can safely return</p> <p>Monitor any additional symptoms across group through parents/ carers</p>	July 2020

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		3	4	12	<p>Make it clear that the individual must self-isolate for 14 days.</p> <p>Identify any staff who have had close contact with individual and isolate.</p> <p>Review if session can still operate with staffing ratios and contact line manager to secure additional staffing support to deliver session.</p> <p>Inform parents and/or Carers of potential case and reiterate self-isolate message.</p>	2	3	6				
A PL Kicks participant reports they have been in contact with somebody who has had symptoms	Communication received from individual that they have been in contact with somebody who has shown symptoms	3	4	12	<p>Communication with all participants asking them to stay away if they have been in contact with highlighted individual.</p> <p>Inform group to monitor and report any symptoms immediately (contacted within the same working day)</p>	2	3	6	Daily	JS, JB, DD	Confirmation participant can safely return	July 2020
Someone reports that they have been with someone who has been diagnosed	Communication received from individual that they have been in contact with somebody who has been diagnosed	2	5	10	<p>Cancel the session with immediate effect.</p> <p>Make it clear that the individual must self-isolate for 14 days.</p> <p>Identify any staff/participants who</p>	1	3	3	Daily	JS, JB, DD	Confirmation participant can safely return	July 2020

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with COVID-19	<p>If this individual has attended MK Dons SET session since being in contact with highlighted individual.</p> <p>If the individual has not attended a MK Dons SET session since contact with highlighted individual</p>			8	<p>have had close contact with individual and isolate.</p> <p>Review if session can still operate with staffing ratios and contact line manager to secure additional staffing support to deliver session.</p> <p>Inform parents and/or Carers of potential case and reiterate self-isolate message.</p>			2				2
Anxiety and misinformation within the group	PL Kicks participants discuss inaccurate information causing panic and worry within the group	4	2	8	Clear information provided to parents and participants regarding MK Dons SET procedures and Public Health England guidelines	2	1	2	Daily	CE,JS, JB, DD	Information updates sent out	Weekly
SET staff member indicates they have been in contact with coronavirus and have been instructed to self-isolate	Staff highlights they have been in potential contact with an individual showing symptoms. To be highlighted via phone call	2	5	10	<p>Emergency staffing plan in place to reduce knock on effect of the business</p> <p>Immediate contact to group/groups this staff member has been in contact with in the past 14 days.</p> <p>Must receive a medical letter confirming they are safe to return to work.</p>	1	3	3	Daily	JS, JB, DD	<p>Reminder of staff guidelines</p> <p>Confirmation participant can safely return</p>	Weekly

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INCLUSION												
An adult at risk living independently displays symptoms	The individual may not recognise the importance of self management of ill-health or Public Health guidelines Individual living alone may not understand how to care for them self during self-isolation	3	5	15	<p>Information to be given to all carers and simplified document around hygiene and reporting explained to participants at next session.</p> <p>During registration at session staff to ask directly how people are feeling and check general health</p> <p>For vulnerable adults living independently ensure emergency contacts are up to date.</p> <p>Emergency carer to be contacted and attendance required to support individual</p>	2	5	10	Review each session based on Public Health Guidance	SLT	Confirmation participant can safely return	Weekly
An adult at risk living with carers displays symptoms	The individual is reliant on the carer to transport them to sessions	3	5	10	<p>Information to be given to all carers and simplified document around hygiene and reporting explained to participants at next session.</p> <p>During registration at session staff to ask directly how people are feeling and check general health</p> <p>For vulnerable adults living independently</p>	2	5	10	Review if confirmation of compliance not received if appropriate to participate in league. Postpone if necessary	SLT	Confirmation participant can safely return	Weekly

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				12	<p>ensure emergency contacts are up to date.</p> <p>Emergency carer to be contacted and attendance required to support individual</p> <p>Request confirmation from other participant clubs that they are following guidance from Public Health England</p>			8				
SET sessions being delivered in partnership with other organisations and at venues provided by partners. For example, MacIntyre	Partner organisations may not be compliant with Public Health England advice and guidance risk infection	3	4	12	<p>Request confirmation from partners that they are following guidance from Public Health England</p> <p>Postpone session if compliance not confirmed.</p> <p>Add to SET risk assessment of the venue in relation to COVID 19</p>	2	4	8	<p>Review each session.</p> <p>Ensure appropriate documentation has been received from partner organisations.</p>	DD	Confirmation sessions can continue.	July 2020
Adults at risk travelling to sessions on public transport	<p>Adults at risk may not be aware of latest government guidelines</p> <p>Other users of public transport may not adhere to social distancing guidelines</p>	3	4	12	<p>Latest government updates sent and verbally reiterated to our participants via phone/email</p> <p>SET staff to role model social distancing guidelines during sessions</p>	2	4	8	<p>Review each session.</p> <p>Ensure appropriate messaging is sent out weekly.</p>	DD	Reviewing how safe public transport is in line with Public Health guidelines.	June 2020

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EMPLOYABILITY PROJECTS												
Contracting Covid 19 working 1-1 with a participant	Staff and/or participant could be carrying COVID-19 unknowingly	3	4	12	<p>Clean all surfaces to be worked on</p> <p>Wearing of face mask and gloves</p> <p>Wash hands after session</p> <p>Keep a minimum of 2 metres apart</p> <p>Cancel session if either Staff or participant shows symptoms of Covid 19</p> <p>Giving advice to the individual when to not attend session</p> <p>Set out markers around the classroom to remind people of the minimum distances</p>	2	4	8	Review each session.	DD	Review effectiveness of control measures	Weekly

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Contracting Covid 19 whilst teaching a group session	Staff and/or participant could be carrying COVID-19 unknowingly	3	4	12	<p>All work surfaces have been cleaned</p> <p>Wearing of face masks and gloves</p> <p>Wash hands after session</p> <p>Keep groups small ensuring everyone is at least 2 metres apart</p> <p>Cancel session if either staff or participants are showing signs of Covid 19</p> <p>Give advice to the individual when to not attend the session</p> <p>Set out distance markers around the classroom</p>	2	4	8	Review each session.	DD	Ensuring all participants understand the social distancing guidelines and are happy to be there	Weekly
NCS PROGRAMME												
An employee/participant is not aware of the issues arising from Corona virus	<p>That their own health may be compromised</p> <p>That they will not be aware of the symptoms that require reporting.</p> <p>That they may, unwittingly spread the virus</p>	4	4	16	<p>Institute a learning programme.</p> <p>Send an e-mail to every member of staff outlining the issues and preventative measure they are required to enact</p> <p>Ensure posters etc are placed sufficiently around the business</p>	2	4	8	Weekly	SLT Member	Review effectiveness of control measures and consistency of information messaging	Weekly

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An employee/participant presents with the virus	That the virus might be spread amongst other employees/ Participants and cause a staff shortage.	4	5	20	<p>Employee to be isolated in a room in the building until advice from Public Health has been acquired.</p> <p>Once employee has departed the building the isolation room to be deep cleaned.</p> <p>Employees who have been in contact with the infected person should be informed.</p> <p>The person's normal work area to be deep cleaned</p>	3	5	15	On detection then hourly	SLT member	Ensure public authorities are effectively liaised with	As required
Participants sharing equipment at activity centres	Contamination of the equipment used	3	4	12	Obtain risk assessment from the activity centre to make sure all equipment is being cleaned regularly, places to wash hands, access to hand sanitiser	2	4	8	Each activity	SLT Member	Review effectiveness and thoroughness of hygiene facilitation	When trip takes place
Coach / Minibus	<p>Driver may have symptoms</p> <p>Coach not properly sanitised</p>	3	4	12	Obtain risk assessment from coach company	2	4	8	Each Trip	SLT Member	Ensure all external companies are working to the same procedures as SET	When trip takes place
NCS SUMMER 2020 ONLINE DELIVERY												

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Physical Activity/ online challenges	Participants not following government guidelines on social distancing Injuries from Physical activities	3	4	12	Make sure all participants understand government guidelines and social distancing and make it clear that they must follow this at all times Make sure participants are safe when performing activities i.e safe space	2	4	8	Weekly	All programme staff	Regular review of activities and social distancing guidelines	Weekly
Online Bullying	Participants using the online tools and bullying/excluding others	3	3	9	To set clear working guidelines and behavior standards. Involve participants in this process and get them to agree to this	2	2	4	Weekly	All programme staff	Reviewing and updating policies and documentation for each cohort	Regularly
FOUNDATION DEGREE												
An MK Dons SET employee delivering presents with symptoms	That the virus might be spread amongst children, YP and other staff.	4	5	20	Employee to self-isolate at home. Be completely clear and honest with our communication to the participants, parents and other staff on the symptoms and update them on the severity of the case. Employees who have been in contact with the symptomatic person should be informed.	3	4	12	On detection then hourly	SLT member	Ensure public authorities are effectively liaised with	As required

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A participant presents with symptoms	A participant shows symptoms whilst with SET staff in a SET environment.	4	4	16	<p>Inform the parent of the individual's symptoms.</p> <p>Stop the session with immediate effect.</p> <p>SET staff who have had close contact with the individual to self-isolate for 14 days.</p> <p>Parents of other participants to be made aware of the individual's symptoms.</p> <p>Review whether it is possible to continue delivering these sessions with an alternative member of staff.</p>	2	3	6	Daily	CE, JB, DD	<p>Confirmation participant can safely return.</p> <p>Confirmation sessions can safely continue.</p>	
Increased tightness of COVID-19 guidelines – both nationally and locally	COVID-19 guidelines are tightened by local/national government which restricts our ability to deliver the programme in its normal, face-to-face format	5	3	15	<p>Moving programme delivery online to take place through Teams.</p> <p>Ensuring that all guidelines and procedures are carefully followed when students are out delivery/coaching as part of the course.</p> <p>Online support provided by MK Dons SET staff for students with lecture/assignment content.</p> <p>Any face-to-face contact being carefully managed, with PPE available and</p>	4	2	8	Regularly monitor government guidelines and speak to USW	SLT Member	Continue liaising with EFL Trust and USW to ensure that all programme support is being provided despite remote delivery/	As required

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				12	social distancing guidelines followed.			6				
External people trying to join the sessions	People (outside of the group bubble) trying to gain access to the facility.	3	4	12	<p>When at the Stadium, a member of MK Dons SET staff will meet students in Hotel reception and lead them to the study centre, rather than leave entrances open and unattended.</p> <p>When online, session Teams links will only be provided to students on the course.</p> <p>Any staff not related to the course will not be permitted to the study centre whilst sessions are ongoing.</p>	2	3	6	Daily	JB, DD		
COVID-19 potentially being spread via use of equipment and/or facilities	Staff and/or participant could be carrying COVID-19 unknowingly	3	4	12	<p>Clean all indoor surfaces before and after each use by each individual group.</p> <p>Clear social distancing adhered to in terms of table/chair placement.</p> <p>All participants and staff required to apply hand sanitiser on arrival, and before they leave.</p>	2	4	8	Review each session.	DD		

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				25	<p>Each small group being provided with their own equipment to use, which is cleaned thoroughly before/after use to ensure that it is cleaned prior to the next participants using it.</p> <p>Being prepared to cancel the session if either a member of staff or a participant shows symptoms of Covid 19.</p> <p>Giving advice to the individual in terms of when they can return to attend the session.</p>			10			
6. OTHER MATTERS											
Our own promoted events (i.e. Festival)	That we hold an event which raises the risk of infection to staff and clients	5	5	25	Ensure new Stadium-wide hygiene rules are complied with	2	5	10	Review after each event in line with own policies and	Reviewing event feasibility Delaying event due to COVID-19 issues	

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