



ROYSTON TOWN FOOTBALL CLUB



COVID-19 Risk Assessment Re-starting outdoor competitive grassroots football

Premises Particulars

<u>Premises Name:</u> <i>Royston Town Football Club</i>	<u>Use of Premises:</u> <i>Football Facility with Licensed Bar and Changing Rooms</i>
<u>Address:</u> <i>Garden Walk, Royston, Hertfordshire, SG8 7HP</i>	
<u>Tel No:</u> <i>+ 44 (01763) 241204</i>	<u>Responsible Person(s):</u> <i>Lauren Chappell (07977519965)</i>
<u>Date of Assessment:</u> <i>01/10/20; Version 3</i>	<u>Date of Review:</u> <i>Next Review 01/11/20</i>
<u>COVID-19 Risk Assessment Conducted By:</u> <i>Lauren Chappell</i>	

Executive Report

FOLLOWING THE UK GOVERNMENT'S ANNOUNCEMENT ON 22 SEPTEMBER, ALL COVID-SECURE GUIDELINES ARE NOW LEGAL OBLIGATIONS, WITH WHICH EVERYONE MUST ADHERE. FAILURE TO DO SO WILL RESULT IN FINES AS THE PRIME MINISTER SET OUT IN HIS SPEECH TO THE HOUSE OF COMMONS

COVID-19 Symptoms The most common symptoms of corona virus (COVID-19) are recent onset of:

- High Temperature – this means you feel hot to touch on your chest or back
- New, continuous cough – this means coughing a lot for more than an hour, or 3 of more coughing episodes in 24 hours
- Has shortness of breath or a sore throat.
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Should anyone directly or indirectly involved in the football displays any or more than one of the above symptoms they should not attend football training, pre-season friendless or competitive matches and must self-isolate and follow the guidance as set out within GOV.UK / Public Health England. Should anyone such as manager, coach or player feel that have developed symptoms or feel unwell during any football session they should immediately inform the senior representative (i.e Manager / Coach), leave immediately and go home. Once home follow the guidance as set out within GOV.UK / Public Health England.

How is the Virus Spread

People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or



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mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. This is why it is important to stay at least 2 metres away from others or 1 metre plus with mitigation. These droplets can land on objects and surfaces around the person such as footballs, training Bibs, cones, goal posts and poles. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub.

How to avoid catching and spreading the virus whilst football training

- All competitive football sessions will be conducted in groups of no more than thirty (30) players and coaching staff.
- The use and sharing of equipment during competitive sessions should be kept to a minimum. All football equipment pre/post training or matches will be disinfected by the coaching team.
- The coaching team will ensure all players clean their hands regularly as good hygiene practice. This can be undertaken using anti-bacterial hand wipes and / or hand gel Social Distancing During Competitive Sessions (Training and / or Matches) In line with the latest FA and Government advice, full contact football can commence providing the following mitigations are adhered too;
- In all instances before and after any competitive session, whether that's training or matches and during any breaks the coaching staff must ensure social distancing is re-enforced to two metres or one metre plus. This can include; avoiding direct face to face contact, wearing a face mask or covering.
- Pre-match handshakes will be banned
- Team talk huddles (pre, post and during half time) will take place adhering to social distancing
- Warm-ups / cool down activity will take place adhering to social distancing
- The coaching team will brief and remind the players that during competitive sessions to avoid unnecessary close contact during set-plays (i.e free kicks, corners and penalties) as well as continuing to monitor and limit persistent close proximity of other players during the game.
- Unnecessary or persistent shouting will be discouraged in addition spitting will be strictly forbidden
- All Interactions with match officials shall adhere to social distancing

First Aid during competitive sessions

The health, safety & welfare of the football team are of absolute paramount. If a player is Injured during a session we will operate a three line of defence methodology;

- If a player is injured during a training session, the appointed first aider on site shall be equipped with appropriate PPE (face mask and gloves) should intervene and provide first aid. All other teammates and coaches shall maintain social distance.
- If a player is injured during a competitive match the first-aider onsite shall be equipped with appropriate PPE (face mask and gloves) to protect themselves and the injured player should they be required to compromise social distancing. Only one player in the treatment room at any one time
- In the extreme chance a player suffers a serious injury during competitive training or matches (life threatening treatment such as CPR or limb threatening) the manager, coach and / or first aider can compromise the guidelines to provide immediate first aid.



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NHS Test and Trace

From the 24th September we will be using the NHS track and trace system using the QR code with the NHS Covid App. We will continue to use the manual forms where needed. The QR code will be at the entrance of the ground for all staff/players and spectators to use. We will be encouraging everyone to be downloading the app to ensure the process is quicker for entrance.

Will be required under the FA Guidance to follow and operate to the NHS Test and Trace protocols. GDPR (General Data Protection Regulations) allows RTFC to request contact information from players, coaching staff or visitors and share it with NHS Test and Trace to help minimise the transmission of Covid-19 and support public health and safety. All managers / coaches will maintain a paper-based register of the players who have attended each competitive session (training and / or matches). Should there be a requirement to provide contact information to NHS Test and Trace, such information will be taken from the players registration form, visitors will be required to provide a name and contact number and will be held for 21 days as per guidelines

Supporters:

To follow the guidelines from the FA and government, spectators will be allowed into the grounds on a match day. The following guidance has been advised:

Pre season games will have an initial reduced capacity of 15%, with our Step 3 ground grading of 1950, our spectator capacity will be 300.

From the 31/08/20 the capacity will increase to 30% which will be 600. The increase will only happen once the club has played at least ONE home pre-season friendly or competitive match.

We have followed all the current guidelines to ensure that our club adheres to all and will be monitored at each game.

Social distance areas are set up around the ground and in the stand areas including the seating

Entrance to the games will have a queuing system with season ticket holders and pre booked tickets having priority entrance. Walk in tickets will be available but at a reduced limit.

Supporters will be asked to adhere to social distancing and be in groups of no more than 6 people

All guidance for our club rules will be issued on our social media channels and the club website

This risk assessment will remain a live document during the COVID-19 pandemic and will be continually monitored and reviewed in line with Government advice.

This document shall be shared with the players and staff members. If anyone is concerned or unsure they should not feel pressured to attend any training session or matches.

In accordance with the FA Guidelines, Lauren Chappell has volunteered to take on the position of Covid-19 officer for ROYSTON TOWN FC

This position will require the ongoing support and assistance of all RTFC Committee Members, Football Team Managers & Coaches to comply



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WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY WHOM?	ACTION BY WHEN	DATE COMPLETE
Spread of Covid-19	Staff, public, volunteers Anybody entering the premises	<p>Clubhouse :</p> <p>Track and Trace :following government guidelines anybody entering our premises will be required to give us their name and contact number All information is required to be kept for 21 days and GDPR will be adhered too</p> <p>Good hygiene :</p> <ul style="list-style-type: none"> • Providing wash facilities for staff/public • Hand sanitizers stations in high risk areas • Display posters and provide information on washing hands • Use disposal towels /hand dryers in toilets <p>Keeping the club/bar area clean:</p> <ul style="list-style-type: none"> • Daily cleaning throughout the club/bar • Frequent cleaning of bar, door handles, all surfaces , tills and card machines • Providing more waste bins 	<p style="color: red;">From 24/09/20 we will be using the NHS covid track and trace QR system This will be used by all members of staff/ players and supports where possible. A manual option will still be used if needed</p> <ul style="list-style-type: none"> • Hourly checks on toilet facilities • Team training on replenishment of stock • Regular stock checks • Staff to be advised of how to wash hands and when 	Lauren/staff member who is designated on the day will be in charge of the clubhouse controls and designated jobs will be allocated each time we are open	On-going	Open



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		<p>Maintaining social distancing and congestion</p> <ul style="list-style-type: none"> • From 24/09/20 face coverings will be required to be worn by staff and anyone else entering the club house this is now required by law unless they are exempt • From the 24/09/20 we will be required by law to only offer table service whilst in the clubhouse. All customers must remain seated whilst they order, are served and consume their food or drink • We are now required by law to ensure we have closed the premises by 10pm with this we will have last orders at 9.30pm • signage through the ground and clubhouse to show one way systems in place • Using single doors for entrance for toilets and clubhouse and exit where possible 	<ul style="list-style-type: none"> • Training staff of cleaning guidelines • Emptying waste more regularly • Monitoring cleaning of the bar areas • Face coverings will be provided for staff but not for customers • No food or drink that is purchased inside the bar area will be allowed to be consumed outside • Staff will be serving customers at their table. • Constant review by management • Staff to be trained on their roles when on duty • Daily check of signage and posters • Staff to be trained on new guidelines and rules – continuously • PPE to be provided 			
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		<ul style="list-style-type: none"> • Applying 1-2 metre markings through the queuing system to the bar to ensure social distance is being adhered too • Single use of toilets for men's and ladies –queuing system to be in place and staffed • No congestion to be in the clubhouse –separate entrance and exits will be used for one way system. Markings will be in place • No more than 6 in a group from any 2 households to be gathered together <p>Behind bar area:</p> <ul style="list-style-type: none"> • Following cleaning schedule set out by management • Ppe will be provided for staff working around the grounds • Staff to arrive on staggered times to ensure no congestion in staff area • Belonging to be kept away from stock/bar area • Looking at staff duties on shift to minimise staff movement around the club and ground • Perspex screens to be used on the bar to control spread of covid 	<p>masks or visors</p> <ul style="list-style-type: none"> • Cleaning of staff area to be monitored 			
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		<p>Deliveries to arrive outside opening hours to minimise contact with visitors if unable to do so following social distance guidelines and provide hand sanitizer to drivers if required</p> <p>Kitchen to remain closed until further notice – hospitality isn't required as per FA guidelines This includes the board room for all officials and staff –</p>	<p>Board room will remain closed for hospitality</p>			
		<p><u>Supporters attendance</u> Capacity is set following the FA guidelines max capacity from 31/08 will be 600</p> <p>IN LINE WITH THE GOVERNMENT 'RULE OF SIX' ANNOUNCEMENT, SPECTATORS CAN GATHER IN DISCRETE GROUPS OF MAXIMUM SIX PEOPLE. THERE SHOULD BE NO MINGLING BETWEEN GROUPS. ONCE IN A SIX-PERSON GROUP, SPECTATORS SHOULD STAY IN IT.</p> <ul style="list-style-type: none"> • Online tickets will be prioritised with advanced purchasing in place 	<p>Promoting online ticketing which will also help with test and trace , only tickets and season cards will be scanned on entry</p> <p>Seats and stands will be marked out according to guidelines</p> <p>Around the pitch area there are socially distance boxes to ensure no more than 6 are grouped together Each box is marked out There is also no go zones marked around the pitch areas</p>			



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		<ul style="list-style-type: none"> Season ticket holders will have priority entry at league games only Selected tickets will be kept for gate purchases only The club will issue plans/ simplified guidelines on to social media and our website for supporters to read before attending a match 	Marshalls will be used to disperse any groups or anybody not adhering to the social distance rules or any other club rule			
Spread of covid 19	Players Management Staff Visitors	<p>Ground/on pitch to allow spectators the following will be in place:</p> <ul style="list-style-type: none"> We will not be taking temperature checks for supporters it will be their responsibility to not attend if they have any symptoms- signage will be present upon entry Social distance 2m markings will be marked in yellow lines/boxes around the pitch area Seated areas will be sealed off on alternate rows 	<p>All spectator guidance will be published on the websites, ticket website and on all social media channels</p> <p>Marshalls to remove anyone who is refusing to adhere to the guidelines of the club</p> <p>Online ticketing will be promoted to encourage this</p>	Covid officer to ensure a designated volunteer is appointed this job on each match day	On going	Open



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		<ul style="list-style-type: none"> • Standing stands will be marked at 2M • Tannoy announcements will be made before, during half time and after the game of a reminder to all to adhere to the social distance rules, the one way system into the bar and using the toilets • Upon entrance at the turnstile, ticket holders will be going through one queue and walk in entrance through another • Children will be allowed to the games but must be kept with their adults and not to be freely walking about by themselves • Marshalls will be stationed around the ground to ensure guidelines are being followed • Shouting, singing and chanting is not allowed and we will encourage to wear face coverings to reduce the risk of spreading the virus by droplets <p><u>Parking:</u> Parking will be allocated on arrival and priority will be given to the away team for parking on the ground</p>	<p>rather than walk ins to manage capacity This also will help with test and trace as information is collected on purchasing</p> <p>Test and trace forms are available on our website for those walk in spectators , forms will be available at the gate entrance also From 24/09/20 we will be using the NHS covid track and trace app</p> <p>The gates on a match day will open at 1pm to ensure the staff and players have arrived before to avoid congestion in the car park and ground entrance</p>			
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		<p>Staggered arrival times to be arranged for home team and management to avoid congestion in the ground</p> <p>Match officials will have parking available within the ground</p>	<p>Advice will be given to away teams prior to any matches</p> <p>Players to consider how they travel avoiding car share if possible</p>			
Spread of covid 19	<p>Players and management supporters</p> <p>Home games</p>	<ul style="list-style-type: none"> • Manager / Coach will arrive to the match minus 90 minutes before kick-off, check and confirm suitable and sufficient PPE available • Home team Players temperatures will be checked upon their arrival • AWAY team players will be responsible for their own temperature checks • Warm ups, team / half time talks and post team talks will be undertaken adhering to social distancing guidelines • All football equipment, including footballs shall be cleaned by means of anti-bacterial wipes or disinfectant sprays immediately before and after training has 	<p>To support NHS Test and Trace All players and staff will be scanning the qr code</p> <p>team talks required from management to include reminders of hygiene and social distancing</p> <p>Temperature checks will be taken place by their own management upon arrival</p>	Mgr/coach physio	To be monitored	Open



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		<p>been completed. The same shall apply <i>during half time.</i></p> <ul style="list-style-type: none"> • All facilities are required to demonstrate they are COVID-19 secure & compliant. • Each player to be provided with their own equipment • Substitution/technical areas will be provided and extra provisions will be allocated around the pitch • Tunnel management : teams to enter the ground at different times and ensure social distance is adhered too - no handshake to happen between any players/officials or management • Media Tower- only 1 person to be on the media tower which will be a home representative only • Changing rooms will be opened for match day purposes only; we will limit the amount of players who have access to the changing rooms allowing the players to change and shower after the 	<p>Players will be responsible for their own water bottles</p> <p>Where players are substitutes or been substituted during a game social distancing will be enforced. If chairs are provided to the players <i>a minimum of 1 metre</i> shall be provided (mitigation would be no direct face to face contact</p> <p>Changing rooms to be used for changing only and starting 11 to be in them before the match All other players and staff to be on pitch side</p> <p>Players will remain on the</p>			
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		<p>game!</p> <ul style="list-style-type: none"> We will allow 11 players and their manager in the home and away changing rooms at any time. Players will be asked to shower and get changed as soon as possible to allow other players to also have their turn. <p>Inside the changing rooms music needs to be refrained from being played at a volume where it makes a normal conversation difficult</p> <p>Away teams will have priority for use of their changing rooms first</p>	<p>pitch to await their turn for use of changing rooms</p> <p>Changing rooms will be cleaned after use</p>			
Exposure to covid 19 disease	<p>Players/management Supporters</p> <p>Away matches</p>	<p>Management/ club secretary will request a copy of the clubs RA 24 hours prior to the match</p>	<p>This will be communicated to the team as soon as received</p>	<p>Manager /club fixture secretary</p>	<p>Each away game</p>	<p>Will be monitored</p>
Exposure to Corona virus disease	<p>Travel arrangements</p>	<ul style="list-style-type: none"> Football Manager, Coach, Players, will be reminded through policy, that they should only travel matches with members of their own household or support bubbles in accordance with government advice. 	<p>Manage to continue reminding players of guidelines</p>	<p>Mgr/coach</p>	<p>On going</p>	



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		<ul style="list-style-type: none"> Football Manager, Coach, Players, will undertake an at home self-check to confirm they have no COVID-19 symptoms prior to arrival to any match Football Manager, Coach, Players, will be reminded to adhere to social distancing guidelines when arriving and leaving the facilities and accessing the football grounds and car parks Coach travel is permitted following the coach company guidelines; ensuring team players follow their rules. Limit to who travels and ensure same players travel each time 				
	Safeguarding :	<ul style="list-style-type: none"> Players are reminded that should they have any concerns regarding safeguarding, then they have free autonomy to speak directly with the manager/coach of their respective Royston Town FC Team All competitive training and matches will be conducted in a safe & secure environment 	<p>Royston Town FC has a dedicated Club Welfare Officer</p> <p>In the event the manager/coach believes the facility is unsafe and could pose a risk to health & safety they are authorised to postpone the training session or match.</p> <p>If, during an away match the</p>	Welfare officer /coach/mgr	On going	



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		<p>ensuring no direct personal safety or security risks to players, parents, guardians or carers</p> <ul style="list-style-type: none"> • Player registration forms - As we approach the start of the 2020/21 season, Royston Town FC has commenced the player registration process. 	<p>manager/coach believes there is an emerging risk to players, staff or spectators he/she may without any hesitation stop the match, complete an assessment of the situation and take any necessary action.</p> <ul style="list-style-type: none"> • Information Includes; Player information including; medical information. If applicable, Consent for any Pictures or images being used and shared online (detail included on FA code of conducts. 			
		<ul style="list-style-type: none"> • COVID-19 Written Consent Form <p>All managers / coaches are required to undertake the FA-DBS check.</p>	<p>Royston Town FC will produce and submit a COVID-19 consent form for all players to complete. This will be completed and returned as soon as possible. The Information will be stored by the club until further notice.</p> <p>All training sessions and/or matches will have FA DBS checked coaches present. These coaches may oversee non-FA DBS checked</p>			



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			volunteers during the COVID-19 crisis.			
Exposure of covid-19	<p>Manager/coach Players</p> <p>Training – competitive</p>	<ul style="list-style-type: none"> • Manager / Coach will arrive 15 minutes early to training before the start time to set-up the training pitch, check and confirm suitable and sufficient PPE available and training routines designed to maintain social distancing • Manager / Coach will regularly communicate the required COVID-19 measures verbally before the start of each training session to the players. • Prior to commencing training, the football manager / coach will ask all players whether they currently display any of the COVID-19 symptoms. • Players reporting potential symptoms will not commence training and be requested to go home and seek advice • Manager / Coach will have sufficient PPE (face masks) in the event of a <p>player Injury</p>	<p>All controls listed will be continually reviewed during training session. Should non-compliance occur on any of the controls listed below or new risks identified, the risk assessment shall be updated and amended with additional mitigation requirement</p> <p>To support NHS Test and Trace a paper-based register will be taken which will include names of players who have attended the session.</p>	Manager Coach	At all Training sessions	Open



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		<ul style="list-style-type: none">• Manager / Coach will have Hand gel and bacterial wipes to ensure all players can clean their hands regularly during training and equipment• Players will be advised not to touch training equipment aids, Including footballs, bibs, cones etc. (exception of goal keeper, who must wear appropriate gloves)• Manager / coach is responsible for maintaining 2 metres (and / or 1 metre plus with mitigation) social distancing• Where players unintentionally break the social distancing guidelines, they will be informed of the violation. Should the violation be deliberate / Intentional the player will be sent away and will not be able to continue train• All training equipment, including footballs shall be cleaned by means of anti-bacterial wipes or disinfectant spray immediately before and				
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		after training has been completed.				
	Referees	<ul style="list-style-type: none">• Referees to follow the FA guidelines• Changing rooms will be available to allow all officials to get changed• As we only have 2 changing rooms , one person will be allowed to use at any one time• Social distancing will need to be followed as per the referee guidelines• Referees will have allocated parking at the ground for their arrival• Referees attending will need to supply the ground with information for the test and trace system	Referees to make themselves known to staff upon arrival When using the changing rooms, only 1 person at a time Half time refreshments will be provided if required			