

Virginia Water FC Covid-19 Risk Assessment

August 2020 v1

September 2020 v2 (addition of NHS track and trace)

Club Risk Assessor: Dave McBride

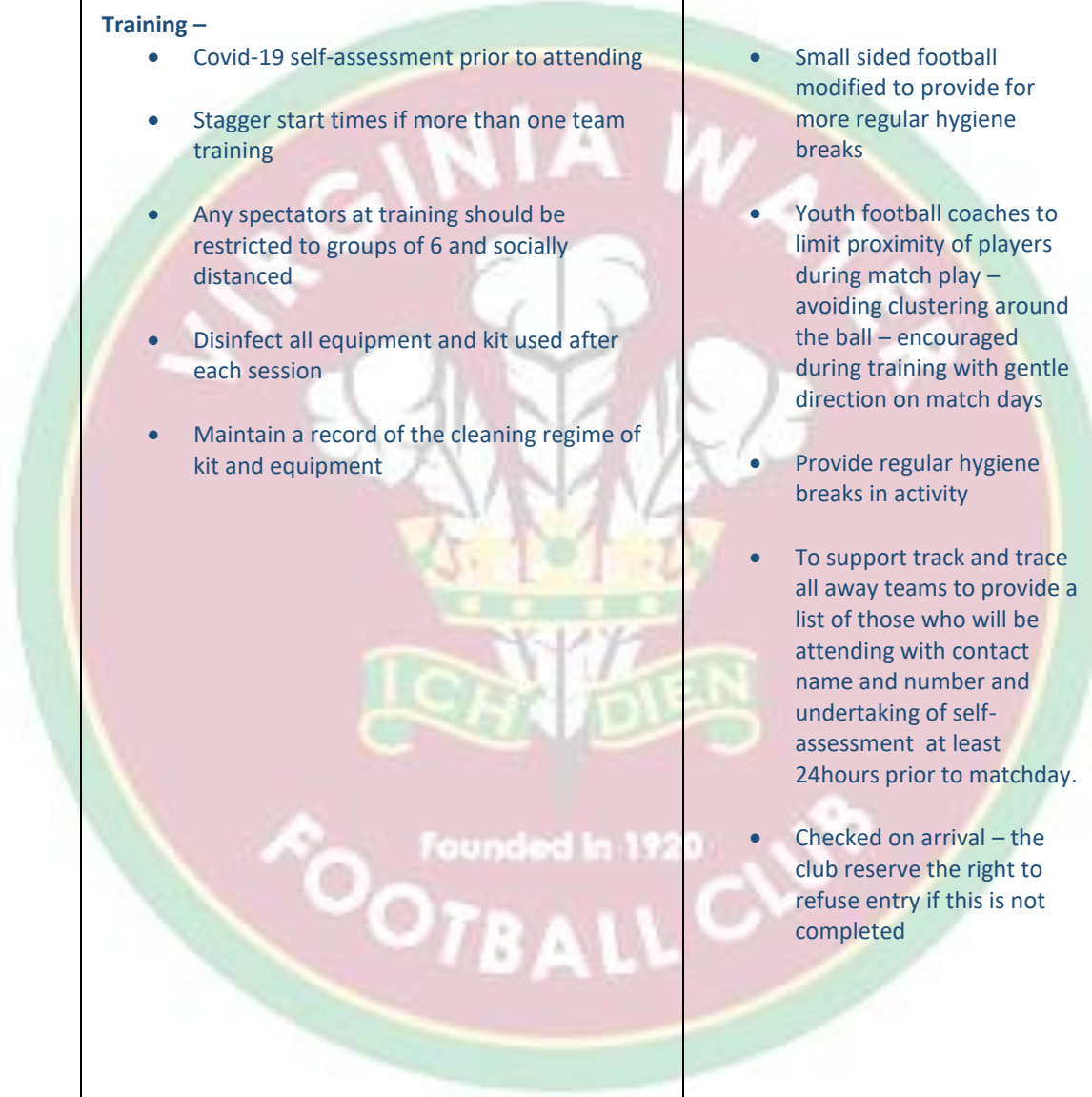


RISK ASSESSMENT

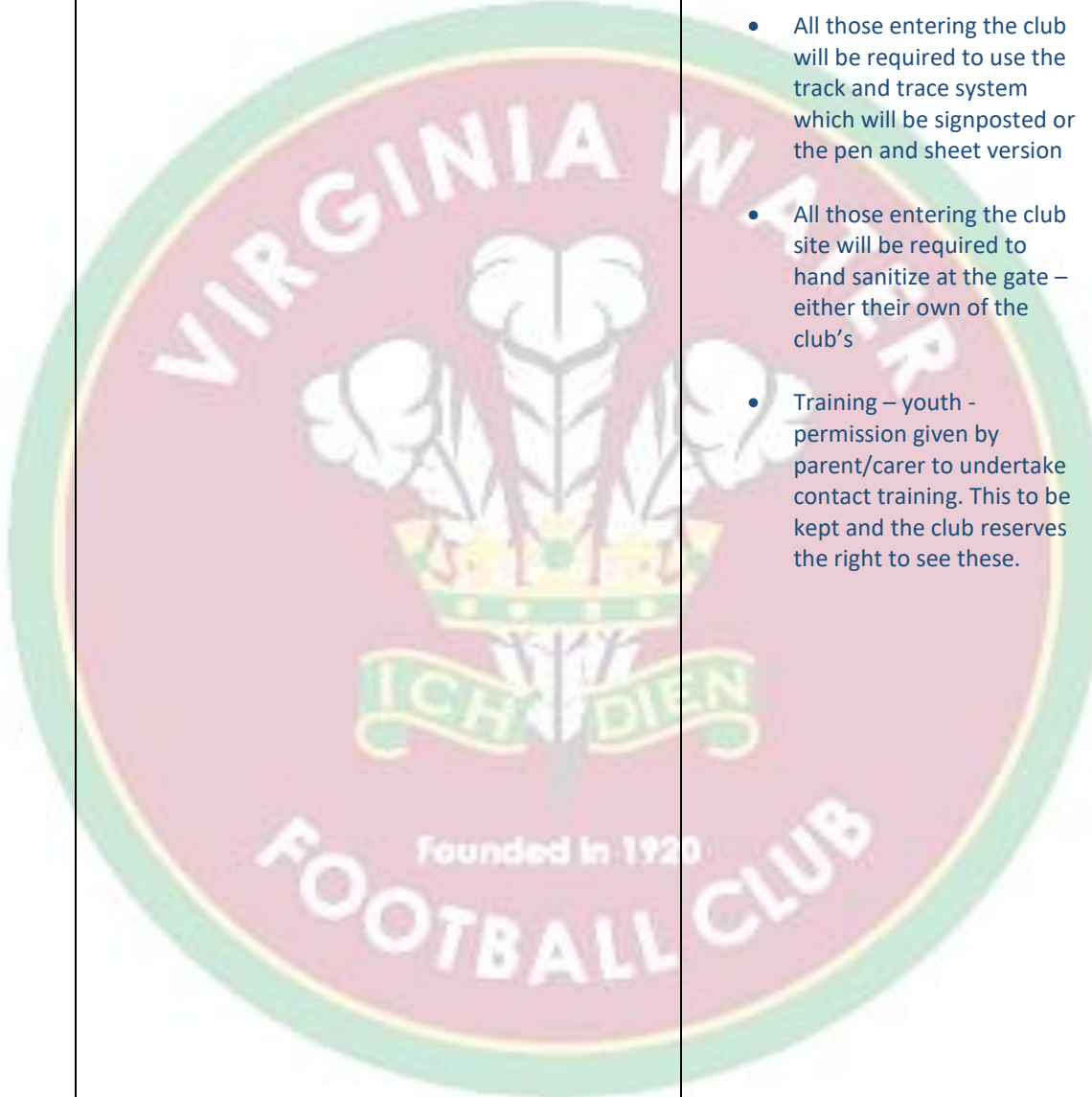
CLUB: Virginia Water FC

COVID-19 OFFICER: Dave McBride

What are the hazards	Who might be harmed	Controls required	Additional Controls	Action by who?	Action by when?	Date complete
<p>A - Football Activity – Matches and Training</p> <p>Spread and contracting of Covid-19 through contact with others</p>	<p>Players, coaches, volunteers & spectators</p> <p>See other relevant sections for detail</p>	<p>Matches –</p> <ul style="list-style-type: none"> • Covid-19 self-assessment prior to attending • At breaks ensure social distancing • Pre-match handshake should not happen • Hand sanitise prior to kick off • If more than one match stagger start times • Team talk huddles should not take place • Hold team talks whilst being socially distant and where possible hold these outdoors • Observe social distancing when substitutions are being made • Hold match preparation meetings via video call • Observe Code of Conduct • Set plays – free kicks encourage players to get on with the game and not unnecessarily prolong it • Set plays – corners – take these promptly to limit prolonged close marking • Goal celebrations should be avoided • Players remain socially distanced when interacting with match officials • Physios – keep a record of who they come into contact with • First Aiders – avoid touching eyes, mouth or nose – no rescue breaths • Keep details of those players – including opposition – match officials and spectators when permitted attending • Any post-match socialising must follow social distancing rules 	<ul style="list-style-type: none"> • Pre-season matches behind closed doors • Apply relevant restrictions on visiting teams to follow league and FA rules • Provision of match day programme on line to be explored – provision of a limited number of printed copies placed in plastic covers for gate use • Any equipment used as part of the warm up to be disinfected after use • Goals posts and flags to be wiped down prior to, at half time and after matches • Footballs to be disinfected before, at half time and at the end of play 	<p>Club</p> <p>Coaches</p> <p>Volunteer with suitable PPE</p> <p>Coaching staff</p> <p>Coaching staff</p> <p>Coaching staff</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	



		<p>Training –</p> <ul style="list-style-type: none"> • Covid-19 self-assessment prior to attending • Stagger start times if more than one team training • Any spectators at training should be restricted to groups of 6 and socially distanced • Disinfect all equipment and kit used after each session • Maintain a record of the cleaning regime of kit and equipment 	<ul style="list-style-type: none"> • Small sided football modified to provide for more regular hygiene breaks • Youth football coaches to limit proximity of players during match play – avoiding clustering around the ball – encouraged during training with gentle direction on match days • Provide regular hygiene breaks in activity • To support track and trace all away teams to provide a list of those who will be attending with contact name and number and undertaking of self-assessment at least 24hours prior to matchday. • Checked on arrival – the club reserve the right to refuse entry if this is not completed 	<p>Coaching staff</p> <p>Coaching staff</p> <p>Coaching staff</p> <p>Club official ALL</p> <p>Coaching staff</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	
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			<ul style="list-style-type: none"> • All those entering the club will be required to use the track and trace system which will be signposted or the pen and sheet version • All those entering the club site will be required to hand sanitize at the gate – either their own or the club's • Training – youth - permission given by parent/carer to undertake contact training. This to be kept and the club reserves the right to see these. 	<p>Club official ALL</p> <p>All staff</p> <p>Coaching staff</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	
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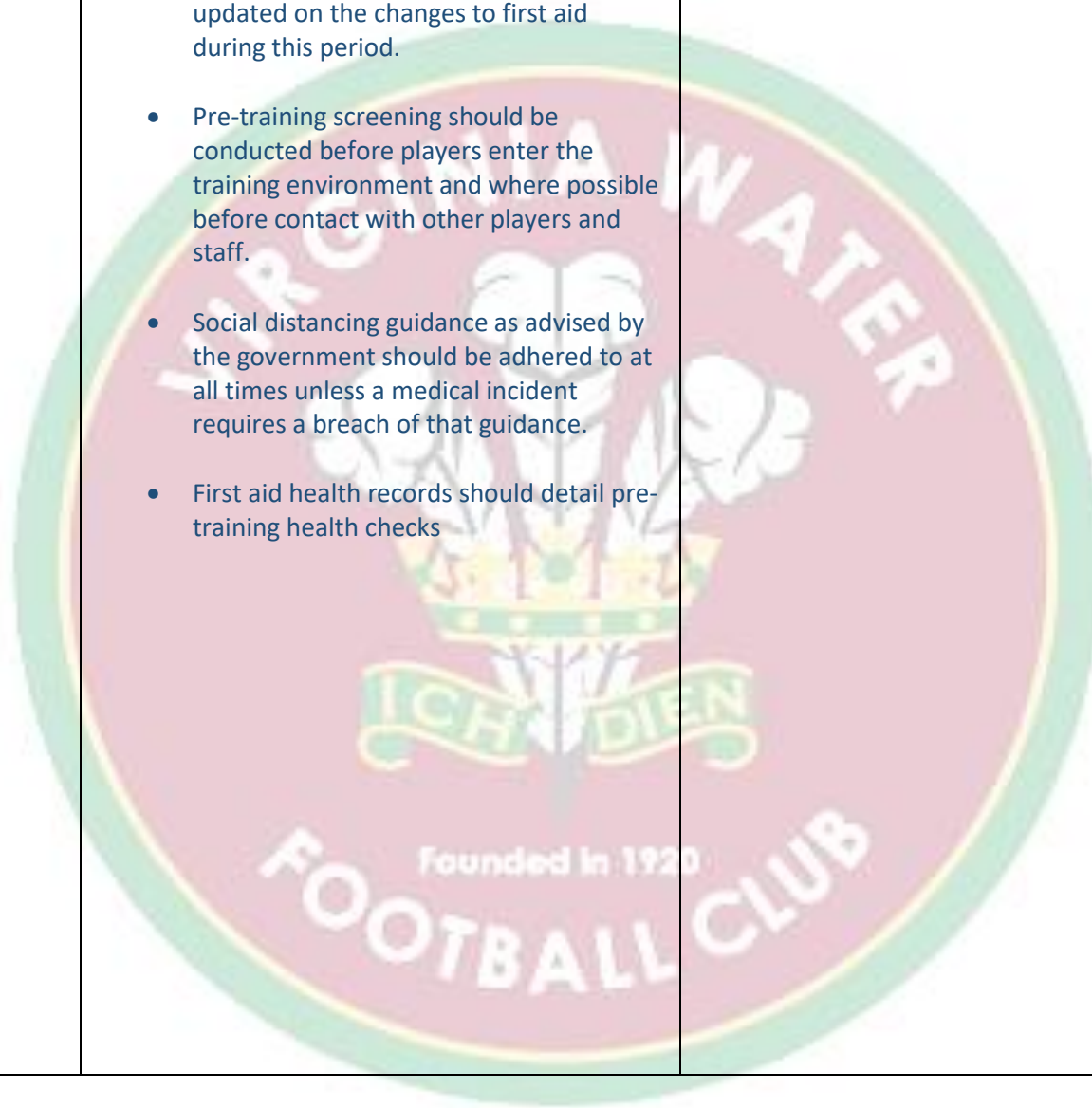
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<p>B – Player Welfare – Travel, Welfare, Equipment, Medical</p> <p>Spread and contracting of Covid-19 through contact with users, equipment and kit, transport</p>	<p>Players , officials, volunteers and spectators</p>	<ul style="list-style-type: none"> • Encourage all to follow best practice including minimising use of public transport and for those from the same household or support bubble to travel together. • Arrive at matches or training in own car and not to share unless unavoidable travelling independently if possible. • If not possible then follow the FA guidance – notably • Share transport with the same person each time • Open windows • Clean car between journeys • Wear face coverings • Limit time at garages, service stations • Pay by contactless • Wash hands often and when finishing the journey • All players, coaching team must undergo a self-assessment for any Covid-19 symptoms prior to any match or training and these results must be recorded each time • No training should take place without this being done 	<ul style="list-style-type: none"> • Temperature checks prior to training and matches for the first team and opposition team only • Players need to travel home without social interaction in groups after training • Equipment (balls, bibs, cones, goalposts etc.) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly cleaned after every match. • Club volunteers or players may consider the use of face masks and gloves during this process. 	<p>Coaching Team</p> <p>ALL</p> <p>Coaching Team</p> <p>ALL</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	

		<p>updated on the changes to first aid during this period.</p> <ul style="list-style-type: none"> • Pre-training screening should be conducted before players enter the training environment and where possible before contact with other players and staff. • Social distancing guidance as advised by the government should be adhered to at all times unless a medical incident requires a breach of that guidance. • First aid health records should detail pre-training health checks 		<p>Coaching Team</p> <p>Club and coaching team</p> <p>Club and coaching team</p> <p>Club and coaching team</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	
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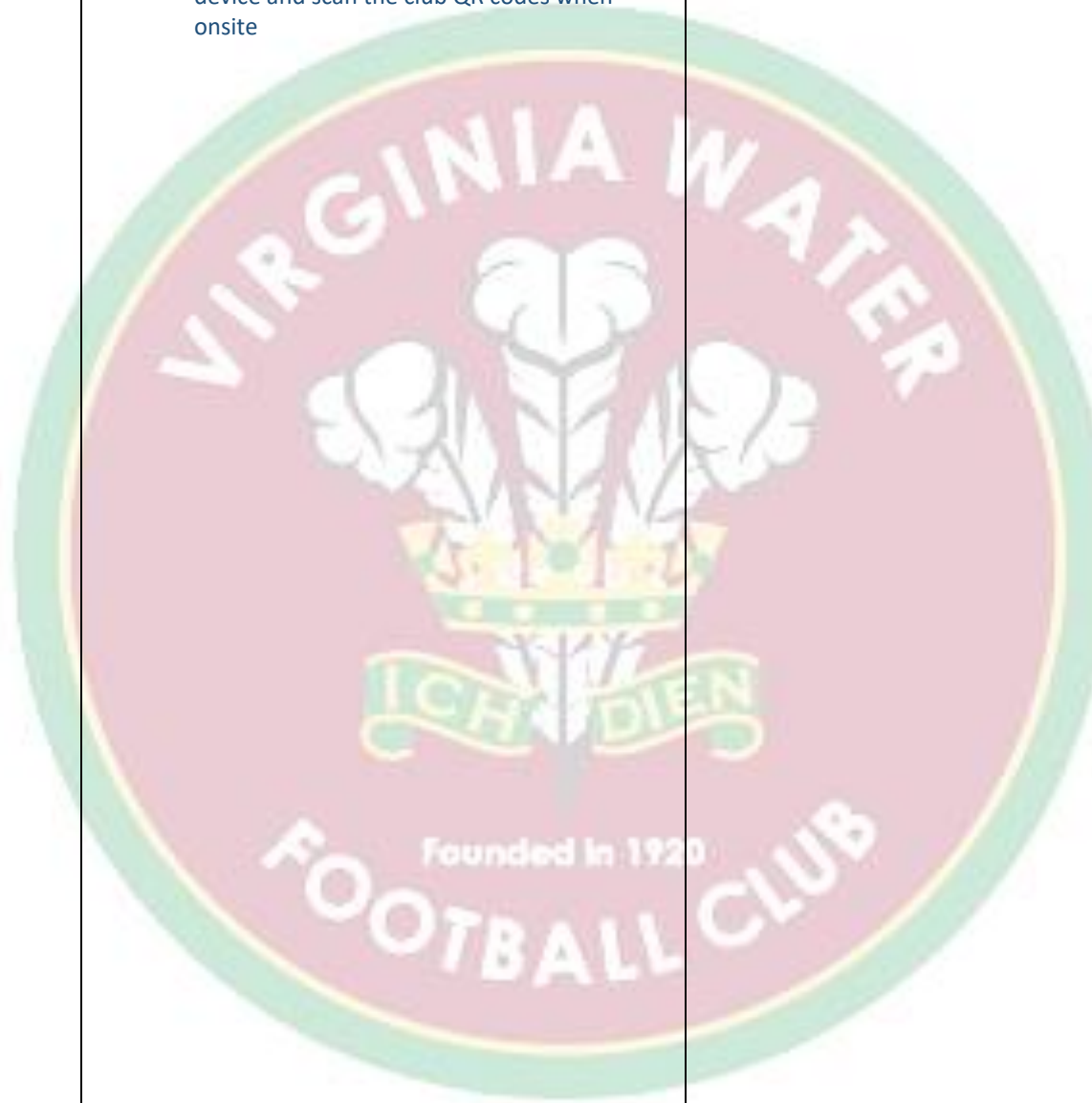
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What are the hazards	Who might be harmed	Controls required	Additional Controls	Action by who?	Action by when?	Date complete
<p>C – NLS Facilities – Changing Rooms, Referees, Clubhouse, Spectators</p> <p>Spread and contracting of Covid-19 through contact with users, equipment and kit, frequently touched surfaces</p>	<p>Players, match officials, coaches, spectators</p>	<p>The Ground, including the pitch –</p> <ul style="list-style-type: none"> • Goals and flags cleaned at half time and at end of the match. • Additional seating outside of the dug outs to enable social distancing of subs and coaching team. • One way system around the ground • Hand sanitizers at key points around the pitches • Cleaning of barriers and gates before, at half time and at the end of the match • Increased bin emptying • Spectator areas marked out to enable social distancing • NHS Track & Trace app to be downloaded by all visitors and QR code scanned when onsite at the club <p>Changing Rooms –</p> <ul style="list-style-type: none"> • No use of changing rooms at half time – team talk on the pitch • First team kit laid out ready for changing and safely collected post match • Touch surfaces cleaned at half time • Changing rooms deep cleaned after each match • Only used by first team • Provision and use of hand sanitizers • Match Officials – the club has separate changing facilities for match officials. They will be directed to use them on match days. 	<ul style="list-style-type: none"> • We will be ground sharing this season with a Step 5 side who will need to publish this risk assessment on their own website. • We may require them to come ready changed and not to use the changing rooms • Team Sheets – if possible shared via email prior to match if not then exchange as before • No handshake at the beginning of the match • Payment of match officials by e payment • Use of boardroom for hospitality not to be used • No provision of post-match meal • Require the Code of Behaviour – safety briefing - 	<p>Relevant club and our club officials</p> <p>Relevant club and our club officials</p> <p>Club to explore with leagues</p> <p>ALL</p> <p>Club Official</p> <p>Club</p> <p>Club</p> <p>ALL</p>	<p>Immediate</p> <p>Immediate</p> <p>ASAP when position is clarified</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	

		<ul style="list-style-type: none"> • Warm Up/Match Times – • Warm up will be undertaken on the match pitch at separate ends. Teams will enter and leave the pitch using separate gates. Space will be available for the match officials to warm up. • Match time – • Teams will stagger their entrance/exit to and from the pitch and use separate gates. Pre-agreed with match referee. Both sets of players will be expected to follow FA guidance on match play. • Clubhouse/Tea Bar – • Aim to limit the numbers in the clubhouse to 36 – 6xgroups of 6 • Social distance marking on clubhouse floor and in the bar area • One way system instituted – for access and exit to toilets and bar and general clubhouse area • Identify high contact touch points for more regular cleaning – door handles, work surfaces, tables • Increased wiping down of touch surfaces – as a minimum at the beginning and at close • Hand sanitizers at entrance and exits • Hand sanitizers on all tables • Ensure tables are socially distanced 	<p>to be communicated to both teams prior to the start of the match</p> <ul style="list-style-type: none"> • Advise opposition team to bring own hand sanitizer • Provision of extra waste bins and more frequent emptying during matches • Weekly deep clean of clubhouse and toilets – twice if a mid-week match • Social distancing markers on the covered area leading up to the tea bar • Clubhouse marked out to enable socially distanced queuing for the tea bar and bar, a one way system around the ground and the clubhouse with specified viewing locations • Provision of disinfectant stations on all pitches • Use of disposable drinks containers for the bar or people will have to return their own glasses to minimise contact 	<p>Club official</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p>	<p>Immediate</p> <p>In place for start of season</p> <p>Scheduled for season start</p> <p>In place for start of season</p> <p>In place for start of season</p> <p>In place for start of season</p> <p>In place for start of season</p>	
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		<ul style="list-style-type: none"> Remove any non-essential items – e.g. drinks mats Tea Bar – staff to wear masks and gloves Milk in to be added to drinks by staff and a sachet of sugar and an individual disposable spoon supplied Any sauces will be added to hot dogs, burgers by tea bar staff Appropriate signage throughout All staff provided with Covid -19 Safety training Hand sanitizing facility in tea bar Toilets – gents limited to single use at any one time Provision of liquid soap, hand sanitizers and paper towels not warm air blower <p>Spectators –</p> <ul style="list-style-type: none"> Not allowed at the moment but elsewhere in the FA guidance groups of 6 are allowed – to clarify <p>Stand Seating –</p> <ul style="list-style-type: none"> Reduction of the number of seats in the stand to enable social distancing – unless we use this for the substitutes <p>Track & Trace</p> <ul style="list-style-type: none"> Info required at the gate for one spectator in each vehicle plus the number in the vehicle Those entering the site will be required to use the NHS Track & Trace App on their mobile 	<p>General –</p> <ul style="list-style-type: none"> Gents toilets will be single use only Hourly Cleaning rota instigated and signed off Increase frequency of surface and touch point cleaning Provision of barriers to enable social distancing whilst queuing Consider restricting numbers in the clubhouse at any one time 	<p>Club tbc</p> <p>Club</p> <p>Club</p> <p>Tbc</p> <p>Club tbc</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Tbc</p> <p>Immediate</p>	
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device and scan the club QR codes when onsite



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<p>D – Volunteer Welfare</p> <p>Spread and contracting of Covid-19 through contact with users, equipment and kit</p>	<p>Those who volunteer their time and services throughout the club in the bar, tea bar, cleaners</p>	<p>Promoting good hygiene:</p> <ul style="list-style-type: none"> • Provide additional hand sanitisers throughout the clubhouse • Clearly direct people to where they can wash their hands • Ensure that all handwashing stations are in good working order and provide soap, water and hand sanitiser • Provide hygiene standards promotional poster and signage throughout the clubhouse • Use disposable paper towels in handwashing facilities <p>Keep facilities and equipment clean:</p> <ul style="list-style-type: none"> • Daily cleaning throughout the clubhouse • Identify high-contact touch points for more regular cleaning (e.g. door handles, grab rails, vending machines) • Frequent cleaning of work areas and equipment between use and handover periods • Provide more waste facilities • Follow Public Health England guidance if a Covid-19 case is reported at the facility • Empty waste facilities regularly <p>PPE Equipment for volunteers –</p> <ul style="list-style-type: none"> • Provision of masks and gloves for those serving in the bar and t bar 	<ul style="list-style-type: none"> • Plastic Screens for those volunteers serving/selling hot and cold drinks • Contactless at all outlets where possible • Remove any non-essential items that may be difficult to clean • Hourly check process (sanitiser, soap and paper towels and handwashing stations) • Weekly/Daily stock check (sanitiser, soap and paper towels) • Weekly check (promotion posters and signage) • Train all colleagues on new protocols and the important of good hygiene <p>Weekly stock check (cleaning products & PPE)</p> <ul style="list-style-type: none"> • Train all colleagues on Public Health England guidance for reported Covid-19 cases 	<p>Club</p> <p>Club to action all the following points along with volunteers</p>	<p>Tbc due to availability of screens Protocols and schedules to be in place for the season start</p>	

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E –
Furloughed
Staff

Not an issue for
the club as we
have no staff that
have been
furloughed

Not applicable

Not applicable

n/a

n/a

n/a

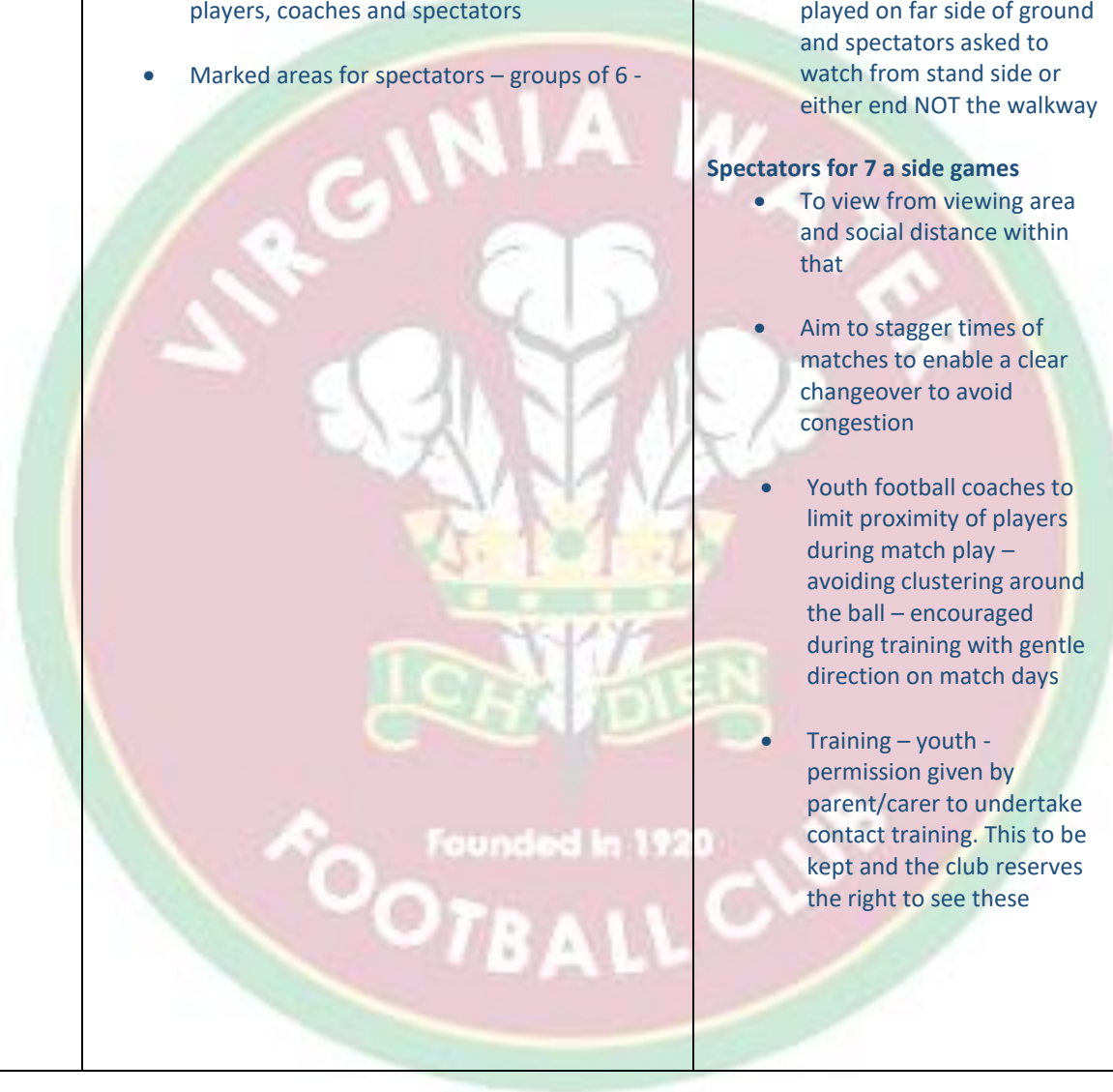


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<p>F – Youth Sections</p> <p>Spread and contracting of Covid-19 through contact with players, coaches, equipment and kit</p>	<p>Youth players 6-18, team coaches, team assistants, parents/carers, spectators</p>	<p>General Training –</p> <ul style="list-style-type: none"> Specific risk assessment and protocols have been carried out and issued to all youth team coaches in respect of before, during and after training. <p>Training at the club –</p> <ul style="list-style-type: none"> not applicable as this is not permitted <p>Training activities at other venues –</p> <ul style="list-style-type: none"> at present these are undertaken in local parks so open air but social distancing and good hand hygiene is still required before, during and after training sessions. <p>Training at Kings Academy –</p> <ul style="list-style-type: none"> this is on 3G and the club protocols will still apply alongside those COVID-19 safety measures and protocols required to be implemented by the school <p>Match days –</p> <ul style="list-style-type: none"> protocols based on FA guidance to be adhered to before, during and after matches including cleaning of goals and flags are to be sent out to all coaches and players and parents/carers - **tbc 	<p>Travel to and from Matches –</p> <ul style="list-style-type: none"> FA guidance on travel to be adapted for youth teams and sent out - **tbc <p>Visiting Teams –</p> <ul style="list-style-type: none"> Advice of travel and match day conduct and numbers permitted to attend per player to be agreed and to form part of pre- match notification form each team. Options – one parent/carer per player tbc <p>Marking of walk ways –</p> <ul style="list-style-type: none"> to ensure social distancing, one way system around the pitches, staggered start times to be confirmed by our league, extension of hire at Kings? Track and Trace - ** tbc requirement for one name and mobile per car/player to be submitted either prior to match. 	<p>Club Official and relevant coaching teams for these action points</p>	<p>Immediate or when it is possible to inform everyone once decisions made by relevant leagues</p>	



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<p>G – Youth Sections – Junior Referees</p> <p>Spread and contracting of Covid-19 through contact with players, coaches, equipment</p>	<p>Junior referees, players 6-18, team coaches, team assistants, parents/carers, spectators</p>	<ul style="list-style-type: none"> • Do not attend if feeling unwell or displaying symptoms of Covid-19 contact 111 and follow advice. • Arrive changed and ready with own drink and hand sanitiser • Maintain social distancing when checking boots • Maintain social distancing when giving pre-match briefing to players and coaches • Maintain social distance if showing a card • Ensure that there is NO respect handshake at the beginning or end of the match • Wash/sanitize hands in between matches if officiating more than one match on the day • Limit handling of team sheets – use gloves • Disinfect line flags before, after matches and at half time if the person running the line changes 	<ul style="list-style-type: none"> • Ensure you mention in your pre match briefing to those coaches/parents running the line to sanitize their hands before and after the match • Have a supply of disposable gloves available for use • Liaise with your referee coordinator if needed 	<p>Club to inform all junior referees via our referee co-ordinator</p> <p>ALL to note</p>	<p>Prior to start of friendlies and the season</p>	

- Avoid picking up the ball wherever possible use your feet to pass the ball to the appropriate player
- Have an envelope or plastic folder ready so coaches can place match fees straight in so minimising social contact

