Kendal Town Football Club

Risk Assessment to Prevent the Spread of Covid-19

| **Objective:**  **To prevent the spread of Covid-19 [Coronavirus] when engaging in group football activities and to protect players, coaches, officials, and visitors.**  *(The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death).* |
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| Club | KENDAL TOWN FOOTBALL CLUB | Assessment ID |  |
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| Assessor | REDACTED | Date of assessment | 9th September 2020 |
| Authorised by: | Kendal Town Football Club Management Committee | Review date | Weekly |

| **Area of Risk** | **Controls Required** | **Additional Controls** | **Who/When?** |
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| Compliance with COVID-19 safeguards | Club officials to adhere to the guidance given in the following documents.   * Club Risk Assessments * Government Guidelines * FA Guidelines | * The club will appoint a COVID-19 officer and assistants, responsible for developing a Covid-19 plan and risk assessment prior to the restart of any activity. The Covid-19 officer should continually monitor how compliance is being observed within the club. * At least one club official must be present at all football activities to ensure compliance of all FA, Government and NHS advice in effect at the time of the session. * Risk assessments to be provided to all players and coaches with copies available on the club website. | * Completed. REDACTEDis Covid-19 Co-ordinator assisted by REDACTED * Manager and Coaches, each session. * Completed. |
| Keeping club officials and players advised on the club’s COVID-19 safeguards. | Distribute club Risk Assessments and FA guidelines to all club officials and players. | * Maintain a database of members email addresses to distribute information. * Review significant updates to the documents and send out updates as required. | Club secretary, by 7th August 2020, then as required. |
| Self-screening for coronavirus to prevent transmission.  All attending the club/ground | Every participant to self-assess for coronavirus exposure or symptoms before each training session or match.  **Self-screening checklist:**   * A high temperature? * New continuous cough? * Loss of normal taste/smell? * Been in close contact with a suspected or confirmed case of coronavirus in the previous two weeks? | * Participants can only attend the activity if all the checks deliver a ‘NO’ response. * Manager/Coaches to record that self-screening has been performed by every potential participant in their team pool. This can be achieved by: * Online written confirmation before the session. * Recording on arrival on the day, but before mixing with others. * Sending the checklist before every session for participants to self-assess, stating that attendance on the day is their certification the assessment has been carried out with a ‘NO’ answer to all checks *(coaches must check message has been read).* * Pre-match communication with opposition managers to confirm that visiting teams and visitors have successfully completed self-assessments prior to arrival at the venue *(keep record)*. * Spectators to be asked before entering the ground * Signage to be displayed on self-screening checklist | * Everyone, prior to attending. * Coaches, before any activity can commence. * Manager and Coaches, before the day of a match. * Volunteers/spectators |
| Transmission of coronavirus to vulnerable groups. | Players, coaches, and visitors in clinically vulnerable and extremely vulnerable groups, or who are shielding people at home in these groups should not attend any training sessions or matches. | Following all the latest Government guidance and that set by the FA. | Players, coaches, visitors, for the duration of shielding. |
| Supporting NHS Test and Trace. | Manager/Coaches to maintain a register of contact details of all attendees. Visiting team managers can be used as the primary contact for their group.  *(Information must be confidential, not in clear sight and only used for the purposes of Test & Trace. GDPR applies).* | Name and contact details to be kept for a minimum 21 days. | Manager and Coaches, volunteers and spectators at every training session or match. |
| Group size. | Group training must be kept to separate groups of no more than 30 in an outdoor setting, including the coach. | If more than one group, discrete distancing between groups should be evident. | Manager/Coaches, each session. |
| Personal hygiene measures. | Regular general hygiene to be observed. Players, coaching staff, volunteers and spectators should wash hands with soap and water or use anti-bacterial hand wash immediately before, throughout and after each session and particularly after touching equipment. | * Players should bring their own identifiable water bottles, hand gel, sun cream, etc., and these items must not be shared. * Coaches to have a standby supply of hand gel available at every session. * Supply of hand gel in all public areas | * Everyone, before, after and during the session. * Club will supply coaches as required. |
| Handling of equipment. | * Routine regular disinfection of all equipment used in training sessions or matches. * Balls, and all training equipment to be disinfected with anti-bacterial wipes or spray at a minimum before and after each session and at half time. * Handling of equipment to be kept to a minimum. | Goal posts, corner flags and dugouts if used should be wiped down before and after matches and at half time. | Manager/Coaches, players during every activity. |
| Equipment sharing. | Discontinue or reduce sharing of equipment. Equipment in general should not be shared between groups. Any shared equipment should be regularly sanitised. | If any clothing such as bibs are used, these must be removed and washed between sessions, preferably by the wearer to avoid large amounts of soiled material being handled. | Players, during and after each activity. |
| Match and training behaviours. | Competitive contact football is permitted, but when not engaging in this activity, social distancing should be maintained, e.g. pre- and post-match, half time. | * Participants must not spit and should avoid shouting or raising their voices when facing each other, as detailed in The FA Covid-19 Code of Behaviour. * During set plays, players are encouraged to avoid unnecessarily long set-up or close marking. * Goal celebrations should be avoided. * Pre-match handshakes and team huddles should not take place. Players should hand sanitise before a match. * Provide seating outside of the dugout in order to provide adequate social distancing for substitutes and coaching staff. * Warm-up areas provide sufficient distance between the Home and Away teams and a provision of an area for match officials. | Players, Manager and coaches during activities. |
| Match safety | The club’s Covid-19 officer will arrange that a safety brief is delivered to players and officials before the commencement of any fixtures, highlighting their responsibilities in complying with the code of behaviour. | Each team will appoint a Covid-19 representative to assist in the delivery of the club’s Covid-19 plan. | Covid-19 team representative prior to each match. |
| Changing rooms and use of showers and toilets at applicable sites. | * Toilets available for stipulated periods; pre-match, during the match and for 30 minutes afterwards. * Changing rooms should be used for changing and showering only and done so as quickly as possible, staggering the use to minimise numbers**.** * On a matchday, the home team must make provisions of priority access for the away team. * Where able, teams should seek alternative spaces for team meetings and observe social distancing, again, minimising numbers | * Players and officials should arrive and leave in their kits, where possible. * A clubhouse Risk Assessment will be produced to ensure safe use of the toilet facilities. * Areas to be cleaned frequently | * Players, officials, on match days. * Completed, match officials to implement. |
| Visitors attending football activities. | Visitors should maintain 2 metre social distancing at all times. Visitors should observe from a safe social distance and maintain social distancing within discrete groups no larger than six. | Coaches/Stewards should communicate to visitors how social distancing and hygiene rules are to be maintained at the venue during the session. | Visitors at each activity and coaches prior to the activity. |
| Travel to venues | All participants and other attendees should follow best practice for travel, including minimising use of public transport and walking or cycling if possible. *(People from a household or support bubble can travel together in a vehicle).* | If participants do have to travel with people outside their household or support bubble they should try to:   * Keep groups small, share transport with the same people each time. * Open windows for ventilation * Face away from each other * Clean the car between journeys * Wear face coverings. | Everyone, during transit to/from venues. |
| Injuries to players | Minimum FA qualified first aider must be present at all times during training or at matches. | Club Secretary to ensure valid First Aid qualifications for all coaches to ensure compliance. | Club Secretary - ongoing |
| Delivering basic first aid | Administering basic first aid should only be performed by a member of the player’s household or support bubble. |  | Casualty’s household or support bubble as required. |
| Delivering crucial first aid | For serious or life-threatening injuries, first aiders coming into close contact with a player to provide aid should wear PPE while providing care until emergency services arrive. Disposable gloves, disposable apron, medical grade mask, goggles or visor are required PPE. | * Coaches to ensure that a fully stocked first aid kit containing additional required PPE is available at each training session or match. * If Cardiopulmonary Resuscitation (CPR) is required, in adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. | Club Secretary to source any required PPE |
| Spectators | * Turnstiles and takeaway food areas * Allocated seating and standing areas * Reduced the availability of seats within covered accommodation; * Crowd management processes * Managed ticket purchase * Spectators are found to be breaching social distancing measures or increasing   the risk of transmission. | * Clear signage and advice/guidance around the ground * Extra Stewards to manage match days and covid19 controls * Barriers at pinch points and/or introducing a one way flow within the ground * Marking queues with tape on the floor at 2m intervals wherever possible, but a minimum of 1m+ if not * Markings for spectator standing * Adhere to all NHS England guidance including the track and trace * All Covid19 information will be made accessible on the clubs website and updated as appropriate. * Any spectator developing Covid19 symptoms during the time in the ground will be asked to leave immediately * The number of spectators does not exceed 30% of the minimum ground grading capacity (720) * Be mindful of the impact of any local   lockdown which may prevent from permitting spectators to attending fixtures   * Complying with any guidance given by the government, local authorities or local health services. * Covid19 Officer and club officials present at all match days | Club Officials, Volunteers, Spectators, Match Officials, Away Team |
| Match Officials | * Travel: Match officials will travel independently in accordance   with transport guidance. Clubs will need to be aware that this will impact on travel costs for match Officials. Owing to the conditions for travelling as part of this guidance, consideration will be given  to the location of match officials when appointing to fixtures.   * Clubs should ensure that sufficient car parking is reserved for match officials close to the entrance to changing areas. * Team sheets: Physical team sheets should not be shared between the officials or opposition where possible. * Respect hand shake: The Respect hand shake pre match will be suspended until further notice. * Tunnel management: Teams will not enter the field of play collectively. * Match official payment: Where possible, arrangements will be made for the payment to be paid electronically, but should be communicated in advance to the match officials. | * Any paperwork sent electronically via photo or e-mail if required. * The teams will stagger their arrival onto the pitch and this will be pre-agreed with the match officials. * Changing facilities in accordance to FA guidance | Club Officials |