RISK ASSESSMENT

CLUB: Wincanton Town Football Club

LEAGUE: Toolstation Western League First Division

COVID-19 OFFICER: Sean Corney HOME VENUE: Wincanton Sports Ground							
What are the hazards	Who might be harmed	Controls required	Additional Controls	Action by who?	Action by when?	Date complete	
COVID-19 Symptoms / Spread	Players Officials Manager's Coaches Physios Spectators Club Officials Committee Members Visitors to site	All attendees to follow the up to date Government COVID-19 self-screening checks prior to travelling to the venue – for example checking for high temperature (above 37.8C), new continuous cough, shortness of breath, sore throat, loss of or change in normal sense of taste or smell, feeling generally unwell or been in contact with or living with a suspected or confirmed case of COVID-19 in the previous 14 – 28 days.  Car parking on arrival is adequate for the volume of expected attendees to ensure social distancing measures can be adhered to.	Purchase of a non-contact thermometer to use on entry so enforcing not allowing access to anyone with a high temperature (above the suggested guidelines).  Reminding everyone to STAY ALERT  Car Parking Warden to be considered if additional parking required (for directional purposes only).	All club reps & venue reps	31 <sup>st</sup> August 2020	10 <sup>th</sup> August 2020	
		Track & Trace Registration Sheet to be completed by everyone upon entry into the one-way system of the building with data held for a minimum of 21 days in accordance with GDPR and Government requirements.	<b>COVID Matchday Warden</b> to monitor entrance space and ensure procedures followed correctly.			10 <sup>th</sup> August 2020	
		Hygiene, Cleanliness & Sanitising measures in place to allow for regular hand washing, sanitising, and cleaning down of surfaces, door handles, doors, tables, chairs, and all equipment as appropriate.	Sanitising Stations to be set up at entrances and exits, together with stocks of soap supplied in WC's.			10 <sup>th</sup> August 2020	
		Entrance & Exit one-way systems in place to include a separate and marked flow for players, managers, coaches, physios, officials to changing rooms, and a separate marked flow for spectators, club officials / committee members, visitors, contractors and any onsite staff of the facility. Separate Map Included	Signage & Floor Markings to indicate the correct flow for the appropriate people to follow correctly, with a COVID Matchday Warden available to assist within the building.				

Changing Rooms to be cleaned at least one hour prior to players, officials, physios, managers, and coaches attending. Also, to be cleaned within one hour of the last player or official leaving the changing room.  Where possible we will ask that kit is worn on arrival, however suitable space is available within our changing room facilities to allow up to 5/6 per changing room.	Cleaning Schedule Sheet to be placed on the changing room doors being used that day to confirm the date and time of the clean taking place, and who completed the clean. Upon the final cleans being completed and signed off that day, the schedules can be removed, and the areas confirmed as cleaned appropriately.	
COVID-19 Matchday Wardens to be allocated to assist and support procedures and measures in place — including around the pitch areas to ensure that social distancing measures are being adhered to.	Hi-Vis Vests to be supplied to highlight the appropriate contacts on the day.	10 <sup>th</sup> August 2020
<b>Toilet Facilities</b> (including disabled and outdoor WC's) to be checked each hour to ensure stocked appropriately, and for appropriate surfaces and handles to be sanitised.	Cleaning Schedule Sheet to be placed on the toilet doors to monitor that the schedule is being adhered to and the appropriate action taken.	10 <sup>th</sup> August 2020
Clubhouse / Hospitality Area is included within the one-way entrance and exit system – ordering and payment at the bar made at Area 1 and Collection at Area 2. All areas to be sanitised at least every hour to include tables, chairs, the bar, and door handles. If appropriate the necessary PPE can be worn and a suitable safety screen installed. Plastic / disposable items to be used and placed in bins after use.	Cleaning Schedule Sheet to be placed behind the bar to monitor that the schedule is being adhered to and the appropriate action taken.  PPE and Safety Screen to be installed if necessary, as part of the Government Guidelines.	

Contactless Payments to be introduced for payment of refreshments and matchday entrance charges.	Contactless Card Payment Machine in place.	10 <sup>th</sup> August 2020
Bins & Rubbish Removal to be undertaken at the end of the matchday event using appropriate PPE and immediately placed into the Sports Grounds lockable bins for waste management or recycling disposal as appropriate.	COVID Matchday Warden to coordinate and ensure task completed.	10 <sup>th</sup> August 2020
Matchday Communication to include walkie talkies for COVID Matchday Wardens for ease of communication and handling any matters that may arise quickly and efficiently. All equipment to be sanitised prior to and after use.	Walkie talkies to be set up prior to the expected arrival of the first spectators.	
Players & Officials Entrance to the field of play is separate to all other attendees' areas and access to the playing area is clearly segregated off, as is the area around the pitch and ug outs. The Main Stand can safely accommodate spectators who require seating with reduced numbers for social distancing, and ample space is in place around the field of play.	COVID Matchday Warden to monitor the Main Stand and spectator's participation throughout to ensure social distancing measures are adhered to and provide reminders if appropriate.	
Main Stand/Dug Outs to be visited at least two hours prior to kick off for seats to be sanitised, and again after the match together with any rubbish cleared as set out above.	Cleaning Schedule Sheet to be used to ensure that the schedule is being adhered to and the appropriate action taken.	10 <sup>th</sup> August 2020