

ARLESEY TOWN FC COVID-19 RISK ASSESSMENT

Match Day Facilities

CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Added Controls	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
			Yes	No*
Players Entry to the Ground	➤ Self-Assessments required to have been undertaken by all participants ahead of attending the ground for a fixture. Anyone displaying symptoms should inform their Club immediately, not travel to the game and Contact NHS 111 to book a test.	MED	X	Medical questionnaire to be completed by players and officials to raise awareness.
	➤ All visiting club and Match officials shall provide the name and contact number for all participants including bench crew ahead of the fixture.	High	X	<u>Register to be completed by all 24 hours prior to the fixture. Any late additions may be given to secretary to update the list, but players not on the list will be treated as spectators and have to enter when the turnstiles open and register there.</u>
	➤ <u>Anyone not included on the list may be prevented from entry as a player</u>			
	➤ Temperature checks will be recorded on entry	MED	X	
	➤ Entry to the ground via designated gate ONLY.			
	➤ Hand Sanitizer at entry point to the ground	MED	X	One way system in place, one point of entry, and another point of exit
	➤ Entry to ground will be by the gates at the north end of ground beside players entrance. Or the players entrance where each players temperature will be taken.	MED	X	Will be at the point of entry and positioned around facility.
	➤ The away team will then enter the changing rooms via the player's tunnel.	MED	X	North End/ Players entrance will be signage, temperatures will be taken and recorded This entrance will have signage. ATFC Manager will advise the players on arrival and through social media prior to the game.
	➤ Home team will change in the function suite and enter via the function suite fire exit door. (not directly from the Club house) after temperatures have been recorded.	MED	X	
	➤ Players to use hand sanitizer provided in changing room area	MED	X	
Entry to the Changing Rooms				

	<ul style="list-style-type: none"> ➤ <i>The number of people allowed in the changing room at any one time is limited to a max of 7 people. (Both changing room for the use of the away team).</i> ➤ <i>The showers are limited to a maximum of 3 people at any one time.</i> 	MED	X	Provided by the club
		High	X	If other members of the away team need to attend, they must wait for the changing room to be vacated all team talks are to be held on the pitch or in the open air
Team Talk	<ul style="list-style-type: none"> ➤ <i>Match officials will enter the changing rooms via the door under the main stand. The normal officials changing room along with the board room will be made available for them to change and carry out any briefings and for social distancing.</i> ➤ <i>Teams Pre and Post Team talk with either be externally on the pitch or limited number as indicated above in the changing room</i> 	High	X	Two Rooms to be used. Board room made available and washing/toilet facility within the existing official's room.
		MED	X	Team talks are preferred to be undertaken on the or in an outdoor space.
Cleaning of the Changing rooms	<ul style="list-style-type: none"> ➤ <i>Changing room doors and windows are to be left open at all time when the max numbers are present. Extractor fans to be used.</i> ➤ <i>Cleaning of the changing rooms including shower areas and toilets before and after each use.</i> 	MED	X	As description
Team Sheets	<ul style="list-style-type: none"> ➤ <i>Team sheets to be online (to be assessed)</i> 		X	As description
Payment of Match Officials	<ul style="list-style-type: none"> ➤ <i>Payment of Match Officials can be by BACS if required, with each Official providing written email confirming their fee and including travel prior to the game. Bank details to be given on the day.</i> 	MED	X	As not to handle paper team sheets. Update normal sheets can be used
Player and Match Officials	<ul style="list-style-type: none"> ➤ <i>Warm up areas are designated on the back pitch only with an area for home and away sides marked out. Separate route for each team will be signed. Match officials will use the main pitch</i> 	MED	X	Instructions to be issued by club officials and signage will be provided.
Warm up areas	<ul style="list-style-type: none"> ➤ <i>Every effort shall be made, to ensure each group remains in their own designated area at all times.</i> 	MED	X	Managers and club officials to enforce.

Entry to the Pitch	➤			
	➤	<i>Entry to the pitch prior to the match shall be via the players tunnel for away team and function suite fire exit for away team. Match officials via the entrance below the main stand</i>	MED	X Segregation required for good practice.
	➤	<i>No RESPECT handshake to take place prior to the game.</i>	MED	X To reduce contact between players.
Dug Outs	➤	<i>Number of personnel in the dugout area will be limited to a max of 5. Additional seating in the stand behind the dugout will be available and marked for other bench staff and substitutes. All bench personnel to wear masks when seated.</i>	MED	X Instruction of areas of additional seating for substitutes will be indicated by the club officials on the day of the match. Covered seating will be provided with social distancing.
First Aid	➤	<i>Medical requirements will be dealt with in line with the FA First Aid guidance for return to competitive football.</i>	MED	X All medical staff will be aware of current protection required and carry out their medical processes in line with FA/Government guidelines.
Substitutes	➤	<i>Substitutions and all on field activities during the game will be administered via the match officials in line with the Government and FA Guidance.</i>	MED	X As FA Guidance
Further Cleaning	➤	<i>Prior to the game, at half time and at full time the goal posts, corner flags and any other surfaces which may have been touched during the game will be sanitized by Club staff.</i>	MED	X The equipment will be sanitized with products that are suitable for the materials that they are made of.
	➤	<i>During the game balls leaving the playing area will be sanitized prior to return to the dugout area.</i>	LOW	X Club officials will undertake the cleaning of the footballs
Post-Match	➤	<i>Post-match all participants are to re-enter the changing room via the same point as when entering the pitch.</i>	MED	X To keep suitable segregation

Conclusion of the match	➤ <i>Limited numbers of 7 to be maintained in the changing rooms and shower areas as previously noted.</i>	High	X	Only 3 people in the showers at one time maintaining social distance.
	➤ <i>No hospitality food or drinks to be provided to the participants after the game. They may enter the club house maintaining all social distancing guidance.</i>	MED	X	Due to the club not providing any food on site currently
Departure	➤ <i>Departure from the ground will be by the designated exits, with hand sanitizer available at the gate</i>	MED	X	To segregate people after the game.
Clothing and kit	➤ <i>Clothing and kit are not to be exchanged between players and management teams, and kit after use is to be bagged and collected by the kit man after the game. The kit will be washed, with operatives/staff wearing PPE for protection.</i>	HIGH	X	Black Sacks/Bags will be provided by the club to be filled players at the end of the game.
Refreshments/ water containers	➤ <i>Prior to the game each player must bring their own drink/water supply. If this is forgotten, then the club will provide water bottles (sealed) and this cost will be deducted from their payment on match day</i>	MED	X	Water bottles are not to be shared and ample water bottles will be on site.
Spectators	➤ <i>On arrival to the ground spectators will be directed to the open turnstiles via signage, with social distancing markings along the pathway in front of the player's entrance.</i>	MED	X	This entrance will have signage.
	➤ <i>Entrance via turnstiles, spectators will be encouraged to provide the correct entrance fee. Card payments can be accepted in the bar.</i>	MED	X	Advise on social media and signage

CLUBHOUSE AND BAR	<p>➤Anyone wishing to enter the ground will need to provide their name and a contact telephone number to the volunteer covering that area or use the NHS QR code logos in the area with their mobile phone to provide required information for track and trace</p> <p>➤Spectator Guidance Ground limit is 300 spectators as at level 2</p> <p>➤Turnstile operators will be briefed and protected by a screen.</p> <p>➤On entry to the ground signage will be in place directing people to all in ground facilities to minimize bunching in the ground.</p> <p>➤Spectator areas will be fitted with signs to encourage social distancing and with hand sanitizer at distributed around the ground and clubhouse.</p> <p>➤Seats will not be blanked out to allow for family groups to sit together but warning signs will displayed to remind spectators of need to observe social distancing</p> <p>➤The Club house and bar will be open with a one way system through the door from the ground with the exit via the main bar door returning to the ground via the original ground entrance area.</p> <p>. ➤This route will be sign posted with social</p>	MED	X	This entrance will have signage. Advise via social media
		MED	X	Phase 2 game
		MED	X	Screens in place in turnstiles. Hand sanitizer station will be available inside the ground beside the turnstile
		MED	X	Signage
		HIGH	X	Signage
		MED	X	Signage
		MED	X	Signage
		MED	X	Signage

Toilets	<p><i>distancing markers in place for the queue.</i></p> <p>➤<i>Disposable glasses only will be used for all drinks</i></p> <p>➤<i>Table service only. At half time a take away service only. At Full time Table service only. Midweek the bar must close at 20.00. Last orders 19.30..</i></p> <p>➤<i>Stewards will be in place to ensure that the bar/ clubhouse queue is observing social distancing, that numbers inside the clubhouse are not exceeded and that the entrance and exit are both kept open and clear at all times.</i></p> <p>➤<i>The Refreshment bar and kitchen will only serve via the hatch with the staff risk assessed and serving area having as screen.</i></p> <p>➤<i>Toilets within the club house will be open for spectators and will be clearly sign posted</i></p> <p>➤<i>External toilets will also be open for use by those not wishing to enter the clubhouse.</i></p> <p>➤<i>Maximum number of people in both male and female toilets at any one time is 2 in each and this will be clearly marked on the door to each room. ➤</i></p> <p><i>Toilet areas will be regularly maintained to ensure that soap/ hand sanitizer and paper towels are always available.</i></p> <p>➤<i>A queuing system will be in place for the toilet area with social distancing lines clearly marked</i></p>	HIGH	X	Plastic glasses only As per Government guidelines
		MED	X	Social distancing
		MED		Serving points will be signed to ensure distancing A queuing system will be put in place, with the queue marked for social distancing.
			X	As description
		MED	X	As description

KIOSK	<p>➤Access to the clubhouse toilet areas will be via the club house rear door only where a steward will direct people right to the toilets and left to the bar area ➤ Toilet areas will be cleaned before and after each game / user group as per Covid 19 regulations</p> <p>Disabled Toilets are available in the club house and outside in the ground.</p>	HIGH	X	As description
	<p>➤Condiments/ Milk will be available in sachets only. All food and drinks to be served in disposable containers including forks</p>	MED	X	Disposable cups etc in use Refreshment staff to work to the Government guidance for food outlets
	<p>➤ Hatch areas to be risk assessed</p>	MED	X	Screens in place at Hatch. Hand sanitizer station will be available at hatch. Signage and markings in place
	<p>➤No hospitality will be provided for visiting Directors/ Committee members.</p> <p>Stewards / Directors will regularly patrol the ground throughout the game to ensure</p> <p>➤Card payments will be encouraged but cash payments accepted to reduce queuing.</p>		X	AS per current League advice

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Proposed by

Covid Officer Charlotte Marshall

Date.....29/10/20.....

Approved by the ATFC Executive Committee

Signed on behalf of the Executive CommitteeJohn Morrell Chairman

Date 29/10/20