**Farnham Town Football Club**

**COVID-19 Matchday Risk Assessment (with spectators)**

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| **Area of Risk** | **Who is at risk** | **Control measures** | **Required Actions & by whom** | **Date actions completed** |
| Lack of knowledge of current coronavirus guidelines in relation to football which could lead to unwitting spread of the virus | ManagementPlayersCoachesPhysiosContacts/families of all the above | * All players, management, coaches & physios to be kept up to date with the latest guidelines from the FA as and when they are received, by the club’s COVID-19 Officer
* Covid related public information posters are to be put up around the stadium and toilet/handwash facilities
 | * Covid-19 Officer to create action plans for match days
* Covid-19 Officer to print off appropriate public information covid related posters
 | * 3/8/20
* 3/8/20
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| Large pre-match training group size which could lead to wider spread of the virus | ManagementPlayersCoachesPhysiosContacts/families of all the above | Pre-match training group must consist of no more than 30 including management, coaches, players, physios and any club observers | Team management must ensure that no more than 30 are invited to attend each game (including themselves, coaches & physios) | Ongoing process for each game |
| Lack of pre-screening system in place which could lead to those at risk not being made aware of possibility of infection which could in turn lead to wider spread of the virus | ManagementPlayersCoachesPhysiosContacts/families of all the above | * All those who attend the game must complete a pre-game screening form before being allowed to take any part in pre-match training or the match itself
* Any attendee who has not brought a form must run through the form before they can start pre-match training
* Any positive answer to any of the questions means that person cannot attend the game
 | * Tables & forms to be placed outside each of the 3 changing rooms
* Team secretary to file securely & then destroy after 21 days
 | Ongoing process for each game |
| Lack of track & trace system in place which could lead to those at risk not being made aware of possibility of infection which could in turn lead to wider spread of the virus | ManagementPlayersCoachesPhysiosContacts/families of all the above | * Pre-screening forms to also have a section for the person completing to leave their contact details (number or email)
 | * Team secretary to file securely & then destroy after 21 days
* Team management must put down the contact details of any person who attends the game who has not signed a registration forms
 | Ongoing process for each game |
| Travel to games which could lead to spread of virus due to people travelling in enclosed spaces in close proximity to each other | ManagementPlayersCoachesPhysiosContacts/families of all the above | * All players management, coaches, physios and club observers must follow current best practice for travel including minimising use of public transport, walking or cycling if possible or using their own personal vehicle. Members of the same household or support bubble can travel together in a vehicle
* Players must not car share or travel to games with anyone not in their household or social bubble unless absolutely unavoidable
* The club must give as much consideration for maintaining the social-distance measures, putting player welfare and the social-distancing measures first, exhausting all reasonable options before utilising other transport means but if the club absolutely need to utilise coach/minibus transport or if participants have to travel with people outside of their household or support bubble for matches or away games they and the club should try to:
	+ Share the transport with the same people each time;
	+ Keep to small groups of people at any one time
	+ Open windows for ventilation
	+ Face away from each other
	+ Clean the car between journeys using standard cleaning products - including door handles and other areas that people may touch
	+ The driver and all passengers must wear a face covering
	+ Consider seating arrangements to maximise distance between people in the vehicle – this may mean using more than one coach or minibus, for example, if at all possible
	+ Require regular hand sanitisation by passengers on a coach or minibus
	+ Limit the time spent at garages, petrol stations and motorway services
	+ Keep distance from other people and if possible, pay by contactless
* Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle
* When finishing the journey participants should wash their hands for at least 20 seconds or sanitise their hands as soon as possible.
* Match officials must travel to the game separately
 | * Hand sanitiser to be provided by the club at all entrances to the ground
* Management, players, coaches, physios and club observers to be informed of the travel arrangements prior to the first sessions and any changes to be communicated as soon as possible after being received by the team secretary
 | Ongoing process for each game |
| Changing facilities as there is an increased risk of transmission in the small enclosed space of a changing room | ManagementPlayersCoachesPhysiosContacts/families of all the above | * All players, management, coaches, physios and club observers are to arrive for the game fully changed and ready if possible
* Changing facilities will be open for those present to use the toilets & handwash
* No more than a maximum of 5 people to be in the players changing room at any one time. Only to be used for quick change and/or dropping off kit bags
* No more than 1 person to use the showers at the same time
* Physio/First aid treatment can be given on the treatment table but table must be cleaned before & after each person’s use
* Team management must ensure that there is adequate soap and sanitising liquid present before others arrive
* Club must organise for the toilet/handwash facilities to have been cleaned before the session and at the end of the sessions (i.e. before any other group uses it
 | * Committee must ensure that adequate soap and sanitising liquid is available for the game
* Committee must make arrangements for the toilets and handwash facilities to be cleaned before & after the match
* Committee must ensure that appropriate PPE is provided to anyone carrying out the cleaning of these facilities
* Team management must ensure that those present adhere to hand hygiene practices
 | Ongoing process for each game |
| Use of equipment (i.e. (balls, bibs, cones, goalposts, corner flags etc) as these are higher risk areas of transmission due to possibility of being handled by numerous people | ManagementPlayersCoachesPhysiosContacts/families of all the above | * All equipment must be wiped down before each pre-match training session commences
* All equipment must be cleaned regularly during each pre-match training session
* All equipment must be thoroughly cleaned at the end of each pre-match training session or before removing the item
* The persons responsible for carrying out this cleaning must wear appropriate PPE
 | * Club committee must ensure that there is enough sterilising fluid & cloths/wipes for each pre-match training session
* Team management must ensure that the control measures are adhered to
* Club committee to ensure appropriate PPE is provided
 | Ongoing process for each game |
| Medical/Physiotherapy/First Aid provision as the close contact involved with this practice creates a higher risk of virus transmission | ManagementPlayersCoachesPhysiosContacts/families of all the above | * Those responsible for medical/first aid/physio provision must have a first aid qualification and refer to their respective educating bodies regarding any extensions during the COVID-19 pandemic
* The above person/people must be made aware of the FA guidance for COVID-19 First Aid
* Those providing first aid/physio/medical treatment must wear the appropriate PPE for the specific circumstances
 | * Club committee must provide the medical/first aid/physio with the appropriate PPE for all possible circumstances
* Medical/First Aid/Physios must make themselves aware of the FA Covid-19 First Aid guidance and confirm that they have received an understood it
 | * 3/8/20
* 25/7/20
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| A suspected case of covid-19 becomes apparent during pre-match training or the match itself putting at risk all those present and anybody them live with or are in a support bubble with | ManagementPlayersCoachesPhysiosContacts/families of all the above | * Team management, players, coaches, physios and club observers are to make themselves familiar with all the possible symptoms of covid-19 as are shown on the pre-screening form
* The person who is showing symptoms must be separated immediately from the wider group
* Determine if the person showing symptoms needs urgent medical attention and if so call for help (may include an ambulance) and manage any medical emergency including correct use of Personal Protective Equipment
* If they are a U18 they should be taken home, or to seek medical attention if required, by a member of their household waiting in the car, and follow government guidance for symptoms of Covid-19
* If they are an adult and symptoms are mild, advise them to return home and follow government guidance for symptoms of Covid-19
* If they are an adult and the symptoms are moderate-severe, advise they do not drive, but get support from a household member to return home, they should not be taken home by someone who is not a member of their household/social bubble. They should then seek medical attention as appropriate. Please refer to the NHS 111 website for further details on accessing medical care and when this is advisable
* If other players/coaches present have followed the social-distancing protocols, they need not follow any specific advice unless they develop symptoms. If they develop symptoms they would then need to isolate as per Government guidance
 | Team management and medical staff must ensure that the safety measures noted in this section are strictly adhered to | Ongoing process for each game |
| Entry in to the stadium for home team & officials/volunteers, away team & officials/volunteers and Match officials as this could lead to wider transmission of virus | ManagementPlayersCoachesPhysiosMatch officialsClub officials from both teamsContacts/families of all the above | * Home & away teams to enter & exit the stadium via the single gate next to the turnstiles
* Match officials to enter & exit the stadium via the single gate next to the turnstiles
* Gates must be left open at all times & manned by a volunteer to stop unauthorised entry. Any ironmongery on the gates must be wiped down before 1st time use & before closing
 | * Club to ensure sterilising fluid & wipes/cloths are available
* Club to ensure all entry points are manned at all times
 | Ongoing process for each game |
| Toilet facilities as use by large group of people could lead to transmission to wider group of people | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * All home players must use the toilet & handwash facilities in the home changing rooms
* All home club officials must use the toilet & handwash facilities in the clubhouse
* All away club players & officials must use the toilet & handwash facilities in the away changing rooms
* All match officials must use the toilet facilities must use the toilet & handwash facilities in the match officials changing rooms
* The external doors to each changing rooms must be left/propped open at all times after stadium opening until it is closed
* If toilets & handwash facilities are fully occupied than anyone wishing to use them must wait outside at 2 metre intervals
* All surfaces to be cleaned before anyone uses them, at regular intervals during the game & before stadium closes
 | * Club must ensure that someone/s are allocated the task of cleaning the toilet & handwash facilities & that they are provided with correct cleaning materials & PPE
* 2 metre distancing marks to be sprayed on ground outside each changing room
 | Ongoing process for each game |
| Pre & post match interaction with match officials to keep any possible transmission of virus to as small a group as possible | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * Match officials must informed that they need to travel to the stadium separately
* No sharing of team sheets. This must be done electronically (i.e. via email, whatsapp, photo, sms etc..)
* No respect handshake before game
* No handshakes after the game
* Where possible the match officials must be paid their fees electronically. If not possible or not wanted then any arrangements must be agreed by all parties in advance of the game
 | Club secretary to inform clubs & match officials of the protocols before each game | Ongoing process for each game |
| Admittance of spectators in to the ground | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the aboveSpectators | * All present must observe govt social distancing protocol i.e. discreet groups of no more than 6 & individuals 2m apart
* Seating stand to be divided in to home & away areas with sufficient space (2m) between them
* Spectators will be asked to use hand gel before entering turnstile area & again after moving through it
* Spectators will be asked to give contact details when entering the ground to aid with track & trace
* Social distancing signage to be placed around the ground
 | * Club needs to divide the seating stand
* Social distancing signage required
 | * To be completed before 5/9/20
* Club secretary has printed these off & they will be put up before 5/9/20
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| Use of dugouts & technical areas during the game to try to minimise transmission of the virus | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * Social distancing must be observed in the dugout (1m plus face mask). Any players/coaches etc who there isn’t room for must be within the spectator area close to the dug out unless warming up
* FA suggestion of seats along pitch side is not practical at the Memorial Ground for safety reasons
 | * Club Committee to provide PPE
 | Ongoing process for each game |
| Warm up areas for both teams & match officials prior to the game to try to minimise transmission of the virus | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * The pitch will be divided in to 3 sections using marking cones with match officials in the central part.
* Any footballs that cross in to a different section must be kicked back & not picked up or thrown
 | * Club needs to communicate this to players of both sides & match officials
 | Ongoing process for each game |
| Use of the clubhouse | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the aboveSpectators | * One way system in place for using the clubhouse – in through car park entrance & out through the patio exit. This will be marked with signage
* Hand gel provided outside entrance & exit
* No more than 1 person at a time is to be allowed to use each WC
* Queue for toilets on left hand side of entrance corridor & people must remain 2m apart
* Tables within clubhouse to be spread out to ensure that no group is closer than 2m apart
* Screens to be put up at Deano’s Diner & the bar. Serving staff to wear masks
* All doors & windows to be left open
* Clubhouse to be cleaned before admitting anyone, tables wiped down before & after half time & clubhouse cleaned again at full time
 | • Club needs to communicate this to players of both sides & match officials | Ongoing process for each game |
| Player conduct during the game to try to minimise the spread/transmission of the virus | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * Each player must either bring or be allocated their own water/refreshment bottles
* Each player must bring or be given their own hand gel bottle
* Players to be reminded not to spit or clear nostrils without the use of a tissue
* The goalkeeper/s must regularly wipe down/clean their gloves during the game
* No chewing gum to be allowed during the warm up or the game
* Players & management etc. should refrain from physical contact not required by the laws of the game (i.e. tackling, challenging etc..) such as handshakes, high fives, chest bumps, group celebrations following goals
 | * Club to provide sufficient drinks bottles, pre-packaged drinks bottles or players asked to bring their own
* Control measures to be explained to all players prior to each game
 | Ongoing process for each game |
| Use of football’s during the game to reduce transmission of virus due to handling by multiple people | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * Matchballs to be placed in the dug out & near the half way gate on the changing room side
* Matchballs are to be cleaned when they have gone out in to a non-playing area & before being placed back out for use
 | * Club to ensure sufficient cleaning material & cloths
* Club to provide small cones for balls to be placed around the pitch
* Club must provide face masks & gloves to anyone cleaning down footballs between use
 | Ongoing process for each game |
| Interaction of club officials on matchday to reduce any transmission of virus to a wider group | ManagementPlayersCoachesPhysiosClub officialsMatch officialsContacts/families of all the above | * Club officials must observe govt guidance on social distancing, group sizes & physical contact at all times
 | * Club officials to be informed of these requirements
 | Ongoing process for each game |

**Risk Assessment Carried out by:** John Lowe

**Date of Risk Assessment:** 2/9/20

**Date of review:** 7/9/20