

RISK ASSESSMENT

CLUB: Penistone Church FC
 LEAGUE: NCEL Premier Division
 COVID-19 OFFICER: David Hampshire (DH)
 ADDITIONAL ACTIONS:



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED?	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY WHO?	ACTION BY WHEN?	DATE COMPLETE
Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	Prevent those with Covid-19 / Covid-19 symptoms from entering the facilities - use of club communications to remind all visitors that they should not attend if they have or have been in proximity to someone with Covid-19 or Covid-19 symptoms - signage at entry to club to remind all visitors that they should not attend if they have or have been in proximity to someone with Covid-19 or Covid-19 symptoms - Temperature checks to be carried out and recorded on all volunteers, players, coaches and match officials. Information to include a contact number to be able to support NHS Test and Trace.	Media team briefing Secretary to write to officials/opposition for each game Sign to be created and placed at gate/turnstile x 4. Purchase temperature gun Create templates for recording information Inform relevant visitors of procedures and this is a condition of entry to the ground and provide information to relevant volunteer Procedure for spectators to be reviewed once government guidance allows return of spectators	IR DH PF Steward at Gate DH Committee	Ongoing Ongoing 10/08/20 10/08/20 Ongoing/ Matchdays TBC	27/07/20

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Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	<p>Promoting good hygiene</p> <p><i>For all:</i> Hand sanitiser available immediately pre- and post-entry. Toilets to be stocked with liquid soap. Running water to be checked. Hand dryers to be checked as operational. Remove all towels to replace with paper towels</p> <p><i>For players/officials:</i> Hand sanitiser in dressing rooms, in toilets and placed on the wall in the tunnel area</p> <p><i>For volunteers:</i> All volunteers to be issued with pocket sized hand gel to be kept with them at all times.</p> <p><i>For spectators:</i> Hand sanitiser to be positioned: at entry/exit to stand, on Dugout Diner counter, on the bar and at entry/exit of the bar, all toilets</p>	<p>Check and replenish stocks after every fixture</p> <p>30-minute checks to replenish hand sanitiser, soap and hand towels during opening hours</p> <p>Check hand dryers operational day before each match</p> <p>Purchase and issue suitable supplies. Check re-stock every game</p> <p>Check and replenish stocks after every fixture</p>	<p>JP</p> <p>JP / DH / IR</p> <p>JP / DH / IR</p> <p>JP / DH / IR</p> <p>JP / DH / IR</p>	<p>Daily</p> <p>On Match Days</p> <p>On Match Days</p> <p>Weekly</p> <p>Weekly</p>	17/08/20

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Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	Keep facilities and equipment clean <i>Pre-match:</i> Site to be checked and cleared of any rubbish etc. before opening. A wipe down with suitable cleaning agent/cloth to be made to (but not limited to): turnstile area, tunnel gate handles, changing room door handles and benches, shower valves, toilet door handles, cistern flush handles, hand rails, bar serving area, dugout diner serving area, dugout seating <i>Post-match:</i> Initial clean up after a match will be restricted to rubbish and removal of waste food. Full clean-up to be left as long as possible to allow any residual infection to degrade. Volunteers cleaning up will maintain social distancing/be allotted areas. Kit wash	Assign a volunteer to arrive early to complete the cleaning tasks	JP	On Match Days	17/08/20
			Discuss procedures with JM	JP / DH / ZL	10/08/20	
Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	Keeping indoor areas well ventilated Changing room doors to be kept open wherever possible. Door to the turnstile operators' area will be kept open at all times. Doors and windows in the bar will be kept open at all times. Door to the new turnstile room will be kept open at all times. The door to the bar will be kept open at all times.	Install window that can be opened to Officials' changing room	DH / IR	10/08/20	17/08/20
			Inform volunteer(s)	JP / DH / IR	10/08/20	

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Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	<p>Maintaining social distancing and avoiding congestion</p> <p>All entry to the ground will be via the main gate.</p> <p>Arrival times will be staggered to prevent congestion at the gate: 2hrs to KO: key volunteers 1.5hrs to KO: coaches, players and officials 1.5 hrs additional volunteers & fans now that spectators are allowed.</p> <p>Only match officials, players and coaching staff – as well as the match day secretary for each club - will be allowed in the tunnel/changing rooms area.</p> <p>Gateman will remain in the turnstile operator's area. Using barriers, an area will be created to stop entry to the gate.</p> <p>Only the match day secretary will utilise the club office. Teamsheets will be exchanged using photo messaging/email. Contact details to be exchanged prior to arrival.</p> <p>The bar will be operated as it has done since re-opening.</p> <p>A one-way system will be in operation for service at and exit from the bar. Initially this will be policed by a volunteer steward, who will be stationed on the door to the bar to monitor queuing and prevent unauthorised access.</p> <p>Floor markings will show safe queuing distances for the bar.</p>	<p>Communicate to opposition and match officials</p> <p>Communicate to Penistone players/coaches</p> <p>Communicate to volunteers/spectators</p> <p>Monitor on the day</p> <p>Monitor on the day of each game</p> <p>Create signage</p> <p>Give advance notice to relevant people</p> <p>Use of existing one-way system</p> <p>Assign volunteer steward</p>	<p>DH</p> <p>DH / IR</p> <p>DH</p> <p>Committee members</p> <p>DH</p> <p>JP</p> <p>JP</p> <p>JP</p>	<p>Each match</p> <p>Each match</p> <p>Each match</p> <p>Each match</p> <p>Each game</p> <p>Each match</p> <p>ongoing</p>	17/08/20

		<p>Before and during the game if there is any doubt whilst moving around the pitch, please follow a clockwise direction, unless you can access an area closer, without any risk you can do so responsibly respecting social distancing.</p> <p>Anyone using the seating area must do following social distancing rules. When sitting down please leave two empty seats between groups.</p> <p>Every other seat in the dugout will be left unused. Additional temporary seats will be available between dugouts for additional substitutes etc.</p> <p>As a temporary measure, there will be no hospitality area available to visiting club or match officials</p> <p>Team physio(s)/first aider(s), will wear gloves, face mask and visor when treating players</p> <p>To aid spectators to social distance, painted lines on the perimeter floor will indicate 2m distance.</p> <p>Pinch points at all times will be monitored and addressed.</p> <p>As spectators are now allowed, the Covid-19 officer and Covid team continue to reassess the risks.</p> <p>Secondary exits will be available to allow a quicker exit and try and avoid all the crowd exiting the same gate at the same time.</p> <p>Volunteers wearing high viz will be positioned around the ground to encourage compliance and direct people to alternative exits (cricket field gate & warburton fire exit gate)</p>	<p>Check prior to each match</p> <p>Monitor during the evening.</p> <p>Install posters to aid social distancing</p> <p>Monitor during matches</p> <p>Reassess in light of updated guidelines and estimated attendance</p>	<p>All committee members</p> <p>PF</p> <p>DH / IR</p> <p>Committee</p> <p>Each team</p> <p>DH</p> <p>All committee members</p> <p>DH</p> <p>DH</p> <p>DH</p>	<p>ongoing</p> <p>Each match</p> <p>Ongoing / each match.</p> <p>Each match</p> <p>Each game</p> <p>Each game</p> <p>Each Game</p> <p>Each game</p> <p>Each game</p> <p>Each game</p>	17/08/20
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Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	<p>Minimising points of contact / sharing of equipment</p> <p>Promoting use and availability of contactless for payment across the site – turnstile, bar, dugout diner</p> <p>Match day programmes (where available) will be in a pile on the turnstile counter for purchases to collect themselves</p> <p>Raffle tickets will no longer be used. Raffle will be operated using a numbers board that the raffle seller volunteer will write the name of the purchaser onto.</p> <p>Suspension of individual team-sheet production/printing. PA to announce teams more frequently.</p> <p>The milk/sugar/sauce table for the food area will not be used. Sauce will be added to food on request and additional sachets will be available. Milk/sugar will be added to drinks on request additional sachets will be available.</p> <p>Post-match food for players/officials will temporarily be unavailable. The bar will remain closed after the match</p> <p>Only a designated member of coaching staff will handle any equipment used in the warm up</p> <p>Clothing/kit/subs wear will not be shared between players</p> <p>Only a designated member of the bench staff will handle the subs board</p> <p>A designated member of the bench will disinfect match balls when they are returned.</p> <p>PA announcements will ask spectators not to handle the match ball. Volunteers will be asked to retrieve and reminded to wash / disinfect hands afterwards.</p>	<p>Brief media team</p> <p>Create signage at retail points</p> <p>Brief gateman</p> <p>Create numbers board</p> <p>Brief ticket seller(s)</p> <p>Brief PA announcer</p> <p>Inform catering staff & support with supply purchases</p> <p>Review as guidelines develop</p> <p>Brief coaches</p> <p>Brief coaches</p> <p>Brief coaching staff</p> <p>Brief coaching staff</p> <p>Brief PA announcer</p> <p>Brief volunteers</p>	All committee & members	Ongoing and every game	17/08/20

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Spread of Covid-19	Players Coaches Match officials Volunteers Spectators	<p>Protecting vulnerable people</p> <p>Volunteer co-ordinator will contact all volunteers to assess their availability and suitability for duties. Those in 'at risk' groups will be advised to stay away or only be involved in low risk / non-contact duties.</p> <p>Volunteers will not be pressured to do anything they are not comfortable with and advised to raise any concerns with the volunteer co-ordinator or Covid-19 officer</p> <p>Additional PPE will be provided where requested and appropriate</p>	<p>Contact volunteers, record findings and action</p> <p>Record any concerns, covid team to action any remedies</p> <p>Record any concerns, covid team to action any remedies</p>	<p>DH</p> <p>DH</p> <p>DH</p>	<p>Ongoing, monthly check</p> <p>Ongoing, monthly check</p> <p>Ongoing, monthly check</p>	17/08/20