

**RISK ASSESSMENT FOR:**

Grassroots Football Activities during COVID 19 outbreak. *During this evolving situation please monitor and follow government guidance given in the web links provided*

**Establishment:**

Roe Lane Playing Fields, Roe Lane, Newcastle-under-Lyme, ST5 3PH

**Assessment by:** Gavin Appleby

**Club Position:** Chairman, Youth Section of Newcastle Town FC

**Date:** 20<sup>TH</sup> June 2020

**Risk assessment ref:**

Version 1, 20<sup>th</sup> June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors</b>	Volunteers, club members, wider contacts  Spread of COVID 19	<p><b>Individual risk factors</b> Committee to be made aware of any volunteers and club members who have underlying health conditions prior to them returning to sessions.</p> <ul style="list-style-type: none"> <li>• Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Volunteers/club members who live in a household with someone who is extremely clinically vulnerable should be assured of their place within the club</li> <li>• Clear message sent to parents that club members should not be sent to any activities, if unwell for both Covid-19 and/or any other illnesses/symptoms</li> <li>• Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2 metre social distancing. Consider if these volunteers are able work from home, if not already doing so (supporting via zoom etc)</li> </ul> <p>See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	Any volunteer/club member deemed higher risk, cannot return until government advice permits	Committee & Manager/Coach	Ongoing	

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<b>Suspected case whilst on site</b>	Volunteers, club members wider contacts  Spread of COVID 19	<p><b>Suspected case whilst on site</b></p> <p>If a person displays symptoms of coronavirus: high temperature (37.8 or more) or a new continuous cough, they should: -</p> <p>Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <ul style="list-style-type: none"> <li>Volunteers supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) <b>if</b> a distance of 2m cannot be maintained.</li> <li>If direct care (such as for a very young child or a child with complex needs) is required then Volunteers giving care, are to wear a fluid resistant surgical mask, disposable apron and gloves.</li> <li>Clear message to everyone, if they are unwell whilst on site, they will be sent home or parents/carers contacted to collect immediately.</li> <li>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>) They must then follow the guidance on self-isolation and not return to our organisation until their period of self-isolation has been completed.</li> <li>All Volunteers aware of protocol for club members.</li> <li>Symptomatic Volunteers should be excluded for 7 days from when symptoms started. Volunteers who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill.</li> <li>If the Volunteer or club member develops symptoms during this period, they can return to NTFC 7 days after their symptoms started. See <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	Plan in place  Risk Assessment needed for people of BAME backgrounds before placing them in the front line.	Committee & Manager/ Coach	Ongoing	
<b>Payment of Subs</b>	Volunteers, Club members / wider contacts  Spread of COVID 19	<p><b>Handling Cash</b></p> <ul style="list-style-type: none"> <li>The World Health Organisation hasn't explicitly said that handling money is specifically linked to Covid 19, the Agency do however advise to use contactless methods of payment / bank transfer to reduce the risk of transmission</li> <li>To avoid an unessential visit to the bank and physical interaction to pay monies into bank, all money for subscriptions or fees, must be paid into the club bank account.</li> <li>Café to remain shut at site for the short term so no cash handling issues here.</li> </ul>	Inform Managers, Club Members	Treasurer & Managers	Ongoing	

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<p><b>General Transmission of COVID-19</b></p> <p><b>Maintenance of social distancing and avoiding congestion; Effective hygiene protocols whilst on site</b></p>	<p>Volunteers, club members, wider contacts</p> <p>Spread of Covid-19</p>	<p><b>Maintenance of Social Distancing</b> Everyone to maintain 2 metre social distancing in line with HE guidance as far as is reasonable.</p> <ul style="list-style-type: none"> <li>• Identify likely numbers of team members returning and manager/coaching resource.</li> <li>• Consider car parking layout and spacing, reducing capacity as appropriate ensuring easy access for blue badge holders and people with disabilities</li> <li>• Introduce one-way movement of people to maintain 2 metre social distancing</li> <li>• Provide separate entry and exit routes for access onto the pitches with clear signs where appropriate.</li> <li>• Defined areas to indicate where people should stand if queuing to enter or leave the pitches/site by using spray markings or temporary barriers</li> <li>• Toilets/Changing Facilities to be closed to avoid congestion in confined spaces</li> </ul> <p><b>As per FA guidance on Permitted Grassroots Football Activity during Covid-19 (01/06/2020) – Football Training or Fitness Activities</b></p> <ul style="list-style-type: none"> <li>• Coaches are permitted to organise sessions in groups of no more than six, keeping two metres apart always. The allocated number of 6 includes the coach.</li> <li>• Sharing of equipment should be kept to a minimum and strong hand hygiene practices should be in place before and after.</li> </ul> <p><b>Football Coaching with small groups of up to six people</b></p> <ul style="list-style-type: none"> <li>• Coaches are permitted to organise training sessions for small groups of up to 6 people, including risk assessing and gaining consent from parents/carers for each session. Coaches are reminded to follow The FA safeguarding policies when coaching/working with children and the clubs internal policies also-</li> </ul> <p><a href="http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory">http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory</a>. For clarity, the additional parent/carer or coach is not included as part of the group of six, but must remain in sight of the activity.</p> <p><b>Training for two or more groups of six (including coach)</b></p> <ul style="list-style-type: none"> <li>• Coaches are permitted to organise a training session that has two or more groups of six (including the coach) involved as long as the groups of six are kept separate, everyone is socially distancing, and strict hygiene measures are in place with any equipment.</li> </ul>	<p>Plan in place</p>	<p>ALL</p>	<p>Ongoing</p>	



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<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing and avoiding congestion; Effective hygiene protocols whilst on site</p>	<p>Volunteers, club members, wider contacts</p> <p>Spread of Covid-19</p>	<p><b>Football Coaches working with people with impairments</b></p> <ul style="list-style-type: none"> <li>• Must ensure they can adequately cater for any additional needs whilst still avoiding physical contact and maintaining social distancing. Individuals should follow government guidance relevant to their own impairment or health condition.</li> </ul> <p><b>Playing of any games (small sided or full) are not permitted</b></p> <ul style="list-style-type: none"> <li>• Physical contact with anyone outside of your household is not permitted, therefore playing of any games (small sided or full) is also not permitted</li> <li>• Avoid meeting in groups of six in busy or overcrowded areas, if it is so busy that it is not possible to maintain social distancing at all times.</li> </ul> <p><b>As the FA continues to work closely with the Department for Digital, Culture, Media and Sport (DCMS) and Sport England in order to provide good practice guidance for those responsible for delivering different aspects of grassroots football, this guidance is subject to change.</b></p> <p><b>Hand Hygiene/Changing Rooms/Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>• Alcohol hand sanitiser provided at entrance and exit of site, and should be used by all persons when entering/leaving. Each Team coach will be given hand sanitiser which they are encouraged to get participants to use.</li> <li>• Antibacterial wipes for cleaning equipment provided to all team managers.</li> <li>• Toilet / hand washing facilities will not be available, therefore the use of hand sanitiser, will be available from each team manager – hand washing/sanitising technique to be adopted as directed by NHS guidance</li> <li>• Each team manager to regularly check alcohol hand sanitiser levels. Team Manager to wipe clean the alcohol hand sanitiser dispenser immediately, after every use by a players hand or other Volunteer.</li> <li>• Provide suitable and sufficient rubbish bins with regular removal and disposal. Ensure adequate supplies alcohol hand sanitiser, tissues and antibacterial wipes and these should be securely stored.</li> <li>• All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• All Volunteers, Club members and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. This will be communicated to the managers/coaches and cascaded down to the parents and participants.</li> </ul>	<p>Plan in place</p>			

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<b>Access to and egress from site</b>	Volunteers, Club members pupils / wider contacts  Spread of COVID 19	<p><b>Access to and egress from site</b>  <b>***Committee to be aware of team training venue and times***</b></p> <ul style="list-style-type: none"> <li>• When arriving and leaving EVERYONE is required to use the alcohol hand sanitiser provided</li> <li>• Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</li> <li>• Entrance/exit plan to ensure teams do not mix</li> <li>• Parents are not to pick up their children from gathering at the side of pitches or car park.</li> <li>• Introduce visual aids to help parents socially distance / supervise entry and collection.</li> <li>• Communicate expectations to parents (including only 1 parent to attend at drop off / collection) One-way traffic will be put in place to avoid face to face passing.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Only essential visitors are allowed onto the site.</li> <li>• Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing the site. Signage on gate regarding good hygiene</li> </ul>	Plan in place	ALL to sends out regular comms	Ongoing	
<b>Contact points Equipment etc.</b>	Volunteers, Club members pupils / wider contacts  Spread of COVID 19	<p><b>Contact Points</b></p> <ul style="list-style-type: none"> <li>• Identify high-contact touch points for more regular cleaning, eg clean gate, padlock etc</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Parents to ensure children have their own water bottle, hand gel and tissues at each session</li> <li>• Regularly clean and disinfect training equipment, balls, cones etc</li> </ul> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Re-plan activities to avoid shared resources</li> <li>• Further consideration to be given to the sessions delivered and how these can be amended to ensure minimum contact with equipment</li> <li>• Equipment and resources to be properly cleaned after each use. Limit use of those which are hard to clean.</li> <li>• NTFC to ensure anti-bacterial wipes/spray are available to all team managers to ensure Club members wipe down after use.</li> <li>• Try to avoid working with materials that are shared in a way that may aid transmission, i.e. consideration to be given to handling footballs – for example, you could consider giving each player their own football which they are responsible for bringing to each session</li> </ul>	Plan in place  Risk Assessment needed for people of BAME backgrounds before placing them in the front line.			

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<b>Proximity of Volunteers/ Club members/ wider contacts</b>	Volunteers, Club members / wider contacts  Spread of COVID-19	<p><b>Proximity of Club Members/Volunteers</b></p> <ul style="list-style-type: none"> <li>• Limit the number of persons to a maximum of six in each area to follow current social/distancing guidance.</li> <li>• Unnecessary equipment must be stored suitably and not left out</li> <li>• Volunteers are to maintain a safe distance between each other (2 metres)</li> <li>• Players are to maintain a safe distance between each other (2 metres)</li> <li>• Areas will be marked out to help players visualize and maintain 2m distancing</li> <li>• Re-plan any activities to avoid shared resources.</li> </ul> <p><b>Toilets/Changing Rooms</b></p> <ul style="list-style-type: none"> <li>• Alcohol hand sanitiser will be provided hand sanitiser will be provided.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Avoid any group activities that require players to be in close physical contact with each other</li> <li>• Increased supervision to aid enforcement of social distancing as far as is reasonable.</li> <li>• Reduce use of equipment, ensure it is cleaned between groups of players using it, and that multiple groups do not use it simultaneously</li> </ul>	Plan in place			
<b>Breaktime / snacks</b>	Volunteers, Club members pupils / wider contacts  Spread of COVID 19	<p><b>Breaktime / snacks</b></p> <ul style="list-style-type: none"> <li>• Parents to supply drinking bottles from home and bring any snacks in a disposable bag.</li> <li>• All persons should be required to stay on site once they have entered it and not use local shops etc</li> <li>• Reinforce handwashing / use of alcohol hand sanitiser prior to eating food. Hand sanitiser and /or hand washing facilities should be available at the entrance and should be used by all persons when entering and leaving the area.</li> <li>• All persons should be kept as far apart as possible (2 metres) whilst having a drink / eating snacks, in groups of no more than 6</li> <li>• All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</li> </ul>	Inform volunteers/ club members / parents via letter/email			
<b>Travel</b>	Volunteers, Club members / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• Transport permitted to immediate family members only, no car sharing or providing lifts as per government guidance.</li> <li>• Return to training plan to ensure staggered arrival and finish times are included to avoid congestion.</li> </ul>	Inform volunteers/ club members / parents via letter/email			

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<b>Cleaning</b>	Volunteers, Club members / wider contacts  Spread of COVID 19	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points are all thoroughly cleaned and disinfected regularly.</li> <li>• Thorough cleaning of equipment at the end of each session</li> </ul> <p><b>Cleaning protocol is as follows:</b></p> <ul style="list-style-type: none"> <li>• Hard surfaces / Equipment to be cleaned using standard cleaning products and disposable cloths / paper towels throughout session.</li> <li>• See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</li> <li>• Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</li> </ul> <p><b>When cleaning a contaminated area people to:-</b></p> <ol style="list-style-type: none"> <li>1. Wear disposable gloves and apron</li> <li>2. Sanitise hands once they remove their gloves and apron</li> <li>3. Fluid resistant surgical mask if splashing likely</li> </ol> <ul style="list-style-type: none"> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed, where unavailable use alcohol hand sanitiser</li> <li>• PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• Any cloths and mop heads used must be disposed of as single use items. Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by NTFC are to be used.</li> </ul>	No cleaning schedule for building at present as it will remain closed.  Managers/Coaches to be provided with cleaning equipment.	Committee	Ongoing & to be reviewed	
<b>Contractors</b>	Contractors, Staff, Club members / wider contacts,  Spread of COVID 19	<ul style="list-style-type: none"> <li>• Only contractors carrying out essential maintenance deemed necessary to the safe running of NTFC are to be allowed on site and will read and comply /with posters/signage regarding good hygiene</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres)</li> <li>• All contractors are to wash their hands or use alcohol based hand sanitiser upon entering the site</li> <li>• Agree approach to be scheduled</li> </ul>				



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<b>Lack of awareness of PHE / Club controls</b>		<ul style="list-style-type: none"> <li>• Posters will be displayed in suitable places around site.</li> <li>• Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</li> </ul>				
<b>Volunteer levels</b>	Volunteers, club members  Spread of COVID 19	<ul style="list-style-type: none"> <li>• Reviewed to ensure adequate number of Volunteers in attendance to maintain an appropriate ratio with children/young people and ensure key competencies, coaching, safeguarding, respect etc maintained.</li> <li>• Non DBS checked staff to be working with staff with appropriate DBS knowledge.</li> <li>• Options such as supply Volunteers, SLT cover, partial closure may be required in event of Volunteers shortages. NTFC will ensure the children within each team are split into groups of 6 and will avoid bubbles being changed.</li> </ul>	See training plan			
<b>Premises safety</b>	Volunteers, club members  Wider safeguarding / safety risks	<ul style="list-style-type: none"> <li>• Ensure all 'normal' tasks are completed</li> <li>• Ensure First Aid Action Plan is displayed</li> <li>• Ensure the Defibrillator is secure and in working order</li> <li>• Flush toilets which have been closed for period of time.</li> </ul>		Committee	Weekly	

## Useful Links

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Current guidance from the government - <https://www.gov.uk/coronavirus>

Guidance from Staffordshire FA for re-starting football activities <http://www.staffordshirefa.com/news/2020/jun/12/new-guidance-documents-issued-for-re-starting-football-activity-during-covid-19>

Advice from Club Matters - <https://www.sportenglandclubmatters.com/>

Advice from Sport England <https://www.sportengland.org/>