Risk Assessment – Health & Safety (Covid-19) Assessmentpolicy Assessment

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

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| Lydd Town Football Club |
| Lydd Town Football Club |
| Lisa Prince and Bruce Marchant |

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| Statement of general policy |  |  |
| Lydd Town FC has a duty of care to protect the safety and welfare of it’s volunteers, visitor, customers and contractors at all times and must ensure the implementation of safe and effective social distancing and hygiene measures in line with government advice to limit the potential for Covid-19 infection. If at any time the club believes such safety and welfare is potentially compromised it reserves the right to consider cancellation or amendment of any activity while measures are reviewed. All activities will be carried out in line with current government Covid-19 guidelines and are continually reviewed. | | |
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| Signed: Covid-19 Officer – Lisa Prince  Signed: Chairman – Pat Lindsey  Signed: Secretary – Bruce Marchant |  | Date: | 5th August 2020 |  |
| Subject to review, monitoring and revision by: | Lisa Prince & Bruce Marchant | Every: | 3 | months or sooner if anything changes |

Risk assessment

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| Area | Requirements | Actions | Personnel / Required |
| All Entrances and Exits. | All entrances / exits will have hand sanitisers available for use. Entrances and exits will be clearly signposted with arrows indicating correct walkways | Volunteer staff will control the entrance and exit gates. These will be cleaned before and after a match | Volunteer staff will carry out the cleaning and ensure adequate sanitisers available |
| Car Parking. | The car parks must be manned by the home club | Signage will be in place to direct cars to the appropriate parking space. Car parks will be cleaned of any waste items pre and post-match | Club will monitor car parks |
| Turnstiles. | Club will ensure turnstile is operated by a trained volunteer. | Turnstile will have a protection screen between the volunteer collecting the admission fee and the public.  The turnstile will be cleaned pre and post-match | Volunteer staff will man the turnstile and carry out the cleaning before and after |
| Area | Requirements | Actions | Personnel / Required |
| Match Programmes. | League rules state match day programmes must be available | It is suggested all clubs provide an on-line match programme on its website | Club to action pre-match. |
| Club House Entrance and Exits. | Entrance and Exits must meet Covid-19 guidelines | All those entering the Clubhouse must register their names, addresses, and contact telephone number.  All area will be cleaned pre and post-match.  Arrows will indicate entry/exit door | Club Steward to monitor and ensure completion of register and carry out cleaning of clubhouse |
| Spectator Facilities (seating).  Spectator Facilities (standing) | All seating areas in the ground must comply with social distancing rules  Spectators from different bubbles  (families) must observe Social Distancing | Every seat will be taped off to indicate not in use. All seats will be cleaned pre and post-match.  Match Observers to be seated in accordance with Social Distancing  Volunteer club official to monitor.  All perimeter handrails must be cleaned pre and post-match | A volunteer club official must be seated in the seating area to ensure Social Distancing is fully observed during the match  Volunteer to monitor and club to carry out cleaning of handrails pre and post-match |

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| Area | Requirements | Actions | Personnel / Required |
| Toilets. | Strict entrance and exit signs must be visible. All WC areas must have wash basins, hand sanitisers and hand dryers | Entrance to and exit from WC areas must be controlled. Signage to indicate maximum occupancy will be displayed. Areas to be cleaned pre and post-match | Volunteers to monitor entrances and carry out cleaning. |
| Match Officials. | Match Officials will be asked to arrive in full match attire. | A safe area for Match Officials to store bags and belongings will be made available. The Club will clean the area pre and post-match. Club will offer payment of fees to Match Officials by BACS post-match | Club to arrange this. (If cash payment is requested this will be paid in a sealed envelope) |
| Changing Rooms. | Full signage in both changing rooms on Social Distancing plus ground rules on Health and Safety must be provided. | Players can use both home and away changing rooms, but both will be limited to 8 players plus manager, physio & coach. We would prefer showers not to be used but if they are only 2 people at any one time. Rooms to be cleaned pre and post-match | Changing rooms can be used for changing into kit, if unable to wear kit to match, but numbers limited to 8 plus manager, physio & coach and social distancing adhered to.  Maximum of 2 showering at any one time. |
| All Match Participants | Drinks and Refreshments. | All Players and Match Officials must provide their own drinks. Club to maintain a stadium clear of all waste items | Additional waste bins to be provided. Club responsible for clearing any drinking vessels left at the ground and put in bins for recycling |

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| Area | Requirements | Actions | Personnel Required |
| Technical Areas. | Social Distancing must be observed in Home and Away Technical Areas. Signage in both areas regarding rules. | To achieve correct Social Distancing each Technical Area must provide seating for 8 people.  (additional seating will be provided)  Pre and post-match cleaning required of both Technical Areas. | The Technical Areas can only be used by, a Manager, Coach and/or Assistant Manager, Physio and 5 Substitutes in total 8 people. |
| Match Balls. | All Match Balls available must be fully disinfected pre, during and post-match. | During the match, any Match Balls used are to be disinfected if they go out of play and are replaced by another ball. All footballs used and available for use will be cleaned pre and post-match. | Technical Area staff to clean all match balls used during play and any used for warm up/training. |
| Equipment. | All equipment used to stage a match must be cleaned | Equipment must be cleaned pre, during and post-match. Goal posts, nets and corner flags must all be cleaned pre and post-match. | Coaching, physio and any volunteers must adhere strictly to cleaning all equipment. A record of all cleaning of equipment is to be maintained. |
| Post-Match. | All clubs must appoint a Covid-19 Representative. | Club must clearly display Covid-19 information. Covid-19 person to check on all pre-match matters. Covid-19 Officer to hold a safety meeting pre-match and post-match review. | Club Covid-19 representative to be on site and her name on all signage as the Club’s representative. |
| Area | Requirements | Actions | Personnel Required |
| Signage. | The Club must provide full signage in all area of the ground and stadium | All areas in the stadium must provide full signage on Social Distancing, Ingress and Egress.  Club fully responsible for all Health and Safety matters | All Club personnel and volunteers to be fully briefed pre-match on procedures. |
| Physio / First Aider | Club Physio and First Aiders must be fully conversant with Health and Safety Covid-19 requirements as per FA guidelines. | Physio / First Aider must wear appropriate mask and PPE on the field. Physio / First Aider to review all matches post-match with Covid-19 representative | Club to be responsible for players and spectator’s welfare and safety at matches. |
| Risk Assessment | Lydd Town FC will supply full details of its Risk Assessment | Lydd Town FC will post its Risk Assessment on its official website and provide SCEFL (and any other league as requested) with a copy | Club Officers to be responsible for the public display of its Risk Assessment.  Mrs Lisa Prince is the clubs nominated Covid-19 Officer |
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