



## RISK ASSESSMENT for 'Off the Pitch' Activities and use of Facilities

### Clipstone FC / Clipstone Colts FC

**Name of person filling out this Assessment: Brad Rutter, COVID Officer for Clipstone FC**

**Date of Completion: 23rd July 2020**

**Review Date: Review regularly in particular as and when guidance is updated from the Government and/or The FA**

#### **Key Personnel assigned to Covid 19 Measure at the Club**

- Club Covid 19 Manager – Brad Rutter (Whole of Club responsibility)**
- Covid 19 Officer – Jim McIntosh (1<sup>st</sup> Team / u19's / Lido Ground Only)**
- Covid 19 Officer – Malc Holmes (1<sup>st</sup> Team / u19's / Lido Ground Only)**
- Colts Covid-19 Manager – Paul Griffiths**
- Covid- 19 Officer – Kev Reader (Colts / Middle Pitch only)**
- Covid-19 Officer – Jay Bray (Colts / Middle Pitch only)**



## Clipstone FC and Clipstone Colts FC are following the guidelines below regarding the use of all facilities.

Government guidance permits the re-opening of outdoor sports facilities such as playing fields. It also allows facility operators to open buildings for:

- Access to pitches;
- Use of toilets;
- Purchase of take-away food and drink.

If you choose to open for these purposes, there are a number of things you can do to help minimise risks, avoid accidental gatherings and achieve a safe re-opening. For example:

**PROMOTING GOOD HYGIENE** Your clubhouse should create an environment that encourages and allows all users to maintain good levels of hygiene through handwashing, sanitisation facilities and toilets. Consider what steps you will need to take to educate users to be responsible for their own hygiene and to ensure you minimise the chance of transmission of Covid-19 within your facility. Consideration should be given to:

- Additional hand sanitisers throughout the clubhouse;
- Signs clearly directing people to where they can wash their hands;
- Ensuring all handwashing stations are in good working order and provide soap, hot water and hand sanitiser;
- Providing hygiene standards' promotional posters and signage throughout the clubhouse;
- Supplying disposable paper towels in handwashing facilities;
- Minimising the use of portable toilets;
- Carrying out 'trial runs' to test and adapt your plans.

**KEEPING YOUR CLUBHOUSE AND EQUIPMENT CLEAN**



Keeping your clubhouse clean will reduce the risk of passing the infection onto other people. To achieve this, your cleaning procedures should be thorough and rigorous. Depending on the scale of your facility, you may consider having a dedicated cleaning team, so that the cleaning is done by a small group of trained people. A cleaning schedule could include:

- Daily cleaning throughout the clubhouse;
- Identifying high-contact touch points for more regular cleaning (e.g. door handles, grab rails, vending machines);
- Frequent cleaning of work areas and equipment between use;
- Cleaning of shared training equipment after each individual use;
- Having waste facilities and more frequent rubbish collection;
- Removing any non-essential items that may be difficult to clean;

If a Covid-19 case is reported in your facility, you should follow the Public Health England guidance to reduce the risk of passing the infection on to other people. See [here](#). You should also have a designated person who is responsible for checking that all the cleaning has taken place as planned.

**MAINTAINING SOCIAL DISTANCING AND AVOIDING CONGESTION** Adapting your clubhouse will help maintain social distancing and avoid congestion. Achieving this may require some creative thinking. Please consider:

- Clear signage so people can find their destination quickly;
- Reviewing how people walk through your clubhouse and adjust if necessary to reduce congestion and contact between users;
- Regulating entry to your clubhouse to avoid overcrowding;
- Applying two-metre markings where necessary to manage queues, e.g. outside the entrance/toilets/ catering facility; One-way arrow markings to help footflow management;
- Single-use doorways to avoid congestion i.e. one-way only entrances/exits;
- Single or limited use of toilet facilities to avoid congestion in confined spaces;
- Using outside areas for queueing;
- Carrying out 'trial runs' to test and adapt your plans.
- Where serving hatches do not exist, consider using screening to limiting user contact with workers;
- At till points, encourage the use of contactless payments to avoid handling cash;
- Apply two-metre markings to ensure social distancing when queueing;
- Use outside areas for queueing;



- Use clear signage to inform users that food and drinks must be consumed in outdoor spaces and give thought to where these people might congregate in bad weather;
- Clean vending machines regularly as they are a high touch point area;
- Use disposable utensils to help minimise the risk of infection, but ensure appropriate bin locations and regular collections.



## The Lido Ground - Site Specific Actions by Clipstone FC and Clipstone Colts FC

**Club Covid 19 Manager – Brad Rutter (Whole of Club responsibility)**

**Covid 19 Officer – Jim McIntosh (1<sup>st</sup> Team / u19's / Lido Ground Only)**

**Covid 19 Officer – Malc Holmes (1<sup>st</sup> Team / u19's / Lido Ground Only)**

### **Covid-19 Self-Assessment**

All Clipstone players, coaches, parents and volunteers should have read and acknowledge the Club's procedures regarding Covid-19 self-assessment. Nobody who answer yes to either or both questions should come to any of the Club's facilities until they have served the correct isolation period. If they answer 'YES' whilst at the ground, they will be asked to leave immediately.

Q1) Has anyone (or anyone in their household) tested positive for Covid-19 in the last 14 days.

Q2) Has anyone (or anyone in their household) had symptoms of Covid-19 in the last 14 days.

**If anyone answers YES to any of the above 2 questions, mark yes on the form below and send home immediately**

### **Arrival & departure from the ground**

All players, coaches and supporting volunteers and staff will be expected to use hand sanitiser before they enter the players & officials entry point. Everyone will also be expected to sanitise their hands before they leave the ground.

### **Track & Trace Procedures**

All Clipstone teams will be expected to complete a track and trace log of all coaching staff, players, parents and guardians who attend training and matches. For all homes games we will also ask the away team to complete the same form.

Appendix Two provides a copy of the form that we will ask all managers to complete and return a copy to our Covid 19 Manager. We will retain this information for a maximum of 21 days. No other spectators will be allowed to attend training or games until further notice.

### **Use of the Club House (Before, during and after training or a game)**

Social distancing must be observed at all times. The club will operate a queueing and one-way system for players and support staff to enter the building to obtain drinks and / or food. This will avoid congestion in tight areas of the club room. Wherever possible, everyone will be asked to



consume their food / drinks outside. All surfaces will be cleaned on a regular basis. Staff serving food / drink will be given the appropriate equipment to ensure they are safe whilst doing so. A mask and gloves are a minimum required for all staff.

## Pitch Side Paying Spectators

- Our café, toilet and all facilities will have clear signage, sanitiser dispensers in key location across the whole ground and hand washing stations will have anti-bacterial soap available.
- Where possible we will employ a one way flow of spectators to avoid pinch points in key areas around the ground
- We will provide all spectators with the opportunity to purchase tickets in advance
- Where possible we will operate our food and drink facilities outside with clear queuing and social distancing notices and marking in place.
- Seating in covered areas will be clearly marked to ensure spectators observe social distance guidelines
- Clear 2 metre markings will be provided all around the ground including both standing and seated areas.
- Our specified Covid Manager and Covid Officers will be present at all home games to monitor and manage and breach of social distancing measure by spectators.

## Spectator Limits

We will follow the guidelines set out by The FA regarding ground capacity as shown below.

Step 6	Min 1000	15% capacity	150	Aug 22 <sup>nd</sup> – Aug 30 <sup>th</sup>
Step 6	Min 1000	30% Capacity	300	Aug 31 <sup>st</sup> onwards

The FA has calculated 15% of the relevant figures and rounded up/down to reach an appropriate capacity limit. For the avoidance of doubt, clubs should comply with the numbers in the capacity column below.



## Hand sanitiser

Dispensers have been placed in key place around the facility, this include:

- Upon entry to the ground
- Home changing room
- Away changing room
- Physio room
- Referees room
- Gents toilets
- Ladies toilets
- Entry to the clubroom
- Exit from the clubroom

In addition, on match days a sanitiser station will be set up and clearly visible and accessible to all visitors to the ground.

## Anti-Bacterial soap

Dispensers will be placed at all hand washing station

## Signage / Communication

Signage will be sited in key locations to promote good hygiene

## Cleaning Regime – Appendix Three provides a detailed cleaning regime that should be followed

Dedicated cleaners will be required to clean key surface areas on a regular basis, during training sessions and home games this will include:

- Gents and ladies toilets
- Clubroom tables and work surfaces
- Door handles to all main entry and exit points



## **Use of changing rooms and showers**

Where possible the use of the changing rooms by home and away teams will be kept to a minimum and ideally only be used to store essential items of clothing or kit. Where possible, players should come dressed ready to train or play. For all training sessions and games the showers will be used quickly and observe social distancing measures. Changing rooms will be cleaned thoroughly after each use.

## **Physio Room**

The Clipstone Physio room has two separate tables and allows for a maximum of two players to receive treatment in the room at any given time. Each Physio has been provided and is expected to wear a mask and gloves at all times whilst treating players. After each treatment, sanitiser wipes have been provided and must be used after each use. A minimum of 30 seconds is required after a wipe down has taken place before another player can use the treatment table.

## **Collating & Washing of playing kit (1ST Team & U19's only)**

A container will be provided for all players to place their kit in after use. The person responsible for washing the kit will be required to wear gloves and a protective mask at all times until the kit has been washed.



## The Middle Pitch - Site Specific Actions by Clipstone Colts FC

**Colts Covid-19 Manager – Paul Griffiths**

**Covid- 19 Officer – Kev Reader (Colts / Middle Pitch only)**

**Covid-19 Officer – Jay Bray (Colts / Middle Pitch only)**

The Middle Pitch is a separate site that is used for Colts games only. They use the building on site to access the toilet facilities only.

### **Arrival & departure from the ground**

All players, coaches and supporting volunteers and parents will be expected to use hand sanitiser before they enter the players & officials entry point. Everyone will also be expected to sanitise their hands before they leave the ground.

### **Track & Trace Procedures**

All Clipstone teams will be expected to complete a track and trace log of all coaching staff, players, parents and guardians who attend training and matches. For all homes games we will also ask the away team to complete the same form.

Appendix Two provides a copy of the form that we will ask all managers to complete and return a copy to our Covid 19 Manager. We will retain this information for a maximum of 21 days. No other spectators will be allowed to attend training or games until further notice.

### **Covid-19 Self-Assessment**

All Clipstone players, coaches, parents and volunteers should have read and acknowledge the Club's procedures regarding Covid-19 self-assessment. Nobody who answers yes to either or both questions should come to any of the Club's facilities until they have served the correct isolation period. If they answer 'YES' whilst at the ground they will be asked to leave immediately.

Q1) Has anyone (or anyone in their household) tested positive for Covid-19 in the last 14 days.

Q2) Has anyone (or anyone in their household) had symptoms of Covid-19 in the last 14 days.

### **Building Use (Before, during and after training or a game)**

The building will only be used for the use of the toilet facilities. We will advise Managers that only one person at a time should use the toilets.



## **Hand sanitiser**

A dispenser will be placed in the entrance of the building. All parents and players will be advised to bring their own, labelled bottle of sanitiser to use pre, during and post-game.

## **Anti-Bacterial soap**

Dispensers will be placed in both toilets.

## **Signage / Communication**

Signage will be sited in key locations to promote good hygiene

## **Cleaning Regime – Appendix Three provides a detailed cleaning regime that should be followed**

Cleaning of the following will be undertaken after each game.

- Gents and ladies toilets
- Door handles to all main entry and exit points



## Covid 19 Training / Briefing Plan for Clipstone FC and Clipstone Colts FC

All key officials including committee members, players, coaching staff and volunteer helpers will receive training / briefing on the Clipstone FC and Clipstone Colts FC procedures for using the clubs indoor and outdoor facilities and spectator areas.

The information communicated will include:

- Location of sanitiser dispenses
- Location of antibacterial hand washing stations
- The guidelines regarding entry and exit (flow of people through the building)
- The guidelines regarding queueing for food and drink
- The correct PPE to be used in certain parts of the building
- How to collect track and trace information from visitors
- Responsibilities regarding cleaning of the facilities

Upon attending the training / briefing session all attendees will be required to sign a document that confirms that they will adhere to the rules / guidelines and Covid-19 protocols that the clubs have put in place.

Appendix One provides an example of the information that will be recorded to evidence the people who have attended the training / briefing sessions.

### Covid 19 Training / Briefing Session





# Risk Assessment

<b>Date:</b>	30 <sup>th</sup> July	<b>Club Name:</b>	Clipstone Football Club
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<b>Assessors Name:</b>	Brad Rutter	<b>Signature:</b>	B Rutter	<b>Date:</b>	30 <sup>th</sup> July 2020
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<b>Endorsed By:</b>	Richard Clarey	<b>Signature:</b>	R Clarey	<b>Position:</b>	Chairman	<b>Date:</b>	30 <sup>th</sup> July 2020
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<b>Description of assessment</b>	Coronavirus (COVID-19) – Football Training / Games
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<b>Location Details</b>	The Lido Group and The Middle Pitch
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation:               <ul style="list-style-type: none"> <li>Has a high temperature, loss / change in taste or smell or a new persistent cough?</li> <li>Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition)</li> <li>Is living with someone in self-isolation or a vulnerable person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guidance on self-isolation found via the Government website.</li> </ul>	B Rutter	1 <sup>st</sup> August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>COVID-19</b> Somebody showing Symptoms	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the guidance on self-isolation and not return to training until their period of self-isolation has been completed.</li> <li>Screening questionnaires will be sent to footballers to complete before they return to training.</li> <li>Screening questionnaires will be sent to parents / guardians of children attending training sessions to complete on behalf of their household.</li> </ul>		B Rutter	1st August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Travelling to and from training</b>  Catching and Spreading	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>Where possible all footballers should travel to site alone using their own transport.</li> <li>Footballers are encouraged to not use public transport to arrive at training however if they have no choice, Government guidance should always be followed.</li> <li>If Footballers have no option but to share transport:               <ul style="list-style-type: none"> <li>Journeys should be shared with the same individuals and with the minimum number of people at any one time – these individuals should remain in the same training group throughout the session</li> <li>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul> </li> <li>Any restrictions imposed on the car park should always be adhered to.</li> <li>Hand cleaning facilities should be provided upon arrival and leaving the session.</li> </ul>		B Rutter	1st August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Travelling to and from training</b> Catching and Spreading (continued)	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>During child training sessions, it will be requested that only one parent/guardian drops off and picks up the children.</li> <li>Should only one coach be taking the session, some parents / guardians are required to stay and watch the session for safeguarding purposes – this will be a maximum of five parents / guardians (one per child). They will be asked to watch from a distance and ensure that if they are watching together that they are social distancing, therefore creating a separate group of up to six people.</li> <li>Should two coaches be taking the sessions, parents / guardians will not be required for safeguarding purposes and will be asked not to watch the session.</li> <li>If parents are not required to stay for safeguarding purposes, they are asked to stay in their car to avoid any unnecessary contact with others.</li> </ul>		B Rutter	1st August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Site Access</b> Catching / Spreading	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>The changing rooms and indoor areas of the sports ground will be used as little as possible. Showers will be use quickly and social distancing measure observed.</li> <li>All gates, access points leading to the training area will remain open where possible, minimising the touch points. Should there be any common touch points, these will be regularly cleaned.</li> <li>Depending on the number of sessions, consideration will be given to staggering the start times.</li> <li>Should sessions run back-to-back, there will be a suitable gap between sessions to ensure that the equipment can be disinfected.</li> <li>Hand sanitiser given to footballers and children upon arrival to site.</li> </ul>		B Rutter	1st August 2020	5	1	5	M

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Welfare Facilities</b> Catching / Spreading	Footballers, coaches, public	5	3	15	H	<b>Changing facilities, showers and indoor areas to remain closed to the public until Government restrictions are relaxed.</b>		B Rutter	1st August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Forming and adhering to groups</b> Catching / Spreading	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>The sessions will run in maximum groups of 30 – this number includes any coaching staff e.g. five footballers and one coach.</li> <li>Where more than one group is required, the different groups will be separated to different parts of the pitch to ensure that a suitable distance is maintained.</li> <li>Each group must have a coach to ensure that there is no need for one coach to travel between different groups.</li> <li>Each group must be formed and remain together for the duration of the session.</li> <li>Equipment will be provided for each group and remain with them.</li> <li>Non-contact sessions will be carried out within the groups. Games / drills encouraging physical contact will be prohibited.</li> <li>2m distance between footballers / children / coaches, or 1m plus, where 2m is not possible, within the groups will always be maintained.</li> <li>The sharing of bibs / gloves (and other equipment that would be worn) is not permitted.</li> </ul>		B Rutter	1st August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Cleaning Equipment Catching / Spreading	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>All equipment will be disinfected before the sessions start.</li> <li>Any sessions that run back-to-back will have suitable time in between ready for the coaches to clean and disinfect equipment.</li> <li>Where possible, no activities will be carried out that require handling of balls and equipment.</li> <li>Boots, goalkeeping gloves and other attire required for the sessions must be brought from home and not shared.</li> </ul>		B Rutter	1 <sup>st</sup> August 2020	5	1	5	M



Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Applying First Aid</b>  Catching / Spreading	Footballers, coaches, public	5	3	15	H	<ul style="list-style-type: none"> <li>Provide additional PPE for all first aiders, this should include face mask eye protection latex gloves and apron. Gloves apron and masks should be disposed of after use and eye protection cleaned.</li> <li>Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s)</li> <li>First aiders must wash hands before and after using the first aid facilities or applying first aid</li> <li>Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources</li> <li>Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.</li> </ul>		B Rutter	1st August 2020	5	1	5	M



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		S	L	R	RR					S	L	R	RR
COVID-19 Lack of awareness	Footballers, coaches	5	3	15	H	<ul style="list-style-type: none"> <li>Where possible, the latest government campaign posters will be displayed.</li> <li>Coaches will keep up to date with the latest Government guidance and information.</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> </ul>		B Rutter	1 <sup>st</sup> August 2020	5	1	5	M

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Vulnerable Groups 'Increased Risk'	Footballers, coaches	5	4	20	VH	<ul style="list-style-type: none"> <li>Coaches and footballers / children known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.</li> <li>For coaches and footballers / children who have received information from their GP will be asked to remain shielding until further notice.</li> </ul>		B Rutter	1 <sup>st</sup> August 2020	5	1	5	M



## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately the risk is too high. Take immediate action to reduce the risk to the lowest level possible.



**Additional comments:**

1. This risk assessment needs to be discussed with all teams and those involved with them (managers, coaches, players, and helpers) to ensure that they are fully aware of all control measures
2. Clubs are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by a nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>	<b>Brad Rutter</b>	<b>Signature:</b>	<b>B Rutter</b>	<b>Date:</b>	<b>19<sup>th</sup> August 2020</b>
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<b>Assessor 2 name:</b>	<b>Richard Clarey</b>	<b>Signature:</b>	<b>R Clarey</b>	<b>Date:</b>	<b>19<sup>th</sup> August 2020</b>
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## Appendix One – Training / Briefing Record

Documentation will be kept to keep a record of all club officials attending a Covid-19 briefing sessions. The information below is what will be recorded.

### **Committee & all volunteers training**

Training conducted by: Brad Rutter

Date: 29<sup>th</sup> July 2020, 7pm to 8.30pm

Attendees:

### **First Team Management Team Training**

Training conducted by: Brad Rutter

Date: 27<sup>th</sup> July 2020

Attendees: Dave Hoole, Dale Spragg, Malc Siddall, Josh Waldram, Emma Youngs, Tom Maloney

### **U19's Management Team Training**

Training conducted by: Brad Rutter

Date: 27<sup>th</sup> July 2020,

Attendees: Tim Wainwright and Brad Rodda



## Appendix Two – Track & Trace Form

Team:

Managers name:

Managers contact number:

Coaches name:

Date of game / training session:

Person completing the form:

Before training / games start, please ask your players and parents the following questions.

Q1) Has anyone (or anyone in their household) tested positive for Covid-19 in the last 14 days.

Q2) Has anyone (or anyone in their household) had symptoms of Covid-19 in the last 14 days.

If anyone answers YES to any of the above 2 questions, mark yes on the form below and send home immediately

Q3) Has everyone read and understands the rules of training / matches during Covid-19

If anyone answers NO to the above question, mark NO on the form below and provide a copy of the training rules

Players, coaching staff and support volunteers names must be listed below.	Mum present (please tick)	Dad present (please tick)	Other guardian present (please tick)	Q1	Q2	Q3	Q4
Referees name							
Linesman name (1)							
Linesman name (2)							

After your session state any observations below and mark column Q4

Q4) Were there any instances of physical contact (or contamination risks) during your session Yes / No

If yes please mark Yes in the above form in column Q4 to identify names and please include contamination details below



## Appendix Three – Detailed Cleaning Regime

- All volunteer cleaning staff have a responsibility to safeguard themselves and others at all times.
- The use of till will be allocated to one person at a time, Tills must be suitably cleaned/sanitized before and after use.
- Staff to clear tables and then thoroughly clean and sanitize the area after customers have vacated, this to include table, chairs and any ledges etc. Only serve walk-up customers at the designated area.
- Wash hands with soap and water regular or use hand sanitizer provided, this should be done prior to your shift and regularly during shift.
- Do not cough or sneeze towards another person. Conceal it into a closed elbow or a tissue to be disposed off straight afterwards. Then wash your hands.
- Use disposable gloves when cleaning. Be careful not to contaminate any cleaning equipment with contaminated hands. ie brushes, buckets, mops etc. be mindful to decontaminate any surface which has a potential for the transfer of germs. A bleach/disinfection solution should be used on any cleaning equipment before and after use.
- When cleaning the toilets you must wear gloves and a face covering.
- Toilets will be closed for cleaning this to be done hourly and recorded on sheets provided.
- Give toilet a clean and then sanitize/disinfect taps, sinks, toilet handles, toilet roll holders.
- When cleaning or in contact with any potential contaminated surface do not touch your face or another surface which you or someone else may contact later.
- Avoid using personal items ie phones etc, whilst undertaking cleaning duties. Wash hands well before resuming other duties.
- Cafe and kitchen must be kept clean and sanitized at all times, all surfaces should be sanitized regular. one person in at a time if not possible face mask/visor must be worn.
- Maintain current distancing guidelines throughout the ground including toilets cafe etc, use face coverings when 2 metres not possible.
- Limit personal items that you bring to ground to limit possible contamination.
- Wash hands thoroughly or shower at home after visiting ground