



# Risk Assessment for Holmer Green Football Club – Covid-19

For all Senior teams.

Refer to separate document for Junior team risk assessment.

Description of Assessment	Coronavirus (COVID-19)				
Location	Holmer Green FC, 87 Watchet Lane, Holmer Green, HP15 6UF				
Teams	All Senior Teams: First, Development, Rangers, Under 18 Rangers, Under 18 Allied Counties. See separate document for Junior Teams				
Assessors Name 1	Stephen Powell	Assessors Position	Administrator	Document Effective Date	1 <sup>st</sup> August 2020
Assessors Name 2	John Ostinelli	Assessors Position	Club Secretary		
Signed Off By	Rob Shed	Signatory Position	Chairman		
Next Review	Ongoing - As per Government Guidelines	Document Version	2.1		

RISK / HAZARD	RISK AREA	WHO MAY BE AFFECTED	CONTROLS REQUIRED	ACTION BY WHOM	COMMENTS	DATE COMPLETED
Passing on COVID-19	Symptomatic prior to attending venue (or attending an away match)	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> <li>• Bar Staff</li> </ul>	<p>All players, officials, volunteers, and spectators must undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to participate in or watch football if they, or someone they live with, has any of the following:</p> <ul style="list-style-type: none"> <li>• A high temperature (above 37.8C)</li> <li>• A new, continuous cough</li> <li>• A loss of, or change to, their sense of smell or taste.</li> </ul> <p>Anyone displaying the above symptoms should self-isolate for 14 days and initiate track and trace as per Government guidance</p> <p>Thermometer at the Football Club is available for all players, officials, and staff</p>	RS (Rob Shed) to purchase thermometer	As part of the registration process, players directed by Club Secretary to the latest Risk Assessment document published on the club Website	Process in place to communicate to players upon registration
Passing On COVID-19	Symptomatic after attending venue (or attending an away match)	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> <li>• Bar Staff</li> </ul>	<p>If advised that anyone who has visited the club has developed Covid-19, the COVID-19 officer will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Thermometer at the Football Club available for all players, officials, and staff</p>	RS to purchase thermometer	As part of the registration process, players directed by Club Secretary to the latest Risk Assessment document published on the club Website	Process in place to communicate to players upon registration



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Contracting or passing on COVID-19	Travel to venue	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Club Officials (Home)</li> <li>• Volunteers</li> <li>• Spectators</li> <li>• Bar Staff</li> </ul>	<p>Where possible travel to games should not be made via public transport</p> <p>Players, coaching staff, and officials should arrange to travel to venue independently wherever possible. If carshare is unavoidable, where possible travel within your own support bubbles</p> <p>Coach travel should be avoided wherever possible. Where coach travel is required, the following precautions should be taken</p> <ul style="list-style-type: none"> <li>• Face masks should be worn on the coach by all</li> <li>• Use seating arrangements that maximises distance between people</li> <li>• Limit time spent during any stops at motorway services, petrol stations, etc</li> <li>• Wash hands or sanitise each time you enter or exit the coach</li> <li>• Maintain 2m social distancing where possible</li> </ul>		As part of the registration process, players directed by Club Secretary to the latest Risk Assessment document published on the club Website	Process in place to communicate to players upon registration
Contracting or passing on COVID-19	Arriving at the ground	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	Signage will be displayed to direct players and officials to changing areas. Once spectators can return, signs will be displayed at ground entrance to remind of both social distancing as well as government hygiene guidelines	RS to arrange purchase & display of signs		



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Passing on COVID-19	Training	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Club Officials (Home)</li> </ul>	<p>Changing rooms must remain closed for all training sessions. Players to arrive at the ground in their football kit</p> <p>Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches). Sessions may include multiple groups of 30 where groups can be socially distanced from each other.</p> <p>Any spectators at training sessions (including parents and carers) must be restricted to discrete six-person gathering limits and spread out, in line with wider government guidance, ensuring space for officials, coaches and substitutes</p> <p>Hand sanitiser should be used at the start and end of each training session. Players encouraged to bring their own hand sanitiser although club will also make sanitiser available for all</p> <p>The sharing of kit and equipment should be avoided, and participants should bring their own drinks or refreshments</p> <p>To aid with Track &amp; Trace if required, Manager / Coach will ensure that names and contact details are obtained for everyone attending training sessions</p> <p>At the start of training the manager will give a safety briefing to remind players that they should be following the procedures set out in this document</p>		<p>Changing rooms will remain locked until advised they can be reopened by the Govt / FA</p> <p>As part of the registration process, players directed by Club Secretary to the latest Risk Assessment document published on the club Website</p>	Process in place to communicate to players upon registration



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Contracting or passing on COVID-19	Changing Rooms	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> </ul>	<p>Changing rooms should be avoided for training sessions and friendlies, and only be used on competitive match days</p> <p>Changing rooms should only be used for changing and showering and should be done so as quickly as possible. Where possible substitutes should use the facilities separately to the starting XI</p> <p>Changing rooms should be kept ventilated – doors should be left open</p> <p>Outside spaces should be used for team meetings</p> <p>Changing rooms to be sanitised prior to and following every game</p> <p>Home team, away team and match officials should stagger leaving and entering the changing rooms at the start and finish of the match</p>	Changing rooms will remain locked until advised they can be reopened by the Govt / FA	<p>Cleaning staff to sanitise changing rooms once reopened</p> <p>As part of the registration process, players directed by Club Secretary to the latest Risk Assessment document published on the club Website</p>	Process in place to communicate to players upon registration
Contracting or passing on COVID-19	Match Day - General	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> </ul>	<p>As part of the team talk, the manager will give a safety briefing to remind players that they should be following the procedures set out in this document</p> <p>To aid with Track &amp; Trace if required, Manager / Coach will ensure that names and contact details are obtained for all players attending the match</p> <p>Opposition to be reminded that they are responsible for recording names and contact details of all players, coaching staff and officials attending the match.</p>	Fixture secretary to remind opposition as part of the match confirmation process		



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Contracting or passing on COVID-19	Warm Up Areas	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> </ul>	Areas will be marked to allow socially distanced warmups for both home and away teams as well as match officials		Coaches responsible for marking areas	
Contracting or passing on COVID-19	Match Officials (Payment)	<ul style="list-style-type: none"> <li>• Match Officials</li> <li>• Club Officials (Home)</li> </ul>	Awaiting a FA / League review on moving to electronic payment to officials. Until this can be implemented, physical payments will continue, but hands should be washed / sanitised before and after the handling of payments			
Contracting or passing on COVID-19	Match Officials (Team sheets)	<ul style="list-style-type: none"> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> </ul>	Hands should be washed / sanitised before and after the sharing of team sheets between the officials and / or opposition.			
Contracting or passing on COVID-19	Boardroom	<ul style="list-style-type: none"> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Match Officials</li> </ul>	Until further notice boardroom facilities will be closed. To be reviewed when Government relax restrictions			
Contracting or passing on COVID-19	Match Equipment (balls, bibs, cones, etc)	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	<p>Equipment (balls, bibs, cones, corner poles, goalposts &amp; pitch railings) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly cleaned after every training session or match</p> <p>Balls leaving the field of play should not be handled by spectators. Anyone handling the ball outside the field of play should sanitise their hands</p> <p>Any ball leaving the field of play and touched by anyone other than players should be sanitised before re-use.</p>		<p>Committee member attending game is responsible for equipment being sanitised</p> <p>As part of the registration process, players directed by Club Secretary to the latest Risk Ass doc published on the club Website</p>	Process in place to communicate to players upon registration



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Contracting or passing on COVID-19	Pre-Match Handshake	<ul style="list-style-type: none"> <li>Coaching staff (Home)</li> <li>Coaching staff (Away)</li> <li>Match Officials</li> </ul>	Until further notice, pre-match handshake is suspended. To be reviewed when Government relax restrictions			
Contracting or passing on COVID-19	Technical Area	<ul style="list-style-type: none"> <li>Players (Home)</li> <li>Coaching staff (Home)</li> <li>Players (Away)</li> <li>Coaching staff (Away)</li> </ul>	Additional seating to be provided within the technical area to allow for social distancing	RS to locate / purchase 8 extra chairs	Seats to be left out next to dug outs	
Contracting or passing on COVID-19	Bar Area	<ul style="list-style-type: none"> <li>Players (Home)</li> <li>Coaching staff (Home)</li> <li>Players (Away)</li> <li>Coaching staff (Away)</li> <li>Match Officials</li> <li>Club Officials (Home)</li> <li>Club Officials (Away)</li> <li>Volunteers</li> <li>Spectators</li> </ul>	The Holmer Green Sports Association (HGSA) bar has now re-opened and restrictions are currently in place. One-way systems are in operation as are social distance and cleaning procedures. All these measures are covered in the separate HGSA risk Assessment document (available on the Holmer Green FC website)		HGSA risk assessment on HGFC Website	Process in place to communicate to players upon registration
Contracting or passing on COVID-19	Toilets	<ul style="list-style-type: none"> <li>Players (Home)</li> <li>Coaching staff (Home)</li> <li>Players (Away)</li> <li>Coaching staff (Away)</li> <li>Match Officials</li> <li>Club Officials (Home)</li> <li>Club Officials (Away)</li> <li>Volunteers</li> <li>Spectators</li> </ul>	<p>Toilets for players and coaching staff are available, opposite to the changing rooms.</p> <p>Toilets are also located in the main clubhouse (HGSA). The disabled toilet in the foyer area of the club will be in operation for ladies, baby change and disabled customers and the male toilets will only operate with a maximum of 3 in at any one time. The ladies toilets will be for staff use only due to social distancing measures.</p> <p>There will be regular cleaning being done by staff on shift of toilets. A rota will be in place in each toilet to show when they were last checked/cleaned. Toilets in the main clubhouse will have a deep clean before each day that the club is open. Toilets opposite changing rooms will have a deep clean before and after each home game.</p>		<p>Cleaning to be carried out by staff on shift.</p> <p>Deep clean to be carried out by cleaning staff</p>	<b>22 July 2020</b>



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Contracting or passing on COVID-19	Turnstiles	<ul style="list-style-type: none"> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	<p>Spectators are not currently allowed in the ground due to Government guidelines. Once restrictions have been relaxed the following procedures should apply</p> <ul style="list-style-type: none"> <li>• Spectators will be encouraged to pay using exact money</li> <li>• A sanitising station near the entrance will be made available</li> <li>• PPE will be made available to turnstile staff</li> </ul> <p>Approach to the turnstiles will be marked to allow 2m social distancing whilst queueing</p> <p>Signs to be displayed at ground entrance to remind spectators of both social distancing as well as government hygiene guidelines</p>	<p>RS/NG to mark entrance to ground to aid social distancing</p> <p>RS to arrange purchase &amp; display of signs</p>	<p>Committee member attending game is responsible for setting up sanitising station</p>	
Contracting or passing on COVID-19	Spectator Areas	<ul style="list-style-type: none"> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	<p>Spectators are not currently allowed in the ground due to Government guidelines. Once restrictions have been relaxed the following procedures should apply</p> <ul style="list-style-type: none"> <li>• Signage will be displayed at ground entrance to remind people               <ul style="list-style-type: none"> <li>○ Of 2m social distancing requirements</li> <li>○ Not to handle the ball</li> <li>○ Avoid touching any railings</li> <li>○ Use hand sanitiser provided</li> </ul> </li> </ul>	<p>RS to arrange purchase &amp; display of signs</p>		



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Contracting or passing on COVID-19	Field of Play	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> </ul>	<p>Goal posts, corner poles, pitch railings should be wiped down before and after matches</p> <p>Team talk huddles should not take place</p> <p>Participants must not spit and should avoid shouting or raising their voices when facing each other</p> <p>During set plays, players are encouraged to avoid unnecessarily long set-up or close marking.</p> <p>Unnecessary contact during goal celebrations should be avoided</p> <p>Players and coaches should bring their own water bottles, drinks, or refreshments</p>			Process in place to communicate to players upon registration
Contracting or passing on COVID-19	Tea Bar / Refreshment area	<ul style="list-style-type: none"> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	<p>All surfaces should be cleaned and sanitised before, during and after use. A deep clean of the tea bar / refreshment area will be completed before and after each game</p> <p>Tea bar / refreshment staff should wash hands with soap or sanitiser regularly and thoroughly. Gloves will be worn by all staff while preparing and serving food or drink</p> <p>Customers will be served using the outside hatch / window. Hatch inside the clubhouse will remain closed until further notice.</p> <p>Signs will be displayed outside the tea bar / refreshment area reminding customers of social distancing requirement</p>	RS to arrange purchase & display of signs	<p>Tea bar staff to clean during use</p> <p>Cleaning staff to carry out deep clean</p>	





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Contracting or passing on COVID-19	First Aid	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> </ul>	<p>Injured players or officials should only receive treatment from the home or away team physio / first aider</p> <p>Physio / first aider should be familiar with the First Aid Guidance in the FA's Return to Grass Roots Football document (available on the clubs Website). When treating an injured player, the physio / first aider should follow PPE guidance in line with Public Health England (PHE)</p> <p>Before and after putting on or removing PPE, the physio / first aider should thoroughly clean or sanitise their hands. PPE should be disposed of safely after use</p> <p>In an emergency situation, where suitable PPE is not available, the responder must consider the potential risks to both themselves and the player and decide what level of care they feel is reasonable, or what level of care they are able to provide in the absence of PPE. This may include providing no assistance at all until the ambulance arrives or until appropriate PPE is made available.</p>		<p>PPE has been ordered. Awaiting delivery</p> <p>As part of the registration process, players directed by Club Secretary to the latest Risk Assessment document published on the club Website</p>	
Contracting or passing on COVID-19	General	<ul style="list-style-type: none"> <li>• Players (Home)</li> <li>• Coaching staff (Home)</li> <li>• Players (Away)</li> <li>• Coaching staff (Away)</li> <li>• Match Officials</li> <li>• Club Officials (Home)</li> <li>• Club Officials (Away)</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	<p>Throughout the ground and clubhouse there will be signage reminding people of the importance of both social distancing as well as following government hygiene guidelines</p>	RS to arrange purchase & display of signs		



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Version 1 – Not published

Version 2.1 - Published on HGFC Website 26<sup>th</sup> July 2020

## Risk Assessment Completed By

Name	Stephen Powell	Position	Administrator	Signature		Date	
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## Risk Assessment Checked By

Name	John Ostinelli	Position	Club Secretary	Signature		Date	
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## Risk Assessment Approved By

Name	Rob Shed	Position	Chairman	Signature		Date	
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