

RISK ASSESSMENT						
CLUB: Fareham Town FC			LEAGUE: Wessex Premier League			
COVID-19 OFFICER: Gavin Bedford						
What are the hazards?	Who might be harmed?	Additional Risk to Children (Under 18s)	Controls Required	Risk Rating (RAG)	Solution/Mitigation	Review Post-Activity
1. Prior to any club activity						
1.1 Self Assessment of symptoms	All	Yes	Any player, official, volunteer or spectator must not attend training or fixture if they are suffering COVID-19 symptoms. Symptoms include: - A high temperature (above 37.8 degrees) - A new continuous cough. - A loss of, or change to, their sense of smell or taste.	Red	Regularly post the guidance through club channels. All existing and new players (parents for youth) to sign the COVID-19 consent form.	
1.2 Informed written to participate in football activities.	Youth Players Parents Coaches	Yes	Parents of any player 17 and below are to sign an online COVID-19 consent form via the youth website.	Amber	Parents/carers to be advised prior to consenting for their child to participate.	Continue to monitor weekly report run by youth section.
1.3 Travel Corridors	All	Yes	Government guidance has a list of countries where those returning to the UK from will need to self-isolate for 10 days. No player/parent or coach can attend training or a fixture during this time. The list can be found here. Current guidance	Amber	Regularly post guidance through club channels.	
1.4 NHS Test and Trace	All	Yes	A list of participants (name and contact information) must be kept at both training and matches.	Green	First Team – Volunteer to collect upon spectator arrival	

			Information to be kept for a minimum of 21 days and collected/processed in accordance with the Data Protection Act 2018 and in line with GDPR principles and used only for the purpose of NHS test and trace.		Secretary – Collect upon player/match official arrival. Youth – Managers to collect.	
2. Pre-Game						
2.1 Travel to the venue	Players Parents Coaches Club Officials Match Officials	Yes	<p>Fareham is currently in Tier 4 and therefore travel into and out of this tier is not allowed.</p> <p>Adult football within the club has been temporarily suspended with a review due on 18th Jan 2021. Only football for U18s is allowed at present.</p> <p>Government guidelines encourage travel by own car or other means such as walking or cycling. Players must not car share outside their household or social bubble unless unavoidable.</p> <p>For away games, it is encouraged that players/club officials make arrangements as above.</p> <p>If coach travel or the above is unavoidable, consider the following:</p> <ul style="list-style-type: none"> - Share transport with same people each time. - Keep to small groups of people each time. - Open windows for ventilation. - Face away from each other. - Clean the car between journeys using standard cleaning products – including door handles 	Amber	<p>Check with players how they are travelling to and from the game.</p> <p>Check fixture list once published to highlight any which will require transport due to distances involved.</p>	

			<p>and othr areas that people may touch.</p> <ul style="list-style-type: none"> - Ask the driver and passengers to wear a face covering as well as yourself. - Consider seating arrangements to maximise distance between people, this may mean using more than one coach for example. - Require regular hand sanitisation for all. - Limit the time spent at garages and petrol stations. - Wash hands before entering and after exiting the vehicle for up to 20 seconds or sanitise as soon as possible. 			
2.2 Car Parking – Senior Section and Spectators	Players Match Officials Spectators	No	Car Parking to be allocated to small car park outside The Venue or the Bowls Club due to COVID Test centre in main car park.	Green	<p>Advertise on first team website and social media.</p> <p>Secretary to notify opposition and match officials in advance by email.</p>	
2.3 Car Parking – Youth Section and Spectators	Players Coaches Match Officials Spectators	Yes	Teams to park in the small car park and bowls club. Main car park out of use due to COVID test centre set up in place.	Green	<p>Team Managers to inform parents.</p> <p>Fixture secretary (youth) to notify opposition and match officials in advance by email.</p>	
2.4 Entry to venue –	Players Officials	No	Player entrance to be left open to allow ventilation and avoid contact with the handle.	Amber	Committee Member (Secretary) or steward to greet on arrival.	Continue to ask opposition for list of

Senior Section and Match Officials			Personnel to use hand sanitiser upon entry located by player entrance and make way to dressing room.		Track and Trace to be completed or checked if received in advance.	playing/coaching staff and club officials in advance.
2.5 Entry Venue – Youth Section	Coach	Yes	<p>Only one youth coach should enter the ground via a side gate. This should be locked immediately afterwards to prevent spectators/members of the public gaining access.</p> <p>Back gate to then be opened to allow access to goals and for parents/players to use toilets.</p>	Amber	<p>Check that each team has a set of keys (4 total)</p> <ul style="list-style-type: none"> - Side/Back gate & Car park barrier - Male Toilets - Female Toilets - Equipment Lock up 	
2.6 Changing Facilities	Players Coaches Match Officials Cleaning Staff	No	<p>Players to arrive in tracksuits/kit ready to play.</p> <p>Due to greater risk of transmission, changing rooms only to be used for changing and showering and as quickly as possible (Senior Section only).</p> <p>A maximum of six persons to be inside changing room at any one time.</p> <p>Team meeting to take place outside on the warm up area or on the pitch.</p> <p>No changing facility access to any of the youth teams.</p>	Amber	Changing Facilities to be cleaned immediately after use.	
2.7 Training	Players Coaches	Yes	2 DBS coaches as a minimum to be present at all times during training.	Amber	CWO to maintain list of DBS coaches.	Coaches to continually

	First Aid staff Parents		<p>Personal items (eg water bottles) to be left in a designated area to allow social distancing. For youth, personal items can be left with parents.</p> <p>Players should arrive ready changed where possible and bring spare clothes to travel home or if they choose, travel home in the kit they have used.</p> <p>Warm Ups – Maintain social distance, 2m where possible but 1m plus should be observed.</p> <p>Contact training is allowed.</p> <p>No spitting as water droplets can carry the virus.</p> <p>Bibs should only be used if absolutely necessary and they must be worn once and not swapped during any exercise. Bibs should be washed immediately after use.</p> <p>Cooldown – As the warm up, social distancing to be maintained where possible.</p> <p>Players and parents to immediately leave the venue when session has finished.</p>		Coach to make decision whether they wash or parents to wash.	<p>monitor their own practices.</p> <p>CWOs ad committee members to oversee training sessions when possible.</p>
2.8 Equipment	Players Coaches First Aid Staff Parents	Yes	Players to bring their own water bottle, hand sanitiser, sun cream and any necessary medication (eg inhaler). All items should be labelled with their name and not used by anybody else.	Amber		

			<p>Equipment (balls, bibs, cones, goalposts etc...) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly after every session. Consider the use of face masks and gloves during this process.</p> <p>Equipment required for youth fixtures are located in the lock up (5v5 / 7v7 goals, respect barrier and corner flags). Only coaches are to access the lock up, collect and return equipment and this is only allowed when there is a fixture.</p> <p>9 v 9 goals are in portacabin and will be set up in time for youth football in Spring 2021.</p>		<p>Coaches to either wear gloves if possible when accessing the padlock and handling equipment or sanitise hands before and after handling.</p> <p>Bracket to be fitted to inside perimeter wall to help with handling of goals.</p>	
3. During the Game						
3.1 Pre-Game Management (Senior Section)	Players Coaches Match Officials	Yes	<p>Team Sheets – Physical team sheets should not be shared between the officials or opposition where possible.</p> <p>Warm Up Areas – Sufficient area required for home/away teams and match officials. Home/Away team to use pitch behind hedgerow. Home to use area nearest changing rooms, Away to use furthest. Match officials to use pitch.</p> <p>Respect Handshake – Suspended until further notice.</p>	Amber	<p>Sent electronically via photo or email.</p> <p>Sanitiser located by both home and away entrances/exits.</p>	

			Tunnel Management – Teams to stagger their arrival onto the pitch. Home team to use double doors and away team to use fire exit.		To be agreed with match official prior to kick off.	
3.2 Technical Areas (Senior Section)	Players Coaches First Aid Staff	Yes	Seating required outside of dugout in order to provide adequate social distancing for substitutes and coaching staff. League rule that only 8 persons maximum in the technical area/dugout. Face masks to be worn by all. Hand sanitising station to be located next to both dugouts.	Amber	2x Benches next to portacabin to be fixed and used as additional seating by each dugout.	
3.3 Pre-Game Management (Youth)	Players Coaches First Aid Staff	Yes	Pre game handshake should not happen. Players to hand sanitise instead. Team talk huddles should not take place. Team talks can and should happen as long as social distancing is observed. Warm ups/cool down should observe social distancing. Coaches and substitutes are allowed on the coaches side but must observe social distancing. This should also be observed when making a substitution. Free Kicks – Encourage players to get on with the game and not unnecessarily prolong set play set up such as defensive wall.	Amber		

			<p>Corners should be taken promptly to limit close marking.</p> <p>Goal celebrations should be avoided.</p> <p>Interactions with match officials should happen whilst observing social distancing.</p> <p>Provide regular hygiene breaks.</p> <p>Wipe down goal posts before, at half time and post game.</p> <p>Participants to bring their own water bottle in a named container. No sharing.</p> <p>If the ball goes out of play, it should be collected with the feet rather than the hands. Where possible, the ball should be disinfected each time.</p>		<p>Youth managers can agree on kick ins.</p>	
<p>3.4 First Aid (Youth)</p>	All	Yes	<p>First Aid kit to include relevant PPE including disposable gloves (single use).</p> <p>Clean hands before and after treatment of an injury using sanitiser.</p> <p>If a player is injured, a member of their household can assist if present and appropriate. This should be signalled by the coach if warranted. Coach to keep and observe social distancing where possible.</p> <p>Coach to attend if situation is deemed to be life or limb threatening.</p>	<p>Red – due to potential compromise of social distancing.</p>	<p>Coaches to adhere to latest FA guidance.</p> <p>It is accepted that social distancing will be compromised in some situations.</p>	<p>Review first aid kit list (PPE etc...)</p>

3.5 First Aid (Senior Section)	All	Yes	<p>The FA Guidelines are extensive and subject to change. The latest guidance can be found here.</p> <p>Medical team to decide on best place for stretcher and defibrillator and personnel to use.</p>	Amber	<p>It is accepted that social distancing will be compromised in some situations.</p> <p>Maintain dialogue with medical team/physios on lessons learnt and best practice.</p>	
3.6 Payment	Match Officials Spectators	Yes	<p>Payment of match officials to be paid electronically where possible and this option will be communicated in advance.</p> <p>Spectators to be encouraged to use contactless payment instead of cash.</p>	Amber	<p>Contactless card machine purchased and located at the turnstile.</p>	
3.7 Entry for spectators (Senior Section) NO SPECTATORS UNTIL FURTHER NOTICE.	Spectators	Yes	<p>Two single use entrances to be in use to avoid any bottlenecks:</p> <ul style="list-style-type: none"> - Turnstiles to be used for those paying cash or card. (Contact details to be recorded by turnstile operator for track and trace). - 2nd entrance to be used for season tickets and club staff (youth committee and coaches) <p>A steward will be situated between turnstiles and 2nd entrance to count the spectators entering.</p> <p>Once capacity is reached, entrances to be closed.</p> <p>Signpost direction of travel upon entry.</p>	Amber	<p>Sanitiser to be located outside both entrances.</p> <p>Steward to run this gate and collect track and trace contact details.</p> <p>Hand sanitiser located between male and</p>	

			<p>Apply 2 metre markings where possible to the entrance.</p> <p>Programmes to be sold on the grass area by the steps so as not to block the walkway.</p> <p>Exit points to be gate by turnstiles and double gates next to The Venue.</p>		<p>female toilets upon entry.</p> <p>Use signs/stencils on the ground to signpost social distancing.</p> <p>Opened by club officials when required.</p>	
3.8 Spectator (Youth)	Spectators	Yes	<p>Only one parent per player allowed at training and fixtures. This applies to Cams only and other facilities will have their own rules which each manager will be made aware of.</p> <p>No siblings are allowed UNLESS no child care is available and this is as an absolute last resort.</p> <p>Respect Steward/Marshall to ensure parents are socially distanced.</p> <p>Spectators should stay behind the respect barrier / cones at all times (if allowed at particular venue). If collecting a ball that has been kicked out, it is to be collected with the feet and not the hands.</p> <p>Maintain a 2 metre distance at all times.</p>	Amber	Concerns to be reported to COVID Officer and CWO.	
3.9 Use of the stand	Spectators	Yes	Stand only in use for first team only. To be closed for Reserves and U18 fixtures.	Amber		

(Senior Section only)			Matchday steward to ensure that social distancing is observed.		Counting to take place.	
3.10 Toilets (Spectator)	All	Yes	<p>Adult Players – Use changing room toilets in a staggered fashion.</p> <p>Match Officials – Use facilities within their changing rooms.</p> <p>Youth Players & Spectators for both senior games and youth games – Use the male (2 urinals and 2 WCs) and female toilets (2 WCs) as appropriate.</p> <p>Only 2 people maximum inside each toilet at any one time (signage displayed).</p> <p>Cleaning – Promote good hygiene by:</p> <ul style="list-style-type: none"> - Signage inside displaying good hygiene methods. - Ensure that each toilet has working handwashing stations and provide soap, water and hand sanitiser. - Use disposable paper towels in handwashing facilities. <p>Disabled Toilet located inside tunnel.</p>	Amber	<p>Daily cleaning of toilets (Completed before, during and after game)</p> <p>Stock to be checked and replaced.</p> <p>On matchday, toilets to be opened 60 mins before game and closed 30 mins post game.</p>	
3.11 The Venue (Hospitality) NOT IN USE UNTIL FURTHER NOTICE.	All	Yes	<p>Entrance to bar located inside the ground only. Outside entrance to be locked so as to manage number of spectators.</p> <p>One way system in place with social distance floor markers both inside the bar and outside to serving hatch.</p>	Amber		

			<p>Sanitiser available on approach to the bar and also outside at the serving hatch.</p> <p>Steward positioned at entrance to check those entering are wearing face masks.</p> <p>Those entering must sit down upon entry and order a meal via the app.</p> <p>Alcohol and soft drinks to be served through the hatch for fans to consume outside in drinking area.</p>		Local authority confirmed on 01/12/2020.	
4. Post-Game						
4.1 Cleaning pre and post game (Senior Section)			<p>Toilets to be cleaned 30 mins before spectators arrive for first team/reserve fixture. They are to be cleaned again at half time and post game. Toilets should be locked 30 mins after the game has finished.</p> <p>Changing Rooms – clean with fogger/misting spray and steam cleaner</p> <p>Pitchside – Volunteers to conduct a walkaround of the ground using gloves and litter grabbers. Items to be put into bin immediately.</p> <p>Bins to be emptied into skips immediately after litter sweep.</p>	Amber	Identify volunteers / job rota to ensure all know their responsibilities to carry out in a timely fashion.	

Due to the nature of the Cams Alders site, there are a lot of shared areas between the senior section (First Team and Reserves) and the youth sections (Foundation to U18s), occasionally at the same time. For this reason, this risk assessment has covered both sections in a single document.

Although this risk assessment is intended to be as comprehensive as possible, it is a live document and will evolve, especially with post activity lessons that are learnt and adopted.

Risk Assessment completed by:

Name: Gavin Bedford

Club Role: Youth Chairman / COVID-19 Officer

Signature:

Date: 26/03/20201

Checked by Club Committee Member:

Name: Charles Gale

Club Role: Senior Section Vice-Chairman

Signature:

Date: 26/03/2021