

Risk Assessment and COVID 19 - Match Day Action Plan Hucknall Town 2020-21 Season

This updated guidance is v6, 12th April 2021 (step 2 spring Road Map) and supersedes other earlier updates. Notes about previous spectator limits and clubhouse usage remain in the action plan because now changing rooms can be used with appropriate safeguards (see below for specific guidance) when other restrictions change (if after 17th May and 21st June) they can be implemented again (unless FA and Gov guidance changes previous conditions).

The club has curtailed all league football and will only play friendlies and train in the intervening period 30th March to 18th May 2021 when it will move to a closed season operation resuming for preseason training on week commencing Monday 21st June 2021.

The following risk assessment and action plan takes account of the whole experience of players, staff officials volunteers and spectators /visitors to the club it remains applicable as and when league football resumes and will only be amended in accordance with government guidance and FA guidelines for the forthcoming league season 2021-2022.

Risk

The risk of transmission of COVID 19 remains high even in a changing landscape – the following guidance is designed to mitigate the risk of transmission and to identify suspect cases and deal with them immediately.

If you have a temperature of or above 37.8c, a continuous or persistent cough, and change in taste and smell, do not attend the ground for training or friendly fixtures. Comply with government guidance on self-isolation

https://www.gov.uk/coronavirus?utm_campaign=coronavirus_grants&utm_medium=paid_search&utm_source=google&utm_content=keyword&gclid=EAIaIQobChMIquTS9bvY7wIVKwd7Ch1lOQ0NEAAYASAAEgKkxfD_BwE and seek medical help from 111 if the conditions

persists or get worse. If you feel unwell while at training report it to a staff member remain socially distanced from others and arrange transport home. First aid will comply with covid restrictions and use of PPE and isolation where necessary.

Guidance for players, coaches, officials, volunteers, clubs, leagues, parents/carers and facility providers undertaking grassroots football activity in England

UPDATED 12/04/2021 09:00

The Government has confirmed that on Monday 12th April we will enter step two of the [roadmap out of the national lockdown](#).

The FA have [published updated guidance](#) to reflect the changes to national restrictions. The key changes to note are in relation to spectators, use of changing rooms and outdoor hospitality, which are summarised below.

COVID-19 remains a highly infectious and dangerous disease. Every participant must play their part in helping to stop the spread of the virus. This is crucial both for the safety of everyone involved in the game and to ensure we can continue to play.

Please note that this guidance is based on the information published by the Government to date. As we move through each new step of the Government's roadmap, The FA will continue to update their guidance accordingly.

Further updates will be added to this page as appropriate.

Key Changes to Guidance Effective from 12 April 2021 (Step 2 of Roadmap)

Full details can be found in The FA's guidance documents which can be downloaded using the links at the bottom of this page.

Changing rooms

Changing rooms can be used as part of step two of the Government's roadmap out of lockdown. However, participants should minimise their use of changing facilities where possible. Toilets will be allowed to open, 30 minutes before and 30 minutes after training and/or matches. See below for advice on changing room specific use at Hucknall Town.

Spectators

On 7 April, the Government updated its [guidance in relation to spectators](#). This confirms that spectators are not permitted to attend sporting events taking place on private land, other than adults needed to supervise U18s that they have a responsibility for or providing care or assistance to a person with disabilities. They should maintain social distance and not mix with other households.

This does not prevent people from viewing recreational or organised sport that is taking place in a public space, e.g. a park in groups of up to six people or two households. However, sporting events that are intended to attract spectators (including ticketed football matches), or events that are likely to attract a significant number of spectators (e.g. matches that would attract a large crowd) should not take place in a public space, or on private land, until step three.

Parents/Carers

Where clubs and facilities can accommodate this safely, parents and carers are permitted to be present at football activities, although they must observe the relevant Government COVID-19 guidance, including those on gathering limits for spectators above.

Training with equipment will remain possible with staff managing the use and disinfecting of equipment, players arriving changed, and leaving immediately after training or friendly fixtures. Travel should be restricted as per guidance – see below; no spectators are allowed onsite (see below).

Onsite hand sanitation on arrival, during and after training and friendly fixtures should be maintained, players should wear masks on arrival and when leaving and social distancing outside of the formal training and playing areas maintained.

There will be no access to the clubhouse, and entrance and exits are clearly marked as is the one-way system to be followed and there is no sense of congestion associated with this phased return.

Travel

The Government guidance on travel is that the 'stay at home' rule ended on Monday 29 March, but many restrictions remain in place. All participants may travel to games but should avoid travel at the busiest times and routes, as well as minimising any unnecessary journeys where possible. All participants must follow [the Government's guidance on safer travel](#).

Match Day Action Plan – subject to current restrictions and marked below accordingly

- **Clubhouse and changing rooms** will be cleaned and disinfected between each use.
- **Matchday equipment** will be cleaned and disinfected between each use.
- **Ground will open** midweek at 6pm Saturday at 1pm.

- **On arrival at the ground players** will use hand sanitiser and have temperature checks, and anyone 37.8c or above cannot enter the ground and must go home and follow NHS 111 guidance.

- **Players and officials will have use of changing facilities:** Changing at the ground is a necessary part of match day therefore it will be mitigated as follows: *Home* is a combined space (two adjoined rooms) and can accommodate two pods of six in each room, therefore changing times for team will be staggered and once changed, players will be required to go out onto the training ground. Practically; 18 players can change in two phases, 12 and 6. Showers are discouraged but available with only two out of 4 being in use at opposite ends of the shower bay. Changing at the end of the game will only be made available in two shifts of 12 (2x groups of 6) and 1 x group of 6 in pre-season.
 - *During the playing season changing will be managed* with starting 11 and 5 substitutes. Only starting 11 will be at initial team briefings. These will be conducted with additional ventilation be short and to the point; maximum 10 minutes before kick-off. Players will stagger changing and get outside as soon as possible. If players want to wear face masks in team briefings there is no objection. Showers in playing season will accommodate 3 players at a time, be staggered and as quick as possible. Avoid shouting, singing and loud projections of voice at all times in changing facilities. Use hand sanitiser provided and wash hands at every opportunity. Half time team briefing will be playing 11 only.

- **Away room** – accommodates 11 socially distanced at 1.5m (advice is to maintain six at a time for changing and to stagger changing). It has 6 cubicle showers with doors, all of which can be safely occupied simultaneously. Changing after the game - will be in pods of 6 as best practice in pre-season. In the playing season changing will be managed with starting 11 only as will team briefings. These will be conducted with additional ventilation be short and to the point maximum 10 minutes before kick-off.
- **Physiotherapist** – has been rehoused in a separate room and players will have access to the physio one at a time and both Physio and player will wear a mask, disposed of after single use in bins provided. All bins will be managed by cleaning staff who are briefed in accordance with best practice guidance.
- **Match officials** to follow their protocols – with separate space to accommodate them. Electronic payments and team sheet transfer to officials. Alternatively, cash in an envelope sealed more than 72 hours before a game, is available.
- **Team talks** will take place in the open air wherever possible during pre-season and enforced breaks where a return to football has been sanctioned even if league fixtures are not immediately in place. If not possible due to weather conditions team briefing will be staggered max 6 players per briefing or undertaken outside under cover of main stand but in the open air. For details of team briefings in the playing season see above re *players and officials and changing facilities*.
- **The field of play, players, officials and equipment** – Players will enter the field of play staggered to avoid congestion and sanitise hands on the way in at the sanitiser station. All balls will be disinfected before use and cleaned during the game by volunteers. Players should avoid, goal celebrations, spitting, wiping sweat from their faces with their hands (Use the shirt). Avoid shouting and any face-to-face close contact that is not fleeting as part of contact in the game. There should be no respect handshakes, or handshakes with officials. When speaking to officials do so calmly and at a suitable distance (1.5 – 2m). Elbow to elbow contact or fist pump (in the air) or knuckle to knuckle contact at the end of the game is acceptable and shows respect for the opposition. REMEMBER players MUST hand sanitise when leaving the field for breaks (half-time) and fulltime. Players should avoid touching their face before during or after the game with their hands if at all possible.
- **Playing Kit**- will be removed by the player and stacked ready for launderette washing on high temperature, this is also the case for any bibs used on the day. Only designated Coaches/staff will handle the kit ready for the launderette and wash hand thoroughly immediately afterwards. Immediate clearing of changes rooms is the responsibility of players and staff and rubbish to be left in bin liners made available to home and opposition changing rooms. Cleaner will manage safe disposal.
- **Clubhouse food and drink and after match food** – Currently (after 12th April 2021) only available outside if the club chose to offer that to players, staff and volunteers prior to 17th May and a likely lifting of spectator restrictions.

- ***Clubhouse food and drink and after match food : after 17th May lifting of some restrictions*** - the clubhouse has a one-way system clearly marked by arrows on the floor and designated queuing areas for the bar and food serving hatch in the main room (only 4 in each queue). Players and official's food will be served in the small bar using a one-way system in and out of the room. Food can be taken to designated tables in the main room to be consumed. Qualified kitchen staff will provide individual meals with disposable trays and cutlery, those eating should follow the one-way system and sit at designated socially distanced tables. The main room accommodates 40 socially distanced and seated 4 per table at 1.5m apart (the room would normally accommodate 200). Thirty minutes is the maximum post-match time in the clubhouse, after which players and officials should be prepared to leave.
 - Takeaway food and drinks should be collected from serving hatch in main room; queues- max 4 people, one-way system in place, wear a face mask when collecting food and take it straight outside, following signs.
 - Toilet facilities inside are marked and signage present as are hand washing stations in main corridor and in toilets and hand sanitiser also available. Only occupy 2 people at a time in male and female toilets, wash hands at every opportunity, see signage in clubhouse and toilets.
- ***Spectators/visitors – This supersedes previous guidance but is suspended until 17th May 2021 as numbers and details may change at that time.***
 - *Spectators travelling to and from grounds* - do so alone or in family units, avoid car sharing wherever possible, if not possible wear face masks and ventilate vehicles adequately. Seek to avoid queues so arrive in plenty of time for the game and avoid last minute queuing for entrance via turnstiles.
 - *Test and Trace* - NHS test and Trace is in operation QR code is available on gates. Spectators and visitors will be asked to provide a name and contact number for Test and Trace purposes if not NHS app enabled. This written information will be retained safely and securely by the club and destroyed after 21 days in line with General Data Protection Regulations (GDPR) 2018.
 - *Pinch points* for queues to be managed via volunteer stewards and queue for entrance via pre-match turnstile to be operated at socially distanced 2 metre spaces marked by signage and yellow paint on the ground.
 - *Spectators are encouraged* to stagger arrival times to avoid any congestion. The option of a temperature check is made available to spectators immediately before the turnstile. The ground capacity is 3000+ can be adequately managed for average spectator attendance of *circa* 170 attendees. **However, stage 1 guidance** re pre-season spectator attendance limits numbers for current minimum step ground grading to 1000, therefore

maximum numbers allowed in pre-season (excluding staff, players, stewards, volunteers and committee (home and away) **will be 150 spectators.**

- *During the playing season* we moved to **stage 2** of phased spectator return; 1950 is maximum spectator attendance according to ground grading. There was therefore an increase in capacity during league and cup competition to 300 spectators per game – **from December back to phase 1 = 150 spectators max.**
- *Pre match sales of tickets while in Tier 3 Restrictions* – As of return to football guidance 10th and 23rd Dec from the FA and DCMS guidance; pre-match ticket sales to restricted number of home supporters only (150 maximum) will be the only way to gain entry to a game until restrictions are lifted. See social media for updates, and ticket arrangements from the club.
- *The ground is marked with yellow marker paint* to indicate safe distance for queuing at turnstiles on the way in, toilets inside the ground, and for spectators distributed around the pitch perimeter one person deep only, and in standing areas at either end of the ground (spaced between terrace areas and limited by yellow marks on the ground. Toilets accommodate no more than 2 male and 2 females at a time. Hand sanitiser stations and signage for spectators is all around the ground.
- *Seating and standing at safe distances* is being managed by marking with tape where no seating is allowed and spectators are only to use seating without tape marks unless in a household group or other acceptable COVID guidance safe bubble. Seated accommodation will only work on two rows out of four where identifiable seating can be used suitably distanced, accommodating up to a maximum of 100 spectators (rather than 400 seating capacity). Seating will be prioritised for older spectators, or those with disabilities, or mobility issues initially and then for others' use. Standing around the ground can accommodate 2 metre distance between spectators, and in stepped standing areas at either end of the ground. Volunteer stewards will manage seating areas and standing areas. Stewards will also manage numbers into and out of the clubhouse pre-match, half time and post-match.
- *Movement before, during and after the game* will be managed by stewards and social distance should be maintained at all times. Those failing to do so will be asked to leave. Clubhouse entry is only available for toilet facilities under current Dec 23rd onward Tier 3 restrictions. Adhere to one way system do not create pinch points and do not queue inside the clubhouse maintain the queues outside is necessary socially distanced.

At half time entry to clubhouse (**under Tier 2 or less only**) one-way system will be managed by stewards, as will leaving at fulltime via main gate

providing adequate space to leave comfortably without breaching social distancing rules.

- *Medical issues while at the ground* – If anyone is unwell while at the ground, trained first aiders, suitably PPE protected, will support that individual and summon medical assistance should it be required. Identify any issues to club committee in the hospitality box adjacent to rear doors to clubhouse.
- *Respect people's space and be patient* – All spectators will be asked, and social media will inform them of respect for each other, working together to manage safe distances, use of hand washing and sanitiser, flows around the ground at a safe distance and patience when queuing safely for food and drinks or to enter or leave. In addition, discouraged from breaching the guidance in this action plan, and stewards being empowered to ask them to conform or leave.
- *Volunteers* – suitable briefing for match day operation will be in place, and stewards will be visible via high vis tabard.
See full risk assessment posted on Hucknall Town website
<https://www.hucknalltownfc.co.uk/d/documents.html> club information in documents.

This guidance may be updated regularly so please pay attention to any updates.

Phil Henry (Secretary & designated COVID19 Officer) **updated 12th April (v6) 2021;**
30th March 2021 (v5) 27th December 2020 (V4); 6.9.20 (v3) updates 19.8.20 (v2)
amended from 1.8.20 (v1).