

# **BRIGHOUSE TOWN A.F.C.**



**COVID-19**

**RISK ASSESSMENT**

**v.4 - 20th July 2020**



## 1. PLANNING & PREPARATION OF A RISK ASSESSMENT BY THE CLUB

Create a risk assessment in order to eliminate or reduce risk of spreading Covid-19 whilst using the facilities at Brighouse Town AFC.

What are the hazards?	Risk Score	Who might be harmed	Controls required	Additional controls	Action by whom?	Action by when?	Date completed
<b>Spread of Covid-19</b>	<b>1</b>	Users Staff Players Public Spectators Officials	<b>1.1 ALL PERSONS ATTENDING THE CLUB STADIUM</b>  All players, officials, volunteers and spectators <b>must</b> undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to participate in any activities at this Club if they, or someone they live with, has any Covid-19 symptoms.	This guidance will be posted on the official Club website with advice to follow NHS and Government guidelines regarding self-isolating and requesting a Covid-19 test.	No further action required		19/07/20
	<b>2</b>	Users Staff Players Public	<b>1.2 PLAN AND PREPARE</b> Start to plan and prepare for the safe re-opening of the facility. Getting ready now gives us time to plan carefully and give due consideration to the requirements for fully re-opening.	<ul style="list-style-type: none"><li>• make repairs,</li><li>• order equipment,</li><li>• deep-clean the clubhouse, showers and changing rooms</li></ul>	Management committee	Ongoing	

	1	Users Staff Players Public	<p><b>1.3 COVID-19 OFFICERS</b></p> <p>Appointment of Covid-19 officers who are responsible for producing an action plan</p>	<p>Risk assessment to be updated in accordance with latest government and F.A. guidelines and any changes communicated via the correct channels</p> <p>The risk assessment should be made available within the clubhouse and via the official website and social media.</p> <p>It is still the responsibility of the management committee to implement any necessary changes.</p>	Andy Eccles & Ray McLoughlin appointed	Completed	15/07/20
<b>Spread of Covid-19</b>	2	Users Staff Players Public Officials	<p><b>1.4 NHS TEST &amp; TRACE</b></p> <p>The Club support NHS test and trace efforts</p>	<p>The Club support NHS test and trace efforts by collecting name and contact information of participants and other attendees at both training and matches.</p> <p>This information will be stored for a minimum of 21 days in-line with the Government Recreational Team Sport Framework. Data Protection Act 2018 regs. will be followed and the data will only be used for the purpose of NHS test and trace.</p>	<p>Vill Powell to collate all player and coach details.</p> <p>A.E. or R.Mc to collate officials details at matches</p> <p>Matchday R.A. – visiting clubs will be asked to provide their details to BTAFC</p>	Ongoing	



## 2. TRAINING PITCHES, CHANGING ROOMS and TOILETS

Ensuring that the pitches, changing rooms and toilets are made ready for use whilst adhering to the guidelines that will eliminate/reduce risk of the spread of Covid-19

What are the hazards?	Risk Score	Who might be harmed	Controls required	Additional controls	Action taken by whom?	Action by when?	Date completed
<b>Spread of Covid-19</b>	<b>1</b>	Staff	<b>2.1 GETTING PITCHES READY FOR USE</b>	Whilst preparing pitches ensuring that if more than one person is working, social distancing is adhered to.	Ground staff have been informed of the risk assessment which is also available on the Club website	Completed	15/07/20
	<b>1</b>	Staff	<b>2.2 PITCH MAINTENANCE</b>	Whilst preparing pitches ensuring that if more than one person is working, social distancing is adhered to.	Ground staff have been informed of the risk assessment which is also available on the Club website	Completed	15/07/20
	<b>1</b>	Users Staff Players	<b>2.3 AVOIDING CONGESTION</b>	Create a programme to avoid congestion at peak times for pitch usage by different groups.  Programme all activities with a sufficient window between bookings to avoid gathering of groups on pitch-side or in the car park before/ after sessions.  All users should be encouraged to arrive and leave punctually.	A programme is in place for different user groups	Completed	Prior to the R.A.



<b>Spread of Covid-19</b>	<b>3</b>	Staff Players Volunteers	<p><b>2.4</b></p> <p><b>PROMOTING GOOD HYGIENE</b></p> <p>Promoting good hygiene throughout the Club by providing sanitisers, sufficient disposable towels, waste bins.</p>	<ul style="list-style-type: none"> <li>• Provide hand sanitisers at the entrance and exit of your pitches and advise users to bring their own hand sanitiser, marked with their own name.</li> <li>• Create a more rigid cleaning regime.</li> <li>• Provide additional waste facilities and more frequent rubbish collection.</li> <li>• After use, ensure thorough cleaning of all maintenance equipment or machinery used by multiple operators/personnel.</li> <li>• External contractors must be fully briefed on our Covid-19 risk assessment and they must agree to observe these along with their own company guidelines.</li> </ul>	<p>Hand sanitising gel to be purchased.</p> <p>Regime in place for emptying of bins..</p> <p>Sufficient bins are in place.</p> <p>Included in Matchday RA</p>	<p>Ongoing</p>	
	<b>3</b>	Staff Players Users	<p><b>2.5</b></p> <p><b>COMMUNICATING CLEARLY AND REGULARLY</b></p>	<p>Communicate with all external user groups about the steps we have taken to make our facility safe.</p> <p>Create posters and signage throughout all areas to promote your new protocols regarding:-</p> <ul style="list-style-type: none"> <li>• Social distancing (two-metre spacing);</li> <li>• Hygiene (hand washing/sanitisers);</li> <li>• Traffic flow (entrance/exits);</li> <li>• Restricted areas.</li> </ul> <p>A training guide to be developed which all players should sign in acknowledgment of their understanding.</p>	<p>Email R.A. to appropriate people and groups. List required.</p> <p>Appropriate posters to be obtained/ created</p> <p>Completed by A.E./R.Mc</p> <p>Included in Matchday RA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>16/07/20</p>	

Spread of Covid-19	3	Players Staff Officials Volunteers Spectators	<p><b>2.6</b></p> <p><b>TRAVELLING TO TRAINING &amp; MATCHES</b></p>	<p>No-one should travel to training or matches with anyone from outside their own household or support bubble. If people from the same household or support bubble travel together in a vehicle, they should:</p> <ul style="list-style-type: none"> <li>• Share the transport with the same people each time;</li> <li>• Keep to small groups of people at any one time;</li> <li>• Open windows for ventilation;</li> <li>• Face away from each other;</li> <li>• Clean the car between journeys, especially handles and other areas that are touched;</li> <li>• Ask the driver and all passengers to wear a face covering;</li> <li>• Consider seating arrangements to maximise distance others in the vehicle – this may mean using more than one coach or minibus and the wearing of face coverings;</li> <li>• Use regular hand sanitisation by passengers on a coach or minibus;</li> <li>• Limit the time spent at garages, petrol stations and motorway services;</li> <li>• Keep distance from other people and if possible, pay by contactless;</li> <li>• Wash or sanitise hands often, and always when exiting or re-entering the vehicle or upon completion of the journey.</li> </ul>	<p>As part of this generic Risk Assessment it will be posted on the official Club website.</p> <p>Also included in the Player Guide</p> <p>Included in Matchday RA</p>	Ongoing	
	3	Players	<p><b>2.7</b></p> <p><b>ARRIVAL &amp; DEPARTURE FROM THE GROUND</b></p>	<p>Players or coaches involved in training or coaching sessions must not car-share with another person from a different household.</p> <p>All persons should arrive shortly before the session begins and leave immediately it has finished. They should not congregate by gates and in the car park and if communication is necessary, they must adhere to social distancing.</p>	To be included in the player/user training guide and posted on the Club webpage	Ongoing	
	3	Users Staff Players	<p><b>2.8</b></p> <p><b>CHANGING ROOMS &amp; SHOWERS</b></p>	<p>Changing rooms and showers will only be available for matchdays and not for training sessions.</p> <p>As changing rooms provide a greater risk of transmission, they should be used for changing and showering only which should be done as quickly as possible. Staggering the use to minimise numbers will take place.</p> <p>Indoor spaces need to have maximum ventilation as possible (such as opening windows and doors) and a one-way system to be considered.</p>	<p><b>Notices to be posted &amp; coaches</b> to speak to players.</p> <p>For matchdays, a separate RA will be produced</p>	Ongoing  On the day	

Spread of Covid-19	3	Users Staff Players	<p><b>2.9 TOILET FACILITIES</b></p> <p>Indoor toilet facilities in the changing room block can be used during training sessions.</p> <p>Persons using toilets should spray the areas of bodily contact before and after use ie. toilet seat and flush/door handle and then wash hands thoroughly. Use paper towels. Anti-bacterial sprays will be provided in the toilet cubicles.</p> <p>Avoid touching surfaces where possible.</p> <p>Toilets should be cleaned regularly and all surfaces cleaned thoroughly. Liquid hand soap and paper towels must be provided.</p>	<p>Notices to be posted</p> <p>Notices to be posted</p> <p>Notices to be posted</p> <p>Notices to be posted</p>	Ongoing	
Spread of Covid-19	3	Users Staff Players	<p><b>2.10 PERSONAL HYGIENE</b></p> <p>Players should arrive changed and ready for the session ahead.</p> <p>Players should refrain from spitting <b>AT ALL TIMES</b>. Any tissues used should be placed in a bin which must be emptied after each session.</p> <p>Where equipment is handled by more than one person, those involved must wash their hands thoroughly on completion of the session.</p> <p>Players should provide their own PPE for training sessions if they feel the need to use it. Such items must be disposed of in bins provided.</p> <p>Players should bring their own bottles of water which are clearly marked with their name. Shared drinking bottles are not permitted.</p> <p>Players should be encouraged to bring their own hand sanitising gel in a clearly marked bottle.</p> <p>All personally owned equipment should be wiped down with anti-bacterial wipes or disinfectant after each session.</p>	<p>To be included in the player user guide and posted on the Club Website.</p> <p>VP has purchased bottled water. He also intends purchasing individually marked re-usable bottles which will be marked with the owners names.</p> <p>Anti-bacterial sprays have been acquired</p>	Ongoing	



Spread of Covid-19	3	Users Staff Players	<p><b>2.11</b></p> <p><b>EQUIPMENT &amp; SHARING EQUIPMENT</b></p>	<p>Touching equipment should be avoided where possible. Footballs should be kicked and not handled.</p> <p>Sharing of equipment with other groups should be limited.</p> <p>Ideally, other groups should use their own equipment but if sharing is necessary, hand hygiene (soaps or gels) should be utilised both before and after use.</p> <p>Bibs should not be used unless they are washed after <b>EVERY</b> session.</p> <p>All equipment must be cleaned after use. This includes footballs. A named person should be identified as being responsible after each session and not just assumed that someone else will do the job.</p> <p>The person responsible for cleaning the kit should wash and sanitise their hands immediately afterwards.</p>	<p>To be included in the player/user training guide and included on Club website</p> <p>Anti-bacterial sprays and paper towels have been purchased</p> <p>DL to be informed</p>	Ongoing	
	1	Users Staff Players	<p><b>2.12</b></p> <p><b>TRAINING AND COACHING</b></p>	<p>Details of all persons involved in a training/coaching session must be recorded in accordance with Test &amp; Trace regulations</p> <p>Players and coaches must follow social distancing guidelines of keeping 2 metres apart with no more than <b>SIX</b> people from different households in one group <b>INCLUDING</b> the coach.</p> <p>Physical contact with another person from outside their own household is not permitted.</p>	<p>VP is recoding the necessary details</p> <p>Players and coaches are aware &amp; it is included in the Player Guide.</p>	Completed	15/07/20



<p><b>Spread of Covid-19</b></p>	<p><b>3</b></p>	<p>Staff Players</p>	<p><b>2.13</b> <b>DURING A MATCH</b></p>	<ul style="list-style-type: none"> <li>• Pre-match handshake should not happen but players should sanitise before entering the field of play;</li> <li>• Huddles should not take place. Team talks can take place in outdoor areas where possible but social-distancing should be observed;</li> <li>• Warm-ups and cool-downs should always observe social distancing;</li> <li>• Coaches, other team staff and substitutes must also observe social distancing on touchlines/dug-outs.</li> <li>• Social-distancing must also be observed during interactions when a substitution is being made;</li> <li>• Match preparation meetings by officials should be held by video call;</li> <li>• Set plays - free kicks and corners should be taken promptly to limit prolonged close marking.</li> <li>• Referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls;</li> <li>• Goal posts should be wiped down before and after matches and at half time.</li> <li>• Goal celebrations should be avoided;</li> <li>• Interactions with referees and match assistants should only happen with players observing social distancing.</li> <li>• Non-participants in the game should not retrieve an out of play ball.</li> <li>• Shouting should be kept to a minimum as it has been proved that it creates an additional risk of transfer;</li> </ul>	<p>Included in Player Risk Assessment, head coach areaware.</p> <p>Chairs will be provided in the extended dug-outs if required.</p> <p>Notice regarding social distancing to be adhered to will be placed on each dug-out.</p> <p>12 sanitised balls per game in a bag. When the opportunity arises, clean balls will be used.</p>		
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<p><b>Spread of Covid-19</b></p>	<p>3</p>	<p>Staff Officials Players</p>	<p><b>2.14 SOCIAL DISTANCING DURING BREAKS (eg. HALF TIME)</b></p>	<p>All participants must remain socially distanced during breaks in play, with spaced areas for equipment and refreshment storage for each individual including officials and substitutes. Coaching staff and substitutes, should, for example, spread out and avoid sharing a dug out or bench if social distancing cannot be observed. Players and officials should also observe social distancing during sin-bin instances.</p> <p>Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own drinks or refreshments, in a named container or the Club may provide individual bottles of water.</p> <p>After a game or training session, participants must maintain social distancing for social interaction. This includes changing rooms, showers, clubhouse facilities or any other place within the ground.</p> <p>Any payments relating to the fixture (match fees, officials fees) should where possible, be made in a cashless manner.</p>	<p>Part of the Player Guide.</p> <p>Info on Club website</p> <p>Players informed by coaches who are aware</p>	<p>Ongoing at every match.</p> <p>Monitoring by Committee or volunteers to ensure compliance</p>	
	<p>3</p>	<p>Staff Players Officials</p>	<p><b>2.15 ADMINISTERING FIRST AID</b></p>	<p>Advise first aiders and physios to update themselves on the latest guidance when treating patients, whether players or members of the public, to protect themselves and others.</p> <p>The Club must ensure that they have the appropriate PPE to be able to deal with any circumstance which may put them into conflict with social-distancing guidance. ie. face coverings, face shields, disposable gloves &amp; aprons and sanitising gels.</p> <p>St John's Ambulance have put together advice for first aiders to help keep themselves and others safe.</p> <p>Physios and first aiders should keep a record of every person they have come into contact with for test and trace purposes.</p>	<p>First aiders/physio will be aware but we need to ensure before writing this off</p>	<p>Ongoing</p>	

Spread of Covid-19	2	Staff Players Officials	<p><b>2.16</b> <b>MAINTAINING THE WELLBEING AND SAFETY OF STAFF AND CUSTOMERS</b></p>	<p>Any person who becomes symptomatic of Covid-19 during a session must be removed immediately from the session. Cleaning protocols should then be put in place to reduce the risk of passing the infection on to other people.</p> <p>Any player who finds signs of Covid-19 symptoms whilst at home must inform a coaching staff or committee member and self-isolate, following current NHS guidelines.</p> <p>The Club will support any player or staff member who have concerns regarding personal mental health issues.</p> <p>Any suggestions regarding improvement of the risk assessment should be forwarded via email to Andy Eccles at <a href="mailto:1andecc@gmail.com">1andecc@gmail.com</a></p>	<p>Coaching staff are aware</p> <p>Included in Player guide</p> <p>Committee to be aware</p> <p>Part of risk assessment on website so everyone will be aware</p>	Ongoing	
	2	Staff Players Officials	<p><b>2.17</b> <b>MANAGEMENT AND SUPERVISION OF USERS</b></p>	<p>Consideration must be given to the management and supervision of facility users and their compliance with Government guidance.</p> <p>Positive encouragement and reinforcement is welcomed, but repeat offenders and those who totally disregard Government guidance should be requested to leave the premises.</p> <p>Ensure that everyone is on board with the new measures. This includes making staff or volunteers fully aware of the changes to your protocols so they are clear about any additional expectations you have of them.</p>	<p>As at 2.5, liaise with external users.</p> <p>Check by monitoring</p> <p>Email R.A. to all committee, staff and volunteers</p>	Ongoing	





### 3. CLUBHOUSE, BAR & CATERING FACILITIES

The clubhouse should create an environment that encourages and allows all users to maintain good levels of hygiene through handwashing, sanitisation facilities and toilets. Steps have been considered to educate users to be responsible for their own hygiene and to ensure you minimise the chance of transmission of Covid-19 within our facility.

What are the hazards?	Risk Score	Who might be harmed	Controls required	Additional controls	Action by whom?	Action by when?	Date completed
<b>Spread of Covid-19</b>	2		<b>3.1 PROMOTING GOOD HYGIENE</b>  (Repeat of 2.4 <i>Promoting Good Hygiene</i> )	<ul style="list-style-type: none"><li>• Provide hand sanitisers in the clubhouse for customer use</li><li>• Create a more rigid cleaning regime.</li><li>• Provide additional waste facilities and more frequent rubbish collection.</li><li>• After use, ensure thorough cleaning of all maintenance equipment or machinery used by multiple operators/personnel.</li><li>• External contractors must be fully briefed on our Covid-19 risk assessment and they must agree to observe these along with their own company guidelines.</li></ul>	Ongoing but as clubhouse is not currently used for bar and catering, this work, important as it is, can be delayed for the time being		
	2		<b>3.2 KEEPING CLUBHOUSE &amp; EQUIPMENT CLEAN</b>  Keeping the clubhouse clean will reduce the risk of passing the infection onto other people. To achieve this, cleaning procedures should be thorough and rigorous.	<p>Implement a cleaning schedule to include:-</p> <ul style="list-style-type: none"><li>• Regular cleaning throughout the clubhouse;</li><li>• Identify high-contact touch points for more regular cleaning (e.g. door handles, fridges, ovens, cupboards);</li><li>• Frequent cleaning of work areas and equipment between use;</li><li>• Cleaning of shared training equipment after each individual use;</li><li>• Having waste facilities and more frequent rubbish collection;</li><li>• Removing any non-essential items that may be difficult to clean;</li></ul> <p>Follow the Public Health England guidance to reduce the risk of passing the infection on to other people.</p> <p>We should also have a designated person who is responsible for checking that all the cleaning has taken place as planned.</p>	As 3.1 above		

Spread of Covid-19	2		<p><b>3.3 MAINTAINING SOCIAL DISTANCING AND AVOIDING CONGESTION</b></p> <p>Adapting your clubhouse will help maintain social distancing and avoid congestion. Achieving this may require some creative thinking. Please consider:</p>	<ul style="list-style-type: none"> <li>• Clear signage so people can find their destination quickly;</li> <li>• Reviewing how people walk through your clubhouse and adjust if necessary to reduce congestion and contact between users;</li> <li>• Regulating entry to the clubhouse to avoid overcrowding;</li> <li>• Applying two-metre markings where necessary to manage queues, e.g. outside the entrance/toilets/ catering facility;</li> <li>• Single-use doorways to avoid congestion i.e. one-way only entrances/exits;</li> <li>• Single or limited use of toilet facilities to avoid congestion in confined spaces;</li> <li>• Using outside areas for queueing;</li> <li>• Carrying out 'trial runs' to test and adapt our plans.</li> </ul>	As 3.1 above		
	2		<p><b>3.4 BAR AND CATERING</b></p>	<p>Bar and catering facilities are currently closed. Further advice will be created prior to them re-opening.</p> <p>However, <b>the following concerns should be considered now.</b></p> <p>The bar and catering areas usually have high levels of usage during normal matchdays creating much contact between staff and customers. Extra consideration must be given to ensure that social distancing remains in place. For example:</p> <ul style="list-style-type: none"> <li>• Consider using Perspex screening to limiting user contact customers;</li> <li>• At till points, encourage the use of contactless payments to avoid handling cash;</li> <li>• Apply two-metre markings to ensure social distancing when queueing;</li> <li>• Use disposable utensils to minimise the risk of infection but ensure appropriate bin locations and regular collections.</li> </ul>	As 3.1 above		



1 - LOW	2 - MEDIUM	3 - MEDIUM - HIGH	4 - HIGH	5 – VERY HIGH
Continue with existing controls however, monitor for changes. Implement any additional control measures required within the timescales given in the risk assessment. ie. no contact with other people within 2m	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. ie. Less than 5 people with clear 2m spacing	Requires some attention to bring the risk down to an acceptable level. Implement the control measures required. ie. More than 5 people with clear 2 m spacing	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required. ie. Less than 5 people but Only 1m spacing can be achieved	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level which is currently possible. ie. More than 5 people and only 1m spacing can be achieved