



Covid19 Risk Assessment



September 2020

The Eyrle Stadium, Meadow Lane, Cardington MK44 3LW



Bedford Town Football Club has a duty of care to protect the safety and welfare of its players, volunteers, visitors and customers at all times and must ensure the implementation of safe and effective social distancing and hygiene measures in line with government advice to limit the potential for Covid-19 infection. If at any time the club believes such safety and welfare is potentially compromised, it reserves the right to consider cancellation or amendment of any activity while measures are reviewed. All activities will be carried out in line with current government Covid-19 guidelines and are continually reviewed. This risk assessment is for the following activities:

- A work environment for our volunteers and paid workers.
- Small functions of up to 15 people.
- Preparing for and playing of football matches.
- Visiting players, officials and attendees needed to participate in facilitating football matches.
- Supporters



Risk Assessment

Bedford Town FC, The Eyrie, Meadow Lane, Cardington MK44 3LW

What are the hazards?	Who might be harmed?	Controls required	Additional Controls	Action by whom?	Action by when?	Residual Risk
Spread on COVID-19	<ul style="list-style-type: none"> - Users - Workers - Volunteers - Cleaners - Pitch contractors 	<p>Promoting good hygiene</p> <ul style="list-style-type: none"> - Provide additional hand sanitisers throughout the clubhouse - Clearly direct people to where they can wash their hands - Ensure hygiene facilities are in good working order and well stocked with soap or sanitiser - Provide hygiene standards posters and signage throughout the facility - Provide and use disposable paper towels in the handwashing facilities - Staff preparing or serving food and drink to wash hands or use sanitiser every 30 minutes - Staff serving food and drink directly to users to wear either a face mask or shield or both depending on location <p>Keep facilities & equipment clean</p> <ul style="list-style-type: none"> - Regular cleaning throughout the clubhouse, offices and toilets. - Identify high contact touch points for more regular cleaning (eg door handles, rails, toilet flushers, light switches and vending machines). - Frequent cleaning of work areas and equipment between use. - Provide more waste facilities - Remove non-essential items that may be difficult to clean - Follow Public Health England guidance if a COVID19 case is reported at the facility - Whilst the facility is being attended by users other than workers a member of staff is to be appointed as a regular cleaner of shared surfaces. Regularity to be determined by the usage. 	<ul style="list-style-type: none"> - Regular check process of sanitiser, soap and paper towels and sanitising stations - Regular stock check of soap, hand sanitiser and paper towels. - Regular check of promotional posters and signage - Train all workers, volunteers and visitors on the new protocol and the importance of good hygiene <ul style="list-style-type: none"> - A responsible person to check cleaning has taken place as planned - Regular stock check of cleaning products - Empty waste facilities regularly - Ensure all workers, volunteers and visitors are aware of Public Health England guidance for reporting COVID-19 cases 	<p>RA / MC</p> <p>MC</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>L x C = R</p> <p>1 x 5 = 5</p> <p>1 x 5 = 5</p>

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Spread on COVID-19	<ul style="list-style-type: none"> - Users - Workers - Volunteers - Cleaners - Pitch contractors 	<p>Maintaining social distancing and avoiding congestion</p> <ul style="list-style-type: none"> - Provide signage so people can find their destination quickly - Review how people walk through the facilities to reduce congestion and contact - Regulate the entry to the clubhouse to avoid overcrowding - Apply current Govt distancing markings to the clubhouse entrance and food serving hatch - One-way arrow markings to help foot traffic flow management - Single-use doorways to avoid congestion i.e. one-way only entrances / exits - Single / limited use of toilet facilities to avoid congestion in confined spaces - Indoor tables to be spaced 2m apart including chair footprint - Distancing signage and measures to be applied in the bar area - Appoint a member of staff to monitor the one-way entry & exit system and the singular use of toilets. - Limit attendance of the facility to 60 people - Encourage use of outside spaces in a socially distancing manor <p>Other</p> <ul style="list-style-type: none"> - Record the contact details of all attendees for 21 days if the QR code is not scanned by NHS App - Refrain from playing music or broadcasts that may encourage shouting and at a volume that would lead to raised voices - Where possible staff should work side by side or back to back if 1m plus is not possible - Only food or drink to be taken away can be ordered at the bar. Table service only for food and drink to be consumed on the premises. - All hospitality facilities to be closed and empty of customers by 10pm 	<ul style="list-style-type: none"> - Monitor effectiveness, especially at peak times - Train workers and volunteers to promote compliance to facility users - Train workers & volunteers to report / deal with issues of non-compliance - Regular check of promotional posters and signage - Install protective screen for the bar - Install protective screen to kitchen hatch if it is to be used 	<p>MC</p> <p>RA / MC</p> <p>RA</p> <p>RA / MC</p> <p>MC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>4/7/2020</p> <p>Ongoing</p>	<p>L x C = R</p> <p>1 x 5 = 5</p> <p>1 x 5 = 5</p> <p>1 x 5 = 5</p>

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Spread on COVID-19	Everyone <ul style="list-style-type: none"> - Users - Workers - Volunteers - Cleaners - Pitch contractors - Coaches - Match Officials - League Officials - Visiting Officials 	<ul style="list-style-type: none"> - All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19 symptoms. No one should leave home to participate in football if they, or anyone in their household, has any of the following; <ul style="list-style-type: none"> - <i>A high temperature (above 37.8°C)</i> - <i>A new, continuous cough</i> - <i>A loss of, or change to their sense of smell / taste</i> - Anyone who has already been instructed to self-isolate by a health care practitioner or PHE should follow this advice and not participate - All participants should follow best practice and current guidelines for travel. People from a household or support bubble can travel together in a vehicle. If people do have to travel together outside of this, they should try to: <ul style="list-style-type: none"> - Share transport with the same people each time - Keep to small groups - Open windows - Face away from each other - Clean the vehicle between journeys focusing on shared surfaces such as door handles - Wear a face covering during the journey - Consider seating arrangement to maximise distance between travellers (coaches / minibuses) - Regular hand sanitisation - Limit time spent at garages & service stations - Maintain hand hygiene, washing for 20 seconds before and after the journey 	<ul style="list-style-type: none"> - Training of everyone by means of communication - Where possible, temperature of all attendees will be taken prior to entry 	RA/JS MC/MD	Ongoing	1 x 5 = 5

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<p>Spread on COVID-19</p>	<ul style="list-style-type: none"> - Players - Coaches - Match Officials 	<ul style="list-style-type: none"> - Where possible, players, match officials and coaches must arrive changed and shower at home - Toilets should be open pre-match, during the match and for 30 minutes afterwards. - Players and officials and coaches should hand-sanitise before kick-off. - Pre-match handshake should not happen. - Team talks should be socially distanced and outdoors where possible. - Warm up / cool downs should observe social distancing - Coaches, other team staff & subs are permitted but must always observe social distancing on touchlines / dugouts. - Referees and coaches should encourage players to get on with the game and not prolong set play set up such as defensive walls. Corners should always be taken promptly to limit close marking. - Goal celebrations should be avoided. - If possible, players should avoid shouting or raising their voices when facing each other, during, before and after the game. - Everyone should refrain from spitting. If you need to sneeze or cough it should be into a tissue or upper sleeve and avoid touching your face. Ensure any tissues are disposed of in an appropriate bin. 	<ul style="list-style-type: none"> - Training of everyone by means of communication 	<p>RA/JS MD</p>	<p>Ongoing</p>	<p>1 x 5 = 5</p>

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Spread on COVID-19	<ul style="list-style-type: none"> - Spectators attending the stadium 	<ul style="list-style-type: none"> - 2m taped queues created at all concessions including turnstiles and food and beverage facilities - Signs to encourage social distancing in groups of no more than six - Some seats in stands are closed to enable social distancing in groups of no more than six - Advance ticket sales only & encourage contactless payments for food and beverages - Pre-match sanitizing of all touch points in toilets and around the stadium with second and third clean during the event - BTFC risk assessment and flow map of the stadium sent to opposition and officials prior to match - Spectators to have temperature taken and use hand sanitiser on entry - One - way system in operation for the club house - Club first aider on site is Covid familiar - Supporters will be monitored by management & stewards. Advised on Government guidelines if necessary. Stewards will have the ability to ask supporters to leave if necessary - NHS track & trace is supported by online sales only 		all club management and volunteers	ongoing	1 x 5 = 5