

RISK ASSESSMENT**CLUB: AFC DARWEN****REVISED: 29TH August 2020**

LEAGUE'S:- NWCL Division 1 North, Bolton Vets Over 35's, LAL Premier Division, LFA Galaxy U21 League, NWYA, Lancashire Sunday League, NW Women's Regional Football League, EDF League.

COVID-19 OFFICER: Elaine Littler**Health & Safety Officer:** Simon Littler

COVID-19 TEAM: Sinead Garvin
Neil Sears
Nick Jackson-Cooney

What are the hazards	Who might be harmed	Controls required	Additional Controls	Action by who?	Action by when?	Date completed
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Spread of Covid-19	Coaches Players Volunteers Spectators	Promoting Good Hygiene <ul style="list-style-type: none"> • Provide adequate stocks of hand sanitisers throughout the ground.· Provide clear directions of where people can wash their hands. • Ensure that all handwashing stations are in good working order and provide soap, water and hand sanitiser. • Provide hygiene standards promotional poster and signage around ground. • Use disposable paper towels or hand driers in • handwashing facilities. 	<p>Train all club personnel on new protocols and the importance of good hygiene.</p> <p>Hourly checks to ensure that handwashing stations are adequately stocked around the ground.</p>	Covid-19 Officer Stewards	Ongoing During training and matches	
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Spread of Covid-19	Coaches Players Club Workers Spectators	<p>Keeping Facilities and Equipment Clean</p> <ul style="list-style-type: none"> · Thorough cleaning of ground facilities, changerooms, toilets and clubhouse after every use. · Identify high-contact touch points for more regular cleaning.(e.g. door handles, grab rails, vending machines). · Frequent cleaning of work areas and equipment between use. · Provide sufficient waste facilities and bins. · Ensure that all kitchen surfaces are thoroughly cleaned and sanitised after use of the kitchen. · Follow Public Health England guidance if a Covid-19 case is reported at the facility signage around ground. · Use disposable paper towels or hand driers in handwashing facilities. 	<p>Regular Cleaning Schedules.</p> <p>Empty Waste Facilities Regularly.</p> <p>Train all Club Officers on Public Health England Guidelines for reported Covid-19 cases.</p>	Club Workers Club Workers Covid-19 Officer	Ongoing Ongoing Prior to season star	
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Spread of Covid-19	Coaches Players Club Workers Spectators	Keeping Facilities and Equipment Clean <ul style="list-style-type: none"> · Thorough cleaning of ground facilities, changerooms, toilets and clubhouse after every use. · Identify high-contact touch points for more regular cleaning.(e.g. door handles, grab rails, vending machines). · Frequent cleaning of work areas and equipment between use. · Provide sufficient waste facilities and bins. · Ensure that all kitchen surfaces are thoroughly cleaned and sanitised after use of the kitchen. · Follow Public Health England guidance if a Covid-19 case is reported at the facility. 	Regular Cleaning Schedules Empty Waste Facilities Regularly. Train all Club Officers on Public Health England Guidelines for reported Covid-19 cases.	Club Workers Club Workers Covid-19 Officer	Ongoing Ongoing Prior to season start	
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Spread of Covid-19	Coaches Players Club Workers Spectators	Maintaining Social Distancing and avoiding Congestion <ul style="list-style-type: none"> · Provide signage so people can find their destination quickly. · Review how people walk into the ground and adjust this to reduce congestion and contact between users. · Regulate the entry to the clubhouse to avoid overcrowding. · Apply two-metre markings where possible to the ground entrance/toilets/and the queue to the kitchen serving hatch. · Limited use of toilet facilities to avoid congestion in confined spaces. 	Monitor effectiveness, especially at peak times. Train club workers to promote social distancing compliance to other facility users. Train workers to report / deal with issues of non-compliance. Install promotion posters and signage	Covid-19 Officer Covid-19 Officer Covid-19 Officer Covid-19 Officer	Ongoing Prior to season start Prior to season start Prior to season start	
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Spread of Covid-19		<p>Collection of Names and Contact Information The club will maintain a written register of anyone who attends the ground for training sessions and matches, to provide supporting information for 'NHS test and trace'. This information shall be in the form of the person's name and contact telephone number. Contact details shall be recorded in accordance with the club's current GDPR policy and these records must be held safely for a minimum 21 days period, after which they may then be destroyed.</p>	<p>Appoint a person to be responsible for collecting and holding names and contact details of all persons who attend club training sessions or matches.</p>	Covid-19 Officer	Ongoing	
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<p>Spread of Covid-19</p>	<p>Club Officials Coaches Players Match Officials</p>	<p>Travel to Training or Matches All coaches/players must follow best practice for travel, including minimising use of public transport. Coaches/Players should try their best to travel alone or with their household/support bubble or if unable to, follow the current recommended guidelines below:</p> <ul style="list-style-type: none"> • Share the transport with the same people each time. • Keep to small groups. • Open windows for ventilation. • Face away from each other. • Clean the car between journeys. • Wear face coverings. • Wash hands/hand sanitise before and after the journey. <p>Match Officials are expected to travel to matches separately in their own vehicle, unaccompanied, directly to the stadium on the day of the match.</p>	<p>Continuous monitoring of adherence to these travel requirements.</p> <p>Match Officials are expected to follow the specific FA Guidance</p>	<p>Covid-19 Officer</p> <p>Match Officials</p>	<p>Ongoing</p> <p>Pre-matchngoing</p>	
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Spread of Covid-19	Club Officials Coaches Players Match Officials Spectators	<p>Arrival at the Ground or Training Facility Upon entrance the ground, there will be signs on the gates before entry requesting all personnel to have selfassessed for any Covid-19 symptoms. If any personnel are showing any symptoms, they will not be granted entry and told to leave the ground. When personnel enter the ground, there will be a hand sanitiser point made available.</p> <p>Match Officials are advised to arrive at the ground in a tracksuit, polo shirt and trainers. This should allow for quick use of the changing rooms to change to warm up kit and match kit.</p> <p>Match Officials are encouraged to wear face coverings upon arrival at the ground and at all times until they start their warm up.</p>	<p>Monitor effectiveness of signage. Hourly check that adequate supplies of hand sanitiser are available at entrance to ground.</p> <p>Match Officials are expected to follow the specific FA Guidance</p> <p>Match Officials are expected to follow the specific FA Guidance</p>	Covid-19 Officer Club Workers Match Officials Match Officials	Ongoing During match Pre-match Pre-match	
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Spread of Covid-19	Coaches Players Match Officials	<p>Use of Changing Rooms Only players, management staff and the Covid-19 officer can access the changing rooms on a game day. The home team will make use of the current home and away dressing rooms and the away team will make use of the home and away junior dressing rooms (or the cricket pavilion dressing rooms if available). It is recommended only 8 players and 2 management staff are in the changing room at any one time and where possible, players should aim to use the same changing room and seating area each week.</p> <p>Changing rooms are to be used for changing and showering only, both done as quickly as possible. The showers can only be used by up to 3 people at one time. There will be signage in the changing rooms of the current risk assessment and further self-assessment signs. There will be extra hand sanitation points made available within the changing room.</p>	Continuous monitoring of Changing Rooms to ensure adherence to social distancing requirements	Covid-19 Officer	Ongoing	
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Spread of Covid-19	Coaches Players Match Officials	Warm-Ups Players must try to refrain from wearing a bib. If necessary, players must keep the same bib each week and wash before and after every use. The home and away warm up areas must be distanced away from each other. For example, the home team warms up in one half of the pitch and the away team warms up in the other half. Match Officials shall be allocated a warm up area close to the dugouts. Social distancing measures should continue to be observed during the warm up.	Supply individual players with their own bids if necessary. Continuous monitoring that teams are always separated from each other during warm ups. Ensure that both teams are aware which area has been allocated to Match Officials for their warm up.	Kit Man Covid-19 Officer Covid-19 Officer	Ongoing Ongoing Pre-match	
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Spread of Covid-19	Club Secretary Match Officials	<p>Exchange of Team sheets, Expense Cards etc</p> <p>The exchange/collecting of any paperwork (team sheets, expense cards etc.) between the Club Secretaries and Referee should be done outdoors at a distance, with minimal contact. Where possible, this should be done using other methods, such as a photo, email or text.</p>	Aim to minimise paperwork where possible.	Club Secretaries	Ongoing	
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Spread of Covid-19	Assistant Referees Players	<p>Check of Players Equipment It shall be the responsibility of each player to ensure that their equipment is in order and complies with the Laws of the Game.</p> <p>Assistant referees are required to perform a cursory visual check of the players equipment at the changing room door as the players exit the changing rooms to enter the field of play. There should be no physical contact with the player or equipment. Face masks shall be worn by the Assistant referees during this process.</p>	<p>Players to ensure that correct kit is worn before leaving Changing Room.</p> <p>Match Officials are expected to follow the specific FA Guidance</p> <p>Match Officials are expected to follow the specific FA Guidance</p>	<p>Players</p> <p>Match</p> <p>Officials</p> <p>Match</p> <p>Officials</p>	<p>Start of match</p> <p>Start of match</p> <p>Start of match</p>	
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Spread of COVID-19	Match Officials Players	<p>Walk Out Protocol and Coin Toss The walk out protocol should follow FA Guidance and social distancing measures as follows:-</p> <p>Away Team and staff enter the field first</p> <ul style="list-style-type: none"> • Home Team and staff enter the field next • Assistant Referees enter the field next • Referee enters the field last. <p>The pre match Respect hand shake will be suspended until further notice.</p> <p>Referees are encouraged not to handle the ball prematch and in the lead up to kick off</p>	Continuous monitoring of walk out protocol to ensure adherence to social distancing requirements	Covid-19 Officer	During match	
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Spread of COVID-19	Coaches Players	<p>Use of dugouts Players and coaches must maintain social distancing in the dugouts. It is recommended only the manager and physio uses the technical area. An extended area for substitutes to accommodate social distancing will be required at each dugout. It is recommended other coaches involved in the squad use the marked-out area for standing at the ground. equipment and club workers are only allowed to collect balls that have left the pitch and come into the spectator areas.</p> <p>During a game, the physio's are required to follow their own guidelines set out by The FA and current NHS Protocols.</p>	An area behind the dugouts will be cordoned off for substitutes and coaches standing only.	Covid-19 Officer	During match	
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Spread of COVID-19	Coaches Players Club Workers Spectators	<p>General Hygiene During Game</p> <p>There will be a requirement for a higher number of footballs made available around the pitch.</p> <p>Balls, corner flags and goal posts will be sanitised before the game, half time and after the game.</p> <p>Spectators are recommended not to touch any</p>	<p>Regular cleaning schedule for sanitisation of areas around the pitch.</p> <p>retrieve balls which leave the pitch.</p> <p>Monitor current guidelines provided by the government.</p>	<p>Covid-19 Officer</p> <p>Club Workers</p> <p>Club Workers</p> <p>Club Physio</p>	<p>Ongoing During</p> <p>Game During Game</p>	
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Spread of COVID-19	Players Match Officials	<p>Match Conduct and Goal Celebrations When speaking to players in play or at stoppages, Referees should observe 'one-metre plus' distancing. Interactions with Referees and Assistant Referees should only happen with players observing 'one-metre plus' distancing. Match officials are not responsible for ensuring compliance with social distancing during goal celebrations, this is the responsibility of the player. Match officials should continue to monitor goal celebrations with empathy for the game and take appropriate action only when necessary e.g. a caution where a shirt is removed.</p>	<p>Match Officials are expected to follow the specific FA Guidance Match Officials are expected to follow the specific FA Guidance</p>	<p>follow the specific FA Guidance Match Officials are expected to follow the specific FA Guidance Match Officials Match Officials</p>	During Game During Game	
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Spread of COVID-19	Club Officials Match Officials	Use of Hospitality Suite (Pre match & Half Time) The maximum number of persons using the Hospitality Suite at any one time shall be restricted to 5 persons to maintain adequate social distancing. The Hospitality Suite may be used by the Match Officials and Club Secretaries prior to kick off. The Hospitality Suite will be closed for Half Time Hospitality for Home/Away Club Officials until government social distancing measures are further relaxed.	Ensure that only designated persons use the Hospitality Suite prior to kick off	Covid-19 Officer	Pre match	
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Spread of COVID-19	Coaches Players Match Officials	<p>End of Match</p> <p>Post-match handshakes must not take place and social distancing should be maintained at all times during the walk back to the Changing Rooms. Club personnel, including managers/coaches, and any other persons must not enter the match officials changing room post-match or at any other point. Any breach of this should be included in the match report submitted by the Referee.</p>	<p>Ensure Post match compliance</p> <p>protocols are adhered to by all players, staff etc</p>	All match participants	Post match	
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Spread of COVID-19	Coaches Players Club Workers Spectators	<p>Post Match Refreshments We will be recommending players bring their own post match food.</p> <p>The club house will be open to everybody after the game, with no food provided. Anyone entering the clubhouse will need to follow the Charnock Richard Social Club own protocols which adhere to current government guidance.</p>	Continuous monitoring of social club risk assessment.	Chairman of Social Club	Ongoing	
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Spread of COVID-19	Spectators Club Workers	Car Parking on Arrival Spectators shall follow directions to a suitable car parking space by the Club Workers on arrival to the ground. Spectators should be encouraged to walk directly to the turnstile gate to avoid any grouping of people in the car park area	Club Workers to direct traffic to ensure effective movement of spectators into ground. C	Club Workers	Pre match	
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Spread of COVID-19	Turnstile Operator Spectators	Turnstile Protocol The turnstile operator shall be protected from the public by a clear plastic screen and shall wear gloves whilst handling cash at the turnstile. Spectators shall maintain social distancing of 2 metres on approach to the turnstile gate. Regular sterilising of high touch areas in and around the turnstile gate shall be implement	Ensure fitting of screen to turnstile prior to admission of spectators to matches Consider stewarding at the turnstile entrance to ensure correct social distancing and regular cleansing of turnstile during pre-match.	Covid-19 Officer Club Workers	Prior to season start Ongoing	
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Spread of COVID-19	Spectators Club Workers	<p>Requirements of Spectators During Game</p> <p>Spectators shall be encouraged to regularly wash hands for 20 seconds or sanitise hands often whilst inside the ground. Adequate numbers of hand sanitisers should be available at the entrance and around the ground.</p> <p>Spectators are always to socially distance, there will be signs around the ground empathising this.</p> <p>It is recommended each household (max of 6 people) are to use 1 panel of the outer fencing to stand between whilst watching games.</p> <p>Specific seats in the stand shall not be used to ensure correct social distancing on matchdays. Seating will be managed in line with social distancing measures with the required signage/stickers.</p>	<p>Hourly check that adequate supplies of hand sanitisers are available around the ground.</p> <p>Monitor effectiveness of signage.</p> <p>Continuous monitoring of adherence to social distancing requirements.</p> <p>Ensure spacing of available seating complies with current government guidelines</p>	<p>Club Workers</p> <p>Covid-19 Officer Club Workers Covid-19 Officer</p>	Ongoing Ongoing Ongoing Ongoing	
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Spread of COVID-19	Spectators Club Workers	<p>Supply of Refreshments at Kitchen Window</p> <p>Only kitchen staff shall be able to access the kitchen on game days (recommended max of 2 people in at any one time).</p> <p>Kitchen staff will be provided with hand sanitiser and will be requested to wear face masks due to social distancing constraints.</p> <p>There will be distancing markers laid out in the queuing area with suitable signage to managing social distancing in the queue to the refreshment window.</p> <p>A temporary plastic screen will be fitted at the Kitchen serving hatch to protect personnel from airborne pathogens.</p> <p>Kitchen staff will be encouraged to avoid direct hand contact with spectators during handover of cash.</p>	<p>Signage to be placed on entrance door to kitchen to restrict numbers.</p> <p>Hourly check that adequate supplies of hand sanitiser are available in the kitchen.</p> <p>Monitor effectiveness of signage.</p> <p>Co-ordinate manufacture of protective screen for kitchen.</p>	<p>Covid-19 Officer Club Workers</p> <p>Covid-19 Officer Covid-19 Officer</p>	<p>Pre match Ongoing</p> <p>Ongoing Prior to opening of Kitchen window for matches</p>	
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Spread of COVID-19	Spectators Club Workers	End of Match Spectators should be encouraged to leave the stadium independently, continuing to adhere to social distancing measures, and travel directly home unless they wish to attend the social club.	Continuous monitoring of adherence to social distancing requirements.	Covid-19 Officer	Ongoing	
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