



LEIGHTON UTD FOOTBALL CLUB

COVID-19 RISK ASSESSMENT

OPENING OF THE FOOTBALL CLUB FOLLOWING COVID-19

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|---------------------------------|-------------|--|------------------------|-------------|----------------------------------|
| Date of Risk Assessment: | June 2020 | | Risk Assessor 1 | Tom Andrews | Facilities Manager |
| Review Date | August 2020 | | Risk Assessor 2 | Alan Redrup | Chairman/Covid-19 Officer |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|--|--|---|-----------------------------|------------------------|-------------|
| Viral infection/ transmission of Coronavirus (Covid -19) | Officials, coaches, volunteers, players, parents & carers, spectators, children, visitors, contractors | Instructions to coaches – based on then Government and FA guidance | | Chairman Head Coach | 02 June 2020 | Y |
| | Potential for minor or major ill health | Compliance with Government guidance on return to team sports and Football Association Covid-19 guidance on restarting outdoor competitive grassroots football published in July 2020 Applies to all club footballing activities, including training, matches, mini-soccer and Wildcats | Chairman and Facilities Manager monitoring requirements | | | |
| | Spread of infection | Appointment of a Covid-19 Officer | Chairman appointed | Club Restart Group | July 2020 | Y |
| | | All coaches asked to formally confirm they have read, understand, and will fully implement the FA requirements | | Covid-19 Officer Coaches | July 2020 | Y |
| | | Design and implementation of a Covid-19 Football Parental Consent form | Manage records and periodically cross-check with player registrations on the FA Whole Game System | Covid-19 Officer | July 2020 and ongoing | |

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| | | <p>Design and implementation of a Covid-19 Self-Assessment Screening & NHS Test and Trace Register – to be completed at the start of every club football activity, both training and matches at all venues</p> <p>Provide guidance for spectators attending Leighton United football activities Distribution within the club via email Copies on club website and social media</p> <p>Provide information for visiting teams Distribution within the club via email (including coaches) Copies on club website and social media</p> <p>Provide a list of topics for coaches' safety briefing for players and supporters before every training session and match</p> <p>Briefing meetings for coaches on Covid-19 requirements. Regular email updates issued to coaches</p> | <p>Manage records and periodically Check entries on forms against an approximate head count</p> <p>As from 14 August 2020, implementation to be a coaches' responsibility</p> <p>Distribution to coaches</p> | <p>Covid-19 Officer</p> <p>Coaches</p> <p>Covid-19 Officer</p> <p>Communications Officer</p> <p>Covid-19 Officer</p> <p>Communications Officer</p> <p>Covid-19 Officer</p> <p>Covid-19 Officer Head Coach</p> | <p>July 2020 and ongoing</p> <p>Ongoing</p> <p>July 2020</p> <p>July 2020</p> <p>August 2020</p> <p>August 2020</p> <p>August 2020</p> <p>02 August 2020 & 09 August (for those whose missed the first}</p> | <p></p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> |

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| | | Ongoing monitoring of the social distancing and hygiene measures is taking place by all club staff. Coaches are aware that any matters or concerns should be reported to the Covid-19 Officer | | Club staff Covid-19 Officer | Ongoing | |
| | | <p>Home internal practice match to test Covid-19 arrangements</p> <p>Provide relevant information and updates</p> <p>So far has included:</p> <ul style="list-style-type: none"> • Reminder that any off-site venue used for training must be Covid-19 risk assessed • Reminders about handing footballs, cleaning equipment, use of bibs, administering first aid • Requirement to see venue Covid-19 risk assessments for away friendly matches and any off-site training • Warning for players not to share water bottles • Warning for water bottle contents not to be sprayed over people • Kit stations for players • Local Covid-19 outbreaks <p>Distribution within the club via email</p> <p>Club Covid-19 information on noticeboards by main entrance</p> | U13 boy's match | <p>Team coaches Covid-19 Officer</p> <p>Covid-19 Officer</p> <p>Coaches Covid-19 Officer</p> <p>Coaches</p> <p>Coaches</p> <p>Facilities Manager Covid-19 Officer</p> | <p>09 August 2020</p> <p>When required</p> <p>Ongoing</p> <p>Away friendlies and any off-site training</p> <p>July 2020</p> | <p>Y</p> <p>Y</p> |

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| Viral infection/ transmission of Coronavirus (Covid -19): Away/off-site footballing activities | Coaches, players, parents & carers, spectators, children, visitors Spread of infection | Covid-19 Officer to be informed of all away friendlies and any off-site training In accordance with Football Association guidelines, coaches are required to obtain copy of the Covid-19 venue risk assessment in advance of away friendlies and any off-site training and send to the Covid-19 Officer for review When leagues resume it will be presumed that as a mandatory Football Association requirement, all fixture venues will have been risk assessed | No risk assessment – no fixture/no training approach | Coaches Coaches Covid-19 Officer | Ongoing Ongoing | |
| Arrivals and departures cause car park congestion, gatherings, and consequential risk of breakdown of social distancing | Officials, coaches, volunteers, players, parents & carers, spectators, children, visitors, contractors Spread of infection | Reminder about travelling in accordance with Government instructions - In guidance for spectators Includes car sharing restrictions Team coaches advised in advance of arrival and departure times for training sessions and matches | Buffer/cross-over periods factored in to allow departures to clear before new arrivals | Covid-19 Officer Pitch Coordinator | July 2020 Ongoing | Y |
| | | Coaches inform the parent base of arrival and departure times | | Coaches | Ongoing | |
| | | Coaches also informed of training location or match pitch and include in information to the parent base | | Pitch Coordinator | Ongoing | |
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| | | <p>Requirements set out in information for spectators and visiting teams, including no early arrivals or late departures and no mingling in car park</p> <p>To free up car parking space, club staff have been asked to park at the shipping container end of the car park</p> | Can monitor car park via the CCTV system | Club staff | Ongoing | |
| Clubhouse entry and exit: Infection Prevention: Social Distancing and Hygiene (respiratory hygiene and hand cleaning) | <p>Officials, coaches, volunteers, players, parents & carers, spectators, children, visitors, contractors</p> <p>Spread of infection</p> | Implementation of social distancing and hygiene measures in accordance with Government guidance | | Facilities Manager Covid-19 Officer | June 2020 | Y |
| | | Covid-19 Signage and Hygiene Plan produced and implemented | | Facilities Manager Covid-19 Officer | June 2020 | Y |
| | | One-way system implemented for use of toilets | | Facilities Manager Covid-19 Officer | July 2020 | Y |
| | | All other areas of the clubhouse are closed to visitors | | | July 2020 | Y |
| | | Hand sanitizer units are located at the external entrance and exit of the clubhouse. NB. All hand sanitizer is alcohol based | | | July 2020 | Y |
| Cleaning measures have been reviewed and are continually monitored. | Covid-19 Officer | Ongoing | | | | |
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| | | Appropriate signage is in place, including floor markers for social distancing, one-way system, reminders to sanitise hands before entering the building, hand washing reminders in toilets | | Facilities Manager Covid-19 Officer | June 2020 | Y |
| Player Safety: Viral infection/ transmission of Coronavirus (Covid -19) | Players and coaches Spread of infection | <p>Players should arrive in full playing kit</p> <p>Players must go or be taken straight from the car park to the designated training area or match pitch, maintaining social distancing and do the same at the end of a session or match</p> <p>Players and parents are responsible for hand washing or sanitizing before and after training sessions or matches</p> <p>Players and parents told players must have their own named water bottles and hand sanitizer</p> <p>Sharing of water bottles and food is banned, unless parents have indicated that siblings can share</p> | There will be no changing facilities at the ground | <p>Parent base and players</p> <p>Parent base and players</p> <p>Parent base and players</p> <p>Parent base and players</p> <p>Coaches</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 2020</p> <p>Ongoing</p> | Y |
| | | Players will have allocated kit stations, e.g. marked by numbered plastic cones | | Coaches Players | Ongoing | |

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| | | Bibs and shirts should not be shared - single use | If sharing is unavoidable, those handling should wash or sanitise hands immediately afterwards | Coaches Players | Ongoing | |
| | | Implementation of the Football Association Covid-19 Code of Behaviour for Players – including good personal hygiene, no spitting and avoid shouting. Also avoid team talk huddles, pre-match handshakes, goal celebrations etc. | | Coaches Players | Ongoing | |
| | | Implementation of Football Association safeguarding practice, including ratio of adults to children | It will be ensured there will always be at least two FA-DBS checked coaches/adults present for every club football activity | Club Coaches | Ongoing | |
| | | Training groups currently not to exceed 30 | | Coaches | Ongoing | |
| Using Footballing Equipment: Viral infection/transmission of Coronavirus (Covid -19) | Coaches, coaching helpers, players, parents & carers, spectators Spread of infection | Initial instructions to coaches, based on information at the time Initial instructions now superseded by compliance with the Football Association Covid-19 guidance on restarting outdoor competitive grassroots football published in July 2020 | Sharing of equipment between groups or teams - includes footballs, poles, cones etc. to be avoided whenever possible | Head Coach Coaches | June 2020 Ongoing | Y |
| | | Playing kit should be washed by individuals | | Parents Players | Ongoing | |

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| | | Whenever a football is handled it should be disinfected or replaced by another disinfected ball at the next break in play | | Coaches | Ongoing | |
| | | Four hand-held 5L garden sprayers containing disinfectant solution are provided at the ground – one for each pitch area All footballing equipment, including goal frames, should be disinfected after use | Coaches are responsible for making disinfectant arrangements at off-site footballing activities | Kit & Equipment Officer Covid-19 Officer Coaches Coaches | August 2020 Ongoing | Y |
| Spectating: Viral infection/transmission of Coronavirus (Covid -19) | Spectators at home and away footballing activities Spread of infection | Covid-19 guidance for spectators attending Leighton United football activities published – instructs social distancing, keep at least 1m back from touchlines, not to handle footballs or football equipment or retrieve footballs | | Covid-19 Officer | July 2020 | Y |
| | | Social distancing signage at the ground Purchase new touchline barriers | | Club Club | June 2020 August 2020 | Y Y |
| Toilet Usage: Viral infection/transmission of Coronavirus (Covid -19) | Everyone Spread of infection | Ensuring access to toilets and facilities to wash hands | Restrict toilet usage to single occupancy – install signs to this effect | Facilities Manager Covid-19 Officer | June 2020 | Y |

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| | | Measures to avoid close contact/congestion in passageways to and in toilets | | Facilities Manager Covid-19 Officer | June 2020 | Y |
| | | To reduce risk of congestion in the main entrance passageway, the toilets in Changing Room 1 are additional male and those in Changing Room 2 additional female | Open windows in Changing Rooms 1 and 2 to improve ventilation Ensure soap containers are kept topped up and toilet rolls available | Club staff Club staff | Ongoing Ongoing | |
| | | Toilets to operate on a one-out – one-in arrangement (applies to entire toilet rooms not to individual cubicles) – signage in place | Regularly clean toilets using appropriate products Toilets are enclosed indoor areas. Use of face coverings is for the discretions of users | Club staff Users | Ongoing Ongoing | |
| Commonly Touched Areas: Viral infection/transmission of Coronavirus (Covid -19) | Everyone Spread of infection | Commonly touched areas, such as door handles, taps, light switches, surfaces will be regularly cleaned using appropriate cleaning products | Monitor | Club staff Covid-19 Officer | Ongoing Ongoing | |
| | | All benches, chairs and tables have been put out of use (with tape) to discourage gatherings and the associated risks to social distancing | | Covid-19 Officer | July 2020 | Y |

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| Serving Refreshments: Viral infection/transmission of Coronavirus (Covid -19) | Everyone Spread of infection | Serving of refreshments closed until further notice Restart will be when other Covid-19 measures are satisfactorily embedded | On resumption, serving will be via the kitchen window Until Covid-19 restrictions sufficiently change, only drinks in disposable cups and packaged food, e.g. chocolate bars, biscuits, crisps etc. will be served No open food, including burgers and hot dogs, will be served, at least until restrictions are sufficiently relaxed | Restart Group Tea Bar Manager | To be determined Ongoing | |
| | | | There will be no shared items, milk and sugar will be added to drinks in the kitchen A socially distanced one-way queuing system will be put in place | | | |
| | | | Signage has been prepared and a hand sanitizer unit placed on the wall near the kitchen window. Club staff to regularly wash hands, and associated equipment between customers. Face masks are available to be used if 2m social distancing cannot be maintained | Facilities Manager Covid-19 Officer Tea Bar Manager | July 2020 Ongoing | Y |

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| | | | A stock of protective rubber gloves (kitchen grade) and face masks have been obtained | Covid-19 Officer | July 2020 | Y |
| Administering First Aid: Viral infection/transmission of Coronavirus (Covid -19) | Coaches, injured players, or anyone else requiring first aid Spread of infection | All coaches have Football Association emergency aid certification Only trained first aiders can administer first aid Initial advice provided for coaches | | Covid-19 Officer | June 2020 | Y |
| | | Coaches asked to check their first aid kits to ensure they contain all required items and that items are within use by dates where specified Checked clubhouse first aid kits and list of requirements sent to the Kit & Equipment Officer | Recommended additional disposable rubber gloves, washable face mask and hand sanitizer be obtained | Covid-19 Officer Coaches Kit & Equipment Officer | June 2020 | Y |
| | | Distributed Football Association First Aid Guidance for Returning to Outdoor Competitive Grassroots Football to all coaches | Temperature checks of players is not a mandatory Football Association requirement and it has been decided not to do them | Covid-19 Officer | July 2020 | Y |
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| | | <p>The defibrillator at the ground remains in operation and its working condition periodically checked</p> <p>The defibrillator must be thoroughly cleaned with sanitizer after use</p> | | <p>Covid-19 Officer</p> <p>Coaches Other users</p> | <p>Ongoing</p> <p>Ongoing</p> | |
| Club Events: Viral infection/transmission of Coronavirus (Covid -19) | <p>All attending</p> <p>Spread of infection</p> | <p>Events will only be held when permitted by Government guidance at the time on social gatherings and then in compliance with the guidance on aspects like social distancing</p> | <p>Approval by Management Committee</p> | <p>Events Manager Facilities Manager Covid-19 Officer</p> | <p>When appropriate</p> | |
| | | <p>Management Committee and Restart Group meetings held via conference calls.</p> | <p>Annual General Meeting likely to be held via a conference call</p> | <p>Chairman</p> <p>Chairman</p> | <p>As required</p> <p>Probably September 2020</p> | |