

HTFC Covid19 Risk Assessment v1.0

21/08/2000

Revision History

Date	23.11.2020
RA Version Number	v3
Update comment	Addition of COVID officer details
Assessed by:	Marc Sinfield - sinfieldm@dnb.com
Position:	Secretary
COVID Officer	Victoria Herd - info@bhppacademy.com
Review Date:	To be reviewed throughout 20/21 season

Personnel at risk

Officers	Yes
Players	Yes
Volunteers	Yes
Coaches	Yes
Spectators	Yes
Others	Yes

Important to note that probability of contracting COVID 19 are further reduced with Government controls in place.

Should Government guidelines change then a review of this assessment will take place

KEY LINKS

[Government Guidance on COVID-19](#)

[Share Checklist](#)

[HSE](#)

[THE FA](#)

[Public Health England Guidance on Covid-19](#)

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Equipment Checklist	Stocked
Sanitising Spray for warm up and match equipment	Yes
First aid, PPE as per The FA First Aid Guidance	Yes
Hand sanitisers supplied at the Club pitch entrances and exits	Yes
Soap and sanitisers for the toilets	Yes
Bleaches and sanitising equipment for clubhouse and trailer	Yes
Face Masks for HTFC Players, Staff and Officials	Yes
Gloves for HTFC Players, Staff and Officials	Yes

Known Hazards	Mitigation
COVID Plan and RA	Club has completed RA; will regularly review
PPE Equipment, Sanitiser	Club has procured sufficient PPE and sanitiser - will maintain stock
Signage	Club has created and erected signage and posters in the ground; will regularly review
Plans for one way system around stadium	Club has created one way system for bar area, changing rooms and front of stand
Deep Clean of Bar, Trailer, showers	Continual cleaning of Bar, Trailer, showers. Ongoing review of protocols.
Match preparation and match day roles	Club has completed plans for roles, will regularly review

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1. Rare	1. Insignificant	Low
2. Unlikely	2. Minor	Moderate
3. Possible	3. Moderate	High
4. Likely	4. Major	Extreme
5. Certain	5. Catastrophic	

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ID	Task Header	Task Activity	Current State			Action	Expected State post-Action		
			Probability	Severity	Rating		Probability	Severity	Rating
1	Communication	As part of the standard Match Day Communications, all Players/Coaches/Volunteers/ Visiting Teams/Match Officials will be informed of HTFC's Match Day COVID-19 procedures	5	2	Moderate	Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	Moderate
2	Communication	All Players/Coaches/Volunteers/Visiting Teams/Match Officials/Visitors will be asked to ensure they comply with the above instructions and adhere to the latest Governmet advice in relation to hand washing and social distancing.	5	2	Moderate	Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	Moderate
3	Communication	Visiting Teams/Match Officials are asked to carry out all self-assessments with regards to COVID-19 symptoms priopr to arriving at HTFC. If any Visiting Team personnel or Match Official show symptoms of COVID-19 they should not come to the stadium and seek immediate medical advice	5	2	Moderate	Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	Moderate
4	Communication	Anyone who wishes to shield will be permitted to do so.	1	5	High	Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	1	5	High
5	Communication	All vistors will be provided with a reminder of the symptoms of COVID-19 and the need to follow Government guidelines. This will be communiicated via: 1) The clubs Twitter feed and website 2) Through posters and signage at the ground 3) Through regular stadium announcements	5	2	Moderate	Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	Moderate
6	Communication	Attendees records to the stadium will be kept for 21 days in line with the Club's data protection policy and used upon request to comply with the requirements for the NHS Track and Trace. Confirmation will be obtained from visiting teams to confirm they have all contact details for their visiting team.	5	2	Moderate	QR based tracking app app at https://evepass.app/ . Manual track and trace station behind turnstile on matchdays.	5	2	Moderate
7	Communication	No indoor training or matches of any kind can take place until further notice.	1	1	Low	Non-issue. No indoor playing facilities exist at HTFC.	1	1	Low
8	Communication	Club Board / Committee Members responsible for the COVID-19 Policy will observe at all matches in order to ensure compliance and reminders of compliance is adhered to.	5	2	Moderate	In place on matchday	5	2	Moderate
9	Access Control	Manned access control will be managed via the turnstiles.	5	2	Moderate	In place on matchday	5	2	Moderate
10	Access Control	A one-way system will operate around the ground as far as reasonably possible with social distancing markers in place.	5	2	Moderate	Club has created one way system for bar area, changing rooms and front of stand	5	2	Moderate
11	Access Control	PPE will be provided if medical assistance is required and social distancing is not possible.	3	3	Moderate	Purchased and deployed at club as required	3	3	Moderate
12	Access Control	Hand sanitiser is provided before entering the ground, while inside the ground and exiting the ground.	5	2	Moderate	Purchased and deployed at club as required	5	2	Moderate
13	Access Control	Signage inside the stadium will provide guidance and reminders of social distancing measures.	5	2	Moderate	Club has created and erected signage and posters in the ground; will regularly review	5	2	Moderate
14	H&S Arrangements / First Aid	Medical and PPE provision available at the ground to follow The FA PPE level requirements for First Aid.	5	2	Moderate	Purchased and deployed at club as required	5	2	Moderate

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15	H&S Arrangements / First Aid	First Aiders are advised to wash hands after treatment and record name date and treatment provided for NHS track and trace process.	5	2		In place on matchday	5	2	
16	H&S Arrangements / First Aid	Suitable sanitisation process in place for stadium touchpoints.	5	2		Purchased and deployed at club as required	5	2	
17	H&S Arrangements / First Aid	Signage regarding handwashing and social distancing is displayed.	5	2		Club has created and erected signage and posters in the ground; will regularly review	5	2	
18	H&S Arrangements / First Aid	Handwash, sanitiser and wipes are available.	5	2		Purchased and deployed at club as required	5	2	
19	H&S Arrangements / First Aid	A quarantine room has been allocated which has direct access to the outdoors and first aid including wipes, gel and sanitiser. Emergency evacuation procedures have been reviewed alongside the fire risk assessment.	2	3		Boardroom isolated as quarantine room	2	3	
20	Break times / half time	Players will be reminded to keep social distancing a priority during any breaks.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
21	Break times / half time	Players will be asked to bring their own named water bottles, hand sanitiser and sun cream for their training or match session which are to be used during, before and after any break.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
22	Break times / half time	Volunteers/Staff reminded of social distancing.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
23	Toilets	Toilets will be treated prior to evey stadium event with sanitising solution that provides up to a 30-day residue to combat COVID-19 and other viruses.	5	1		Will be managed ongoing	5	1	
24	Toilets	Toilets will have a one-way system where possible and a one in one out approach.	5	2		External toilets to have limited numbers. Signage in place to confirm maximum numbers.	5	2	
25	Toilets	During pitch opening times, the toilets will be checked hourly for consumables and sanitising wipes as required.	5	1		In place on matchday	5	1	
26	Spectator stands and terracing	Signage re; social distancing in place for match attendees.	5	2		Club has created and erected signage and posters in the ground; will regularly review	5	2	
27	Competitive match play and training	Safety briefings prior to competitive activities should be provided reminding participants of The FA 'Code of Behaviour' and the requirement to social distance during breaks in play.	5	2		Will be managed ongoing	5	2	
28	Competitive match play and training	Pre-match handshakes will not happen. Instead players will be asked to hand-sanitise before kick-off.	1	1		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	1	1	
29	Competitive match play and training	Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible.	1	1		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	1	1	
30	Competitive match play and training	Warm-ups/cool-downs should always observe social distancing.	1	1		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	1	1	
31	Competitive match play and training	Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchline/dug outs. Social distancing must also be observed during interactions when a substitution is being made; Club recommendation is that no more than 8 people (5 subs, 1 physio, 2 coaches) be in the technical area	5	3		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	3	

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32	Competitive match play and training	Match preparation meetings by Officials should be held in the Referees Room	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
35	Competitive match play and training	Goal celebrations should be avoided.	4	2		Will be managed ongoing	4	2	
36	Competitive match play and training	Interactions with Referees and Assistants Referees should only happen with players observing social distancing.	3	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	3	2	
37	Competitive match play and training	Footballs should not be handled unless for throw-ins and if the ball goes outside of the pitch confines then it should be sanitised before-entering play and alternative sanitised ball used to help the game flow. Use of foot instead of hands where possible.	4	2		Will be managed ongoing	4	2	
38	Competitive match play and training	Goalkeepers to disinfect their gloves regularly.	4	2		Will be managed ongoing	4	2	
40	Competitive match play and training	Changing rooms/shower rooms will be made available. However, it will be suggested that all team and Officials attend the match already changed if possible. If not possible reiteration around social distancing and limited time use of Changing rooms/shower rooms	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
41	Competitive match play and training	Showers will be made available for players/Coaches/ Match Officials, with the option of individuals showering away from the ground.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
42	Competitive match play and training	Where changing rooms/showers are to be used then they will be treated at least before and after every home event, with sanitising solution that provides up to a 30-day residue to combat COVID-19 and other viruses..	5	2		Will be managed ongoing	5	2	
44	Competitive match play and training	Changing room windows will be open to allow for ventilation.	5	2		Will be managed ongoing	5	2	
45	Competitive match play and training	Only authorised personnel to access changing rooms and each will be clearly marked with the maximum number of individuals permitted access and this communicated to all teams and Officials.	5	2		Will be managed ongoing	5	2	
46	Competitive match play and training	Changing rooms only used for changing and showering and no other purpose.	5	2		Will be managed ongoing	5	2	
47	Travelling, car parking and external areas outside the football ground	All participants will be reminded of the need to comply with the latest Government legislation for travelling to and from matches.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
48	Travelling, car parking and external areas outside the football ground	Users of the park area are reminded to maintain social distancing and follow Government guidelines.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	
49	Travelling, car parking and external areas outside the football ground	Club will advise participants of the importance of vehicle hygiene, personal hygiene, ventilation and face masks should a situation arise where it may occur.	5	2		Mail template in place for all vistors with accompanying visiting team and matchday official documentation. Also have posted guidance for supporters at http://www.hertfordtownfc.com/visitors-matchday-guidance/	5	2	

