

Hythe Town Football Club

Risk Assessment and Actions



Assessors name:	Martin Giles	Secretary/Director	Covid Officer: Scott Dance	Date:	21 st August 2020		
Endorsed by:	Paul Markland	Chairman		Review date:	Ongoing – as per FA & government guidance updates		
Description of assessment	Coronavirus (COVID-19) – Hythe Town FC						
Summary Statement	<p>Hythe Town Football Club has a duty of care to protect the safety and welfare of its staff, volunteers, spectators, and contractors 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.</p> <p>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 and FA guidelines and are regularly reviewed.</p> <p>http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720 https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p>						
Location Details	Hythe Town Football Club, Reachfields Stadium, Fort Road, Hythe, Kent CT21 6JS						

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Employees and volunteers; officials and visiting team; spectators; public.	5	3	15	H	Welfare facilities will contain suitable levels of soap and antibacterial gel.	<p>All personnel are asked to used Hand Sanitiser before entering the stadium and club house.</p> <p>All equipment to be cleaned before, during and post-match. This includes, but is not limited to, footballs, corned flags, goal posts and nets.</p> <p>Physios and technical staff to be given the option of dressing in appropriate PPE.</p>	Exec team	Ongoing	5	1	5	M

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<p>Catching / Spreading (continued)</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	5	3	15	H	<p>A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>If any player or other person involved in the running of the club, or someone they live with, develops coronavirus symptoms (fever, a high temperature - e.g. a temperature of 37.8 degrees or over - a continuous cough or loss of sense of taste or smell) then they should remain at home to self-isolate and report their absence to one of the Club officials via phone or email.</p>	<p>Club will report any Covid 19 cases to the League CEO at our first opportunity and take advice from her.</p>			5	1	5	M
<p>Employee & Visiting Team travel</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	5	2	10	H	<p>Adopt and follow government guidelines regarding Covid.</p> <p>Review new FA/ government / WHO guidance as and when these are available to the club and implement as necessary.</p>	<p>Visiting team are to register team and additional personnel with the home club fixture secretary one day prior to game.</p> <p>Tannoy (PA): there will be the usual team line up announcements etc throughout the time spectators are in the ground, plus reminders about complying with the Government social distancing guidelines.</p>			5	1	5	M

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						<p>Entry is via the turnstiles. Social distancing queuing system will be place prior to entry.</p> <p>Perspex screen in place at turnstile to prevent spread through air transmission (saliva, sneezing and speaking).</p>	<p>The club is looking into the feasibility of contactless card payments at the turnstile, meanwhile cash will be accepted.</p> <p>50:50 ticket and programme sales will take place from a booth (once available). The club may produce only electronic match-day programmes.</p>							
<p>Use of: Seating/standing areas, Clubhouse Bar, Tea bar, Club shop, Office and Boardroom</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	5	3	15	H	<p>Two seated stands Signage regarding social distancing requirements.</p> <p>Standing viewing areas Signage regarding social distancing requirements.</p> <p>Bar The Clubhouse Bar is located at first floor level so should be accessed via the main staircase, at all times social distancing and precautionary measures shall be in place including:</p> <ul style="list-style-type: none"> • One-way system in the Bar area with signs to indicate the direction to follow. • Bar to be limited to a three persons serving. Screens for bar staff. • Contactless payment is preferable. The card machine, will be wiped down with antibacterial spray after each transaction. • Cash transactions will be accepted and the till cleaned regularly. 	<p>The Folkestone-end seating area may be reserved for substitutes and visiting officials.</p> <p>Restrictions on number of people inside the clubhouse at any one time.</p> <p>All bar tops, tables and contact points are to be wiped down frequently with an antibacterial spray.</p> <p>Drinks will be consumed at tables.</p>	<p>CHAIRMAN & DIRECTORS</p>		5	1	5	M	

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						<p>Office and Boardroom Limit access to essential workers to maintain social distancing.</p> <p>Tea bar Social distancing and precautionary measures will be in place including:</p> <ul style="list-style-type: none"> • One-way system with signs to indicate the direction to follow. • Tea bar to be limited to three persons serving. • Cash transactions will be accepted and the till cleaned regularly. • All bar tops, tables and contact points etc are to be wiped down frequently with an antibacterial spray. Hygiene regulations to be followed. <p>Balcony viewing areas (accessed from upstairs bar)</p> <p>Club shop</p>	<p>Boardroom hospitality for visiting club officials is suspended.</p> <p>Numbers on the balcony will be reduced to allow for social distancing.</p> <p>Club shop will only be open when considered safe to do so and the number of people will be controlled.</p>							
All Toilet Areas – external and internal	Employees and volunteers; officials and visiting team; spectators; public.	5	3	15	H	<p>There are three toilet areas within the clubhouse, two outside and toilets within each changing area.</p> <p>Staff will check and clean the toilets regularly. Antibacterial soap will be placed in the toilets for customers and there will be a hand sanitiser dispenser outside each of the toilets.</p>	<p>Signage regarding social distancing.</p> <p>Staff will frequently wipe handles down with antibacterial disinfectant.</p>	CHAIRMAN & DIRECTORS		5	1	5	M	

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<p>Dressing Room Areas plus Match Procedures</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>V H</p>	<p>Dressing room area to be used minimally by visiting and home teams. Ten players to change every ten minutes and then stand outside dressing room area socially distanced.</p> <p>Prior to kick off and at half time numbers in the dressing room shall be kept to a minimum – maximum of 11 players and three managers/coaches.</p> <p>Staff will check and clean the dressing rooms regularly.</p> <p>Antibacterial soap will be placed in the toilets for players/staff/officials and there will be a hand sanitiser dispenser inside the dressing rooms.</p> <p>HTFC kit will be provided by the kitman once players arrive at matches and will be collected in and washed after every game. Players and coaches will retain the bench-wear and training kit issued to them and wash this after each use.</p> <p>Doors will be kept open where possible to reduce the need to touch handles. Antibacterial wipes will be available to enable handles etc to be frequently wipe down to reduce risk.</p> <p>Sensible use of showers with only limited persons at any one time. The taps to operate the showers should be regularly washed with an antibacterial wipe.</p>	<p>Teams to enter/leave pitch separately.</p> <p>All players and match officials are to supply their own drinks and drink containers.</p> <p>Team sheet exchange: use Match Officials dressing room if the distancing guidelines can be maintained or a suitable alternative. Team sheets to be exchanged by all parties placing them on a table for each Club Official and Referee to collect information.</p> <p>Bibs should not be swapped during any exercise and washed after use.</p> <p>Pre-match warm up: three separate areas; one for each team plus an area for the Match Officials.</p> <p>Respect Handshake is suspended for season 2020/21.</p>	<p>CHAIRMAN & DIRECTORS</p>		<p>5</p>	<p>1</p>	<p>5</p>	<p>M</p>
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						Technical Areas: there will be seating outside of the dugout to provide adequate social distancing for substitutes and coaching staff. Technical areas may be extended for this purpose and the Match Officials will manage these areas.	Player hospitality is suspended until otherwise notified. Option for Match Officials to be paid by BACS within three working days after the match.												
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Track & Trace	Employees and volunteers; officials and visiting team; spectators; public.	5	3	15	H	Customers will be asked to write down their details before or when purchasing their tickets to assist with the Government's Track and Trace initiative. Visiting Teams will be asked to submit all visiting players and officials details one day prior to the fixture.	The details will be filed confidentially in a dated folder for at least 21 days. Ensure Employee documentation is available for track and trace.	CHAIRMAN & DIRECTORS			5	1	5	M
Signage on maintaining social distancing	Employees and volunteers; officials and visiting team; spectators; public.	5	3	15	H	Individuals and Groups are expected to adhere to the Government's social distancing policy. Signage will be put up around the stadium to remind and prompt people to follow the Government's rules. Children are to be supervised by an adult.	Any spectators refusing to following social distancing guidelines will be asked to leave the stadium.	CHAIRMAN & DIRECTORS			5	1	5	M

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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk
SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>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.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>