

Hythe Town Football Club

Risk Assessment and Actions



Assessors name:	Martin Giles	Secretary/Director	Covid Officer:	Date:	Issue 2. 29 th October 2020
Endorsed by:	Paul Markland	Chairman	Scott Dance	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 players, staff, volunteers, spectators and visitors so 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 should be carried out in line with current government Covid-19 and FA guidelines and be regularly reviewed.</p> <p>https://www.thefa.com/news/2020/oct/16/football-guidance-update-161020 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	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
Precautions and Compliance	Employees and volunteers; officials and visiting team; spectators; public.	5	3	15	H	<p>Adopt and follow government guidelines regarding Covid.</p> <p>Review new FA and government guidance as and when available to the club and implemented as necessary.</p> <p>A cleaning schedule will be implemented throughout the site using an antibacterial cleaning substance.</p>	<p>Individuals & Groups are expected to adhere to the Government's and club's social distancing policies.</p> <p>Any spectator refusing to follow social distancing guidelines will be asked to leave the stadium.</p> <p>Hand Sanitiser to be provided at entry points for personnel and visitors.</p> <p>All equipment to be cleaned before, during and post-match. This includes, but is not limited to, footballs, corner flags and goal posts.</p> <p>Physios and technical staff to be given the option of dressing in appropriate personal protective equipment.</p>	Chairman & Directors	5	1	5	M

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Precautions and Compliance (continued)						If any player or other person involved in the running of the club, or someone they live with, develops coronavirus symptoms then they should remain at home to self-isolate and report their absence to one of the Club officials via phone or email.	Club will report any Covid 19 cases to the League CEO at our first opportunity and take advice from her.					
Awareness, and signage	Employees and volunteers; officials and visiting team; spectators; public	5	3	15	H	The latest government and FA campaign posters will be displayed as available in the entrance and in suitable places around the stadium to remind and prompt people to follow the Government's social distancing and hygiene rules.	Matchday details to be available on the club website including social distancing reminders and relevant Covid regulations. Tannoy (PA): usual announcements when spectators present plus reminders about complying with the Government and club social distancing guidelines.	Communications Director and Club Secretary	5	1	5	M
Employee & Team travel	Employees and volunteers; officials and visiting team	5	2	10	H	Follow government guidelines regarding Covid.	Travel to and from matches. The Club's players, staff, volunteers and officials can use their own vehicles to travel for fixtures. If they have no option but to share transport then, preferably, journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping windows open) may help reduce the risk of virus transmission. Public transport should be avoided where possible.	Chairman & Directors	5	1	5	M
Parking	Employees and volunteers; officials and visiting team; spectators; public.	5	3	15	H	Parking at the stadium footprint offers adequate space for vehicles to be parked at safe distances apart. Club personnel to direct pre-match parking.	If visitor numbers increase, consider additional parking signage and control.	Chairman & Directors	5	1	5	M

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<p>Entry & Exit to and from Stadium</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	5	3	15	H	<p>The official stadium capacity is 3000 but current access is based on a percentage of the minimum capacity at the level set in the FA Ground Grading criteria; <i>Hythe Town FC are Step 4, so this minimum capacity is 1350.</i></p> <p>Hand sanitisers available at all points of entry / exit.</p> <p>Entry is via the turnstiles. A social distancing queuing system will be in place prior to entry.</p> <p>Perspex screen in place at turnstile to prevent spread through air transmission.</p>	<p>The club will adhere to attendance capacity limits provided by the FA and the Government. <i>Currently 30% of the minimum is permitted = 400 spectators maximum (+ players, staff and officials).</i></p> <p>If supporters do not adhere to social distancing when asked to, then consider the possibility of reducing stadium capacity further.</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 sales to take place from a protective booth.</p>	<p>Chairman & Directors</p>	5	1	5	M
<p>Track & Trace</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	5	3	15	H	<p>Spectators and visitors will be asked to write down their contact details before entering the stadium, or to use the NHS app, to support Track & Trace.</p> <p>Visiting Teams will be asked to submit details of all visiting players and officials one day prior to the fixture.</p>	<p>Contact details will be filed confidentially in a dated folder for at least 21 days.</p> <p>Ensure Employee documentation is available for Track & Trace.</p>	<p>Chairman & Directors</p> <p>Club Secretary</p>	5	1	5	M
<p><u>Use of:</u></p> <p>Stadium seating and standing areas</p> <p>Balcony viewing areas</p>	<p>Employees and volunteers; officials and visiting team; spectators; public.</p>	5	3	15	H	<p>The two seated-stands Signage regarding social distancing requirements.</p> <p>Standing viewing areas Signage regarding social distancing requirements.</p> <p>Balcony viewing areas Reached from the upstairs bar so bar access regulations must be followed.</p>	<p>Some seated areas will be reserved for substitutes and visiting officials.</p> <p>Numbers on the balcony will be reduced to allow for social distancing.</p>	<p>Chairman & Directors</p>	5	1	5	M

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<u>Use of:</u> (continued)												
Clubhouse bar	Employees and volunteers; officials and visiting team; spectators; public.					<p>Bar The Clubhouse Bar is located at first floor level and 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"> • Bar to be limited to four persons serving. • Screens and mask for bar staff. • Contactless payment is preferable. • Cash transactions will be accepted and the till cleaned regularly. 	<p>Restrictions on number of people inside the clubhouse at any one time.</p> <p>Bar tops, tables and contact points are to be wiped down frequently with an antibacterial cleaner.</p> <p>Drinks will be served and consumed at tables.</p> <p>Facemasks to be worn unless seated.</p>	Bar Steward & bar staff				
Office and Boardroom						<p>Office and Boardroom Limit access to essential workers to maintain social distancing.</p>	Boardroom hospitality for visiting club officials is suspended.	Club Secretary				
Tea bar						<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 direction. • Tea bar to be limited to three persons serving. • Cash transactions are accepted so the till will be cleaned regularly. • All bar tops, tables and contact points etc are to be wiped down frequently with an antibacterial cleaner. • Hygiene regulations to be followed. 		Tea bar Manager				
Club shop						<p>Club shop. The shop will only be open when considered safe to do so and the number inside will be controlled.</p>	Masks will be worn in the shop.	Chairman & Directors				
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.</p>	Signage regarding social distancing.	Chairman & Directors	5	1	5	M

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Dressing Room areas & Match procedures	Players, coaches and volunteers; match officials; visiting team, coaches and officials.	5	4	20	V H	<p>Dressing room area to be used sensibly by the visiting and home teams and officials, following current guidance on the number of people in dressing rooms at any one time. Observe social distancing.</p> <p>Doors and windows will be kept open where possible to increase ventilation and reduce the need to touch door handles.</p> <p>Sensible use of showers with only limited persons at any one time.</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 as necessary.</p> <p>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.</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 each dressing room.</p>	<p>Antibacterial soap will be placed in the toilets for customers.</p> <p>Teams to enter and leave pitch separately.</p> <p>Pre-match warm up: three separate areas; one for each team plus an area for the Match Officials.</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>Respect Handshake is suspended for season 2020/21.</p> <p>Player hospitality is suspended until otherwise notified.</p> <p>Option for Match Officials to be paid by cash or BACS.</p>	<p>Team Managers, Coaches and Match Officials</p> <p>Chairman & Directors</p>	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
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	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.	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.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.