

**CLUB COVID 19 RISK ASSESSMENT VERSION 8:23/09/20**

**Motive**

The creation of this document and the procedures set out within it is driven by 2 factors.

1. A duty of care for all our players/coaches/officials/supporters etc.
2. The Community Centre have requested that all using the facility, produce a risk assessment, detailing the precautions they will be taking.

**Circulation**

* All committee members
* Managers and coaches
* Leagues
* Officials
* Made available to all Henley players via FB and team WhatsApp groups
* Emailed/sent to visiting teams

**Notes**

Although, I dare say, some may see this as “Over the top”, Henley is an FA Charter standard club and needs to set the standards for best practice in these challenging times. Consequently, this document will constitute hard and fast rules, which **MUST** be firmly adhered to at all times.

**Reference Sources**

This risk assessment is created using the following sources

* The FA guidelines for football under the threat of COVID 19 updated
* The FA guidelines re Spectators August 20th 2020
* The FA Guidelines for QR code Track and trace 22nd September 2020
* NHS/Government guidelines and restrictions.
* Government Rule of Six 14/9/20
* Government rules update 22nd September 2020

This is obviously an incredibly fluid situation and one that will change, probably many times, as we progress along the path to a full resumption of football. To this end, as changes occur, this document will be updated and redistributed, when using this document please check the version number and date to ensure you have the latest updates.

**Purpose**

To enable all 4 teams at the club to safely train and play matches.

**Risk Identification**

COVID 19 has proven to be a serious disease with potentially lethal consequences, especially to those of advancing years and/or with underlying health conditions.

**Identifying People at Risk**

Players/Managers/Coaches/Groundstaff/Club Officials/Spectators/Community Centre users

And by transmission, anyone they come into contact with, including, but not restricted to, family/friends/workmates etc.

**Use of the Community Centre building**

* Their current plans are to block off large areas of the building and only access the changing rooms and bar directly, once access is permitted.
* The bar and public toilets are now available to us on match days
* A mask must be worn, hands sanitised on entry and the one-way system followed, please pay by contactless card wherever possible
* With the ever-changing instructions from the Government regarding the hospitality sector, the manner of use of the bar facilities is always subject to change
* Even though the revised FA guidelines permit the use of changing rooms (subject to fulfilling sanistisation requirements and the “rule of six”) the committee have currently made the decision that we will NOT be using them currently. This will be reviewed on a week by week basis.

**Safety Measures Required (Training)**

As activity continues and regulations are eased, we will need to abide by the rules below

* Any player/coach exhibiting symptoms or who has come in contact with someone affected should NOT attend training
* All players/coaches must self-diagnose prior to attending training
* If any player/coach is contacted under the government track and trace protocol, they must contact their manager immediately, so that the other members of their training group can also isolate.
* Any player/coach who has visited a country on the government list which requires quarantine on return must not attend any club training of game until the 10 day quarantine period is over.
* Players and coaches must arrive dressed ready to train and shower at home
* A maximum of 30 people can train together
* Competitive training is now allowed
* Competitive match play in training is permitted, with social distancing in place before and after the match, and in any breaks in play
* When not playing all must maintain a 1-metre plus social distance during breaks/discussions etc
* No drills which involve touching the ball with hands, even retrieving “stray” balls should avoid the use of hands where possible.
* Goalkeepers to wear gloves at all times, avoiding touching their faces and sanitising gloves, before and after training and during breaks in play.
* To enable “Track and Trace” managers must record all attending training, please ensure these records are dated and kept secure.
* All players and coaches must bring their own water bottles with them, please make sure that individual bottles are identifiable and that player’s/coach’s personal equipment are kept apart, where feasible leave personal stuff locked in own car.
* Observations show that drinks breaks are a high-risk time, it’s paramount to maintain distancing whilst people are relaxing
* All balls/cones and any training equipment must be disinfected by managers/coaches before and after every session
* Disposable gloves are to be worn during all sanitising procedures and whilst distributing equipment.
* All players/coaches must use the hand sanitiser provided before and after every session and during breaks in play
* Hand sanitiser pumps must also be sanitised in accordance with the aforementioned schedule
* At this stage we will not be using bibs to reduce risk
* All used PPE and any other rubbish must be place in a bin bag, secured and disposed of correctly by the manager.

**Safety Measures required (Games, including practice games and friendlies)**

* Team sheets to be given to referees and opposition teams enclosed in plastic bags
* All payments to officials should be made online wherever possible, if, in extraordinary circumstances (i.e the referee doesn’t have a bank account) any cash must be in an envelope.
* Pre-match handshake should not happen. Instead players will be asked to hand-sanitise before kick-off
* Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible
* Coaches, only other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made
* Set plays – free kicks: referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls etc
* Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before matches, after matches and at half time. This will be performed by the club “clean teams”
* Goal celebrations should be avoided;
* Interactions with referees and match assistants should only happen with players observing social distancing
* All participants must remain socially distanced during breaks in play, with spaced areas for equipment and refreshment storage for each individual including officials and substitutes.
* Coaching staff and substitutes, should, for example, spread out and avoid sharing a dug out or bench if social distancing cannot be observed.
* Players and officials should also observe social distancing during sin-bin instances.
* Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own drinks or refreshments, in a named container.
* After activity participants must maintain government mandated social distancing for social interaction. This includes in any available changing rooms, showers, and any clubhouse facilities or other venue participants congregate in afterwards.
* Post game we must follow the “rule of six”
* Any payments relating to the fixture (match fees, referee fees or facility fees) should where possible, be made in a cashless manner. The club now has card payment machines to facilitate this.
* The sharing of equipment must be avoided where possible. Where equipment is shared, equipment must be cleaned before use by another person.
* After each game the kit will be collected by the manager in water soluble safe laundry bags (these have been provided by the club to each manager). The manager collecting must wear gloves during the collection and knot each bag securely. Currently Wayne will be collecting these to wash. Please note, these bags must be kept in a dry place as they dissolve in water.
* The nature of football means that the ball is not frequently handled. When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible. Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should be disinfected.
* Shouting. There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. This particularly applies indoors (e.g. inside clubhouses) and when face to face. If possible, players should therefore avoid shouting or raising their voices when facing each other during, before and after games. This is included within The FA’s Code of Behaviour
* Spitting. Everyone should refrain from spitting. If you need to sneeze or cough, you are encouraged to do so into a tissue or upper sleeve and advised to avoid touching your face. Ensure any tissues are disposed of in a sealed bin as soon as possible.
* In competitive football activities the Covid-19 officer of each club must ensure a safety briefing is provided before the commencement of any fixture. This briefing will remind both sets of players and officials about their responsibilities in complying with the Code of Behaviour
* The Covid-19 officer for each club will be responsible for communicating the code of behaviour to all players, coaches and volunteers within the club. Participants must be clear that they are opting in to participating as defined in The FA’s guidance about risk and risk mitigation.
* Match officials should observe The FA’s guidance in the same way as participants are required to.
* After training sessions and/or matches, participants must maintain government mandated social distancing for social interaction. This includes in any available changing rooms, showers, and any clubhouse facilities or other venue that participants may congregate in afterwards.
* Records of players/subs/coaches etc must be kept to enable track and trace procedures, to facilitate this all **MUST** use the NHS Covid19 track and trace QR scanner app (live on 24th September) to scan the QR code, this will be displayed at multiple places around the pitch and the Community Centre itself.
* For HAFC players, this means they must scan in, even at training.

**Spectators/Supporters**

* Supporters are now permitted but **MUST** abide by social distancing rules.
* The centre has requested that spectators remain in their cars until 20 minutes before kick-off.
* The rule of six is in operation and will be enforced by HAFC Covid19 Officers
* HAFC Covid19 officers will be identifiable by hi-vis vests.
* All spectators **MUST** record their visit to Henley Community Centre to enable track and trace procedures, to facilitate this all must use the NHS Covid19 track and trace QR scanner app (live on 24th September) to scan the QR code, this will be displayed at multiple places around the pitch and the Community Centre itself.
* Visiting teams to be advised of these restrictions and sent a copy of this risk assessment a suitable period before each game.
* Visiting teams **MUST** advise their supporters of HAFC protocols.
* Visiting teams and supporters are assumed to have agreed to comply by acknowledging receipt of this document
* At all games, spectators must remain socially distanced. Spectator groups are restricted to discrete six-person gathering limits and spread out, in line with wider Government guidance, ensuring space for officials, coaches and substitutes.
* At Henley we will restrict supporters to 6 people behind each hoarding and 6 people behind each rope connecting the hoardings.
* To this end, at Henley a **STRICT** policy of only players and coaches being allowed on the dugout side of the pitch **WILL** be enforced
* We will also designate a specific pitch side area for away supporters
* Sanitiser stations are provided pitch side at matches

**First aid/Treatment of Injuries**

* The FA has produced a detailed First Aid Guidance document for First Aid which MUST be read by all club managers and coaches
* Injuries during play should still be treated as participant health and safety is of utmost importance.
* In all cases but particularly where medical treatment is needed, the best form of protection is through rigorous cleaning, personal hygiene and regular hand hygiene.
* An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, will be recommended in The FA’s supporting medical guidance.
* If a participant gets injured, a member of their household can assist if present and appropriate, but others (including match officials and teammates and coaches) will still need to socially distance unless a life- or limb-threatening injury necessitates compromising guidelines to provide emergency care.
* If there is a first-aider or other medical personnel present, they should be equipped with the appropriate PPE (including face coverings) to protect themselves and others if they need to compromise social-distancing guidelines to provide medical assistance. **All coaches and managers have face masks and gloves for this situation, supplied by club. These MUST be worn when entering the pitch to administer treatment of any kind**
* After contact with an injured participant, the person who has administered first aid should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or social distancing was maintained.
* The first aider should also avoid touching their mouth, eyes and nose.
* Physios or their equivalent or anyone who is administering any form of treatment, should keep a record of each participant they have come into contact with for NHS test and trace purposes.
* Further information for those who may need to act as a ‘first responder’ role in a sports setting can be found here.
* If a participant becomes Covid-19 symptomatic during the activity, they should immediately remove themselves from the session and return home as soon as possible. NHS guidance on further management of symptoms should be followed.

**Equipment Provided**

Each team’s management has been provided with the following by the club.

* 500ml pump action Hand sanitiser x 2
* Anti-bacterial spray for disinfecting balls/equipment
* Paper towelling rolls for above
* Box of Disposable gloves
* Each team’s 1st aid kit has been updated to include a reusable, sterilisable, resuscitation face shield for performing rescue breaths in CPR
* Red water-soluble washing bags
* Face masks

**Summary**

Whilst fully aware that some of these precautions may seem extreme, especially to the younger, fitter elements of the Henley AFC family, it is essential that as a club we take a more holistic view and fulfil our duty of care for the whole community.

**Club Covid19 Officer**

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**Version 8:23/09/20 Created by Tony Stone**