



Hailsham Town FC  
COVID-19 Risk Assessments

Date of last review; 7/9/2020

Date of next review; 5/10/2020

COVID-19 Officer; Stuart Fairway

Chairman; Rob Squires

Secretary; Stuart Fairway

Amendments to Risk Assesments;

8/8/2020; First Published

26/8/20; Amendments to Outside Areas, Games and Clubhouse assessments following experiences at soft reopening on 22/8/20.

28/8/20; Amendments to all areas following review of actual against perceived risk.

10/9/20; Amendment to include temperature checking for all.

# RISK ASSESSMENT – HTFC Return to Games



RA002	Site: Beaconsfield	Activity: Games	Location: Beaconsfield Pitch
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1-3		Low Risk		4-6		Medium Risk		7-9		High Risk	
Hazard	Likely to be Affected	Risk	Control Measures				Responsibility to Ensure Measure are met			Risk After Measures Controls implemented by:	
<b>TRAVELING TO AND ARRIVING AT THE GROUND</b>											
Traveling to ground	Players, Coaches & Officials	4	Players are to travel to the ground individually where possible avoiding public transport. Where this is not possible players are to travel in predetermined travel bubbles which will be the same each week capped at 4 persons maximum. Players are encouraged to wear face coverings if travelling in groups.				Coaches			2	
Arriving at ground	Players, Coaches & Officials	4	<p>Players to arrive at the ground no earlier than 1 hour and 15 minutes before the game. Players arriving early will not be let in until the specified time.</p> <p>All players will be subject to a temperature check before being allowed to enter the ground, anyone with a temperature exceeding 37.8°c to be refused entry and advised to isolate immediately.</p> <p>Players will be advised which changing area they are using and if they are in split changing groups (i.e.) maximum groups of 8. If there are split changing groups, they will be advised of the protocols.</p>				Coaches/Committee			2	
<b>INSIDE THE GROUND (PREGAME)</b>											
Entering ground	Players, Coaches & Officials	4	<p>Players will only be allowed to enter the ground from the turnstile gate.</p> <p>Once inside the ground they will follow the one-way system to the changing room</p> <p>They must enter through the tunnel door.</p>				Coaches/Committee			2	
			For behind closed-door games, the away team will be given the use of both changing rooms, with the home team using the clubhouse. The away team will enter and exit via the tunnel with the home team entering through the clubhouse door and exiting via the fire escape. The club house toilets will be made available for the home team players in this scenario.								

# RISK ASSESSMENT – HTFC Return to Games



<p>Entering/exiting changing room prewarm up</p>	<p>Players, Coaches &amp; Officials</p>	<p>4</p>	<p>For games with spectators. Both teams will be allowed to change in groups with a maximum size of 8 players and 1 coach/physio at a time. All players will enter via the tunnel door and make their way to the changing room as specified. Those who are waiting to get changed will wait in the clubhouse/outside.</p> <p>Once changed the players will exit the changing rooms via the tunnel and will go to either the pitch or back into the clubhouse via the one way system.</p> <p>In both scenarios the kit will be laid out with players name above/on their respective kit.</p> <p>It is noted that the sharing of team sheets is to be avoided where possible. We would propose that team sheets are typed in advance of the game and emailed prior to the game to the opposition and the match referee. Any amendments can be verbally communicated to the referee and the opposition in the usual fashion. In addition for track and trace purposes the completed team track and trace for should be handed in at the clubhouse by the Lead Contact.</p>	<p>Coaches/Officials</p>	<p>2</p>
<p>Warm up</p>	<p>Players, Coaches &amp; Officials</p>	<p>4</p>	<p>Each team will warm up in separate halves of the pitch and will practice social distancing for as many of the warmup activities as possible.</p> <p>Coaches are encouraged to do as much of their team talk outside as possible.</p> <p>At the conclusion of the warmup in closed doors games all players will return to the changing rooms in the same manner as they entered them.</p> <p>For games with spectators the starting 11 and maximum 2 members of each coaching team will be allowed to enter the respective changing rooms, again entering in the same manner as before i.e. in through tunnel door. Once teams enter the pitch the substitutes may enter the changing rooms to collect spare shirts.</p>	<p>Coaches</p>	<p>2</p>

## DURING THE GAME

# RISK ASSESSMENT – HTFC Return to Games



Arrival onto the pitch	Players, Coaches & Officials	4	<p>For closed door games the teams will be entering the pitch from different directions at a time agreed with the match referee.</p> <p>For games played in front of spectators, the away team will exit the changing rooms 5 minutes before the scheduled kick off time with the home team following 1 minute later. The match referee will have the responsibility for calling players onto the pitch in this scenario. It is suggested that the referee uses the bell system, 1 ring for a 1-minute warning, 2 rings for the away team to exit the changing rooms and 3 rings for the home team to exit.</p> <p>Players are encouraged to socially distance with no respect handshakes, huddles etc. permitted.</p>	Coaches/Officials	2
During the Game	Players, Coaches & Officials	5	<p>Staff &amp; Substitutes are encouraged to socially distance on the side of the pitch and additional chairs will be provided for both dugouts. The home and away teams' substitutes will warm up at separate ends of the pitch, warming up along the goal line at their respective ends.</p> <p>Players, Staff &amp; Substitutes are encouraged to avoid unnecessary touching, shouting, spitting etc where practically possible.</p> <p>At the start of the game only 3 balls (all sanitized) will be live at any one time. One on the centre circle &amp; 1 on a cone either side of the halfway line. Where a ball leaves the pitch and cannot be returned immediately a sanitized ball will enter the pitch from either the dugout or the turnstile side.</p> <p>The ball that has been replaced will be returned to either the dugout of the turnstile side where it will be sanitized before being put back into position. Sanitization equipment will be located on both sides of the ground and there will be a designated person on each side responsible for sanitizing the ball.</p> <p>Once a player has been substituted and is not re-entering the game, he is encouraged to return to the changing room and get changed before joining the rest of the team in the dugout.</p> <p>All players will be issued their own water bottle which will be uniquely numbered with their shirt number. Sharing of bottles is not permitted.</p>	Coaches/Officials	2
Stoppages in play	Players, Coaches & Officials	4	<p>During stoppages of play players are to group with the management team for water, instructions etc. During these stoppages players and coaches must maintain social distancing rules.</p> <p>During the stoppages of play, the goals, corner flags and the live match ball will be sanitized. (Procedure to follow in ground RA)</p>	Coaches	2
Half time	Players, Coaches & Officials	4	<p>The starting 11 and maximum 2 members of each coaching team will be allowed to enter the respective changing rooms, again entering in the same manner as before i.e. in through tunnel entrance.</p> <p>Substitutes are encouraged to stay on the pitch during half time.</p>	Coaches	2

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Full Time	Players, Coaches & Officials	4	<p>At the end of the game it is encouraged that the debrief takes place on the pitch before the teams enter the changing rooms.</p> <p>Teams will be allowed to enter the changing rooms in the same manner as described above for before the game.</p> <p>Where players are to enter in small groups, they are encouraged to change quickly to allow their team members to change.</p>	Coaches	2
<b>INSIDE THE GROUND (POSTGAME)</b>					
Changing/showering	Players, Coaches & Officials	4	<p>All players must place their own used kit in the kit bag and not leave it on the floor.</p> <p>Players are encouraged to shower at home, however where this is impractical players may shower with 2 players showering at any one time. Players are also encouraged to place all rubbish, used tape etc into the bin provided.</p> <p>When leaving the changing rooms, players will follow the one-way system and exit as describe above.</p>	Coaches	2
Use of clubhouse postmatch	Players, Coaches & Officials	4	<p>Where the clubhouse is available for use after the game, players will be able to use the facilities in line with the clubhouse RA.</p> <p>All bags will be stored on the stage at the top end of the clubhouse and not on the floor or anywhere else.</p> <p>The changing areas will be sanitized at the conclusion of games in line with the clubhouse RA.</p>	Coaches/Committee	2
<b>EXITING AND TRAVELING FROM THE GROUND</b>					
Leaving the ground	Players, Coaches & Officials	4	<p>Players will exit the ground via the south gate</p> <p>Players are encouraged to exit in a timely fashion and not on mass.</p>	Coaches/Committee	2
Travelling home	Players, Coaches & Officials	4	<p>Players are to travel from the ground individually where possible or in predetermined travel bubbles which will be the same each week capped at 4 persons maximum.</p>	Coaches	2

RA004		Beaconsfield – Outside Areas and Refreshment facilities		Activity: Use of areas outside clubhouse		Location: Beaconsfield Ground					
1-3		Low Risk		4-6		Medium Risk		7-9		High Risk	
Hazard	Likely to be Affected	Risk	Control Measures				Responsibility to Ensure Measure are met		Risk After Measures Controls implemented by:		
Spectator movement and positioning within ground	All	5	<ul style="list-style-type: none"> <li>• <b>Anyone</b> entering the ground will be temperature checked on arrival.</li> <li>• Covered Seating – 2 out of every 3 Seats to be taped up out of use.</li> <li>• Seats in use not to be directly behind or in front of one that is in use.</li> <li>• Spectators must not swap seats. If seated customer leaves before end of game, seat to be taped up immediately to avoid re-use.</li> <li>• Stand to be sanitised before and after matches</li> <li>• Rail to be marked with green tape at intervals to allow for distancing between groups.. Maximum of 6 people to a group.</li> <li>• Rail to be sanitised by spray before and after games.</li> <li>• No standing between terrace and old clubhouse – pinch point. Rail to be marked as out of use.</li> <li>• The section in front of old clubhouse will be marked as one way at a time only – spectators encouraged to wait in terrace or by new garage for others to pass.</li> </ul>				All		2		
Refreshment Facilities	All	7	<ul style="list-style-type: none"> <li>• Serving area to be covered by Perspex Screens with serving gap</li> <li>• One way system in place to tea hut and burger bar</li> <li>• Polystyrene cups only to be used</li> <li>• Penny sweets removed – only pre-packaged food to be sold</li> <li>• Tea hut staff to put milk and sugar in drinks on request rather than allowing spectators to make their own</li> <li>• Maximum of two staff in tea hut</li> <li>• No access to other volunteers to tea hut during match. If tea hut not open, only 2 other volunteers may enter at once to make drinks.</li> </ul>				All		2		
Additional/ Miscellaneous	All Users	4	<ul style="list-style-type: none"> <li>• Raffle; If raffle run, a football card must be used instead of tickets. Raffle: Exact change only accepted – volunteer to hold bag open for customer to drop payment into. Raffle: Volunteer to write customer name on card rather than customers</li> </ul>				Programme Editor Raffle Volunteer		1		

RA004	Site: Clubhouse/Changingrooms	Activity: Use of Building	Location: Beaconsfield Ground
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1-3		Low Risk		4-6		Medium Risk		7-9		High Risk	
Hazard	Likely to be Affected	Risk	Control Measures				Responsibility to Ensure Measure are met		Risk After Measures Controls implemented by:		
Entry Into Club	All	5	<ul style="list-style-type: none"> <li>Entry into clubhouse via main clubhouse door only no exit allowed from this point.</li> <li>Whenever practicable possible clubhouse to wedged open to prevent contact.</li> <li>Door handle to be sanitised periodically.</li> <li>Door signage to indicate entry and no exit.</li> <li>Hand sanitiser to be available upon entry.</li> </ul>				Bar Manager, Bar and support staff.		2		
Pedestrian Movement within Clubhouse	All	4	<ul style="list-style-type: none"> <li>From clubhouse door entry a one way system is in operation via the bar area to the seating and subsequent flows to the fire door exit and toilets</li> <li>Floor to be marked with direction arrows and social distancing markers.</li> </ul>				All		2		
Bar Operation & Service	Bar Manager and bar staff	7	<ul style="list-style-type: none"> <li>Bar and Bar area will be free of all unrequired equipment.</li> <li>A maximum of two bar staff will be on duty in bar area.</li> <li>Bar hatch to be down at all times. Screens down to encourage distancing.</li> <li>One way system in place – orders to be placed at one end of bar and collected from the other.</li> <li>When providing teas or coffees, bar staff will add milk and sugar upon request before handing the drink to the customer.</li> <li>Card Payments are the preferred method of payment.</li> <li>All drinks will be provided in disposable cups or plastic glasses.</li> <li>No bottles or cans are to be served over the bar</li> <li>Bar staff to wear PPE gloves and optional mask</li> <li>Bar and bar area to be sanitised periodically during use</li> </ul>				Bar Manager		2		

Use of Toilets	All Users	7	<ul style="list-style-type: none"> <li>• All toilets to be used on a one in one out basis</li> <li>• Only one cubicle to be available in each toilet</li> <li>• Signage to indicate usage and operation</li> <li>• A waiting area to be marked on floor for each toilet and indicated</li> <li>• Hand sanitiser to be available for customer use</li> <li>• Toilets to be sanitised on a regular basis</li> </ul>	Bar Manager and all users	2
Seating Arrangements	All Users	6	<ul style="list-style-type: none"> <li>• Tables to be arranged at 2M apart and marked accordingly on the floor.</li> <li>• Each table will be allocated with up to a maximum of 6 chairs.</li> <li>• Tables or chairs cannot be moved from their allocated position and customers are not allowed to move from table to table.</li> <li>• Upon a table becoming available it must be sanitised and cleaned prior to use by a new group of occupants</li> <li>• Used cups will be collected by bar or support staff in PPE and disposed of.</li> </ul>	Bar manager and support staff	2
Capacity Control and Management	All Users	8	<ul style="list-style-type: none"> <li>• Upon service at the bar all customers must be seated.</li> <li>• No standing in the function room is allowed</li> <li>• When all seating is accommodated additional customers must stand outside of clubhouse.</li> <li>• Regular checks undertaken outside of premises to ensure customers are socially distancing in groups of no more than six and total capacity not exceeding 30</li> <li>• Pool table to remain covered and not in use</li> <li>• Dart board to remain out of use.</li> </ul>	Bar Manager and support	2



Use of Changing rooms	Players & Coaches	6	<ul style="list-style-type: none"> <li>Changing rooms can only be accessed via tunnel entrance</li> <li>No entry from changing room to function room</li> <li>Operation and utilisation of changing room as per changing room risk assessment</li> <li>Changing rooms to be fully sanitised after each use</li> </ul>	Coaches Players, Bar Manager & Support Staff	3
PPE Equipment & cleaning regime	All	7	<ul style="list-style-type: none"> <li>Hand sanitiser to be accessible and available throughout clubhouse</li> <li>Following areas to be periodically sanitised throughout use. <ul style="list-style-type: none"> <li>Bar and BarArea</li> <li>Tables and Chairs</li> <li>Toilets</li> <li>All doorhandles</li> <li>Stage Area</li> </ul> </li> <li>Following areas to be fully cleaned as required <ul style="list-style-type: none"> <li>Bar and Bar Area</li> <li>Tables and Chairs</li> <li>Toilets</li> <li>All Door handles</li> <li>Function room</li> <li>Chaining rooms</li> </ul> </li> <li>Full PPE including masks, gloves, and gowns to be worn as appropriate to the activity and individual.</li> </ul>	Bar Manager and Support Staff	2
Temporary storage/Cloakroom facilities	All	6	<ul style="list-style-type: none"> <li>Any bags/equipment brought into the function room must be placed on the stage area and not placed by or on tables.</li> <li>Bags to lie in their own area and not touching any other.</li> <li>Any storage of coats must be on hooks at Fire escape end of room</li> <li>Both Areas to be periodically sanitised.</li> </ul>	Bar Manager and support staff	2
Leaving of club	All	4	<ul style="list-style-type: none"> <li>Leaving of the clubhouse must be undertaken via the fire doors</li> <li>No exit is allowed via the main clubhouse door</li> <li>Signage on doors to indicate which are in use.</li> </ul>	Support Staff	2
Function Specific	All	4	<ul style="list-style-type: none"> <li>For functions recording of attendees contact details will be taken at the entrance to the clubhouse for government track &amp; trace compliance</li> </ul>	Support staff	2
<b>RA001</b>	<b>Site: Beaconsfield/Rec(Training)</b>	<b>Activity: Training</b>		<b>Location: Beaconsfield Pitch/Recreation Ground</b>	

1-3		Low Risk		4-6	Medium Risk	7-9	High Risk
Hazard	Likely to be Affected	Risk	Control Measures			Responsibility to Ensure Measure are met	Risk After Measures Controls implemented by:
<b>BEFORE TRAINING</b>							
Travelling to & Arriving at Training	Players & Coaches	5	<ol style="list-style-type: none"> <li>Persons to travel to training in line with government instructions. If travelling on public transport wear a facemask.</li> <li>Arrive at the designated time, not hanging around in groups outside the ground, especially on the footpath.</li> <li>Sanitize hands upon arrival using the sanitizer provided</li> <li>See Kevin Roberts for a temperature check before beginning training</li> <li>Only players invited to train for the session to attend</li> </ol>			Coaches	2
Use of The Clubhouse	Players, Coaches & Club Officers	4	<ol style="list-style-type: none"> <li>Clubhouse to be off limits to all players during training sessions</li> <li>Coaches only allowed to enter the club to collect/put away equipment. Coaches can only enter the clubhouse one at a time and must socially distance within the clubhouse</li> <li>All door handles, surfaces &amp; switches touched to be sanitized at the of the session by Kevin Roberts.</li> <li>Any club officers using the club house to make the manager aware so no one else enters while it is in use</li> </ol>			Coaches & Committee	2
<b>EQUIPMENT USE</b>							
Setting up Training Equipment	Coaches	4	<ol style="list-style-type: none"> <li>All sessions to be planned so the coaches only use minimalistic equipment. No equipment is to be shared between groups.</li> <li>Coaches will wear protective gloves while setting up the training equipment and throughout the session. Gloves to be thrown away at the end of the session.</li> </ol>			Coaches	2
Equipment Use During Session	Players & Coaches	5	<ol style="list-style-type: none"> <li>Coaches must wear gloves unless they are actively taking part in the session. (if a coach is taking an active part in the session, one of the other coaches will clear away the session at its conclusion).</li> <li>Players cannot touch any equipment with their hands unless wearing gloves. (goalkeeper gloves are acceptable for keepers)</li> <li>If bibs are used, they are to be washed at the conclusion of every training session.</li> </ol>			Coaches	2

Equipment at End of Session	Coaches	5	<ol style="list-style-type: none"> <li>1. Gloves must be worn when handling equipment.</li> <li>2. Coaches are to sanitize all equipment used at the conclusion of the session.</li> </ol>	Coaches	2
<b>TRAINING SESSION</b>					
Players	Players & Coaches	6	<ol style="list-style-type: none"> <li>1. Hygiene breaks built into sessions</li> <li>2. Players are to bring their own water bottle to every training session. Sharing of bottles is not allowed.</li> <li>3. Players are not allowed to make physical contact with each other unless essential for the training activity.</li> <li>4. No spitting</li> <li>5. Appropriate training wear should always be worn</li> <li>6. Players are not to touch equipment unless they are wearing gloves</li> <li>7. Designated storage area for players shoes, drinks etc to be set up. Players can enter this area in their groups only.</li> </ol>	Coaches	3

## End of Training

Equipment	Coaches	5	1.	All equipment to be collected, sanitised and stored as set out above	Coaches	2
Facilities	Coaches	5	Any indoor hardware e.g. light switches, tables etc to be santised after training.		Coaches	2
			1.	Persons are to leave in an orderly manner and are not to hang		
Leaving Training	Players & Coaches	5	2.	around in groups that exceed the social distancing guidelines	Coaches	2
			3.	Persons are not to travel in groups of more than one household.		
				Anyone travelling on public transport to wear a face mask.		