

## Safe Working Method and Risk Assessment

Ref. BSFC 011 rev. 0

### 1. Task

Playing Football Northern League System (NLS Step 6) during Coronavirus Pandemic.

### 2. Equipment

Club equipment, such as goals, flags, nets, cones and balls. Players kits and football boots.

### 3. Method

## MATCH DAY GUIDELINES

Both home and away teams to advise arrival and departure times we have advised 60 mins before for friendlies and recommend both teams arrive ready to play. And leave site straight after games. The COVID 19 Officers to arrive upto 2 hours before kick off to ensure that all the required measure are put into place.

A Covid officer will manage the entrance to northern league pitch and hand sanitiser stations in place at entrance and exit.

#### WELFARE

All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to participate in, or watch, football if they, or someone they live with, has any of the following:

- A high temperature (above 37.8oC);
- A new, continuous cough;
- A loss of, or change to, their sense of smell or taste.

This check should be done before each training session or home game and must be recorded in regular risk assessments. It is important to note that no training session, or match, should take place without this having been done. Some clubs may wish to have this completed in the form of an online or paper questionnaire at the start of sessions.

#### TRAVEL

Participants should follow best practice for travel including minimising use of public transport and walking or cycling if possible. People from a household or support bubble can travel together in a vehicle. Anyone travelling together in a vehicle who are outside of their support bubble or household, then the recommendation is that all occupants wear face coverings for the duration of travel. /otherwise travel should be made alone.

#### TRACK AND TRACE

Teams should keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace. This information should be stored for a minimum of 21 days in line with the Government Recreational Team Sport Framework. In addition to this

Norton's policy is that Billingham Synthonia must advise the names of all players, coaches and match officials for both home and away teams in advance to Louise at [admin@nortonsportscharity.co.uk](mailto:admin@nortonsportscharity.co.uk). If anyone's name is not on the list, that Louise will provide to the person who physically checks everyone onto the site, then that person will not be allowed on to the site. Their name must be on our list and these names must be provided in advance to be consistent with what we need to do as part of our Duty of Care across seven sports currently operating on our site in addition to the Clubhouse.

### **EQUIPMENT**

(balls, bibs, cones, goalposts etc) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly cleaned after every session. Club volunteers or players may consider the use of face masks and gloves during this process.

### **CHANGING ROOMS**

Changing rooms should be used for changing only and done so as quickly as possible. Billingham Synthonia will factor staggering the use to minimise numbers. On a matchday, the home team must make provisions of priority access for the away team. Where able, clubs should seek alternative spaces for team meetings and observe social distancing, again, minimising numbers. For example, only the manager and starting 11. Indoor spaces need to have maximum ventilation as possible (such as opening windows and doors).

Both the home team and away team will be allocated 2 changing rooms each, the match officials will be allocated both the male and female officials changing rooms.

There will be a one way system in operation which will be outlined with both the away team and match officials.

Changing facilities must have a Covid officer present to manage the changing rooms in addition to the Covid officer managing the toilets.

A one way system will be in place *In* through the middle door from the Clubhouse, where teams enter the pitch and then *Out* by side door. (Do not use main door as this is used for the toilets)

Hand sanitise on entrance and exit.

4 changing rooms to be utilised for changing only (showers must not be used as the changing rooms have insufficient ventilation)

Each team to be given 2 changing rooms. Away team to use rooms 3 & 4 first and when cleared home team to use rooms 1 & 2. All 4 must not be used at once as that would lead to too many people in the building at one time.

Max 6 people (maintaining social distancing at all times) in a changing room at one time. FA recommendation is for changing only not team talks. Recommendation is for starting 11 (across 2 rooms first) then subs.

When the away team have changed and left the building, the home team can enter.

Changing rooms are then cleaned after use.

Changing rooms are not needed at half time and must remain locked. As per FA guidelines team talks take place on pitch.

A Covid officer will manage the toilets one into building and one out, along with cleaning of doors and toilet seats and handles every 15 mins.

### **CLUBHOUSE/CAFÉ**

The “1923 Lounge” and Synners Café will not be providing any pre-match, half time and or after match hospitality at this time. Toilet facilities are available on a 1 in 1 out basis and will be cleaned regularly by others in line with government guidelines. A shop will be available for snacks and refreshments and again will be operated on a 1 in 1 out basis.

Norton Sports Charity clubhouse will be open for other types of food and refreshments.

### **MATCH DAY OFFICIALS**

This guidance is specific additional guidance for NLS clubs, beyond the Referee Grassroots Guidance.

### **TRAVEL:**

Match officials will travel independently in accordance with transport guidance. Clubs will need to be aware that this will impact on travel costs for match Officials. Owing to the conditions for travelling as part of this guidance, consideration will be given to the location of match officials when appointing fixtures. Clubs should ensure that sufficient car parking is reserved for match officials close to the entrance to changing areas.

### **TEAM SHEETS:**

Physical team sheets should not be shared between the officials or opposition where possible. This can be sent electronically via photo or e-mail if required

### **RESPECT HAND SHAKE:**

The Respect hand shake pre match will be suspended until further notice.

### **TUNNEL MANAGEMENT:**

Teams will not enter the field of play collectively. The teams will stagger their arrival onto the pitch and this will be pre-agreed with the match officials.

### **MATCH OFFICIALS PAYMENT:**

Where possible, arrangements will be made for the payment to be paid electronically, but should be communicated in advance to the match officials.

### **TECHNICAL AREAS**

Additional seating will need to be provided outside of the dugout in order to provide adequate social distancing for substitutes and coaching staff. The technical areas will be extended for this purpose.

### **WARM-UP AREAS**

Billingham Synthonia will need to ensure that warm-up areas provide sufficient distance between the Home and Away teams and a provision of an area for match officials. It is advisable that these are clearly marked and/or communicated.

### **SPECTATORS / GATHERINGS**

Current Government guidance for Step 6 clubs, issued Wednesday, 19<sup>th</sup> August 2020 allows a capacity of 150 spectators into the Ground on condition that clubs update their Risk Assessment prepared under the previous version of government guidance. The following mitigations will be put in place to safeguard spectators, match officials and club representatives:

1. Spectators must be socially distanced at all times and this will be achieved by introducing the following:
  - a. Queuing will be clearly marked at 2 metre intervals at ground level on the entrance to the Ground. Spectators must purchase their entrance ticket at

- the gatehouse. The gateman must wear disposable gloves whilst handling cash and dispose of the gloves as appropriate or at least until half time when entry becomes free
- b. At present the club is not in a position to offer advanced ticket purchasing schemes although this is being looked into and will be implemented as soon as an appropriate electronic solution can be found
  - c. Upon entry into the Ground a Track and Trace system will be in operation. There will be a Covid Marshall at the Track and Trace station to ensure completion of all spectators details and to provide further information on the club's one way system and procedures. Spectator details will be kept for 21 days and then destroyed
  - d. A one-way system will be in operation into and out of the Ground. Refer to Appendix A for map of one way system. Covid Marshalls will be in place to ensure the one way system is adhered to at all times, including half time. Spectators wishing to leave the Ground or go to the toilet whilst a match is in progress will still have to follow the one-way system
  - e. Spectators will be advised to maintain a 2 metre safe distance between their own bubble and the next spectator bubble. Spectators will be asked to sit in the Grandstand, maintaining 2 metre safe distance, until the Grandstand becomes full. A Covid Marshall will monitor the number of spectators in the Grandstand and move people as necessary. Overspill from the Grandstand will see spectators standing around the perimeter of the pitch
  - f. Changing room 4 toilet facilities will be out of bounds for spectators and appropriate notices will be in place. This access door cannot be locked off because it is required to operate the one-way system for players and officials
2. Appropriate hygiene measures must be in place in Spectator areas including toilets, entrances and exits, this will be achieved as follows:
    - a. Norton Sports Charity are responsible for ensuring appropriate hygiene measures are in place and maintained on a regular basis. Additional hand sanitising stations will be available, as required, by BSFC
    - b. BSFC will sanitise all outside areas where Spectators have congregated following the end of each match. All other areas will be sanitised in accordance with Norton Sports Charity procedures
  3. Communication on Covid-19 procedures must be made with the away clubs and this will be achieved as follows:
    - a. BSFC Secretary will email the opposing team's Secretary and other match officials five days before the match, with a brief overview of procedures and guidelines
    - b. Spectators of opposing teams will be communicated to on entry to the Ground via verbal dialogue, signage and notices
  4. The Club are looking into the purchase of a digital thermometer to enable Covid-19 screening.
  5. Changes to the sale of snacks and refreshments:
    - a. The upstairs hospitality café lounge will be closed for the foreseeable future
    - b. The downstairs general supporters café will be closed for the foreseeable future
    - c. Spectators may purchase snacks and refreshments outside black hut, which will also operate a one-way system.
  6. Medical provisions must be provided in accordance with government guidance. Medical provisions available at the Ground are:

- a. Within the club Management team and club Officials there are a number of FA first aid trained personnel who will be on hand if a Spectator should fall ill.
  - b. Equipment and facilities available on site are:
    - b.i. First Aid kit
    - b.ii. Defibrillator
    - b.iii. Stretcher
    - b.iv. Treatment room
    - b.v. Disposable gloves
    - b.vi. Disposable masks
7. The club must monitor compliance with its risk assessment and action plan and identify steps to take if Spectators are found to be breaching social distancing measures or increasing the risk of transmission. The following addresses this point:
- a. BSFC Club Secretary is responsible for monitoring compliance against this risk assessment. The club Secretary will regularly liaise with each of the Covid Marshalls to ensure Spectator compliance. If any issues are brought to the attention of the club Secretary, or if the club Secretary sees an issue themselves, actions to be taken include:
    - a.i. Education of offending Spectator(s)
    - a.ii. Warnings – yellow card issued
    - a.iii. Ejection from the Ground – red card issued
    - a.iv. If the Spectator(s) becomes foul and abusive the club Secretary will raise the issue with the match officials and aim for the game to be suspended until the offending Spectator(s) removes themselves from the Ground
    - a.v. The club Secretary will monitor movements of Spectator(s) prior to, during and after the match to ensure compliance with the risk assessment and to make notes on where improvements can be made. If improvements can be made then these will be further detailed within the club's risk assessment and a new document version issued.

### **SPECTATOR LIMITS**

The guidance issued by the DCMS and in conjunction with the FA, states the capacity for Grounds in Step 6, under Stage 1, to be capped at 150 spectators. This will be closely monitored by the gateman at the entrance into the Ground. These measures are in place between 22<sup>nd</sup> and 30<sup>th</sup> August 2020. Upon completion of Stage 1, Stage 2 can be implemented from August 31<sup>st</sup> onwards, which allows Step 6 clubs to increase their capacity to 300 spectators.

If the total number of spectators reaches its maximum allowable capacity, the gates will be locked by the gateman until places become available, ie one in, one out scheme.

### **MATCH GUIDELINES**

Complete team health assessment check as per check list and complete team briefing as per FA briefing before team talk.

Coaching staff and subs should stand 2 meters apart along the first marked dotted line next to the pitch.

Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play.

Goal posts and corner poles should be wiped down before matches, after matches and at half time. With the spray and cloths provided at each pitch.

Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session.

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.

Goal celebrations should be avoided.

Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training.

First aid should be completed by a parent on the first instant if present. If not by a first aiders, coaches and officials should shower at home after the game.

Everyone should leave following the traffic-flow system the club or facility provider has put in place.

Anyone who becomes infected after training/matches should report this to the NHS.

### **CODE OF BEHAVIOUR**

Covid-19 is a highly infectious and dangerous disease.

A resumption of contact play is only achievable if those involved create and maintain a controlled environment that minimises the threat of infection. Risk in sport cannot be completely eradicated but with caution and care these risks can be reduced. Each player will need to decide when to return to contact football, based on their own circumstances and the arrangements that have been put in place for a safe return. This is particularly the case for players from BAME communities or those with underlying health conditions. All those returning to competitive grassroots football must adopt the following code of behaviour:

- Be aware of your own personal health. If you show any of the Covid-19 symptoms you must stay at home, inform NHS Test and Trace and seek medical advice.
- Be responsible. Read the guidance provided by The FA and by your club so that you are aware of the changes to the game and what is expected of you. This will include things like being prepared to wash your own kit, bringing your own labelled water bottle and being aware of changes to meet-up times.
- Practise good hygiene. Wash your hands regularly and before, during and after a game.
- Where possible maintain social distancing. This won't always be possible in a competitive match environment (for example when tackling an opponent) and that is acceptable. However, before, and after a game you should maintain social distancing.
- Support NHS Test and Trace. You're likely to be asked to provide your details so that in the event

of a Covid-19 outbreak those potentially infected can be traced. This is to everyone's benefit so please cooperate.

- Do not spit. Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done. Avoid shouting or raising your voice if face to face with other players.
- After the game. Be aware that other users may be waiting to use the facilities.

Changing rooms and showers are likely to be closed and any socialising must follow the Government's guidance on social distancing.

#### 4. Significant Hazards

<i>Hazard</i>	<i>Risk Rating</i>		
	<i>Likelihood</i>	<i>Severity</i>	<i>Risk</i>
1. Catching Coronavirus at home.	2	3	6
2. Catching coronavirus from another participant or a member of site staff.	2	3	6
3. Passing Coronavirus to another participant or a member of site staff, after becoming infected.	2	3	6
4. Catching Coronavirus from site equipment.	2	3	6

<b>Risk rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
	1 Unlikely 2 Possible 3 Probable	1 Minor injury. 2 Lost time injury 3 Fatal or permanent injury	1, 2 Low 3, 4 Medium 6, 9 High

#### 5. Controls Required

<i>Hazard</i>	<i>Essential Controls</i>	<i>Risks acceptable with controls</i>
<i>1. Catching coronavirus at home.</i>	1. If feeling unwell with Coronavirus symptoms (high temperature, continuous cough, other symptoms) don't come to the Club, stay at home. Ring 111. 2. Let the Club know if you will be staying at home. 3. Follow government guidelines when away from the club.	Yes
<i>2a. Catching Coronavirus from another participant.</i>	1. Park away from any other vehicle on arrival. Spectators to obey standing areas markings to ensure social distancing. 2. Apart from when playing, stay more than two metres behind your fellow participants, if from a different household. 3. Players to obey FA Guidance whilst playing.	Yes
<i>2b. Catching Coronavirus from a member of site staff.</i>	1. A member of staff or football will open the site and prepare the pitch for use. 2. After setting up the pitch the member of staff/football official will sanitise the equipment. 3. After opening the pitch the staff/football officials should use the hand sanitiser (see Section 4).	Yes

<p>3. <i>Passing Coronavirus to a fellow participant or a member of site staff</i></p>	<p>1. If feeling unwell with Coronavirus symptoms, stay at home. However it is known that some people are infectious before showing symptoms.                  2. Wash hands regularly for at least 20 seconds, preferably using soap and warm water. If none available use sanitiser gel.                  3. If you sneeze cover mouth and nose with a tissue or your sleeve. Discard the used tissue safely.</p>	<p>Yes</p>
<p>4. Catching Corona- virus from site equipment.</p>	<p>1. See 2b.                  2. There is a possibility of picking up the coronavirus from touching parts of the facility if it became contaminated from another player or member of staff. You must use hand sanitiser after touching anything that could have been touched by others.                  3. Players should avoid touching the ball. Where throw ins happen the ball should be sanitised at the next break. Spectators should not handle the ball.</p>	<p>Yes</p>

*This document should be read in conjunction with COVID 19- Guidance on re- NATIONAL LEAGUE SYSTEM CLUB GUIDANCE COVID-19 RETURN TO FOOTBALL Version: 1.0 Published: 18 July 2020*

<http://www.thefa.com/-/media/cfa/westmorlandfa/files/return-to-football-guidance/national-league-system-club-guidance-for-returning-to-football-18-july-2020---low-res.ashx>

**6. Preparation/Approval**

<p><i>Prepared by:</i></p>	
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<p><i>Approved by:</i></p>	
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Billingham Synthonia confirm that they will comply with the rules outlined below

**NORTON SPORTS CHARITY SITE RULES FOR OUTDOOR FOOTBALL FOR Billingham Synthonia FC** (in addition to Northern League pitch area which is governed by BSFC separate risk assessment and procedures)

- Norton Sports Charity is operating rules which as a minimum comply with government guidelines and The FA's guidance for 'Providers of outdoor football facilities, including clubs'
- These rules are applicable to everyone – players, coaches, club officials, club welfare officers, match officials, league officials, volunteers, parents/carers, spectators etc
- To avoid transmission of the Coronavirus, apart from during play, players, officials, coaches and spectators should keep a minimum of two metres from any other persons from separate households.
- All to understand that rules could be liable to immediate change
- BSFC shall designate a contact person who is responsible for clearly communicating all relevant rules to everyone involve
- It is a condition of use of the facilities at Norton Sports Charity that these rules are strictly adhered to
- Organisations must only return to play when they are ready and have the appropriate measures in place as developed by The FA and general Government guidance in relation to recreational sport (see APPENDIX).
- Organisations should also check the insurance policies they have in relation to all football activities (e.g. personal accident and public liability), specifically any changes to insurance provider's advice and guidance on returning to competitive play, ensuring full compliance with its terms.
- In line with current Government guidance, all participants (players, coaches, club and match officials, volunteers, spectators etc.) should check for symptoms of Covid-19. They must undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to participate in football if they, or someone they live with, has any of the following:
  - A high temperature (above 37.8°C);
  - A new, continuous cough;
  - A loss of, or change to, their sense of smell or taste. This check should be done before each session and must be recorded in regular risk assessments and it is important to note that no session should take place without this having been done. If symptoms are checked at the start of a session rather than in advance, this should be completed on arrival before the player mixes with others, so that if they have symptoms there is no chance of others being affected. Should an individual have demonstrated any such symptoms, they must not participate. Instead they should follow NHS and PHE guidance on self-isolation Anyone who has already been instructed to self-isolate by a health care practitioner or PHE should continue to follow this advice and may not participate. Organisations must make relevant participants aware of any increased risk associated with taking part in activity. Everyone should comply with public health restrictions and avoid high-risk behaviour outside the football setting to reduce the risk to fellow participants and other attendees. In addition, any participants who have been asked to isolate by NHS Test and

Trace because they are a contact of a known Covid-19 case, must not exercise outside their home or garden and must not exercise with others;

- Organisations must support NHS test and trace efforts by collecting name and contact information on participants at both training and matches and providing these in advance to Norton Sports Charity via email to [admin@nortonsportscharity.co.uk](mailto:admin@nortonsportscharity.co.uk). This information will be stored for a minimum of 21 days in-line with the Government Recreational Team Sport Framework and collected /processed in accordance with the Data Protection Act 2018 and in line with GDPR principles. It will be used only for the purpose of NHS test and trace. Clubs and facility providers should follow current UK Government NHS test and trace guidance. • Players, match officials and coaches must arrive changed and shower at home
- Organisations must comply with signage (e.g. for one way systems) to manage entry, parking arrangements, traffic flow and general movement around the venue which ensure social distancing can be maintained.
- Each participant to bring own water, sun cream etc.
- Place any equipment, shoes, etc at least one metre from anyone else's
- Regularly clean equipment such as balls, goalposts, cones and flags.
- Minimise sharing of equipment.
- In competitive football activities the contact person for each organisation must ensure a safety briefing is provided before the commencement of any game. This briefing will remind both sets of players and officials about their responsibilities in complying with the Code of Behaviour as described in the detailed guidelines below. Code of Behaviour Specific guidelines are included in the FA Guidelines for players and officials in the playing and officiating of the session together with local requirements are as follows:
  - In outdoor competitive training and matches, physical contact is allowed, but for all other activity (e.g. warm-ups/cool-downs) the Government guidance on social distancing should be observed but 2 metre social distancing should be observed where possible. Where not possible, '1m plus' distancing should be observed.
  - No spitting at any time. Players should not shout or raise their voice when facing another player, from either side.
  - There is a possibility of picking up the coronavirus from touching parts of the facility if it became contaminated from another player or member of staff. Players should, wherever possible, avoid touching anything other than equipment they brought with them. You must use hand sanitiser after touching anything that could have been touched by others.
  - Players should avoid touching the ball with their hands. Where throw ins happen, the ball should be sanitised at the next break.
  - Where necessary, hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant.
  - Individuals should take their own kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (e.g. last-minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after and appropriate cleaning arrangements for the kit must be made.

- Contact persons for each organisation are encouraged to maintain a record of the regular cleaning of club or team equipment that players use, and review the risk assessments you undertake in between sessions, learning from any changes you need to apply.
- 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.
- Organisations should ensure no litter or other items are left on the site.
- Please depart following the traffic-flow system that Norton Sports Charity has in place.

APPENDIX General Government Commentary The government recognises the vital role sports and physical activity plays in ensuring physical and mental health. The return of team sport is an exciting moment for the millions of people who use this activity as their exercise of choice and gain the multiple physical, mental and social benefits of playing. This return must be made as safe as possible, which is why the government has produced this guidance and why sport governing bodies will be preparing thorough plans of their own. It is recognised that risk in sport cannot be completely eradicated, but with caution and care, risks can be reduced and the benefits of team sport enjoyed fully again. Transmission According to current evidence, COVID-19 is primarily transmitted between people through respiratory droplets and contact with contaminated surfaces – usually those that are frequently touched. Airborne transmission is possible in specific settings where certain procedures or sports treatments are performed in close proximity. Mitigating risks The purpose of this document is to provide the necessary mitigations to enable the return of competitive recreational team sport as part of the easing of social restrictions from 4 July onwards. The framework we outline is designed to minimise the COVID-19 transmission risk whilst taking part in recreational team sport and enable participants to make an informed decision about their own risk. These mitigations allow for competitive sport to take place whilst maintaining appropriate compliance with social distancing and permitted group sizes. This is only permitted if this guidance is fully implemented by a national governing body (NGB) and complemented by a public health approved action plan for each sport, with activity taking place under an official governing body's oversight. Compliance with current guidance on social mixing must be maintained at all times when not on the field of play.

PETER FROST 10 AUGUST 2020

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