



## Aylsham FC Ltd Covid 19 Risk Assessment Document (version: 24/9/20)

This is a generic risk assessment which identifies the common hazards and risks associated for Covid 19 with the return to pre-season training, coaching sessions and matches organised by Aylsham FC to be played at Youngs Park, Wodgate Way, Aylsham NR11 6UE. Before use, AFC volunteers must also assess any special risks that are specific to their particular session, the venue and players. Any accident / incident that occurs must be recorded in the Youngs Park incident book and immediately reported to the Club Chairman. The Risk Assessment must also be read and agreed in conjunction with the Aylsham Community Sports Ltd (Youngs Park) risk assessment who operate the building and follow the latest Covid19 procedures and rules communicated by the Government and Football Association.

**Key note: Building Access is currently limited at Youngs Park building. No access to the community room, changing rooms (including showers) is granted the the Youth teams. Restricted access to changing rooms (not showers) is granted to the Adult teams for matches only. ACS Ltd as the operator will provide further guidance through their risk assessment as the situation changes. The club committees (where a face to face meeting is essential) will restrict meetings to a maximum of 6 people (with all other committee members dialing in to the meeting) and will follow the latest Government guidelines**

Venue: Youngs Park, Woodgate Way, Aylsham, Norfolk. NR11 6UE

Club Covid Officer: Ian Potter supported by working group of Asa Saunders (Adults), Heidi Clark (Adults), Gus Bates & David Craynor (Youth)

Assessments carried out by:	Adult Section: Asa Saunders (Lead Coach)	Youth Section: Gus Bates (Youth Chair)
Assessment date(s):	Adults: 30/6/20, 27/7/20	Youth: 18/7/20, 3/8/20

### Updates:

- 30/07/20 – Sent to all AFC Executive Committees members for directors & voting members to approve (Approved IP, RG, MMc & HC)
- 09/08/20 – Update sent to all AFC Executive Committees members to share with sub committees
- 04/09/20 – Update sent to all AFC Executive Committee members to share with sub committees (adult match day)
- 24/9/20 - Update sent to Covid working group, AFC Executive Committee members to share with sub committees (Latest Govt announcements 22/9) and ACS Directors



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Hazards	Risk	H/M/L risk	Who might be harmed?	Existing controls to be verified	Checked and in place	Further actions for additional controls for the risk	Date Actioned	Outcome H/M/L risk
Co-Vid viral transmission	Increase transmission of Co-Vid 19	M	Players Parents Managers Coaches Volunteers Spectators	<p><b>Pre Arrival:</b></p> <p>Away team to be emailed pdf version of the AFC risk assessment in advance of match day by club secretary or manager /coach.</p> <p>All Players, Managers, Coaches, Parents and committee members will be informed of the current National and Norfolk FA Guidance on Covid19 using social media and the Youth club database.</p> <p><b>All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms.</b> No-one should leave home to participate in football if they, or someone they live with, has any of the following:</p> <ul style="list-style-type: none"> <li>- A high temperature (above 37.8°C);</li> <li>- A new, continuous cough;</li> <li>- A loss of, or change to, their sense of smell or taste.</li> </ul> <p>This check should be done before each training session or match by the manager / coach and must be recorded. It is important to note that no training session should take place without this having been done.</p> <p>All players, parents, managers and coaches to adhere strictly to the Covid19 Aylsham FC training policy (issued separately by Asa Saunders or Gus Bates / David Craynor). This</p>	Y  Y  Y  Y			



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				<p>covers all procedural aspects when attending training.</p> <ul style="list-style-type: none"> <li>- All players/ parents to do self – screen checks before travelling to sessions.</li> <li>- Youth Training sessions will only be allowed to be conducted following the Manager / Coach(es) attending a Covid-19 induction with Youth Chair or Vice Chair.</li> </ul> <p><b>Arrival:</b></p> <p>Parking:</p> <ul style="list-style-type: none"> <li>- Players to arrive separately</li> <li>- Leave space between cars of at least 1 metre. If this is not feasible, park on the road (legally) mindful of our neighbours.</li> <li>- Additional car parking will be available (whilst the ground remains hard) on the newly hedged field area owned by the Youngs family and is subject to prior agreement.</li> <li>- Parents to stay in car until allotted time and then when prompted by Manager/ coach line up along wooden fence at 2 metre intervals</li> <li>- Players &amp; or parents remain socially distanced (2 metres) from car park to the hand sanitiser station provided</li> <li>- All visitors to remain socially distanced (2 metres) from the car park to the hand sanitiser station provided at the main entrance to Youngs Park.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
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			<p><b>Youngs Park (ACS) &amp; AFC request that all people on site will complete the FA approved NHS register (from 24/9/20) which will be kept for 21 days (names &amp; telephone numbers) for football training, matches or events run by AFC &amp; ACS. A QR code is available to capture details for those with technology on the front door.</b></p>	Y			
			<p><b>Hand Wash:</b></p> <ul style="list-style-type: none"> <li>- Players, Managers &amp; Coaches to use the hand sanitiser station(s) provided: a) Adults at the entrance to the players changing rooms opposite main pitch b) Youth at the entrance to the front of the building</li> </ul>	Y			
			<p><b>Managers / Coaches to keep a register (including telephone numbers if not held) of all players attending training session to help track and trace if someone becomes symptomatic.</b></p>	Y			
			<p>Walking to the designated training area/pitch:</p> <ul style="list-style-type: none"> <li>- Adult Players to walk socially distanced (2 metres) along the pathway of the main pitch to the training area. Youth players will be guided to their training area 2 metres apart.</li> </ul>	Y			
			<ul style="list-style-type: none"> <li>- All players to leave their belongings at a designated cone that has been marked out at 2 metre intervals for players by manager / coach</li> </ul>	Y			
			<ul style="list-style-type: none"> <li>- Hand Gel/sanitiser placed around the training area for players to use by manager / coach</li> </ul>	Y			



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Co-Vid viral transmission	Increase transmission of Co-Vid 19	M	Players Managers Coaches Parents Volunteers Spectators	<p>During Training session:</p> <ul style="list-style-type: none"> <li>- Players to be in social bubble groups of 1:5 including a coach, stay in those groups, social distance one metre in those groups at all times.</li> <li>- Players to rotate the designated training activity stations in those groups</li> <li>- Players to use hand gel if so wish after each station</li> <li>- Players must not touch the footballs, cones or bibs with hands (bibs not encouraged until there is contact football)</li> <li>- If bibs need to be worn, they must stay with the player and cannot be worn by anyone else until cleaned.</li> <li>- Players should keep and take their own kit home to wash.</li> <li>- <b>From 21/7/20 Adult and Youth players can now be in a social bubble of up to 30 (with contact) which includes the managers &amp; coaches.</b></li> <li>- Players not to spit on the training area (no spitting where possible)</li> <li>- <b>Players, managers, coaches or parents to only use the main (home) changing room toilets in the building via the entrance opposite main pitch. A mask must be worn when entering the building.</b></li> </ul> <p>All to wash hands again after using the toilet. <b><u>Access is not granted to any other part of the building or changing rooms</u></b></p> <ul style="list-style-type: none"> <li>- There is with a policy of one in one out, with all youth players to be accompanied by a parent or carer.</li> </ul>	Y  Y  Y  Y  Y  Y  Y  Y			
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Water (hydration)	Increase risk of transmission Co-Vid	L	Players	<ul style="list-style-type: none"> <li>- Players must bring their own designated drink(s) bottle(s) and they are the only person who can use their bottle, refill their bottle etc (any tap used must be disinfected and wiped with a tissue)</li> </ul>	Y					
Equipment	Increase risk of transmission Co-Vid	M	Players and coaches	<ul style="list-style-type: none"> <li>- During training, only the managers/coaches can move the equipment (for Adults – this is with permission of the head coach), and gloves must be worn, or hands must be sanitised with gel after the equipment has been handled.</li> <li>- Players not to use hands to touch the footballs. No throw-ins during training matches, but 5 metre kick ins will be used.</li> <li>- At the end of each session, footballs should be washed and sanitised by manager / coach.</li> <li>- If bibs need to be worn, they must stay with the player and cannot be worn by anyone else until cleaned.</li> <li>- The managers/coaches will need to place all bibs into a secure bag and then wash them before re-using.</li> <li>- Players should keep and take their own kit home to wash</li> <li>- Goalposts &amp; corner flags (where used) will need to be sanitised before and at the end of each session by manager / coach or volunteer groundsman. A box of wipes and disinfectant spray will be stored in the Youth Container.</li> <li>- No high 5's or goal celebrations</li> <li>- Goals (in use) will be fogged by "Youngs Park" every 28 days by the external cleaning company and marked with a label.</li> </ul>	Y	Y	Y	Y	Y	Y



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				- Goals (not used) will be stored in a locked container with no access by general public	Y				
Match play	Increase risk of transmission Co-Vid	M		<ul style="list-style-type: none"> <li>- <b>Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play</b></li> <li>- Away team &amp; match officials to be briefed on arrival by a nominated AFC club official or Manager/coach who will be available during the event for any questions or concerns.</li> <li>- <b>On arrival (Adult matches), players, managers / coaches and officials will enter the pitch areas(s) from the car park alongside the main pitch.</b></li> </ul> <p><b>Entering building (otherthan coaches, players and officials)</b></p> <ul style="list-style-type: none"> <li>- A one-way system has been implemented for entry to &amp; exit from the building with signs displaying flow through communal areas.</li> <li>- <u>All Visitors will enter via the main entrance (looking at woodgate way) and exit via the main pitch double doors near the bar (the exit) to reduce congestion flow.</u></li> <li>- All people entering the building will wear a face mask unless there is an exemption. This may be removed whilst sitting at a designated table.</li> <li>- For first team and Under 18 home games, all spectators will be directed to the main entrance to a) sign in as per co-vid request and b) to pay the match day fee.</li> </ul>	Y	Y	Y	Y	Y



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				<p>The spectators will then walk through the bar area and through the doors to pitch side.</p> <ul style="list-style-type: none"> <li>- A respect barrier/rope will be positioned across the grass verge alongside the main pitch, adjacent to the car park. This will stop spectators walking through that area (as they arrive).</li> <li>- A maximum capacity of 60 will be allowed in the main community room at anyone time (with no more than 30 sitting). Bar &amp; Refreshment volunteers will oversee this.</li> <li>- ACS (Youngs Park) &amp; AFC will set up no more than 9 tables 2 metres apart with no more than 6 chairs per table</li> <li>- During football matches or events, kitchen &amp; bar volunteers will actively monitor people waiting to be served and sitting down at tables. Polite requests will be made to wait outside (at 2 metre intervals) if capacity is reached or return later.</li> <li>- All visitors on football match days will be required to sit down at designated tables.</li> <li>- No drink or food will be served from the internal kitchen hatch.</li> <li>- No drinks will be served from the bar. Table service only.</li> <li>- No drinks or food will be served from the internal kitchen hatch.</li> <li>- All kitchen refreshments will be purchased via the external hatch</li> <li>- Last orders will be called at 940pm &amp; the facility closed at 10pm (wef 24/9/20)</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
			<p><b>Matches</b> With effect 5/9/20 - Adult teams on a matchday we allow 5 players maximum in a changing room to get changed and leave their</p>	<p>Y</p>				





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			<p>belongings. This will be on a rotation place, with 5 in, 5 out etc. the players will change using social distance guidelines. The AFC manager/coach or committee member will monitor and supervise this before and after each home game for their team. This will also be the same for the opposition which will be communicated as part of the briefing. <b>No showers will be available to use.</b></p> <p>For 1<sup>st</sup> team home games, a perimeter (respect barrier) will be placed around the perimeter of the area behind the dugouts which will prevent supporters from standing adjacent or between the dugouts by the Volunteer Groundsman, committee member or Manager / coach. This will minimise any risk, and maximise social distancing for substitutes and managers / coaches.</p> <ul style="list-style-type: none"> <li>- All players to arrive through car park side entrance door into the changing room corridors and then into appropriate changing room in groups of 5 maximum. The exit is pitch side.</li> <li>- For adult matches on pitch 2 and/or 3, one side of the pitch will be roped off by the Volunteer Groundsman or Manager / coach in advance of the match with no admittance granted to others during the match</li> <li>- Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session. AFC managers /</li> </ul>	Y			
				Y			
				Y			
				Y			



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				<p>coaches to ensure players can access sanitiser during matches.</p> <ul style="list-style-type: none"> <li>- Supporters, parents, and any other spectators should remain socially distanced whilst attending any event(s).</li> <li>- Spectator groups will be restricted to six-person gathering limits and spread out, in line with wider Government guidance.</li> <li>- Posters asking people to remember social distancing will be temporarily secured on the post (&amp; rails) opposite the bar doors for main pitch games by Volunteer Groundsman or AFC Committee members</li> <li>- AFC &amp; Youngs Park committee members and volunteers to actively encourage &amp; remind visitors.</li> <li>- All match days visitors (excluding managers / coaches and players) will be encouraged to enter the building via the main entrance, where they will be expected to sign a site register.</li> <li>- AFC &amp; ACS committee members will be available to encourage this from one hour before main pitch games (where the volume of supporters is highest).</li> <li>- AFC manager / coach and the "away" team will keep record of players and support staff (manager, coach, physio and committee members) at a match, including contact details, to support NHS Test and Trace.</li> <li>- <b>There is currently no access to the players changing area for Youth Players.</b></li> <li>- Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play. For</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
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				<p>Youth friendlies, a foot kick in is recommended and should be agreed with the other team beofre the game commences.</p> <ul style="list-style-type: none"> <li>- Goal celebrations should be avoided</li> <li>- Equipment should not be shared, and goalkeepers should ensure they wash their gloves regularly.</li> <li>- Youth players, coaches and officials should arrive changed and ready to play. Use of changing and shower facilities must follow government advice on the use of indoor facilities.</li> <li>- If anyone enters the Youngs Park building, they will be expected to sign a register in addition to the above.</li> </ul> <p><b>There is currently no access to the players changing area for youth players, except the home and away changing room toilets opposite the main pitch.</b> A one-way system has been implemented by Youngs Park for use of communal areas.</p> <p>Hand Sanitisers / gel to be placed around the perimeter of the pitch by the manager / coach.</p> <p>Match fee payment should be made online by club and youth secretary wherever possible. If not cash to be secured in a clear zib bag.</p> <p><b>Kit wash:</b></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
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				<p>Participants should take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials.</p> <p>Where “clean kit” is 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.</p> <p><b>Spectators:</b></p> <p>Supporters, parents, and any other spectators should remain socially distanced whilst attending events. Spectator groups must be restricted to discrete six-person gathering limits and spread out, in line with wider Government guidance. Club committee and volunteers to actively encourage &amp; remind visitors.</p> <p>Youth teams to continue the existing policy of all spectators on the opposite side.</p>	Y			
Departure	Increase risk of transmission Co-Vid	M	Players Parents Managers Coaches Volunteers	<ul style="list-style-type: none"> <li>- In training groups, Adult players to depart Youngs Park with common sense (Youth players with parents) and follow the social distanced guidelines.</li> <li>- If required, players will be requested to leave from a different side of the pitch or ground as directed by the manager or coach.</li> </ul>	Y			
First Aid	Increase risk of transmission Co-Vid	H	All	<ul style="list-style-type: none"> <li>- During training or matches only the designated physio, manager or head coach can treat a player where required.</li> </ul>	Y			



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				<p>The designated first aider will be required to wear PPE – gloves and a mask.</p> <ul style="list-style-type: none"> <li>- For Youth players, all minor injuries to be dealt with by the players parent or carer (as they are required to attend all sessions).</li> <li>- If a parent cannot attend the training or match event, a parent must designate another parent who will be throughout and comminuctae this to the manager in advance of the event.</li> <li>- All wipes/plasters/bandages must be disposed of separately</li> <li>- If someone becomes symptomatic, determine if the player needs urgent medical attention and if so call for help (may include an ambulance) and manage any medical emergency.</li> <li>- Youth Players should be returned to the care of parent of carer with instruction to follow government guidance for the symptoms of Covid19.</li> <li>- Manager / Coach to inform the Lead Adult Coach, Adult Chair, Youth Chair &amp;/or Club Chair immediately if you believe someone has had symptons.</li> <li>- If a test is positive, Track and trace will then be instigated by the Youth or Adult Chair who will also the inform Youngs Park Committee.</li> </ul>	Y			
					Y			
					Y			
					Y			
					Y			
					Y			
Monitoiring				<ul style="list-style-type: none"> <li>- For Youth Teams, the Youth Chair or Vice Chair (DC) will observe a Youth Manager Coach running a training session within 2 weeks of the Covid induction meeting</li> </ul>	Y			
					Y			



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				<ul style="list-style-type: none"><li>- For Adult training, the Lead Coach will oversee all training</li><li>- In addition, random observation checks will be carried out by Club, Adult &amp; Youth Chair or Vice Chair(s)</li></ul>	Y			
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