



Aylsham FC Ltd Covid 19 Risk Assessment Document **version: 2nd December 2020**

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 limited at Youngs Park. No access to the community room. No access to the changing rooms (including showers) for Youth teams. Restricted access to changing rooms (not showers) is granted to the Adult teams including U18s for matches only. ACS Ltd as the operator will provide further guidance through their risk assessment as the situation changes. There will be no club committee meetings in the building.

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
- 2/12/20 – reviewed and updated by Covid working group, based on Government and FA announcements including minor amends based on recent experience



Aylsham FC Ltd - Covid 19 Risk Assessment Form

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>Pre Arrival:</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>All players, officials, volunteers and spectators 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:</p> <ul style="list-style-type: none"> - A high temperature (above 37.8°C); - A new, continuous cough; - A loss of, or change to, their sense of smell or taste. <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			



Aylsham FC Ltd - Covid 19 Risk Assessment Form

			<p>covers all procedural aspects when attending training.</p> <ul style="list-style-type: none"> - All players/ parents to do self – screen checks before travelling to sessions. - 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. <p>Arrival:</p> <p>Parking:</p> <ul style="list-style-type: none"> - Players to arrive separately - Leave space between cars of at least 1 metre. If this is not feasible, park on the road (legally) mindful of our neighbours. - 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. - Parents to stay in car until allotted time and then when prompted by Manager/ coach line up along wooden fence at 2 metre intervals - Players & or parents remain socially distanced (2 metres) from car park to the hand sanitiser station provided - 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. <p>Youngs Park (ACS) & AFC request that all people on site will complete the FA</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>			
--	--	--	---	---	--	--	--



Aylsham FC Ltd - Covid 19 Risk Assessment Form

			<p>approved NHS register (from 24/9/20) which will be kept for 21 days (names & telephone numbers) for football training, matches or events run by AFC & ACS. A QR code is available to capture details for those with the technology prominently displayed.</p> <p>Hand Wash:</p> <ul style="list-style-type: none"> - Players, Managers & 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 <p>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.</p> <p>Walking to the designated training area/pitch:</p> <ul style="list-style-type: none"> - 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. - All players to leave their belongings at a designated cone that has been marked out at 2 metre intervals for players by manager / coach - Hand Gel/sanitiser placed around the training area for players to use by manager / coach 	Y			
				Y			
				Y			
				Y			



Aylsham FC Ltd - Covid 19 Risk Assessment Form

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"> - 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. - Players to rotate the designated training activity stations in those groups - Players to use hand gel if so wish after each station - Players must not touch the footballs, cones or bibs with hands (bibs not encouraged until there is contact football) - If bibs need to be worn, they must stay with the player and cannot be worn by anyone else until cleaned. - Players should keep and take their own kit home to wash. - 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 & coaches. - Players not to spit on the training area (no spitting where possible) - 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. All to wash hands again after using the toilet. <u>Access is not granted to any other part of the building or changing rooms</u> - There is with a policy of one in one out, with all youth players to be accompanied by a parent or carer. 	Y Y Y Y Y Y Y Y			
---------------------------	------------------------------------	---	---	---	--	--	--	--



Aylsham FC Ltd - Covid 19 Risk Assessment Form

Water (hydration)	Increase risk of transmission Co-Vid	L	Players	<ul style="list-style-type: none"> - 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) 	Y					
Equipment	Increase risk of transmission Co-Vid	M	Players and coaches	<ul style="list-style-type: none"> - 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. - Players not to use hands to touch the footballs. No throw-ins during training matches, but 5 metre kick ins will be used. - At the end of each session, footballs should be washed and sanitised by manager / coach. - If bibs need to be worn, they must stay with the player and cannot be worn by anyone else until cleaned. - The managers/coaches will need to place all bibs into a secure bag and then wash them before re-using. - Players should keep and take their own kit home to wash - Goalposts & corner flags (where used) will need to 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. - No high 5's or goal celebrations - Goals (in use) will be fogged by "Youngs Park" every 28 days by the external cleaning company and marked with a label. 	Y	Y	Y	Y	Y	Y



Aylsham FC Ltd - Covid 19 Risk Assessment Form

				- 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"> - Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play - Away team & 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. - On arrival (Adult & U18 matches), players, managers / coaches and officials will enter the pitch areas(s) from the car park alongside the main pitch. - AFC players, managers / coaches and other officials will following latest government guidelines around traveling to away matches. Car sharing should be avoided where possible. Entering building (otherthan coaches, players and officials) is only permitted to access public toilets from 2/12/20. - Entry through main entrance door only to public toilets directly on entering the building. - All people entering the building will wear a face mask unless there is an exemption. - For first team and Under 18 home games, all spectators will be directed to the main entrance door a) sign in as per co-vid request and b) to pay the match day fee. 	Y	Y	Y	Y	Y



Aylsham FC Ltd - Covid 19 Risk Assessment Form

				<p>The spectators will then walk round the build to the pitch.</p> <ul style="list-style-type: none"> - 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). - No drinks or food will be served from the internal kitchen hatch or bar. - All kitchen refreshments will be purchased via the external hatch <p>Matches With effect 5/9/20 - Adult teams (including U18) on a matchday we allow 5 players maximum in a changing room to get changed and leave their belongings. This will be on a rotation place, with 5 in, 5 out etc. the players will change using social distance guidelines INCLUDING THE WEARING OF A MASK. 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. No showers will be available to use.</p> <p>Officials for Adult matches (including U18) will be able to access the designated official changing rooms. This will be on a 1 in 1 out rotation basis due to the size of the room(s). No showers will be available to use.</p> <p>For 1st 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,</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
--	--	--	--	---	--	--	--	--



Aylsham FC Ltd - Covid 19 Risk Assessment Form

			<p>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"> - 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. - 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 - Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session. AFC managers / coaches to ensure players can access sanitiser during matches. - Supporters, parents, and any other spectators should remain socially distanced whilst attending any event(s). - Spectator groups will be restricted to six-person gathering limits and spread out, in line with wider Government guidance. - Posters asking people to remember social distancing will be temporarily secured on the post (& rails) opposite the bar doors for main pitch games by Volunteer Groundsman or AFC Committee members - AFC & Youngs Park committee members and volunteers to actively encourage & remind visitors. 	Y			
				Y			
				Y			
				Y			
				Y			
				Y			
				Y			
				Y			



Aylsham FC Ltd - Covid 19 Risk Assessment Form

				<ul style="list-style-type: none"> - 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. - AFC & ACS committee members will be available to encourage this from one hour before main pitch games (where the volume of supporters is highest). - 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. - There is currently no access to the players changing area for Youth Players. - Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play. For Youth friendlies, a foot kick in is recommended and should be agreed with the other team before the game commences. - Goal celebrations should be avoided - Equipment should not be shared, and goalkeepers should ensure they wash their gloves regularly. - 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. - If anyone enters the Youngs Park building, they will be expected to sign a register in addition to the above. 	Y			
					Y			
					Y			
					Y			
					Y			
					Y			
					Y			
					Y			



Aylsham FC Ltd - Covid 19 Risk Assessment Form

			<p>- Any player, Manager or Coach / physio sitting in a dugout will be required to wear a mask.</p>	Y			
			<p>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. A one-way system has been implemented by Youngs Park for use of communal areas.</p>	Y			
			<p>Hand Sanitisers / gel to be placed around the perimeter of the pitch by the manager / coach.</p>	Y			
			<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>	Y			
			<p>Kit wash:</p> <p>Participants should take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials.</p>	Y			
			<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>Spectators:</p> <p>Supporters, parents, and any other spectators should remain socially distanced whilst attending events. Spectator groups must be</p>				



Aylsham FC Ltd - Covid 19 Risk Assessment Form

				<p>restricted to discrete six-person gathering limits and spread out, in line with wider Government guidance. Club committee and volunteers to actively encourage & remind visitors.</p> <p>Youth teams to continue the existing policy of all spectators on the opposite side.</p>				
Departure	Increase risk of transmission Co-Vid	M	Players Parents Managers Coaches Volunteers	<ul style="list-style-type: none"> - In training groups, Adult players to depart Youngs Park with common sense (Youth players with parents) and follow the social distanced guidelines. - If required, players will be requested to leave from a different side of the pitch or ground as directed by the manager or coach. 	Y			
First Aid	Increase risk of transmission Co-Vid	H	All	<ul style="list-style-type: none"> - During training or matches only the designated physio, manager or head coach can treat a player where required. The designated first aider will be required to wear PPE – gloves and a mask. - For Youth players, all minor injuries to be dealt with by the players parent or carer (as they are required to attend all sessions). - 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. - All wipes/plasters/bandages must be disposed of separately - If someone becomes symptomatic, determine if the player needs urgent medical attention and if so call for help 	Y	Y	Y	Y



Aylsham FC Ltd - Covid 19 Risk Assessment Form

				<p>(may include an ambulance) and manage any medical emergency.</p> <ul style="list-style-type: none"> - Youth Players should be returned to the care of parent of carer with instruction to follow government guidance for the symptoms of Covid19. - Manager / Coach to inform the Lead Adult Coach, Adult Chair, Youth Chair &/or Club Chair immediately if you believe someone has had symptoms. - 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. 	Y			
Monitoiring				<ul style="list-style-type: none"> - 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 - For Adult training, the Lead Coach will oversee all training - In addition, random observation checks will be carried out by Club, Adult & Youth Chair or Vice Chair(s) 	Y			