



## BIILINGHAM TOWN FOOTBALL CLUB - COVID19 ACTION PLAN - CLUBHOUSE

This Action Plan has been developed following a comprehensive Risk assessment of the hazards relating to the spread of Covid19 at Billingham Town Football Club. The Clubhouse action plan has been developed to take account of the specific issues relating to the football club in line with Government guidance for keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services.

The Club has appointed Harrison Hudson (Club Medical Officer) as the Covid19 Officer.

The action plan identifies protocols for the following areas:

- All activity to include the following:

1. Guidance on the need to self-isolate.

Posters will be distributed throughout the Clubhouse in prominent locations displaying the Government guidance relating to self –isolating.

2. Keeping Customers and Visitors safe

We have a duty to reduce the risk to the lowest reasonably practicable level by taking preventative measures. Everybody's health and safety is paramount. In the context of COVID-19 this means protecting the health and safety of our volunteers and customers.

### SOCIAL DISTANCING

- We will manage the entry of customers, and the number of customers, so all indoor customers are seated with appropriate distancing, and those outdoors have appropriately spaced seating or standing room. This is to ensure that the venue, including areas of congestion does not become overcrowded.
- Social distancing protocols have been established for the Clubhouse and where practicable must be maintained. Signage is posted in prominent positions for the information of all concerned.
- Social distancing will be maintained at a distance of 2 metres if possible. Where this is not practicable a distance of no less than a metre will be maintained.

- A seating plan has been developed by the Clubhouse manager to take account of the social distancing measures for players and customers utilising support bubbles where appropriate. This must be adhered to.
- If the numbers of customers in the Clubhouse exceed the maximum allowed then customers (as a contingency) may utilise the outside facilities still maintaining social distance measures.

#### CLEANING

- The Clubhouse will be thoroughly cleaned on a regular basis prior to entry and after closure.
- Scheduled cleaning will take place prior to and after every event.
- Waste facilities will be emptied regularly and waste will not remain in the Clubhouse after events.
- Regular surface cleaning will take place whilst the facility is open.
- Volunteers working in the venue will wash their hands frequently.

#### BAR SERVICE

- Ordering of drinks will be via a table service.
- No drinks can be ordered at the bar.
- Where feasible a contactless payment procedure will be adopted.
- A system of preordering drinks if appropriate at half time will be developed to prevent the build up of large queues.
- Nominated volunteers working at the bar will collect all empty glasses.

#### TOILETS AND SANITISATION

- No more than one person at a time to utilise the toilet facilities.
- Social distancing must be maintained whilst queuing for the toilets.
- Signage relating to these guidelines will be displayed.
- Sanitisation stations will be available in prominent locations throughout the clubhouse.
- Regular checks of stock will be on a scheduled basis.

## VISITORS REGISTER

- A register of all visitors to the venue will be maintained to assist with the NHS track and trace system.
- Details of all players and coaches attending the venue will be obtained from the managers of the teams.
- Customers attending the venue will supply personal and contact details of the main person in the group via the waitress service.
- The Clubhouse manager will retain all details for a period of 21 days.

## OTHER ISSUES

- A food preparation and service protocol will be adopted in line with health and safety.
- Customers who are accompanied by children are responsible for supervising them at all times and should follow social distancing guidelines.
- Social distance markings where applicable will be adopted.
- Clear guidance on customer behaviour will be introduced.
- When entering and exiting the premises ensure social distancing guidelines are adhered to.
- No loud music will be played.
- Use of PPE at the discretion of volunteers.

This a dynamic action plan and will be amended as required or as government guidelines deem necessary.

These protocols have been adopted in relation to the use of the Clubhouse following the risk assessment for the Clubhouse. This will be in line with the Government Guidelines for restaurants, pubs, bars and takeaway services.

John Tough

Club Chairman

