

Billingham Town Covid19 Generic Risk Assessment
Refer to Specific Detailed Action Plans

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| What are the Hazards | Who might be harmed | What is in place to control the risks | Further Action | Person responsible | When is action needed by | Done |
|--|--|--|---|--|--------------------------|------------------------------|
| The Clubhouse Covid19 spread | Supporters, Staff, cleaners, players and visitors. | Social distancing protocols established. | Monitor effectiveness of social distancing on a regular basis. | Covid19 Officer (Overall Responsibility) | | Ongoing |
| | | Protocols in place for utilising toilets (signage) | Monitor sanitisation processes regularly and ensure daily stock check of items. | Clubhouse Manager | | 17 th July 2020 |
| | | Sanitisation stations adopted. | | CM | | |
| | | Procedures in place to prevent queues. | Regular monitoring to ensure protocols are adhered to. | CM | | 17 th July 2020 |
| | | Ordering system adopted. | Table Service to be adopted | Bar Manager | | 17 th July 2020 |
| | | Register of <u>all</u> visitors to be maintained. | Register to be retained for 21 days. To assist with track and trace | CM | | 19 th July 2020 |
| | | Record of staff working hours. | | Bar Manager | | 10 th August 2020 |
| | | No loud Music to be played. | Music system to be monitored | | | |

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| | | Covid19 information to be displayed in Clubhouse. | Signs to be posted | Clubhouse Manager | | 17 th July 2020 |
| | | Scheduled cleaning of the Clubhouse prior to and after events. | Empty waste facilities regularly. Establish cleaning rota. | Bar Manager | | 17 th July 2020 |
| | | Protocol for wearing of masks where appropriate | See Action Plan | | | Ongoing |
| | | Increase the frequency of hand washing and regular surface cleaning. | Notices to be displayed | Bar Manager | | Ongoing |
| | | Publish "Staying Covid-19 secure in 2020" posters. | See Action Plan | Clubhouse Manager | | 17 th July 2020 |
| | | Publishing Club Protocols on web site and utilising other social media platforms. | See Action Plan | Web Site publisher | | 17 th July 2020 |
| | | Encouraging contactless payments where possible. | Notices to be displayed | Bar Manager | | 15 th August 2020 |
| | | Providing clear guidance on expected customer behaviours. | Guidance notices on display | Bar Manager | | Ongoing |

| Football Activity Covid19 spread | Players, coaching staff, spectators, officials | | | | | |
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| Arrival at Venues | | Via the Covid19 officer all relevant personnel will be checked for symptoms on a regular basis. Clearly defined parking arrangements to be established. | Scheduled symptom check to take place prior to all training sessions and matches upon arrival at ground. Signage to be established | Covid 19 Officer | | Ongoing |
| Spectators | | Spectators code of Conduct in place | Code of Conduct displayed throughout the ground. | Covid 19 Officer | | 18 th August 2020 |
| Safety Briefings | | Safety Briefing by Football Manager prior to each match. | See Action Plan | Football Manager | | Ongoing |
| Club Facility's | | Clear guidelines have been established for use of showers and changing areas to ensure they are kept clean at all times. Social distancing to be maintained. | See Action Plan Signage to displayed in prominent positions | Coaching Staff Covid 19 Officer | | 17 th July 2020 17 th July 2020 |
| | | Scheduled and regular | See Action Plan | Covid 19 Officer | | |

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| | | cleaning of facilities in place | | | | Ongoing |
| | | Sanitisation stations in place. | | | | 10 th August 2020 |
| | | Register to be maintained of all participants at each match and training session to support test and trace. | Best practice advice to be circulated among all players and coaching staff. | Club Secretary | | Ongoing |
| | | Protocols adopted to ensure best practice. | Written consent required from parents for children to attend venue. To be made aware of social distancing measures | Safeguarding Officer | | 20 th July 2020 |
| Travelling to training & Matches | | | | | | |
| Children attendance | | Policy in place that a parent must accompany all children under 16. | Written consent required from parents for children to attend coaching classes. | Safeguarding Officer | | Ongoing |
| Children Coaching | | Safeguarding policies in place | See Action Plan | Safeguarding Officer and coaching Staff | | Ongoing |
| | | Adherence to Safeguarding guidance in place | Briefing from Coaching Staff See Action Plan | Coaching Staff | | Ongoing |

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| Competitive Training | | Match game protocols adopted in line with guidance | Written protocols to be circulated to coaching staff for briefing of players together with code of behaviour | Football Manager | | 17 th July 2020 |
| Match Standards | | | Protocols to be published for players information See Action Plan | Football Manager | | 24 th July 2020 |
| Player Welfare | | Protocols adopted in line with FA and government guidance | All players to be briefed in line with Action Plan guidance | Football Manager and coaching staff | | 17 th July 2020 |
| Equipment | | Protocol in place in line with government advice. | | | | 21 st July 2020 |
| | | | | | | 21 st July 2020 |
| Volunteers Covid19 spread | All Volunteers | Safety Guidelines adopted | Written protocols to be circulated and all volunteers briefed | Volunteer Coordinator | | 17 th July 2020 |

