**1874 NORTHWICH FC**

**DESCRIPTION OF ASSESSMENT - Coronavirus (COVID-19)**

**REVIEWED – December 2020**

**COVID OFFICER – Stephen Richardson**

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| What are the hazards? | Who may be affected | Controls | Further actions to control risk | To be actioned by | Date |
| Transmission of virus – Catching/spreading | Players; Management & Staff | Follow Government travel guidance  Avoid public transport  Family groups or ‘bubble’ in one vehicle  **Pre-match**  Self-assess for Covid-19; do not attend if have symptoms  High temperature above 37.8  Do not attend if you have had close contact with a person suspected or confirmed as infected with Covid-19 within the last 14 days  Always observe social distancing  Names of attendees to be provided during match confirmation process, leading up to match day  Players and team officials to access the ground via the player’s entrance.  Temperatures to be checked on arrival  Arrive changed to play if possible  Remain on pitch before and at half time  Only use one toilet  Facilities available in dressing room  Sanitise touch points and toilet seat before use  Maximum of only six people in the dressing room at any time  All personnel to wear face coverings at all times unless active on the field of play  Records to be retained for a minimum of 28 days    **During match**  Continuous cough  Shortness of breath  Loss or change of taste/smell  Feeling constantly unwell  Persistent tiredness  Avoid contact with corner flags and goal posts  Minimise ball handling  Avoid spitting  Avoid shouting when other players are in close proximity  Goalkeepers to sanitise gloves during breaks in play  Minimise handling of equipment, sanitise between use  Close contact goal celebrations should be avoided  Individual drinks bottles for players  Maximum of three people in the Dug Out at any time  Substitutes to remain in designated seating while not on the field of play  All personnel not actively on the field of play, to wear face coverings at all times  **Post-match**  No match de-brief in dressing room after the game, to be conducted on the pitch in a socially distanced manner  Kit to be placed in sealed bags by designated person at the end of the game who must wear PPE  Players must leave ground immediately after the game in socially distanced manner and shower at home  Post match food will not be served | Names and contact numbers to be confirmed on arrival  Team arrivals will be staggered  Club officials to monitor cleanliness and sanitise all facilities and equipment before, during and after the game  Management to control  Retire from game immediately and leave stadium  Match balls that leave the field of play, will be returned to the Technical area by stewards, to be sanitised. Team officials will conduct sanitation, using PPE, before the ball is re-used |  |  |
| Transmission of virus | Provider and recipients of First Aid and Physio treatment | Normal treatment hygiene standards to be followed  Face shield or face mask to be worn by Physios and First Aiders | New gloves to be worn prior to treatment of each player  Latest Covid-19 first aid guidance to be followed at all times  Disposable PPE to be separately bagged and disposed of at the end of the game |  |  |
| Transmission of virus | Match Officials | Follow Government travel guidance  Avoid Public transport  Do not travel together  **Pre-match**  Self-assess for Covid-19. Do not attend if symptoms are present   * High temperature above 37.8 * Continuous cough * Shortness of breath * Loss or change in taste/smell * Feeling constantly unwell * Persistent tiredness   Do not attend if you have had close contact with a person suspected or confirmed as infected with Covid-19 in the past 14 days  Observe social distancing and wear a face covering at all times, other than when on the field of play  Enter the ground via the Players entrance. Temperature check on arrival  Arrive changed to officiate the game  Match officials to use their dressing room in turn, one by one  **During the match**  Maintain social distancing as much as possible  Remain on the pitch before the game and at half time, only going in to use the toilet  Toilet facilities available in dressing room  Sanitise toilet seat and touch points before use  Avoid contact with corner flags and goal posts  Minimise ball handling  Minimise handling of equipment and sanitise between use  **Post-match**  To leave in a socially distanced manner, as soon as possible after the game and shower at home | Full names and contact details are recorded and confirmed at confirmation of the game  Records to be retained for 28 days  Provide bank details if possible, to facilitate match fees to be paid securely, avoiding the need for cash handling  Stagger arrival times  Provide own drinks bottles  Club Officials to monitor and manage cleanliness and sanitation of Officials’ toilet, prior to the game and during half time  Club officials to sanitise prior to and during the game  Post-match food will not be available |  |  |
| Transmission of virus | Visiting Directors | Follow Government travel advice  Avoid public transport  Do not travel together unless in family/bubble  Self-assess for Covid-19  Time arrival to minimise risk.  Entry to ground via Officials entrance  Temperature check on arrival  Half time refreshments will not be available  Maintain social distancing throughout | Names and full contact details to be provided during confirmation of game  Details to be retained for 28 days  Outside Steward to direct Officials |  |  |
| Transmission of virus | Club Volunteers; Stewards; Car Park Attendants  Gate Officials  External Turnstile Officials  Internal Fundraising volunteers  Bar  Café/food  Club shop | Wear face covering visor or mask  Wear gloves and sanitise hands upon removal of gloves  Follow social distancing measures  Temperature check on arrival  Wear face covering visor or mask  Wear gloves  Sanitise hands upon removal of gloves  Temperature check on arrival  Wear face covering visor or mask  Wear gloves  Sanitise hands upon removal of gloves  Temperature check on arrival  Sanitise all touch points prior to operation and regularly during admitting spectators  Volunteer outside to manage separation in queue and confirm names and contact details (from records gathered during ticket selling process) for Test and Trace  Wear face covering visor or mask  Wear gloves  Sanitise hands upon removal of gloves  Follow Government guidance on social distancing guidelines  Self service on raffle tickets/golden goals  Wear face covering visor or mask  Wear gloves  Sanitise hands upon removal of gloves  Follow Government guidance on social distancing guidelines  Wear face covering visor or mask  Wear gloves  Sanitise hands upon removal of gloves  Follow Government guidance on social distancing guidelines  One person in the shop at a time  Do not handle goods  Attendant service | Attend pre-match briefing  Turnstile to be sanitised pre-match  Cash handling to be kept to a minimum  Entry via separate large gate for spectators who have paid in advance online  Cash handling to be kept to a minimum    Cash handling to be kept to a minimum  Contactless payment method to be installed  One-way system installed at external serving hatch.  Steward to marshall entry and exit  Cash handling to be kept to a minimum  One-way system installed  Steward to marshal entry and exit  Kitchen serving system  Cash handling to be kept to a minimum  Attendant to manage entry and exit |  |  |
| Transmission of virus | Supporters & spectators | Everyone entering the ground will be temperature checked at each entrance prior to entry  **Everyone moving around the ground will be required to wear a face covering at all times unless subject to approved exemptions.**  **Masks can be removed whilst watching the game in a socially distanced manner.**  **Group of 6 regulations are to be strictly applied at all times whilst inside the ground.**  Everyone to use hand sanitising points placed around the ground, especially prior to and after toilet use  Follow Government travel advice  Avoid public transport  Do not travel together unless in family/bubble  Self-assess for Covid-19  Time arrival to minimise risk. Arrive in good time to manage potential congestion at gates  Supporter groups to be limited to six people. Encourage family or ‘bubble’ only  Signage in covered areas to must be adhered to  Supporters encouraged to buy tickets online via Club shop or via the email/text service  Entry will be subject for registration for Track and Trace. Entry will not be permitted without prior registration  Observe guidance from Stewards and Club Officials  Spectators must space out around the perimeter fence, observing social distancing. Stewards will monitor and manage supporters  Spectators to be prepared for inclement weather as strict limits will be placed on numbers in covered areas  Supporters will be released from ground in phased manner after the game has ended, as follows   * Communal area in front of the Club House * Popular side * Seated stand and standing area   In the event that a supporter or attendee should fall ill during the game  The casualty will be isolated  First Aid (by recognised procedures) will be administered  If the person is able to leave the ground by their own means, and in a Covid secure manner, provide necessary assistance  If unable to leave by their own means, call for the relevant medical services | Briefing note issued via the Clubs website and social media channels  Information contained in Club Newsletter asking for supporter co-operation, setting out all guidelines and rules  Where supporters have reserved tickets via email/text, bring correct money to minimise handling of money  Spectators will be encouraged to register with the NHS Track and Trace App  Spectators to observe official tannoy announcements  Public announcement to request supporters remain in place until instructed to move by the Stewards  Stewards will hold spectators back from the players tunnel area, until everyone has left the pitch |  |  |

Key responsibilities.

Covid Officer - To update Risk Assessment and ensure government guidance is applied. Ensure Stewards are aware of latest guidance, monitor adherence to guidance.

Media Officer - Update relevent documents on club website and distribute guidance via social media.

Matchday Secretary - Liaising with opposition to advise on Covid requirements. Loading with team management and playing staff on matchdays.