

# RUNCORN TOWN FC

## COVID-19 RISK ASSESSMENT DOCUMENT

### KEY CONTACTS

<b>Club Chairman</b>	Lindsay Berry
<b>Club Secretary</b>	Martin Fallon
<b>Designated Covid-Officer</b>	Tony Richards
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<b>Covid Sub-Committee Members</b>	Alan Bennett, Lindsay Berry
<b>Club Welfare Officer</b>	Martin Fallon
<b>Contact Email and Telephone</b>	<a href="mailto:welfare@runcorntownfc.co.uk">welfare@runcorntownfc.co.uk</a> . 07808 737773
<b>County FA Designated Safeguarding Officer</b>	Lystra Landon
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*The purpose of this document is to offer practical advice and guidance for all participating clubs, players, match officials, and spectators for a safe return to football following the Covid 19 pandemic. It focuses primarily on Runcorn Town FC's home ground at the Viridor Community Stadium, but the last two sections also cover guidance for home games for the club's Junior Teams at alternative locations, so not all of this may apply to all RTFC games. It is important that it is recognised that all sports will face different challenges dependent on a range of factors such as facility sizes, location and access and egress, practicalities of maintaining social distancing if travel usually involves vehicle sharing and whether particular demographic groups who may be deemed especially vulnerable to Covid 19, for example the BAME community and over 70's, feel comfortable returning to the football environment. This Risk Assessment guidance is not exhaustive and is flexible and fluid. It is recognised that the guidance will not be absolute, it is important that all aspects are considered by club secretaries, chairman, coaches and managers who should make themselves familiar with the relevant guidance from the Football Association, their own County FA, the NWCFL, the West Cheshire League and Public Health England. This Risk Assessment has been put into place in compliance with all FA published guidance as of 30 July 2020.*

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Runcorn Town FC Covid-19 Risk Assessment – Update 25/09/2020

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Hazard	Who may be harmed	What controls have been put in place by the Football Club	What further actions are needed to control the risks	Risk after controls
Clubhouse Entrance	Supporters, Players, Club Officials, Match Officials	<p>Access controlled by Club Official who will only allow one person at a time entrance to the building, unless it is a family bubble of no more than six persons.</p> <p>Two lines to be formed in the clubhouse for bar and kitchen areas with Social Distancing at all times.</p> <p>Social distancing signs to be displayed on floors and walls.</p> <p>Wearing of face coverings to be mandatory.</p>	All using the entrance to follow the guidance and signage given.	Medium
Clubhouse Seating	Supporters, Players, Club Officials, Match Officials	<p>Seating to be kept to a minimum of 22 persons (bubbles of maximum six).</p> <p>Social distancing to be maintained.</p> <p>No Standing allowed in seating areas.</p>	<p>Users to follow the guidance given.</p> <p>Supporters consuming food and drink in the club house must remain seated.</p> <p>Supporters consuming food and drink outside the club house must be seated.</p>	Medium
Clubhouse Office / Bar	Club Officials	<p>Only three officials to be in this area at any one time.</p> <p>Strictly no gathering.</p>	Secretary work to be carried out in the committee room	Low
Clubhouse Hospitality Area	Club Officials	Area to remain closed at all times on a matchday	-	Low

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Clubhouse Toilets	Supporters, Players, Club Officials, Match Officials	Only to be used by one person at any one time with signage advising this  Sign advising of this on outer door  Washing and drying facilities in place	Users to follow the guidance given.	Medium
Clubhouse Kitchen	Kitchen Staff, Spectators, Club Officials	Perspex screen on the bar counter to serve food and drink from behind  Hand sanitiser, throw away paper towels provided with a waste bin for this purpose	Only kitchen staff to be allowed in the kitchen at all times	Low
Clubhouse Corridor	Players, Club Officials, Match Officials	Social distancing signs to be displayed on floors and walls  Club official required on entrance door to supervise access	Users to follow the guidance given.	High

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Changing Rooms Home	Players, Club Officials, Match Officials	Social distancing must be maintained, and to meet this, a maximum of 6 persons to be in the dressing room at any one time with only three showers to be used  Changing Rooms to be cleaned and sanitised after every use	Users to follow the guidance given.	High
Changing Rooms Away	Players, Club Officials, Match Officials	Social distancing must be maintained and to meet this, a maximum of 6 persons to be in the dressing room at any one time with only three showers to be used  Changing Rooms to be cleaned and sanitised after every use	Users to follow the guidance given.	High
Changing Rooms Match Officials	Match Officials	Adjustments to the seating to ensure social distancing can be achieved  Changing Rooms to be cleaned and sanitised after every use	Users to follow the guidance given.	Medium
Car Park and Walkway	Supporters, Players, Club Officials, Match Officials	Although it is outside the ground limit, it should be encouraged that gatherings should be no more than six persons on the car park and walkway	Advisory	Low

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Turnstiles	Supporters, Players, Club Officials, Match Officials	<p>One Club Official to operate turnstile for access to the ground</p> <p>One Club Officials to sell programmes. These to remain boxed with the supporter taking one out of the box.</p> <p>Upon entrance, spectators must register their attendance for Test and Trace using the NHS QR Code. Anyone unable to use the NHS QR Code will be required to provide their details manually. Slips provided if they cannot do it that way– see last page of document</p> <p>Golden Goal tickets to be sold at least two metres away from the turnstiles</p> <p>No gatherings to be allowed around the turnstile area</p>	Users to follow the guidance given.	Low
Entrance to Ground	Supporters, Players, Club Officials, Match Officials	<p>On entrance to the ground, all persons must use the roadway to the left or right</p> <p>Steps to standing area will be blocked off</p>	Users to follow the guidance given.	Low

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Outside Toilets Womens	Supporters, Club Officials	Only one person to enter the ladies toilets at any one time  Door must be locked when in use  Washing and drying facilities in place	Users to follow the guidance given.	Low
Outside Toilets Mens	Supporters, Club Officials	Only one person to enter the mens toilets at any one time.  One urinal to be taped off with only one in use.  Washing and drying facilities in place	Users to follow the guidance given.	Low
Main Stand Seating	Supporters, Club Officials	Front Row. Seat 1 OK, Seats 2/3 Empty, Seat 4 OK, Seat 5/6 Empty etc etc  Second Row. Seat 2 OK. Etc  Third Row. As per Front Row.	Users to follow the guidance given.	Low
Covered Stand next to Clubhouse	Supporters, Club Officials	First and third row to be used for standing with social distancing in place  Signage to leave the middle row free and to social distance	Users to follow the guidance given.	Low

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Standing Areas	Supporters, Club Officials	<p>Signage for supporters to social distance unless in a family bubble to a maximum of six persons</p> <p>Children to be supervised at all times and not be allowed to run around the ground.</p>	<p>Communication to all parties.</p> <p>Signage to be put up where appropriate</p>	Low
Dugouts	Players, Club Officials	<p>Social Distancing to be maintained</p> <p>Area outside of dugout but inside of plastic fencing to be marked for the substitutes but at a social distance</p> <p>Coaching staff to wear masks and gloves as per FA guidance</p>	<p>Communication to all players and management teams.</p> <p>Signage to be put up where appropriate</p>	Low
Training Sessions	Management, players, staff, parents	<p>Compliance with FA published guidance.</p> <p>Appropriate social distancing measures to be in place.</p> <p>Hand sanitisers to be provided.</p> <p>Training aids (balls, cones, ladders, poles etc.) to be sanitised before and after event</p> <p>A register to be retained with contact details of all participants to enable track and trace.</p>	<p>Communication to all parties.</p> <p>No bibs or shirts to be shared during each session. These will be washed between each match.</p> <p>All balls to be sprayed with sanitiser at regular intervals throughout each session.</p>	Medium

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Travel arrangements to matches and training sessions	Management, players, staff, volunteers, parents	All to travel individually where possible. Where not possible car sharing should be adopted with the use of appropriate PPE.  Public transport to be avoided where possible.	Communication to all parties.	Low
Matches both friendlies and competitive	Management, players	Compliance with FA published guidance.  All management and players <b>MUST</b> self-assess for COVID-19 symptoms prior to arriving for games in line with Government guidelines and not attend the match if they have any symptoms  Gloves to be worn post match when gathering the kit for washing	<b>VIRIDOR COMMUNITY STADIUM</b> Players allowed to use dressing rooms in accordance with this Risk Assessment as long as the competition in which the match is played allows it  Dressing Rooms <b>TO REMAIN CLOSED</b> at half time to adhere to maximum numbers as outlined on page 4.  <b>OTHER GROUNDS – JUNIOR TEAMS</b> No dressing rooms available at Junior games.  Bibs for warm up and substitutes to be given out and retained by individuals – DO NOT SHARE. These will be washed between each match.  NO pre-match handshake or team huddles permitted.	Medium

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First Aid during games or training sessions	Management, players, staff, parents	<p>Compliance with FA published guidance.</p> <p>Assessment to be made by our First Aider or Physio</p> <p>Parent asked to administer treatment for junior games</p>	<p>If parent is not in attendance at junior games, first aid treatment will be given</p> <p>First Aider to wear disposable gloves and mask, and treatment given in line with the training received.</p> <p>All first aid equipment will be made available, sanitised and checked.</p>	Low

### TEST AND TRACE

NHS Test and Trace is a key part of the country's ongoing COVID-19 response, where they can rapidly detect people who have recently come into close contact with a new COVID-19 case and take swift action to minimise transmission of the virus.

This is important as lockdown measures are eased and will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.

Runcorn Town are complying with this by maintaining records of anybody who attends a training session or home competitive game so that we can share these with NHS Test and Trace if requested.

**You will be asked to scan the NHS QR Code or provide your name and mobile telephone number upon arrival at the session or game.**

Please note that this is mandatory and you can not choose to opt out.

We will keep records for 21 days which reflects the incubation period for COVID-19. After 21 days, we will securely dispose of all data that has been collected from that match or training session.

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