



# Heyford Park Football Club

## COVID-19 Risk Assessment

**COVID-19 OFFICER: Sarah Smith**

This risk assessment has been written following guidance from the FA and Oxfordshire FA

Every participant must follow all FA and government advice. This is crucial to ensure the safety of everyone involved in the game, and so we can continue to play. Any incidents of non-compliance will be reported to the relevant county fa for action. (*"participant" is player, coach, manager, physio, club official, league official, referee -everyone must follow the guidance. When the game restarted earlier this season many people either ignored the guidance or thought it didn't apply to them. As a result, the guidance and the requirements are stricter.*)

In appendix 1 you will find the code of behaviour the fa has produced to ensure a commitment for all involved to adhere to covid-19 adaptations. The covid-19 officer for each club will be responsible for communicating the code of behaviour to all players, coaches and volunteers within the club. Participants must be clear that they are opting-in to participating as defined in the fa's guidance about risk and risk mitigation.

### **Indoor sport can resume in tiers 1 and 2.**

**We are in tier 2, organised indoor football will only be permitted if it is possible for people to avoid mixing with people they do not live with (or share a support bubble with). In tier 3, indoor football cannot take place.**

**Players and persons from the same house must not attend training sessions or matches if they display any symptoms.**

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

**IMPORTANT: If anyone involved in training or a match shows symptom then a test will need to be taken. Our track and trace system will then be used to inform all those necessary in line with NHS guidance.**

Examples of close contact include:

- close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them
- being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle



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| BEFORE ANY FOOTBALL ACTIVITY TAKES PLACE |   |
| BEFORE<br>Covid-19 self assessment       | <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"> <li>• A high temperature (above 37.8°C);</li> <li>• A new, continuous cough;</li> <li>• A loss of, or change to, their sense of smell or taste.</li> </ul> <p><b>This check should be done before each training session and must be recorded in regular risk assessments and it is important to note that no training session should take place without this having been done.</b> Some clubs may wish to have this completed in the form of an online or paper questionnaire at the start of sessions.</p> <p>If symptoms are checked at the start of a session rather than in advance, this should be completed on arrival before the player mixes with others, so that if they have symptoms there is no chance of others being affected.</p> <p>Should an individual have demonstrated any such symptoms, they must not participate. Instead they should follow NHS and PHE guidance on self-isolation.</p> <p>Anyone who has already been instructed to self-isolate by a health care practitioner or PHE should continue to follow this advice and may not participate. Clubs will make relevant participants aware of any increased risk associated with taking part in activity, based on the risk assessment undertaken by the club. Everyone should comply with public health restrictions and avoid high-risk behaviour outside the football setting to reduce the risk to fellow participants and other attendees.</p> |
| PARENTS/ CARERS<br>Advance information   | <p>If you choose for your child to take part, you will need to give your written consent to the club and or coach. Ensure you are comfortable with the club's Covid-19 planning arrangements before doing so.</p> <ul style="list-style-type: none"> <li>• You may already be aware that the period of isolation may have resulted in your child becoming anxious or unsure whether to resume previous activities, such as football. Please only support their return to football activity when they feel confident to do so and you feel the activity is safe and right for them.</li> <li>• Your child should arrive changed and ready to exercise.</li> <li>• Ensure your child takes their own water bottle and their own hand sanitiser, both clearly marked with their name. They must not share these with anyone else.</li> <li>• Please ensure your child/children know how to maintain good hygiene and hand washing;</li> <li>• Young children may struggle to maintain social distancing. Please continue to do your best to help your child recognise what two metres or 'one-metre plus' look and feel like – for example, related them to arm spans or standing jumps for example;</li> </ul>  |



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|   | <ul style="list-style-type: none"> <li>• Despite the changed circumstances the organiser of the activity still has a responsibility to implement The FA's safeguarding requirements. Anyone involved in activity directly with children (anyone aged under 18), must have an in-date DBS Check, is responsible for ensuring the environment is safe and should have completed some FA safeguarding training;</li> <li>• Coaches must ensure the ratio of coaches to children is appropriate             <ul style="list-style-type: none"> <li>• Any spectators at training sessions or matches (including parents and carers) must be restricted to discrete six-person gathering limits and spread out, in line with wider government guidance, ensuring space for officials, coaches and substitutes.</li> </ul> </li> </ul>   |
| <p>EVERYONE<br/>Other Covid-19 modification</p> | <p>Outdoor competitive match play is now permitted in all tiers. However, in all settings before and after matches all participants should practise social distancing.</p> <ul style="list-style-type: none"> <li>• Pre-match handshake should not happen. Instead players will be asked to hand sanitize before kick-off;</li> <li>• Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible;</li> <li>• Warm-ups/cool-downs should always observe social distancing;</li> <li>• Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made;</li> <li>• Match preparation meetings by officials should be held by video call;</li> <li>• Set plays – free kicks: referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls;</li> <li>• Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before matches , after matches and at half time.</li> <li>• Goal celebrations should be avoided;</li> <li>• Interactions with referees and match assistants should only happen with players observing social distancing;</li> <li>• Small-sided football should be modified to provide more regular hygiene breaks in activity. Players should be discouraged from touching boards at any time, with tackling against boards discouraged. Referees should consider stopping play when this happens.</li> <li>• The nature of football means that the ball is not frequently handled. When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible.</li> <li>• Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should be disinfected.</li> </ul> |



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|                  | <ul style="list-style-type: none"> <li>• Everyone should refrain from spitting.</li> <li>• If you need to sneeze or cough, you are encouraged to do so into a tissue or upper sleeve and advised to avoid touching your face. Ensure any tissues are disposed of in a sealed bin as soon as possible.</li> <li>• Any indoor play must adhere to the relevant tier guidance for indoor sport.             <ul style="list-style-type: none"> <li>• Youth football coaches are encouraged to limit persistent close proximity of participants during match play (where young participants may be more likely to cluster around the ball) and provide regular hygiene breaks in activity.</li> <li>• Other formats of the game may require specific adaptations, and participants should work with their club or facility provider to ensure these can be put in place.</li> </ul> </li> <li>• All participants must remain socially distanced during breaks in play, with spaced areas for equipment and refreshment storage for each individual including officials and substitutes. Coaching staff and substitutes, should, for example, spread out and avoid sharing a dug out or bench if social distancing cannot be observed. Players and officials should also observe social distancing during sin-bin instances.</li> <li>• Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own drinks or refreshments, in a named container.</li> <li>• After activity participants must maintain government mandated social distancing for social interaction. This includes in any available changing rooms, showers, and any clubhouse facilities or other venue participants congregate in afterwards.</li> <li>• Any payments relating to the fixture (match fees, referee fees or facility fees) should where possible, be made in a cashless manner. The FA Matchday app allows affiliated teams using Full-Time to receive cashless payments from their players</li> <li>• There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. This particularly applies indoors (e.g. inside clubhouses) and when face to face. If possible, players should therefore avoid shouting or raising their voices when facing each other during, before and after games.</li> </ul> |
| EVERYONE HYGIENE | <ul style="list-style-type: none"> <li>• Hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant.</li> <li>• Individuals should take their own kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials.</li> <li>• Where kit absolutely has to be 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.</li> <li>• Coaches are encouraged to maintain a record of the regular cleaning of club or team equipment that players use, and review the risk assessments you undertake in between sessions, learning from any changes you need to apply.</li> </ul>  |



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| Hazard/<br>Task                                      | Who might be<br>harmed               | Controls required   | Additional controls   | Who                     |
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| Travelling to and from training sessions and matches | Players and family members           | <p>Follow best practice for travel and aim to walk or cycle if possible.</p> <p>Where that is not possible, use public transport or drive, but should avoid travelling with someone from outside your household or support bubble unless you can practise social distancing.</p> <p><b>In Tier 2 areas:</b> you should aim to reduce the number of journeys you make, where possible.</p> <p><b>In Tier 3 areas:</b> you are advised not to travel into or out of Tier 3 areas, including for sport.</p> <p>Please arrive at training sessions no earlier than 5 minutes before session is due to begin and matches 30 minutes before KO.</p> | Coaches to monitor arrivals.  | All                     |
| Parking  | Players<br>Family members<br>Coaches | <p>People travelling to training sessions and matches are encouraged to park sensibly and follow direction from coaches and managers.</p> <p>Please stagger getting in and out of vehicles.</p> <p>One-way system used – see map</p>  | <b>A named adult per team each session and match are to be appointed to monitor parking.</b>      | Appointed person/parent |
| Spectators   | Family members                       | <p>Practice social distancing always when spectating with no more than 6 people gathered.</p> <p>In Tier 2 areas: people can gather in <b>groups of up to 6</b> (or larger groups if they are from the same household or support bubble) outdoors. Indoors, people cannot mix with others from outside their household or support bubble.</p> <p>One-way system to be used – see map</p>  | A parent or appointed person must attend sessions or matches and remain on pitch side throughout. | Parent/Guardian         |



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| First aid                                       | Players<br>Coaches<br>Parent/Guardian | <p>Normal first aid kit to be provided.</p> <p>A supply of masks and other PPE equipment to be provided to all coaches if first aid is required. These must be worn for close contact intervention.</p> <p>Gloves will be worn when administering first aid in normal practices of good hygiene.</p> <p>For younger players it will be encouraged for family members to initially check the child's injury.</p> <p>In matches parents/carers to attend their players injuries (with permission of match official) unless life/limb threatening.</p> | Parent/guardian to attend to any injury if needed and invited, coaches to advise and act if required.   | Coaches                            |
| Hand hygiene                                    | Players<br>Coaches                    | <p>Posters to remind children and spectators of expectations.</p> <p>All players and coaches are advised to wash their hands prior to leaving their house.</p> <p>When they arrive at training/matches all players are to use hand sanitiser provided prior to each training session/match in front of the coaches.</p> <p>After the training session has finished hand sanitiser must be used again</p> <p>At half time use own hand sanitiser.</p> <p>Spitting is not permitted.</p>  | <p>Club providing hand sanitiser at clubhouse entrance for start and end of sessions/matches.</p> <p>Own hand sanitiser provided for half time.</p> | Coaches                            |
| Risk of spreading through coughing and sneezing |                                       | <p>Posters as a reminder and coach to also share expectations at start of session- code of behaviour Checklist.</p> <p>If tissues are needed to be used, then need to be binned in a lidded bin and bagged up x 2.</p>  |   | Coaches,<br>Players and<br>parents |



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| <p>Training session</p> | <p>Players<br/>Coaches</p> | <p>One-way system used – shared by map<br/>Coach must verbally check with each player each session that they are well and not showing any symptoms.<br/>If a group session with one ball is required, then must try not to touch the ball with your hands.<br/>Social distancing is to be applied throughout the training session.<br/>Maximum of 30 players to 2 coaches in each training session.<br/>Have individual zones for children to store jumper, drink and personal items.<br/>No additional items to be taken to training – Keep the bare minimum.<br/>Coach education before each session and match – sending out session plans, dos and don'ts etc – follow match play safety briefing</p> | <p>If more than one training session is taking place, the sessions are to be spread out utilising the whole of the area available.<br/><br/>Sessions to be prepared to incorporate social distancing requirements.</p>   | <p>Coaches<br/><br/>Coaches<br/><br/>Club</p> |
| <p>Match day</p>        |                            | <p>Travel guidelines from FA need adhering too.<br/>Written consent required for players to participate and this has been checked by a coach that all those present have consent.<br/>Self-assessment required on the day for each match for each player and coach/manager. (own team only)<br/>Recording of all those attending required for our club and for this to be stored for a minimum of 21 days.<br/>Coaches to ensure confirmation that the opposing team have a method for collecting theirs.<br/>Match officials (referee, lines people) to complete self-assessments and track and trace data (home matches)<br/>Cashless payments for referee?</p>  | <p>Ensure all coaches have read relevant documentation<br/><br/>Share with parent's key documentation<br/><br/>Send opposition teams a resume email each Monday.<br/><br/>Set up a self-assessment/track and trace form for match officials and coaches on Google forms.</p> |   |



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|                             |                    | <p>Have information shared and share with oppositions prior to game.</p> <p>Pre/post-match, warm ups, cool downs, halftime and on side-lines social distancing is still needed.</p> <p>No handshakes</p> <p>No goal celebrations that involve more than one player</p> <p>Pre/Post and halftime cleaning of equipment.</p> <p>When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible.</p> <p>Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should be disinfected.</p> <p>Deliver code of behaviour prior to match</p> <p>Ensure handwashing/ sanitising prior/ mid and end of game.</p> <p>Make sure matches do not clash with timings to ensure no unnecessary congestion at handover.</p> | <p>Also set up a consent, self-assessment and tracking form for player and spectators to be completed on match day on Google forms.</p> |         |
| Cleaning training equipment | Players<br>Coaches | <p>When training sessions have finished balls, cones, goalposts etc are to be disinfected and cleaned.</p> <p>Matches - Pre/Post, Halftime cleaning– disinfect goalposts, corner flags, and balls – this can be nominated to parents.</p>  |   | Coaches |
| Safeguarding                | Players            | <p>Normal safeguarding policies apply.</p> <p>Important to identify that some children have not been to school or in contact with anyone to share any concern they have. It is important to stay vigilant around children’s mental health and wellbeing and any signs or causes of concern.</p>  |   | Coaches |



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| Toilet facilities                    | Players<br>Family members<br>Coaches | Facilities to remain closed during training.   | Coaches to make all persons attending aware.  | Coaches                      |
| Belongings                           | Players                              | Each player is to bring their own water bottle named and own hand sanitiser named. They will need their own dedicated space social distanced to place their things.  |   | Players                      |
| Changing rooms and shower facilities | Players<br>Coaches                   | No changing rooms and showers are to be used. Players are requested to go home to change and shower.   |   | Club                         |
| Disposing of PPE                     | Coaches                              | Used disposable masks/ gloves should be double bagged and either placed in the specific bin on site or they should be stored for 72 hours then disposed of in the normal general waste.  | Where possible waste to be disposed of off site   | Coaches                      |
| Training and match times             | Coaches/Players/Spectators           | All training sessions and matches are to be coordinated by the club fixtures secretary and a schedule provided to all managers and coaches weekly to minimise clashes and staggered start and finish times. This will avoid congestion at pinch points with gate and car park. | Provide a training and match session schedule.<br><br>A one-way system to from the car park area to the training areas to be implemented to minimise the likelihood of crowded pathways. Coaches to ensure use. | Club<br><br>Club<br><br>Club |



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| Storage of Equipment | Coaches | Designated changing rooms for teams to use for storage, for example:<br>home changing rooms for 9, 11, 14,<br>away changing rooms for 8, 10, 12, RS | Coaches to keep equipment stored at home if preferred but must be disinfected prior to removal from site. | Club |
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### Risk Assessor:

Signature: \_\_\_\_\_

Date: 2<sup>nd</sup> Dec 2020

Review Date: When required/updates are produced

Name: S Smith



# Heyford Park Football Club COVID-19 Risk Assessment

## APPENDIX 1

**COVID-19 IS A HIGHLY INFECTIOUS AND DANGEROUS DISEASE. EVERY PARTICIPANT MUST FOLLOW ALL FA AND GOVERNMENT ADVICE. THIS IS CRUCIAL TO ENSURE THE SAFETY OF EVERYONE INVOLVED IN THE GAME, AND SO WE CAN CONTINUE TO PLAY. ANY INCIDENTS OF NON-COMPLIANCE WILL BE REPORTED TO THE RELEVANT COUNTY FA FOR ACTION.**

### CODE OF BEHAVIOUR

A resumption of contact play is only achievable if those involved create and maintain a controlled environment that minimises the threat of infection.

Risk in sport cannot be completely eradicated but with caution and care these risks can be reduced.

Each player will need to decide when to return to contact football, based on their own circumstances and the arrangements that have been put in place for a safe return. This is particularly the case for players from BAME communities or those with underlying health conditions.

All those returning to competitive grassroots football must adopt the following code of behaviour:

- **Be aware of your own personal health.** If you show any of the Covid-19 symptoms you must stay at home, inform NHS Test and Trace and seek medical advice.
- **Be responsible.** Read the guidance provided by The FA and by your club so that you are aware of the changes to the game and what is expected of you. This will include things like being prepared to wash your own kit, bringing your own labelled water bottle and being aware of changes to meet-up times.
- **Practise good hygiene.** Wash your hands regularly and before, during and after a game.

- **Maintain social distancing.** This won't always be possible in a competitive match environment (for example when tackling an opponent) and that is acceptable. However, before, and after a game you should maintain social distancing.
- **Face coverings.** Unless you have an exemption, face coverings are mandatory for all staff in retail/hospitality outlets (e.g. a clubhouse). This also applies to users of the facility, except when seated at a table to eat or drink.
- **Support NHS Test and Trace.** You will be asked to provide your details so that in the event of a Covid-19 outbreak those potentially infected can be traced. This is to everyone's benefit so please co-operate.
- **Do not spit.** Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done. Avoid shouting or raising your voice if face to face with other players.
- **After the game.** Be aware that other users may be waiting to use the facilities. Follow all advice if using changing rooms and showers.

## TIER 2

# HIGH ALERT

FROM 2 DEC

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| <b>MEETING FRIENDS AND FAMILY</b>   | <b>BARS, PUBS AND RESTAURANTS</b>  | <b>RETAIL</b>   | <b>WORK AND BUSINESS</b>  |
| <small>No mixing of households indoors, apart from support bubbles. Maximum of six outdoors.</small>  | <small>Pubs and bars must close, unless operating as restaurants. Hospitality venues can only serve alcohol with substantial meals. Venues must stop taking orders at 10pm and must close by 11pm.</small>   | <small>Open.</small>  | <small>Everyone who can work from home should do so.</small>  |
| <b>EDUCATION</b>  | <b>INDOOR LEISURE</b>  | <b>ACCOMMODATION</b>  | <b>PERSONAL CARE</b>  |
| <small>Early years settings, schools, colleges and universities open. Childcare, other supervised activities for children, and childcare bubbles permitted.</small>   | <small>Open.</small>   | <small>Open.</small>  | <small>Open.</small>  |
| <b>OVERNIGHT STAYS</b>  | <b>WEDDINGS AND FUNERALS</b>   | <b>ENTERTAINMENT</b>  | <b>PLACES OF WORSHIP</b>  |
| <small>Permitted with household or support bubble.</small>  | <small>15 guests for weddings, civil partnerships, wedding receptions and wakes; 30 for funerals.</small>  | <small>Open.</small>  | <small>Open, but cannot interact with anyone outside household or support bubble.</small>   |
| <b>TRAVELLING</b>   | <b>EXERCISE</b>  | <b>RESIDENTIAL CARE</b>   | <b>LARGE EVENTS</b>   |
| <small>Reduce the number of journeys you make and walk or cycle if possible. Avoid busy times and routes on public transport. Avoid car sharing with those outside of your household or support bubble. Avoid entering a Tier 2 area, other than where necessary such as for work or education. Further exemptions apply.</small> | <small>Classes and organised adult sport can take place outdoors, but cannot take place indoors if there is any interaction between people from different households. Organised activities for elite athletes, under-18s and disabled people can continue.</small> | <small>COVID-secure arrangements such as substantial screens, visiting pods, and window visits. Outdoor/night visits only (rollout of rapid testing will enable indoor visits including contact).</small> | <small>Sport, live performances and business meetings limited to 50% capacity or 2000 people outdoors (whichever is lower) and 50% capacity or 1000 people indoors (whichever is lower)</small> |

Find out what support you can get

For example, if you're out of work, need to get food, or want to take care of your mental health.  
[gov.uk/coronavirus](https://www.gov.uk/coronavirus)

If you have any coronavirus symptoms:

A high temperature • A new, continuous cough  
A loss of, or change to, your sense of smell or taste.  
**Get a test and stay at home**

For more information and detailed guidance visit:  
[gov.uk/coronavirus](https://www.gov.uk/coronavirus)