

Hanworth Villa Football Club - COVID-19 Risk Assessment

Name of Risk Assessors - Assessment Approved by -	Date of Assessment - <h2 style="margin: 0;">August 15th 2020</h2>	Assessment Date Review - Continual Process, Updated in Line with Changes in FA and Government Guidance and Rules
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Identify the Activity and Persons at Risk

Work Activity - First, U23 and U18 Teams. Matches and Training Sessions Youth and Junior Training.	Who is Affected - Board, Management Committee, Team Management and Players. Visiting Teams and Officials. Match Officials and Spectators. All Visitors to Clubhouse. Contractors.	Frequency of Activity - Clubhouse and Sporting Activity: Weekends and Weekday Evenings. Occasional Weekday Afternoons.
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This Risk Assessment is part of Hanworth Villa Football Club's Safety Management Strategy which is held in the Club's Matchday Operations Manual

Hazard Identification	Risk Assessment	Control Measures in Place	COVID-19 Compliant	Action/Who
COVID-19	High	COVID-19 Safety Officer The Club have appointed a COVID-19 Safety Officer who is responsible for the implementation and compliance of all COVID-19 communication and safety measures. All participants will accept and understand the risks and challenges of the COVID-19 pandemic and the Safety Measures that have been put in place to minimize the contraction and spread of the virus. However, it is stressed that the risk of contraction cannot be completely eliminated.	Currently Compliant	Continual Process by the Board, Management Committee and COVID-19 Safety Officer.
	High	Communication - Coaches, Session and Match Organisers The Club shall ensure that FA and Government Guidelines and Rules are communicated to all those participating in activities at Rectory Meadow. All Coaches, Training Session and Match Organisers will attend an initial briefing prior to commencing all football related activities. All of the above will sign a declaration acknowledging that they have attended and understood their responsibilities and actions expected <i>(form attached)</i> .	Currently Compliant	Continual Process by Coaches, Session and Match Organisers. COVID-19 Safety Officer.

COVID-19		For Youth Teams, Coaches, after attending their COVID -19 briefing, shall brief Parents/Gaurdians on the requirements, and rules.		
	High	<p>Communication - Players - Adult and Youth Teams</p> <p>For all adult and youth teams, Coaches will, after attending their COVID-19 briefing, instruct all players on the Guidelines, Rules and Safety Measures set in place . All players will sign a declaration acknowledging that they have been instructed and understood their responsibilities and actions expected. <i>(form attached) .</i></p> <p>Communication with players under 18 must always be made via a Parent or Guardian.</p>	Currently Compliant	Continual Process by Coaches, Session and Match Organisers. COVID-19 Safety Officer.
COVID-19	High	<p>Communication - Media</p> <p>The Club will publish this Risk Assessment via it's website, (www.hanworthvilla.co.uk). Updates will be made as and when required due to changes in FA and Government Guidelines and Rules</p>	Currently Compliant	Regularly Update as required by Club Webmaster
COVID-19	High	<p>Communication - Visiting Teams and Match Officials</p> <p>This COVID-19 Risk Assessment will be shared with opposing teams and match officials, either via the Club website and/or a copy made available in the players and officials changing rooms. The Match Secretary will also send a copy to the visiting team when confirming the match.</p>	Currently Compliant	Continual Process by Match Organisers and COVID-19 Safety Officer.
COVID-19	High	<p>Communication - Clubhouse</p> <p>Copies of this Risk Assessment together with posters, outlining th latest FA and Government Guidelines, will be displayed in prominent positions throughout the Clubhouse.</p>	Currently Compliant	Regularly Update as required by the Club Steward
COVID-19	High	<p>Register of Attendees - NHS Track and Trace</p> <p>The Club will keep records of all authorised training sessions and matches played including the date and location together with a list of all attendees should the need arise to use the NHS Track and Trace facility</p>	Currently Compliant	Continual Process by Coaches, Session, Organisers and COVID-19 Safety Officer.
COVID-19	High	Safety Measures - Self Assessment Checks		

		<p>Prior to any training session or match all participants shall perform a COVID-19 Self Assessment Check. If a participant has any of the symptoms or fails any of the checks below: they MUST not attend: <i>High temperature</i> <i>A new continuous cough</i> <i>Shortness of breath</i> <i>A sore throat</i> <i>Loss of normal taste or smell</i> <i>Persisitant tiredness</i> <i>Been in contact with someone who is suspected or tested positive to COVID-19.</i> <u>THEY MUST NOT ATTEND</u></p> <p>Coaches must remind and communicate to players and or Parents/Guardians the need to complete self assessment checks prior to all training sessions and matches.</p> <p>The Club will conduct contactless temperature checks prior to allowing any participant entry to the facilities.</p>	<p>Currently Compliant</p>	<p>Continual Process by all users of the Club facilities and COVID-19 Safety Officer.</p>
<p>COVID-19</p>	<p>High</p>	<p>Safety Measures - Training Sessions Coaches and Session Organizers must plan all sessions so that they can adhere to the FA and Government Guidelines and Rules.</p> <p>A session group shall not consist of more than 30 people, which includes all Coaches.</p> <p>There shall be sufficient space between groups/teams.</p> <p>Crowding of multiple groups/teams should be avoided.</p> <p>Coaches should start and finish sessions promptly. There should be a minimum of 15 minutes between the end of one session and the beginning of another in the same vicinity/area.</p> <p>Coaches and session organizers should wipe down any equipment after each session using PPE equipment provided by the Club.</p>	<p>Currently Compliant</p>	<p>Continual Process by Coaches, Session and Match Organisers. COVID-19 Safety Officer.</p>

		<p>Warm-ups and cool-downs shall adhere to the latest social distancing rules.</p> <p>Coaches should plan regular hygiene breaks within a session to sanitize hands and equipment.</p> <p>Coaches should ensure that social distancing is maintained during group/team talks. The sharing of water bottles and other personal items is prohibited. All bottles should be clearly marked to avoid this happening by mistake.</p> <p>Paper towels and tissues used for personal hygiene or for cleaning and sanitizing equipment must be disposed of in the receptacles provided.</p> <p>The Club shall provide the following PPE: Hand sanitizers Disinfectant spray Paper Towels & wipes Face masks for Coaches/Physios to administer first aid if necessary.</p>		
COVID-19	High	<p>Safety Measures - Matches</p> <p>All controls applied to training session will also be employed for all matches played at Rectory Meadow, with the additional controls, as follow: Teams will enter the field of play separately and handshakes should be avoided. Social distancing rules should be adhered to in the team dug-outs and technical areas. Spectators shall adhere to social distancing and will be subject to contactless temperature check on entry to the ground.</p>	Currently Compliant	Continual Process by Team Management, Match Organisers and COVID-19 Safety Officer.
COVID-19	High	<p>Safety Measures - Matchday Administration</p> <p>Matchday paperwork should be kept to a minimum. Where absolutely necessary, the exchanging of team sheets and other documents should be kept brief. Recipients should ensure that they sanitize their hands.</p>	Currently Compliant	Continual Process by Team Management, Match Organisers, Club Secretary and Club Secretary.

		<p>If possible consideration should be given to digital methods of exchanging documents. Where matchday payments are made by hand the same rule applies as for documents.</p> <p>Consideration should be given to Direct Debit or Money Transfer as the recommended methods of payment.</p>	Currently Under Review	Continual Process by Match Organisers, Club Treasurer and Club Secretary.
COVID-19	High	<p>Safety Measures - All Players - Pre and Post Match Protocol</p> <p>FA and Government Guidelines <i>recommend</i> that Changing Rooms and Showers should not be used at this time.</p> <p>All players and officials attending matches should change into their kits prior to arrival at the ground. Following the match players should shower away from the ground, preferably at home.</p> <p>However, if this is not possible, players attending a match should adhere to the following Changing Room Rules :</p> <p>To comply with social distancing only 11 players will be allowed to change at any one time. Pre match Substitutes will change separately. After the match those players finishing will use the changing room first.</p> <p>A maximum of two players shall be allowed to use the showers at any one time.</p>	Currently Compliant	Continual Process by Team Management and all Team Players
COVID-19	High	<p>Safety Measures - Away Team</p> <p>The away team will comply with all safety measures as stated for the home team.</p>	Currently Compliant	Continual Process by Away Team Management and all Away Team Players
COVID-19	High	<p>Safety Measures - Match Officials</p> <p>If used, the Match Officials changing room allows for social distancing and contains an individual use shower facility.</p>		
COVID-19	High	<p>Safety Measures - Changing Rooms</p> <p>All Changing rooms will be equipped with the following: Hand sanitizers Disinfectant spray</p>	Currently Compliant	Continual Process by Club Management

		Paper Towels & wipes Face masks for Coaches/Physios to administer first aid or treatment if necessary.		
COVID-19	High	Safety Measures - The Clubhouse The clubhouse facility is compliant with all COVID-19 Rules as laid down under Government mandate for Public Houses and Restaurants.	Currently Compliant	Continual Process by Club Management and COVID-19 Safety Officer
		All users must comply with these restriction. Failure to do so will result in expulsion from the premises. All users of the Clubhouse, whenever open, will be requested to register their name and contact details upon entry. This being a requirement for the NHS Track and Trace facility. Entry will be refused if not adhered to.		

Hanworth Villa Football Club

COVID - 19 Control Procedures

I declare that I have read the COVID - 19 Risk Assessment and I understand and agree to comply with the control measures stated therein.

Name: Gary Brunning

Position: Chairman

Signature:



Date: 14th August 2020