



## Bishop's Stortford Community Football Club Risk Assessment Plan

### Plan for all General Facilities

Activity	Mitigation Measures	Actionee		
		Responsible	Accountable	Date Required/completed
Communication	<ul style="list-style-type: none"> <li>Everyone – All Players / Coaches / Volunteers / Club Officials, etc will be provided with access and asked to read The FA “Code of Behaviour” on the Club website.</li> </ul>	Chair	COVID-19 Officer via Website	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>An email will be sent to all Players / Coaches / Volunteers giving instructions / information on the Home Club’s match day procedures and this will be provided to any visiting teams and Match Officials prior to arrival.</li> </ul>	Chair	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> <li>Coaches / Volunteers / Players / Match Officials / visiting teams will be reassured and instructed to ensure they wash their hands and comply with social distancing.</li> </ul>	Chair	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> <li>All visitors are instructed to carry out a self-assessment with regards to COVID-19 symptoms and informed not to come to the stadium, but self-isolate. All visitors will be provided with a reminder of the symptoms of COVID-19 and the need to follow Government guidelines</li> </ul>	Chair	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> <li>Attendees records will be kept for 12 weeks and used upon request to comply with the requirements for the NHS Track and Trace. They will then be destroyed</li> </ul>	Chair	Match Secretary	Matchday plus 21 days
	<ul style="list-style-type: none"> <li>Confirmation will be obtained from visiting teams to confirm they have all contact details for their visiting team.</li> </ul>	Chair	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> <li>Club Committee Members responsible for the COVID-19 Policy will observe a number of matches in order to ensure compliance and reminders of compliance is adhered to.</li> </ul>	Chair	Committee	30 <sup>th</sup> September 2020



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Travelling, car parking and external areas outside the football ground	<ul style="list-style-type: none"> <li>All participants will be reminded of the need to comply with the latest Government legislation for travelling to and from matches.</li> </ul>	CHAIR	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> <li>Club will not authorise the sharing of vehicles unless family members but will advise participants of the importance of vehicle hygiene, personal hygiene, ventilation and face masks should a situation arise where it may occur</li> </ul>	CHAIR	COVID-19 Officer	Prior to each fixture
Access Control (from Car Park to Pitch-side)	<ul style="list-style-type: none"> <li>PPE will be provided if medical assistance is required and social distancing is not possible.</li> </ul>	CHAIR	Match delegate	Prior to each fixture
	<ul style="list-style-type: none"> <li>Hand sanitiser is provided at each home venue</li> </ul>	CHAIR	Match delegate	Prior to each fixture
Spectators	<ul style="list-style-type: none"> <li>Spectators will be asked to sign a track and trace form and to stand behind the respect barriers</li> </ul>	CHAIR	Match delegate	Prior to each fixture
Toilets	<ul style="list-style-type: none"> <li>Outside and spectator toilets will have a "one in one out" approach where practicable.</li> </ul>	CHAIR	Match delegate	Prior to each home fixture
	<ul style="list-style-type: none"> <li>When entering a lavatory sanitise anything you touch prior to touching it.</li> </ul>		All	Prior to each use
H & S Arrangements and First Aid (General)	<ul style="list-style-type: none"> <li>Medical and PPE provision is available at the ground to follow The FA PPE level requirements for First Aid.</li> </ul>	CHAIR	Team First Aider	Prior to each fixture
	<ul style="list-style-type: none"> <li>First Aiders are advised to wash hands after treatment and record name date and treatment provided for NHS track and trace process.</li> </ul>	CHAIR	First Aiders	Prior to each fixture
	<ul style="list-style-type: none"> <li>Handwash, sanitiser and wipes are available.</li> </ul>	CHAIR	Match delegate	Prior to each home fixture
Movement inside buildings (those that BSCFC are responsible for)	<ul style="list-style-type: none"> <li>Hand sanitiser is provided before entering buildings</li> </ul>	CHAIR	COVID-19 Officer	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Signage inside the stadium will provide guidance and reminders of social distancing measures.</li> </ul>	CHAIR	COVID-19 Officer	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Give way signs to be applied to corridors and "pinch points" where social distancing opportunities are limited</li> </ul>	CHAIR	COVID-19 Officer	12 <sup>th</sup> September 2020



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### PLAYERS AND OFFICIALS

Activity	Mitigation Measures	Actionee		
		Responsible	Accountable	Date Required/completed
First aid (on pitch)	• First aider be asked to will wear PPE via guidance sheet	CHAIR	First Aiders	12 <sup>th</sup> September 2020
	• Anyone assisting will need disposable gloves and fluid resistant surgical mask	CHAIR	First aiders	12 <sup>th</sup> September 2020
	• All equipment used will be disposed of or sanitised after use	CHAIR	First aiders	12 <sup>th</sup> September 2020
Warm-ups, Break times, half time and post-match warm-downs	• Players will be reminded to keep social distancing a priority during any breaks.	CHAIR	Managers / Coaches	Prior to each home fixture
	• Players will be asked to bring their own named water bottles, hand sanitiser and sun cream for their training or match session which are to be used during, before and after any break.	CHAIR	Managers / Coaches	Prior to each home fixture
	• Volunteers/Staff reminded of social distancing.	CHAIR	Volunteers	Prior to each home fixture
Changing rooms / showers (in BSCFC facilities)	• Changing rooms / shower rooms will be used for matches where required to do so by the League. However, all team and Officials will be asked to attend the match already changed.	CHAIR	Match Secretary	Review prior to each home fixture
	• All players / Coaches / Match Officials are requested to shower at home after matches.	CHAIR	Match Secretary	Prior to each home fixture
	• Where changing rooms / showers are to be used then they will be treated at least every 30 days or as required with sanitising solution to combat COVID-19 and other viruses.	Chair	Facility Cleaners	Prior to each home fixture
	• Changing room windows will be open to allow for ventilation.	CHAIR	Managers / Coaches	Prior to each home fixture
	• Only authorised personnel to access changing rooms and each will be clearly marked with the maximum number of individuals permitted access and this communicated to all teams and Officials.	CHAIR	COVID-19 Officer	12 <sup>th</sup> September 2020
	• Changing rooms only used for changing and showering and no other purpose.	CHAIR	Players	Prior to each home fixture



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Competitive match play and training (to be summarised in guidance sheets for team managers, Coaches, Players and Officials)	<ul style="list-style-type: none"> <li>Bishop's Stortford Community Football Club to be affiliated with County Football Association prior to match play.</li> </ul>	CHAIR	Match Secretary	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Safety briefings prior to competitive activities should be provided reminding participants of The FA 'Code of Behaviour' and the requirement to social distance during breaks in play.</li> </ul>	CHAIR	Managers / Coaches	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>No pre-match handshakes. Players will be asked to hand-sanitise before kick-off.</li> </ul>	CHAIR	Managers / Coaches	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Huddles should not take place. Team talks (held outside where possible) can take place, as long as social distancing is observed.</li> </ul>	CHAIR	Managers / Coaches	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchline / dug outs. Social distancing must also be observed during interactions when a substitution is being made.</li> </ul>	CHAIR	Managers / Coaches	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Match preparation meetings by Officials should be held.</li> </ul>	CHAIR	Chair	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Set plays/freekicks: Referees &amp; Coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls.</li> </ul>	CHAIR	Referees / Players	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Set plays - corners should also be taken promptly to limit prolonged close marking.</li> </ul>	CHAIR	Referees / Players	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Goal posts should be wiped down before matches and after matches.</li> </ul>	CHAIR	Stewards	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Goal celebrations should be avoided.</li> </ul>	CHAIR	Referees / Players	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Interactions with Referees and Assistants Referees should only happen with players observing social distancing.</li> </ul>	CHAIR	Managers / Coaches / Players	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Footballs should not be handled unless for throw-ins and if the ball goes outside of the pitch confines then it should be sanitised before-entering play and an alternative sanitised ball used to help the game flow. Use feet instead of hands where possible.</li> </ul>	CHAIR	Managers / Players	12 <sup>th</sup> September 2020
	<ul style="list-style-type: none"> <li>Goalkeepers to be encouraged to disinfect their gloves regularly.</li> </ul>	CHAIR	Managers / Coaches	12 <sup>th</sup> September 2020



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Post Match	<ul style="list-style-type: none"> <li>Return club kit (shirts /bibs / balls) to coach</li> </ul>	CHAIR	Players	Ongoing practice
	<ul style="list-style-type: none"> <li>Change back into personal kit on pitch side or in designated areas.</li> </ul>	Chair	Players	Ongoing practice
	<ul style="list-style-type: none"> <li>All equipment, including first aid bags, must be cleaned using anti-viral sprays, whilst wearing appropriate PPE.</li> </ul>	CHAIR	Players / Physio	Ongoing practice
	<ul style="list-style-type: none"> <li>Dispose of used items as recommended and double bags items.</li> </ul>	CHAIR	Players / Physio	Ongoing practice
	<ul style="list-style-type: none"> <li>Clothing must be washed between sessions.</li> </ul>	CHAIR	Managers / Players / Coaches	Ongoing



## Bishop's Stortford Community Football Club Risk Assessment Plan

### Facility Specific Measures

Activity	Mitigation Measures	Actionees		
		Responsible	Accountable	Date Required
BSFC	•			
Friedberg	•			
Pearce House	•			
Birchanger	•			
Grange Paddocks	•			
Cricketfield Lane	•			
Jobber's Wood	•			
Paringdon	•			
Manuden	•			
	•			