



Bishop's Stortford FC Risk Assessment Plan

Plan

Activity	Mitigation Measures	Actionee		
		Responsible	Accountable	Date Required/completed
Communication	<ul style="list-style-type: none"> All Match Attendees – Players / Coaches / Volunteers / Club Officials, etc will be provided with access and asked to read The FA “Code of Behaviour”. They will be asked to confirm in writing that they have read this and agree that they are willing to attend and participate in the Competition (League or FA Cups). 	Chair	COVID-19 Officer via Website	3rd October 2020
	<ul style="list-style-type: none"> An email will be sent to all Players / Coaches / Volunteers / Match Officials giving instructions / information on the Home Club’s match day procedures. Where practicable, the opposition arrival time should be staggered with home official arrivals. A copy of the Club’s current Risk Assessment (and associated plan) will be provided to any visiting teams and Match Officials prior to arrival. 	Chair	Match Secretary	3rd October 2020
	<ul style="list-style-type: none"> Coaches / Volunteers / Players / Match Officials / visiting teams will be reassured and instructed to ensure they wash their hands and comply with social distancing. 	Chair	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> 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 should they display symptoms. All visitors will be provided with a reminder of the symptoms of COVID-19 and the need to follow Government guidelines 	Chair	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> Attendees records to the stadium will be kept for 21 days in line with the Club’s data protection policy and used upon request to comply with the requirements for the NHS Track and Trace. 	Chair	COVID-19 Officer	Matchday plus 21 days
	<ul style="list-style-type: none"> Confirmation will be obtained from visiting teams to confirm they have all contact details for their visiting team. 	Chair	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> Communication will be sent to all with regards to the stadium controls in place by the Club for attendance at training/matches. 	Chair	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> Club Board / 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. 	Chair	Board	30th September 2020



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Travelling, car parking and external areas outside the football ground	<ul style="list-style-type: none"> All participants will be reminded of the need to comply with the latest Government legislation for travelling to and from matches. 	CHAIR	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> 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. 	CHAIR	COVID-19 Officer	Prior to each fixture
	<ul style="list-style-type: none"> For matches where the Club minibus is required (i.e. Academy matches a separate Risk Assessment is required). 	CHAIR	CHAIR	Prior to first use of Minibus
Access Control (via Turnstiles to Stadium)	<ul style="list-style-type: none"> Note: A cap of 600 supporters is in place from 22nd August 2020 until further notice (a revision / further risk assessment will be completed once more spectators are allowed back into the stadium). 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> Screening process: All match attendees will be subject to "track and trace" procedures, will be asked to sanitise their hands, will have their temperature taken before entry through the turnstiles and be asked to confirm that they are COVID19 symptom free and to confirm that have not been in contact with anyone known to be positive within the previous 48 hours. 	CHAIR	COVID-19 Officer	3 rd October 2020
	<ul style="list-style-type: none"> Turnstiles will be wiped clean regularly. 	CHAIR	TURNSTILE OPERATOR	Each home fixture
	<ul style="list-style-type: none"> A give-way/one-way system will operate around the ground as far as reasonably possible with social distancing markers in place. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> PPE will be provided if medical assistance is required and social distancing is not possible. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> Hand sanitiser is provided before entering the ground, while inside the ground and exiting the ground. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> Signage inside the stadium will provide guidance and reminders of social distancing measures. 	CHAIR	COVID- 19 Officer	22 nd Aug 2020
Spectator stands and terracing	<ul style="list-style-type: none"> Additional Stewarding will be sourced based on expected crowd size 	CHAIR	CHAIR	Review prior to each home fixture
	<ul style="list-style-type: none"> Supporters may be allocated seats in stands. 	CHAIR	COVID- 19 Officer	Review prior to each home fixture
	<ul style="list-style-type: none"> Designated standing area provided with social distancing signage in place for match attendees. 	CHAIR	COVID- 19 Officer	22 nd Aug 2020



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Access Control (Director, Player and Officials Entrance)	<ul style="list-style-type: none"> Track and trace can be prepopulated with Directors, Players and Officials names and checked as people arrive (kept for maximum of 3 weeks). If not, Directors, Players and Officials will be subject to the following screening process: Screening process: All match attendees will be subject to "track and trace" procedures, will be asked to sanitise their hands, will have their temperature taken before entry through the turnstiles and be asked to confirm that they are COVID19 symptom free and to confirm that have not been in contact with anyone known to be positive within the previous 48 hours. 	CHAIR	COVID-19 Officer / Match secretary	3rd October 2020
	<ul style="list-style-type: none"> Hand sanitiser is provided before entering the entrance. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> All Matchday personnel and Relevant Persons, apart from Match Officials, Players, Persons in the Technical Area / Team Bench and Supporters must wear face coverings at all times inside the ground. This includes turnstile operators, stewards, volunteers, bar staff, Directors and Officials of both teams. 			From 3rd October 2020
	<ul style="list-style-type: none"> Temperatures of each person entering will be checked to confirm below 37.8 °C. 	CHAIR	COVID-19 Officer	Prior to each home fixture
Movement around the building	<ul style="list-style-type: none"> Hand sanitiser is provided before entering the ground or buildings. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> Signage inside the stadium will provide guidance and reminders of social distancing measures. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> A clean of tunnel area, benches, barriers, control areas, staff areas, media areas, dugouts, tunnel areas will specifically be performed prior to and post-each match. 	CHAIR	General Manager	3rd October 2020
	<ul style="list-style-type: none"> Give way signs to be applied to corridors and "pinch points" where social distancing opportunities are limited 	CHAIR	COVID-19 Officer	22 nd Aug 2020
H & S Arrangements and First Aid (General)	<ul style="list-style-type: none"> Medical and PPE provision is available at the ground to follow The FA PPE level requirements for First Aid. 	CHAIR	PHYSIOTHERAPIST	22 nd Aug 2020
	<ul style="list-style-type: none"> First Aiders are advised to wash hands after treatment and record name date and treatment provided for NHS track and trace process. 	CHAIR	First Aiders	22 nd Aug 2020
	<ul style="list-style-type: none"> Suitable sanitisation process in place for stadium touchpoints. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> Signage regarding handwashing and social distancing is displayed with handwash, sanitiser and wipes available. 	CHAIR	COVID-19 Officer	22 nd Aug 2020



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	<ul style="list-style-type: none">• A medical plan to summarise the Club's:<ul style="list-style-type: none">○ screening process,○ process should Match Attendees display symptoms, self-isolation policy,○ hygiene policies and procedures,○ medical staff required (on and off pitch)○ equipment required on site (and location/replacement)○ Process for social distancing throughout stadium○ PPE requirements	CHAIR	COVID 19 Officer	3rd October 2020
	<ul style="list-style-type: none">• Review emergency evacuation procedures alongside the fire risk assessment.	CHAIR	Board	22 nd Aug 2020



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Changing rooms / showers	<ul style="list-style-type: none"> Changing rooms / shower rooms can be used for matches where required to do so by the League. However, all team and Officials will be encouraged attend the match already changed. 	CHAIR	Match Secretary	Review prior to each home fixture
	<ul style="list-style-type: none"> All players / Coaches / Match Officials are encouraged to shower at home after matches. 	CHAIR	Match Secretary	Prior to each home fixture
	<ul style="list-style-type: none"> Where changing rooms / showers are to be used then they will be treated regularly with sanitising solution to combat COVID-19 and other viruses. 	Chair	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> Clubhouse changing facilities can be used in addition to those inside the ground to aid social distancing and these will be sanitised prior to use. 	CHAIR	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> 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	Prior to each home fixture
	<ul style="list-style-type: none"> Changing rooms only used for changing and showering and no other purpose. 	CHAIR	Players	Prior to each home fixture
Toilets	<ul style="list-style-type: none"> Toilets will be treated at least every 30 days or as required with sanitising solution to combat COVID-19 and other viruses. 	CHAIR	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> Outside and spectator toilets will have a "one in one out" approach. 	CHAIR	COVID-19 Officer	Prior to each home fixture
	<ul style="list-style-type: none"> Additional toilets will be sourced if required. 	CHAIR	COVID-19 Officer	30 th November 2020
	<ul style="list-style-type: none"> During pitch opening times, the toilets will be checked hourly for consumables and sanitising wipes as required. 	CHAIR	Stewards	Prior to each home fixture and during match
	<ul style="list-style-type: none"> Toilets will be allocated "home" and "away" inside building as far as possible. 	CHAIR	COVID-19 Officer	22 nd Aug 2020
Entry into stadium via tunnel	<ul style="list-style-type: none"> Will be staggered and teams will follow each other out (rather than traditional side by side following officials) 	CHAIR	Match Secretary / Referee	Prior to each home fixture
	<ul style="list-style-type: none"> Social distancing will be observed. 	CHAIR	ALL	Prior to each home fixture



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First aid / Physiotherapy (Players)	Medical room:			22 nd Aug 2020
	• Anyone entering must wash hands and wear a fluid resistant surgical mask.	CHAIR	Players	
	• No soft tissue massage will be performed until further notice.	CHAIR	Physio	22 nd Aug 2020
	• Medical room to be sanitise by physio after each visit.	CHAIR	Physio	Ongoing practice
	• The First Aid room to be made available for Opposition use should it be needed.	CHAIR	Physio	3rd October 2020
	• Physio to wear Level 2 PPE	Chair	Physio	Ongoing practice
	On Pitch:			
	• Physio will wear Level 2 PPE	CHAIR	Physio	Ongoing practice
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
Post Match	• Return club kit (shirts /bibs / balls) to coach	CHAIR	Players	Ongoing practice
	• Change back into personal kit on pitch side or in designated areas.	Chair	Players	Ongoing practice
	• All equipment, including first aid bags, must be cleaned using anti-viral sprays, whilst wearing appropriate PPE.	CHAIR	Players / Physio	Ongoing practice
	• Dispose of used items as recommended and double bags items.	CHAIR	Players / Physio	Ongoing practice
	• Clothing must be washed between sessions.	CHAIR	Managers / Players / Coaches	Ongoing
Club House bars	• Club house bars will be covered with separate Risk Assessments.	CHAIR	WHITT EVENTS	22 nd Aug 2020



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Competitive match play and training	<ul style="list-style-type: none"> Bishop's Stortford Football Club to be affiliated with County Football Association prior to match play. 	CHAIR	Match Secretary	22 nd Aug 2020
	<ul style="list-style-type: none"> 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. 	CHAIR	Managers / Coaches	22 nd Aug 2020
	<ul style="list-style-type: none"> 			
	<ul style="list-style-type: none"> No pre-match handshakes. Players will be asked to hand-sanitise before kick-off. 	CHAIR	Managers / Coaches	Ongoing practice
	<ul style="list-style-type: none"> Huddles should not take place. Team talks (held outside where possible) can take place, as long as social distancing is observed. 	CHAIR	Managers / Coaches	Ongoing practice
	<ul style="list-style-type: none"> 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. 	CHAIR	Managers / Coaches	Ongoing practice
	<ul style="list-style-type: none"> Additional seating will be provided to allow for social distancing. 	CHAIR	Covid-19 Officer	22 nd Aug 2020
	<ul style="list-style-type: none"> Match preparation meetings by Officials should be held. 	CHAIR	Chair	Ongoing practice
	<ul style="list-style-type: none"> Set plays - freekicks: Referees and Coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls. 	CHAIR	Referees / Players	Ongoing practice
	<ul style="list-style-type: none"> Set plays - corners should also be taken promptly to limit prolonged close marking. 	CHAIR	Referees / Players	Ongoing practice
	<ul style="list-style-type: none"> Goal posts should be wiped down before matches and after matches. 	CHAIR	Stewards	Ongoing practice
	<ul style="list-style-type: none"> Goal celebrations should be avoided. 	CHAIR	Referees / Players	Ongoing practice
	<ul style="list-style-type: none"> Interactions with Referees and Assistants Referees should only happen with players observing social distancing. 	CHAIR	Managers / Coaches / Players	Ongoing practice
	<ul style="list-style-type: none"> 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 alternative sanitised ball used to help the game flow. Use of foot instead of hands where possible. 	CHAIR	Managers / Players	Ongoing practice
	<ul style="list-style-type: none"> Goalkeepers to be encouraged to disinfect their gloves regularly. 	CHAIR	Managers / Coaches	Ongoing practice