



## Hanley Town Football Club – Covid-19 Risk Assessment & Action Plan

Last updated: 16/09/2020 (v3)

Potteries Park - Abbey Lane, Stoke-on-Trent, ST2 8AJ

**Covid Officer & Vice-Chairwoman:** Lesley Blowers ([vicechairwoman@hanley-townfc.co.uk](mailto:vicechairwoman@hanley-townfc.co.uk))

Excluding Club Officials, Team Officials and players and any FA / League representatives, **only 300 people may be in the ground at once. A Track & Trace form must be completed on entry. (Latest Guidance)**

Before entering the ground, everyone must ask themselves 'do I have any of the following symptoms':

<b>Each participant should self-screen prior to arrival at training to ensure they do not have any of the following symptoms (confirmed by a parent for those under age 18), as these are potential indicators of Covid-19 infection.</b>	<b>Check negative</b>	<b>Check positive</b>
<b>A high temperature (above 37.8°C)</b> • Some clubs may include on-site temperature checking of participants as part of their SOP, this is more relevant to clubs who employ medical staff.	<input type="checkbox"/>	<input type="checkbox"/>
<b>A new continuous cough.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shortness of breath.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A sore throat.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loss of or change in normal sense of taste or smell.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling generally unwell.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.</b>	<input type="checkbox"/>	<input type="checkbox"/>

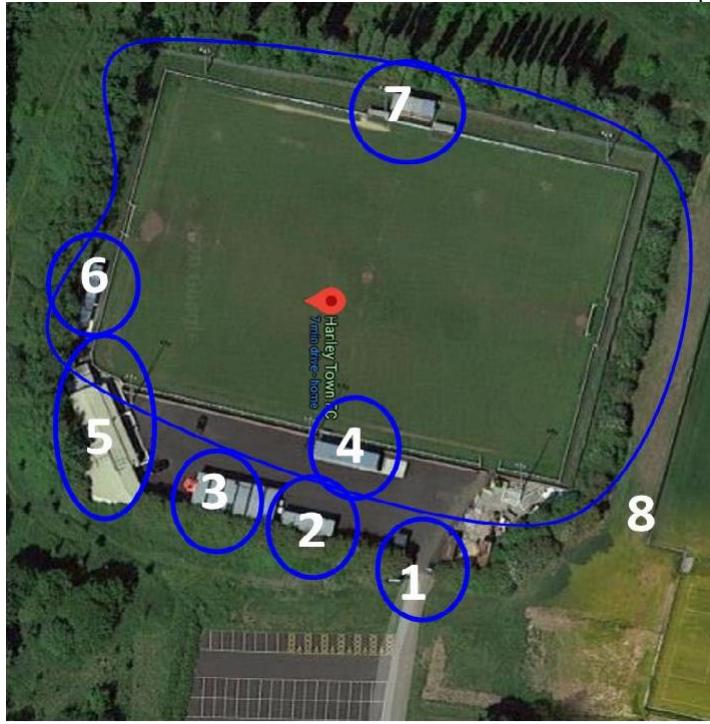
Any positive check could be a sign of Coronavirus, and therefore you **must not attend**. For a game of Football, it simply isn't worth the risk!

**REMEMBER: WE ARE ALL RESPONSIBLE FOR OUR OWN SAFETY AND THE SAFETY OF OTHERS.**



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### Identified Areas of Risk:

1 Admissions / Entry gate	5 Clubhouse & Changing Rooms
2 Cafe	6 Stand (Graham & Jim Stand)
3 Room (used for multiple purposes)	7 Stand (Reg Roden Stand) & Dugouts
4 Seated stand (Colin Stair Stand)	8 Perimeter of the ground (Standing supporters)

### Key Points:

- Social distancing messages to be encouraged through the PA system.
- One-way systems in place throughout the ground (entrance gate, inside café, entry / exit to clubhouse).
- Hand sanitizer stations located throughout the ground (including on walls outside, and inside buildings)
- Café and Clubhouse to be cleaned every 30 minutes while an event is being held.
- Seats to be restricted in the seated stands.
- Maximum of 30 people in the clubhouse at any one time. Maximum of 3 customers in the Café at once.
- Time spent in changing rooms should be very limited (teams talks should ideally be done outside on the pitch)
- Team officials (those listed to sit in the dugout) are to wear face masks.
- Only Team Officials to be allowed in the dugouts, substitutes are to sit / stand in the Reg Roden stand, directly behind the dugouts. This area is to be restricted, with no spectators allowed access.

### 1 Admissions / Entry Gate



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- Spectators & Club Officials sharing / being in close contact near the admissions hut.  
Risk of spreading the virus.
  - *Club Officials where possible will be wearing face coverings in this area.*
  - *Posters will be on show in this area, promoting social distancing.*
  - *One-way system in place for entry / exit. (Entry as normal, past the admissions hut, exit to be through the larger (vehicle) gate to the side)*
  - *Once capacity has been reached, see top of the document, the gates will close.*
    - Covid officer and the 'gate person' to monitor, ALL club officials to assist and report anything not being followed to Covid officer. To be done pre-match and regularly throughout the session / game.
- Exchange of cash / programme / raffle tickets. Risk of spreading the virus.
  - *Hand sanitiser to be kept in the admissions hut. To be used regularly by those exchanging cash / programmes and raffle tickets.*
  - *No unnecessary touching of programmes. To be kept in the box (no peeking without buying).*
    - Covid officer and the 'gate person' to monitor, ALL club officials to assist and report anything not being followed to Covid officer. To be done pre-match.



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### 2 Café

- Preparation and serving of food and drink. Risk of spreading the virus.
  - *Staff to clean and sterilise the room at least every 30 minutes.*
  - *Staff where possible will be wearing face coverings in this area.*
  - *Staff to wash hands regularly.*
  - *Condiment sachets to be used and sauces kept behind the counter (staff to add as directed). No 'help yourself' products.*
    - Café manager to ensure compliance and to report any difficulties to Covid officer who must adapt the arrangements. ALL club officials to assist and report anything not being followed to Covid officer. To be done throughout the session / game.
- Spectators & Club Officials being in close contact in the Cafe. Risk of spreading the virus.
  - *One-way system in place inside.*
  - *Only 3 customers allowed inside at once (social distancing of at least 1m)*
    - Café manager to ensure compliance and to report any difficulties to Covid officer who must adapt the arrangements. ALL club officials to assist and report anything not being followed to Covid officer. Club official to assist in the management of this during half-time. To be done throughout the session / game.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Sanitiser to be used on entry.*
  - *Staff to clean and sterilise the room at least every 30 minutes.*
  - *Staff to wash hands regularly.*
    - Café manager to ensure compliance and to report any difficulties to Covid officer who must adapt the arrangements. ALL club officials to assist and report anything not being followed to Covid officer. To be done throughout the session / game.
- Exchange of cash. Risk of spreading the virus.
  - *Staff to wash hands regularly.*
  - *Card payment to be made available to those wishing to pay by card (at the bar).*
    - Café manager to ensure compliance and to report any difficulties to Covid officer who must adapt the arrangements. ALL club officials to assist and report anything not being followed to Covid officer. Café manager to have a contact at all events who they know they can contact should a card transaction need to be made at the bar (to be sorted by this person). To be done throughout the session / game.

### 3 Room (used for multiple purposes) and Toilets

- Club Officials / players being in close contact in the room. Risk of spreading the virus.
  - *Max 5 people in this room.*
  - *Social distancing of 1m to be strongly encouraged.*
  - *Men only toilets situated in portacabin. Women's / young children in the clubhouse. (To be directed by posters)*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. To be done pre-match and regularly throughout the session / game.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Sanitiser to be used on entry.*



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- *Staff to clean and sterilise the room after every event. Toilets to be done at least every hour (log to be kept).*
- *Disposable paper towels to be used rather than hand towels.*
  - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Covid officer to ensure the room is cleaned after each event.

### **4 Seated stand (Colin Stair Stand)**

- Spectators being in close contact when seated. Risk of spreading the virus.
  - *Seating to be restricted with some seats unavailable with tape indicating these.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Tape to be done pre-event.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Seats to be wiped down and sanitised before each event.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Covid officer to ensure the cleaning is done as required. To be done pre-event.

### **5 Clubhouse and Changing Rooms**

- Spectators / Club Officials / players / Match Officials being in close contact in the Clubhouse and Changing Rooms. Risk of spreading the virus.
  - *Ideally Max 6 people in the changing rooms (encourage players and officials to come ready changed). Time inside to be limited.*
  - *Max 30 people in the clubhouse.*
  - *One-way system in the clubhouse. (Entry door as normal, exit door to the far left in the function room.*
  - *Social distancing of 1m to be strongly encouraged.*
  - *No hospitality offered post-match*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Club official to assist in the management of this during half-time. To be done throughout event.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Sanitiser to be used on entry.*
  - *Staff to clean and sterilise the rooms before every event.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Covid officer to ensure the room is cleaned before each event.
- Exchange of cash. Risk of spreading the virus.
  - *Staff to wash hands regularly.*
  - *Card payment encouraged.*
    - Bar manager to ensure compliance and to report any difficulties to Covid officer who must adapt the arrangements. ALL club officials to assist and report anything not being followed to Covid officer. To be done throughout the session / game
- Preparation and serving of food and drink. Risk of spreading the virus.
  - *Staff to clean and sterilise the room at least every 30 minutes.*
  - *Staff where possible will be wearing face coverings in this area.*



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- *Staff to wash hands regularly.*
  - Bar manager to ensure compliance and to report any difficulties to Covid officer who must adapt the arrangements. ALL club officials to assist and report anything not being followed to Covid officer. To be done throughout the session /game.

### **6 Stand (Graham & Jim Stand)**

- Spectators being in close contact when seated and / or while standing. Risk of spreading the virus.
  - *Seating to be restricted with some seats unavailable with tape indicating these.*
  - *1m social distancing to be strongly encouraged.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Tape to be done pre-event.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Seats to be wiped down and sanitised before each event.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Covid officer to ensure the cleaning is done as required. To be done pre-event.

### **7 Stand (Reg Roden Stand) & Dugouts**

- Spectators / Team officials being in close contact when seated and / or while standing. Risk of spreading the virus.
  - *1m social distancing to be strongly encouraged.*
  - *Team officials in the dugouts are to wear face masks.*
  - *Only team officials to sit in the dugouts, subs to sit / stand in the Reg Roden stand which will have restricted access (ie. No spectators)*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Posters to be located through the ground reminding spectators to social distance.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Seats to be wiped down and sanitised before each game.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer. Covid officer to ensure the cleaning is done as required. To be done pre-event.

### **8 Perimeter of the ground (Standing supporters)**

- Spectators being in close contact around the pitch. Risk of spreading the virus.
  - *1m social distancing to be strongly encouraged.*
  - *Posters to be located through the ground reminding spectators to social distance.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer.
- Virus remaining on surfaces. Risk of spreading the virus.
  - *Sanitisers to be in place throughout the ground.*
    - Covid officer to monitor, ALL club officials to assist and report anything not being followed to Covid officer.





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To be used for training sessions as well.

Hanley vs \_\_\_\_\_ Date: \_\_\_\_\_



# Players & Club Officials Assessment form

Covid officer: Lesley Blowers ([vicechairwoman@hanley-townfc.co.uk](mailto:vicechairwoman@hanley-townfc.co.uk))

I, \_\_\_\_\_, club official of \_\_\_\_\_, can confirm the following players/ club officials (squad / officials attending the fixture), responded to my request on \_\_\_\_\_, checking negative to the following symptoms:

Each participant should self-screen prior to arrival at training to ensure they do not have any of the following symptoms (confirmed by a parent for those under age 18), as these are potential indicators of Covid-19 infection.	Check negative	Check positive
A high temperature (above 37.8°C) <ul style="list-style-type: none"> <li>Some clubs may include on-site temperature checking of participants as part of their SOP, this is more relevant to clubs who employ medical staff.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
A new continuous cough.	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath.	<input type="checkbox"/>	<input type="checkbox"/>
A sore throat.	<input type="checkbox"/>	<input type="checkbox"/>
Loss of or change in normal sense of taste or smell.	<input type="checkbox"/>	<input type="checkbox"/>
Feeling generally unwell.	<input type="checkbox"/>	<input type="checkbox"/>
Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.	<input type="checkbox"/>	<input type="checkbox"/>

Full name here		

Signed: \_\_\_\_\_ My mobile number (for track & trace): \_\_\_\_\_