



Covid-19 Risk Assessment & Method Statement Safe Practices

1. PURPOSE

This risk assessment sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the setting and to reduce the transmission risk of Covid-19 Coronavirus as far as is reasonably practicable.

Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

2. SCOPE

Club Section / Area	Youth and Senior sections including competitive games
RAMS	Covid-19 safe coaching and playing practices
Date affective	24 th September 2020 – Continuous review based on visual and written communication
Timing	Midweek / weekend coaching programmes; Competitive football at all levels – weekend and mid-week.

3. RESPONSIBILITY

It is the responsibility of the Royal Wootton Bassett Town FC committee, supported by the Covid-19 Officer, to ensure this RAMS has been communicated and the responsibility of the coaching team to understand the contents and ensure compliance. It is the responsibility of the player (if a senior section member) or parent / guardian (if youth section member) to report any confirmed or expected Covid-19 infection within their “bubble” that may increase the infection risk to other players and coaching staff. If the method statement cannot be complied with, then the coaching or match cannot take place; this is the responsibility of the coach to advise players.

Social distancing rules are set by the Government. These rules are being reviewed continuously. This RAMS applies those rules at the agreed date and time as set by the UK Government.

All participants should check for symptoms of Covid-19. If an individual is symptomatic and/or living in a household with a possible Covid-19 infection, they should remain at home and follow Government Guidance.

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4. RISK ASSESSMENT

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining social distancing – External areas Severity 4, Likelihood 2, Risk Score MODERATE		
1.1 Numbers of parents and children at entrance to playing area would impede social distancing. 1.2 The need to ensure spectator safety	<ul style="list-style-type: none"> • Instructions for parents /guardians / carers on social distancing rules on site. • Staggered entrance and exit times for different teams. • Markers on floor for children to wait to enter playing area. Ensure markings do not create slip/trip hazard. • Club coaches/representatives to supervise. • Signage. • Force a timing gap between sessions therefore restricting cross over. • Creation of a coaching bubble. • Other coaches helping other teams from different age groups. • Ensure that teams and officials maintain their social distancing. • Turnstile usage and control required. • Spectator safety and social distancing to be maintained. 	<ul style="list-style-type: none"> • Parents will be directed by a club representative to area in car park to drop off and pick up. • Parents / guardians / carers are not permitted to watch the training and should return to their car or a safe space within the facility. • A maximum of 30 can train in one group – this includes ALL helpers, for example coaches / manages / first aid. • Players will arrive and be met by their Coach. They will be socially distanced and enter/exit at a specific time. • Players and coaches will be expected to use hand sanitiser when entering and leaving the playing area. • Signage on the floor marking retaining the agreed social distancing space. • At the start of each session, each Coach will remind the players of expectations and rules. • Players and coaches will leave the playing area on time with no delay to minimize cross contamination. • ALL coaches are advised to wear a mask / face coverings, during all coaching and match days.



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		<ul style="list-style-type: none"> • Due to the need for many smaller groups, other coaches may support other teams, BUT must adhere to the RAMS. • Floor markings outside the turnstile to maintain social distancing. • Test & Trace NHS App will be used supported by a logbook. To capture the list of all spectators / groups. • Communication will be provided to spectators, flyers / additional signage. • Reduced capacity will be enforced, as set by NLS <ul style="list-style-type: none"> • Step 1: 150 • Step 2: 300 (From 1st September 2020)
1.2 Changes to routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Stagger drop off / pick up times. • Club representatives on duty to supervise. • Consider a one-way system. • Stadium pitch access will be restricted. 	<ul style="list-style-type: none"> • Parents to drop off players in specific area of car park, then players walk to designated area to meet their Coach • One-way system to be introduced within the facility. • Access for players onto the stadium pitch to be supervised.
1.3 Social distancing – internal areas and during breaks	<ul style="list-style-type: none"> • The facility is open and has specific rules that must be followed. 	<ul style="list-style-type: none"> • Follow all signs and guidance / advice given by staff. • Face masks or face shields must be worn inside the facility.
1.4 Hygiene and Cleaning	<ul style="list-style-type: none"> • Access to training group wide equipment. • Adult player's kit control required. 	<ul style="list-style-type: none"> • All training equipment will be kept and maintained by the coach; no access to the kit store will be allowed. • ALL youth team players' kit are the player's responsibility for washing



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		<p>and ensuring it is ready for the next game.</p> <ul style="list-style-type: none"> • No towels will be provided in the players' changing rooms. • Adult playing kit will be issued by the Club Kit-man ONLY using PPE (gloves / face mask, disposable apron) • Adult: home changing room after the game – kit can be placed into the bin provided by the player only. (Do not pick up or touch any other player's kit on their behalf).
1.5 Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> • Hand gel dispenser outside of playing areas. 	<ul style="list-style-type: none"> • All players and coaches will use hand sanitiser as they enter and exit the playing area.
1.6 Communication and understanding.	<ul style="list-style-type: none"> • Safety briefing to be given before all fixtures 	<ul style="list-style-type: none"> • This is the responsibility of the home team manager or deputy. • Confirms teams and officials of their responsibilities.
1.7 Covid-19 Self-Assessment	<ul style="list-style-type: none"> • Pro-active checks 	<ul style="list-style-type: none"> • ALL players, officials and volunteers will be assessed regularly by the club by using a register, which will be retained.
1.8 Pre and Post match	<ul style="list-style-type: none"> • Look to prevent all non-necessary contact 	<ul style="list-style-type: none"> • No pre-match handshake. • Team talks can take place, but social distancing must take place. • Warm-up and cool-downs must consider social distancing. • Subs must maintain social distancing. • Set plays should be taken quickly. • Goal celebrations should be avoided.



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		<ul style="list-style-type: none"> Official contact must maintain social distancing. No food or water bottles to be shared. Adult: Team sheets will not be physically handed to the officials.
1.9 Payments	<ul style="list-style-type: none"> Minimise virus transfer with the use of cash. 	<ul style="list-style-type: none"> No official will be paid by using cash. Kiosk and turnstile payments, contactless is preferred.
1.10 Spectators – Adult (NLS)	<ul style="list-style-type: none"> Need to protect spectators from infection (ALL Adult teams Stadium and AGP) 	<ul style="list-style-type: none"> Spectators are expected to sanitise their hands before going into the turnstile. Turnstile queues are expected due to need to use the NHS track and trace App. Spectators must keep within their family bubble or in a maximum group of six. All visitors must follow the signage around the ground. Spectators must not retrieve any balls.
2. Site and Buildings Severity 4, Likelihood 2, Risk Score MODERATE		
2.1 Access to the clubhouse will not be allowed, but upon approval access to the toilets will be allowed. (Will need to touch common areas, door handles and locks and taps)	<ul style="list-style-type: none"> Agreed social distancing gaps to be retained. Must wash hands signs. The use of hand sanitizer before and after entry. A one-way system required. 	<ul style="list-style-type: none"> Floor marking will be required to introduce a one-way system. Wash hands signs to be installed in the toilets. ALL users must use the hand sanitizer. Look to minimise usage.
2.2 Changing Rooms and Showers – Grassroots Youth	<ul style="list-style-type: none"> Grassroots Youth: All changing rooms are closed. Only exception is for safeguarding issues or disability requirements. (This is for training and games and covers players and officials) 	<ul style="list-style-type: none"> All players must arrive changed and ready to play. No access to showers will be given for anyone. Players and officials are expected to shower at home.



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2.3 Changing rooms – Adults (NLS)	<ul style="list-style-type: none"> National League System games – safe use of the changing rooms / shower usage. (Applied to Stadium Pitch facilities) 	<ul style="list-style-type: none"> A maximum of 6 individuals (players or managers) may enter the players’ changing room at any one time. This is to be controlled by the team managers / coaches. Showers may be used, with a maximum of 2 at a time to retain social distancing. A maximum of 2 officials may use 1 changing room (RWBTFC has two rooms – both will be made available)
2.4 Match day pitches	<ul style="list-style-type: none"> Goal posts and corner flags 	<ul style="list-style-type: none"> Goal post and corner flags should be sanitised before the game commences, at half-time and once the game has finished. This is the responsibility of the match day staff or manager / coach. They should be wiped with sanitiser wipe.
2.5 Kiosk	<ul style="list-style-type: none"> Maintain social distancing and remove possible virus spread. 	<ul style="list-style-type: none"> Line marking to maintain social distancing. Use of “throw away” utensils. Maximum of six in the local area of the kiosk. Floor markings to be used.
2.6 Post Match Day Food	<ul style="list-style-type: none"> Prevent the infection crossing multiple bubbles, multiple teams 	<ul style="list-style-type: none"> No post-match food will be provided. Food can be purchased from the bar by following social distancing measures and local club signs / rules.
2.7 Tunnel Management	<ul style="list-style-type: none"> Prevent infection by allowing close contact 	<ul style="list-style-type: none"> Stagger teams’ arrival on the pitch. (Controlled by the match officials)
2.8 Stadium Pitch Adult pre-game meeting points.	<ul style="list-style-type: none"> Keep the two teams segregated to help prevent infection. 	<ul style="list-style-type: none"> Once changed players can meet outside, either on the field of play or in the safe area. (See map)



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2.9 Dugouts (Stadium pitch only)	<ul style="list-style-type: none"> Minimise infection 	<ul style="list-style-type: none"> Social distancing must be maintained during games. Dugouts numbers remain defined by the FA/League To be cleaned with sterile wipes after usage.
2.10 Physio Treatment	<ul style="list-style-type: none"> Minimise the possible spread of the virus through player treatment. 	<ul style="list-style-type: none"> Players will wear a mask/face covering during treatment. Must follow the one-way system, in through main door (From corridor) & out the back physio door. No footwear/boots worn in the room. Therapists will wear waterproof aprons. A maximum of two people in room (1x plus Physio) Benches / beds must be cleaned with sterilising wipes after each session. No cotton towels, but paper that can be disposed of after each session.
3. Equipment Severity 4, Likelihood 2, Risk Score MODERATE		
3.1 Shared playing equipment increases the risk of transmission.	<ul style="list-style-type: none"> Fixed play equipment to be put out of use. Individual items of play equipment to be cleaned between each use. Players drink bottles Training equipment <ul style="list-style-type: none"> Balls Cones Bibs Poles First Aid 	<ul style="list-style-type: none"> RWBTFC will provide a personalised drinking bottle. (No water bottles will be shared). All training equipment will be cleaned / wiped with sterilising wipe. First aid kit MUST be cleaned with a sterilising wipe after use and gloves worn and disposed of after each usage. Standby kit can be provided, but both parties must sanitise their hands before sharing of kit. Ball transfer, should not be assisted by spectators and



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		official helpers are to wear gloves.
3.2 Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> • Handwashing before and after each session. • Cleaning regime for communal surfaces. • Sessions planned so resources are not shared. 	<ul style="list-style-type: none"> • All players and coaches will use hand sanitiser as they enter and exit the playing area • All players will only use balls that have been cleaned by their coach. • No player should use any equipment from outside of their bubble.
4. Health and Wellbeing Severity 2, Likelihood 1, Risk Score TRIVIAL		
4.1 Number of coaches (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all coach availability and review it regularly. • Introduce a process for coaches to inform you if their health situation changes. 	<ul style="list-style-type: none"> • Coaches to inform if they are available • Ensure player/adult ratios meet safeguarding regulations • Ensure all adults with children have the required qualifications (CRC/Safeguarding/First Aid) • Coaching can take place in groups of no more than 6 people (this includes the coach) • Coaches can organise a training session that has two or more groups of six (including the coach) involved as long as the groups of six are kept separate, everyone is social distancing and strict hygiene measures are in place with any equipment • Ensure that if a coach is working alone that they are in sight of another adult (this could be a parent – they would not count in the group of six)



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4.2 Volunteer wellbeing	<ul style="list-style-type: none"> Volunteers will be provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feed back any concerns. 	<ul style="list-style-type: none"> All coaches and adults at the club are volunteers so treated equally
4.3 Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> Clear communication home regarding who can and cannot attend training at this time.
4.4 Person becomes unwell with Covid-19 symptoms at training / league games.	<ul style="list-style-type: none"> Move to a pre-designated area where person can be isolated, with adult supervision if a child. PPE should be worn if contact is required. Inform parent / guardian / career to arrange collection. Cleaning regime after each usage of the space. Consider purchase of non-contact thermometer. 	<ul style="list-style-type: none"> The Covid-19 area is appointed to the left-hand side of the clubhouse. Parents will be contacted immediately to collect their child – testing required before returning to training All adults will wear PPE when sitting with the player. All adults and children in contact with player (i.e. those in the same team) will have parents spoken to and asked to self-isolate until testing has confirmed status. If status is negative, all return to training. PPE for First Aid and COVID-19 Area Parents, players and volunteers will all be informed immediately for testing/action. The coach will keep a log of all players showing signs of symptoms.
4.5 Volunteer wellbeing affected by the working experience.	<ul style="list-style-type: none"> Application of national guidance in respect of shielding and at-risk groups. Include volunteers in risk assessment process. 	<ul style="list-style-type: none"> Communicate guidance clearly. Volunteers briefing/update at least weekly via email. Share risk assessment with all volunteers and parents



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	<ul style="list-style-type: none"> Volunteers meetings and communication. Defined wellbeing support measures for volunteers 	
4.6 First aid provision	<ul style="list-style-type: none"> Ensure all volunteers know First Aiders on site if less than normal. Ensure a supply of PPE is available for provision of first aid, and use and dispose of accordingly. 	<ul style="list-style-type: none"> Ensure that there is always an FA First Aid qualified coach on the playing area during a session First Aid and PPE equipment available in specific location For games where there is specific first aid, then PPE must be worn (Masks and face coverings)
4.7 Shouting and Spitting	<ul style="list-style-type: none"> Both offer increased risk of infection as well as a welfare issue. 	<ul style="list-style-type: none"> No shouting at close proximity. No spitting.
5 Traveling Severity 4, Likelihood 2, Risk Score MODERATE		
5.1 Traveling in same vehicle	<ul style="list-style-type: none"> Restrict how players and parents share transport to and from coaching sessions. 	<ul style="list-style-type: none"> No player, coach or parent should travel or accept lifts from others outside of the same bubble. Please find alternative transport.
5.2 Travel to training and matches	<ul style="list-style-type: none"> Keep within the same bubble. Minimise group contact. 	<ul style="list-style-type: none"> Car sharing is allowed, BUT must be kept to small groups. Face coverings should be worn. Wash hands / sanitise after the journey is completed. Keep the groups to the same bubble.



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5. RISK DEFINITIONS

No Risk	No action required. No documentary records kept other than risk assessments.
Trivial	No action required. No documentary records kept other than risk assessments.
Tolerable	No additional controls are required. Considerations may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Moderate	Efforts should be made to reduce the risk, but costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial	Training should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves Training in progress, urgent action should be taken.
Intolerable	Training should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, Training must remain prohibited.

