



COVID – 19 Assessment

Health & Safety Guidance for outdoor facilities

**Location Details: Hurst Cross, Surrey Street,
Ashton-under-Lyne, Greater Manchester OL6 8DY**

Assessor & Covid-19 Nominated Director: Andrew Evans

**Revision 5
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INTRODUCTION

This guidance has been compiled in line with the recommendations set out in the Department for Digital, Culture, Media & Sports, updated 1st June 2020. It is intended to outline measures that should be implemented at Ashton United Football Club and complies with the latest Government recommendations regarding social distancing, health & wellbeing of all persons attending or working under the prevailing conditions caused by COVID-19. All measures are subject to change at short notice to ensure compliance within the guidelines from time to time determined by the Football Association, Northern Premier League and/or Government.

Everyone should comply with public health restrictions and avoid high-risk behaviour outside the football setting to reduce the risk to fellow participants and other attendees.

Note: In addition to these unprecedented circumstances, the health and safety requirements of any activity remain and must not be compromised. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, it MUST not take place until a full review has taken place.

AWARENESS

- Where possible, the latest government campaign posters will be displayed.
- Coaches will keep up to date with the latest Government guidance and information.
- We will continually adopt and review new government / WHO guidance as and when it is available.

ISOLATION/ILLNESS

ISOLATION

Any individual who meets any of the following criteria is advised not to come to the ground:

- Has a high temperature or a new persistent cough
- Vulnerable Person – for a full definition of a “vulnerable person” please follow the link to the [Government Website](#).
- Is living with someone in self-isolation or a vulnerable person.

Should an individual need to self-isolate, the Government has issued guidance relating to the length of time that people need to self-isolate for:

1. If a member of staff or volunteer shows coronavirus symptoms, however mild, regardless of whether you live alone or in a household, they must self-isolate for **10 days** from when symptoms started. They can return to ground activities, assuming they are well enough and able to, on the 11th day.
2. If member of staff or volunteer live in a household where someone is showing symptoms, but they are not, they must stay at home for **14 days** from the day the first person showed symptoms. If they become ill themselves during this timeframe, they will need to follow the guidance in [Item 1](#).

Should any club person need to self-isolate, then we ask that you please inform us. All details will be kept confidential.

PROCEDURE IF SOMEONE FALLS ILL

If a member of staff or volunteer develops a high temperature or a persistent cough while at the ground, they should:

- Ensure a member of staff is informed
- Return home immediately



- Avoid touching anything unnecessarily
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation above and not return until their period of self-isolation has been completed.

- Screening questionnaires will be sent to footballers to complete before they return to training.

TRAVEL TO THE GROUND

Wherever possible, staff or volunteers should travel to the ground alone using their own transport.

If staff or volunteers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- Ask the driver and passengers to wear a face covering as well as yourself
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.
- Hand cleaning facilities will be provided at the entrance of the ground, and in prominent places around the site to ensure that all can use them when arriving and leaving.
- Limit the time spent at garages, petrol stations and motorway services. Keep distance from other people and if possible, pay by contactless
- Footballers, Coaches and other staff are encouraged to not use public transport to arrive at games or training however if they have no choice, Government guidance will always be followed.

GROUND ACCESS AND EGRESS POINTS

Footballers, Coaches, Volunteers

- Changing rooms will be used for changing and showering only, and done so as quickly as possible
- Toilet and hand washing facilities will remain open but must adhere to current social distancing measures.
- All gates, access points leading to the training area will remain open where possible, minimising the touch points. should there be any common touch points, these will be regularly cleaned.
- Where possible a one-way system will be used throughout the ground with separate entry and exit points.
- Hand Sanitiser to be made available at entry and exit points and at other prominent points around the ground.
- Hand sanitiser made available to footballers upon arrival to site.
- All players, officials, volunteers and spectators must undergo a documented self-assessment for any Covid-19- symptoms prior to any training and game (see appendix 1)
- No-one will leave home to participate in football if they, or someone they live with, has any of the following:
 - ❖ A high temperature (above 37.8°C)
 - ❖ A new, continuous cough
 - ❖ A loss of, or change to, their sense of smell or taste.



- Should a player be symptomatic or cause concern from their response to a questionnaire, then that player will be sent home immediately, dial for a test through the NHS and then allow the NHS Test and Trace service to manage contacts.
- The Club will support the NHS Test and trace efforts by collecting name and contact information on participants at both training and matches. This information will be stored for a minimum of 21 days in-line relevant legal requirements. It will only be used only for the purpose of NHS Test and Trace.
- Players will bring their own personal water bottle for training and matches, which will be clearly labelled, and the use of communal water bottles will be discouraged.
- Following activity, players must refrain from any contact.
- Changing rooms will be used for changing and showering only and done so as quickly as possible within the guidelines determined by club officials. The Clubs will stagger the use to minimise numbers.
- On a matchday, Ashton United will make provisions of priority access for the away team.
- Where able, Ashton United will seek alternative spaces for team meetings and observe social distancing, minimising numbers with only the manager and starting 11 in attendance
- Indoor spaces need to have maximum ventilation as possible (such as opening windows and doors).

USE AND CLEANING OF EQUIPMENT

- Equipment (balls, bibs, cones, goalposts etc) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly after every session or game.
- All equipment will be disinfected before and after the training or games
- Club volunteers or players will be given to appropriate PPE (face masks and gloves) during the cleaning process.
- Where possible, no activities will be carried out that require handling of balls and equipment.
- Boots, goalkeeping gloves and other attire required for the sessions must be brought from home and not shared.

GENERAL

- All non-essential visitors to the ground will be discouraged.
- Staggered start and finish times will be implemented where possible to reduce congestion and contact at all times
- Ground access and egress points will be planned to enable social distancing –changes may need to be made at short notice to the number of access points, to either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- One-way systems will be introduced and clearly signposted
- Allow plenty of space between people waiting to enter the ground
- Signage:
 - ❖ floor markings, to ensure 2 metre distance is maintained between people when queuing
 - ❖ reminding staff or volunteers not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines.
- All staff or volunteers should wash their hands for 20 seconds using soap and water when entering and leaving the ground
- Regularly clean common contact surfaces in reception, office, access control and delivery areas, clubhouse, boardroom e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times



- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials

WELFARE

Competitive Games - Footballers, Coaches.

- Pre-match handshake should not happen. Instead players will be asked to hand-sanitise before kick-off
- Team talk huddles should not take place.
- Team talks can take place, as long as social distancing is observed and held outdoors where possible
- Warm-ups/cool-downs should always observe social distancing
- Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug outs.
- Social distancing must also be observed during interactions when a substitution is being made
- Set plays – free kicks: referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls
- Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before and after matches and at half time.
- Goal celebrations should be avoided
- Interactions with referees and match assistants should only happen with players observing social distancing
- Small-sided football should be modified to provide more regular hygiene breaks in activity.
- Players should be discouraged from touching boards at any time, with tackling against boards discouraged.
- Referees should consider stopping play when this happens.

Technical Areas/ Dug Out

- Seating outside of the dugout will be provided in order to provide adequate social distancing for substitutes and coaching staff.
- Technical areas will be extended for this purpose
- Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done in any area
- Avoid shouting or raising your voice if face to face with other players.

Warm Up Areas

- Any warm-up areas that are in place will provide sufficient distance between the Home and Away teams
- A separate area for match officials will be found, these will be clearly marked and/or communicated.
- Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done in any area
- Avoid shouting or raising your voice if face to face with other players.

Match Officials

- Match officials will travel independently in accordance with transport guidance.
- Match preparation meetings by officials should be held by video call



- Physical team sheets will not be shared between the officials or opposition where possible. This can be sent electronically via photo or e-mail if required.
- The Respect handshake pre match will be suspended until further notice.
- Teams will not enter the field of play collectively. The teams will stagger their arrival onto the pitch and this will be pre-agreed with the match officials.
- Arrangements will be made match day payment to be paid electronically but will be communicated in advance to the match officials.
- Changing rooms will be used for changing and showering only and done so as quickly as possible

TOILET FACILITIES – Consideration will be given to the number of persons simultaneously using the toilet facilities in line with social distancing. Notices will be placed to this effect.

- Wash or sanitise hands before and after using the facilities
- Cleaning regimes will be enhanced for toilet facilities, particularly door handles, locks and the toilet flush
- Suitable and sufficient rubbish bins for hand towels are provided, with regular removal and disposal.

CANTEEN AND REST AREAS – Consideration will be given to measures to achieve social distancing, including;

- Increasing the number or size of the facilities available wherever possible
- Based on the size of the facilities, determine how many people can use it at any one time
- Removal or prevention of seats
- Seating and tables to be reconfigured to reduce face-to-face interactions
- In the bar areas screening is introduced. The licensee of the premises will undertake the relevant actions within the guidance and will assess the capability to open in accordance with the Government guidance.

CLEANING

Frequency/intensity of cleaning may be heightened to critical areas subject to excessive traffic, including:

- Site Offices & Welfare
 - ❖ Taps, washing facilities, toilet flush and seats
 - ❖ Food preparation areas & eating surfaces.
 - ❖ Bar area, Sponsors Lounge, Boardroom and Community rooms.
 - ❖ Frequently touched objects/areas, including door handles/push plates, telephone equipment, keyboards, photocopiers, office equipment, surfaces.
 - ❖ Rubbish must be collected frequently throughout and at the end of the day.
- Site Access & Locations
 - ❖ Entry gates, turnstiles or doors.
 - ❖ Handles/push plates.
 - ❖ Machinery & equipment (access points/controls).



FIRST AID AND EMERGENCY SERVICE RESPONSE

General

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on the ground.
- Emergency plans including contact details will be kept up to date
- Consideration will also be given to potential delays in emergency services response, due to the current pressure on resources
- Consideration will be given to preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Medical and Physiotherapy

Delivering first aid potentially compromising government advised social distancing guidance

- If possible any first responder to an injured player or spectator still needs to follow social distance rules unless a life or limb-threatening injury requires emergency care until the ambulance arrives.
- Access to first aid facilities will be limited to only trained first aid personnel and / or appointed person(s)
- If able to do so, a family member can assist with close contact first aid requirements to assist the first aider/ responder (Under 18's)
- Trained First aiders or other medical personnel present, will be equipped with the appropriate PPE to be used in the event that they will they need to compromise social distancing guidelines
 - ❖ Disposable gloves (single use)
 - ❖ Disposable plastic apron (single use)
 - ❖ A fluid-resistant surgical mask (Type IIR) – can be worn without removal for up to a four-hour session, must be changed if visibly soiled, damp or damaged
 - ❖ Eye protection (e.g. goggles or visor) can be worn without removal for up to a four-hour session, must be changed if visibly soiled, damp or damaged. Can also be re-used if cleaned according to PHE standards
- Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE
- Ensure that PPE safe removal techniques are used, discarding and disposing of in the correct waste streams to avoid self-contamination
- Appropriate type and quantities of PPE must be available at all times and they must reflect all potential first aid situations that may arise through the course of football related activity.
- First aiders are required to be aware of any updated changes in first aid procedure that will be required as a result of the pandemic.
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources

The safety of the responder is paramount and no-one is expected to provide care which jeopardises their own personal health or safety. In an emergency situation, where suitable PPE is not available, the responder must consider the potential risks to both themselves and the player and decide what level of care they feel is reasonable, This may include providing no assistance at all until the ambulance arrives or until appropriate PPE is made available.



ASHTON UNITED BRIEF

Ashton United Football Club acknowledges the measures required in order to protect their workforce, volunteers and visitors to Hurst Cross, and minimise the risk of spread and infection. These are exceptional circumstances, however several elements of advice has been issued by the Government on COVID-19.

The processes detailed below are in conjunction with latest Government guidance of outdoor facilities on the phased return of sport and recreation in England.

GROUND ADMITTANCE

Any non-business critical personnel should be asked not to attend site. Consult a member of the Ashton United Board if unclear.

SITE OFFICE

Access to Ashton United Football Club is restricted to essential and necessary personnel only to maintain the business operations in compliance with recommendations given, ground rules and management of health & safety. Other persons, visitors or volunteers should not be permitted access unless it is deemed an emergency (e.g. requirement for first aid). The Ground Safety Director (GSD) remains the initial point of contact for any operative issues or queries.

Where contact is required, please use the following:

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|---------------------------|--------------------|
| <i>Andrew Evans (GSD)</i> | <i>07939979559</i> |
| <i>David Burke</i> | <i>07584683361</i> |
| <i>Johnathan Burke</i> | <i>07809691985</i> |

Consideration should also be given to the following:

- Increase ventilation, where practicable.
- Reduce Site Office numbers, where practicable.
- Ensure sufficient cleaning measures are implemented, including surfaces, door handles, IT equipment, regularly touch item/areas (kettle, microwave, photocopier etc.)
- Adequate hand washing or cleaning materials provided for the Site Office.

WELFARE ARRANGEMENTS

Alterations have been made to welfare arrangements on site in line with guidance, including:

- Match day office – Limited to 3 people, all persons to wear face coverings.
- Toilet Facilities – Limited to 1 person at a time, wash hands for 20 seconds before and after use.

It is expected that all individuals support measures implemented on ground detailed above.

We request wherever possible that all individuals to bring pre-prepared meals and refillable drinking bottles from home, reducing accessibility issues or impacts on local shops being used by members of the public.

SIGNING IN & OUT

Ashton United adopt the following signing in/out procedures:

The current signing in & out process for the Club is on entry to the ground and at a pre-given time, all staff and volunteers are to make themselves known to the lead member of staff who will note them down on the daily register kept in the match day office.



H&S DOCUMENTATION

Completion of H&S documentation remains a legal & mandatory requirement. All previous inspection registers and documentation completed will be continued without exception. Measures should be considered to reduce social contact.

Location of collection/return: Ashton United Match day office.

Return process: Ashton United Match day office..

Support & information: Please contact the nominated Club contact via the above should you require any assistance.

Key distribution process: Any permits or keys will be done in the match day office, the keys will need to be wiped over with surgical wipes before issuing and on return, persons them are to wash their hands after.

STEWARDS & BRIEFING

All ground inductions/ briefings will be undertaken in open-air or well-ventilated locations. Notable items include:

- Induction/briefing numbers will be reduced to that necessary in order to maintain social distancing.
- All inductions will be undertaken in the following time/location: Daily as required outside the matchday office.
- On Matchdays 2hrs before the scheduled kick-off time

SOCIAL DISTANCING

Social distancing guidance advised by the Government should be considered. This may include but not be limited to:

- Maintaining a 2m distance from one another.
- Suspension of all non-essential meetings. Where required, refer to social distancing guidance.
- Signage should be introduced where possible to remind all of social distancing guidance, in 'communal areas' (welfare, office) and throughout ground.
- Any activity requiring close contact whereby skin-to-skin contact may occur, should not be undertaken.
- Manual Handling operations requiring 'two-man' lifting that may jeopardises social distancing guidance should be reviewed and assessed using the Ashton United Risk Assessment Procedure.
- PPE requirements are to be maintained in all cases, however the following should be implemented:
 - ❖ Re-usable PPE should be cleaned after each use in line with current government guidelines and manufacturer's instructions.
 - ❖ Single-use PPE should be disposed of after each use.
 - ❖ The use of communal PPE is not permitted at any time
- Delivery drivers should not leave their cab where practicable. Where not practicable, social distancing guidance should be considered.

Please be reminded that you're statutory Method Statement & Risk Assessment & HSE requirements remain in place. You must remain compliant with your Safe System of Work regardless of the current situation.



FANS ATTENDING HOME GAMES

Up to 600 fans are now allowed to attend matches. Entry to the ground will be via online tickets sales only.

This will provide the evidence for any requirements needed for NHS “Track & Trace” purposes.

Stewards will be positioned to monitor social distancing in areas around the ground.

Hand sanitiser stations will be located on entry turnstiles inside the ground and within toilet areas. The cleaning of the toilet areas has been increased.

Notices requesting social distancing be observed will be located around the ground.

Socially distanced seating within the main stand has been segregated with barrier tape and stewards will monitor people are sitting in the correct seats. There will be no entry to the social club from the ground.

Stewards and PA announcements will encourage fans cooperation with maintaining safe social distancing rules.

WORK PLANNING TO AVOID CLOSE WORKING

At the start of this document it has described the steps that you must take to manage the risk of COVID-19 in the workplace. It includes working and staying 2m away from each other wherever possible.

Activities need to be planned and organized to avoid crowding to minimize the risk of spread of infection by following Government guidance and the advice set out within the Government guidance of outdoor facilities on the phased return of sport and recreation in England

Ashton United Staff should remind the visitors and volunteers (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population as a whole.

Avoid/Activities Within 2m

In the first instance you should use the hierarchy of control measures and **eliminate** all risks so far as is reasonably practicable. This is the priority.

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|------------------|---|
| Eliminate | <ul style="list-style-type: none">• Staff & Volunteers who are unwell or showing symptoms of Coronavirus (COVID-19) should not travel to or attend the ground.• Rearrange tasks to enable them to be done safely by one person, or by maintaining social distancing measures (2 metres)• Avoid skin-to-skin contact at all times |
|------------------|---|

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between persons.

If you cannot eliminate all risks from the task and have exhausted all available options and are not able to deliver an activity safely whilst maintaining the 2 metre distance, you should consider whether the activity is “**absolutely necessary**”. If deemed so, stop all associated activities and risk assess it using the hierarchy of controls below and against any specific HSE guidance.



| | |
|--------------------------|---|
| <p>Reduce</p> | <p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> • Activity must cease and you must consider whether the activity is absolutely necessary • Minimise face to face activities wherever possible • Minimise the frequency and time staff/volunteers are within 2 metres of each other, • Minimise the number of staff/volunteers involved in these activities • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. |
| <p>Isolate</p> | <p>Keep groups of staff/volunteers :</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other members where possible with the activity area segregated with adequate prevention & signage where applicable. |
| <p>Control</p> | <ul style="list-style-type: none"> • Provide additional supervision to monitor and manage compliance • Adhere to the task specific RAMS in all cases. |
| <p>PPE</p> | <ul style="list-style-type: none"> • Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE • Follow Government guidance information on Face Coverings |
| <p>Behaviours</p> | <ul style="list-style-type: none"> • The measures necessary to minimize the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours. • Please encourage an open and collaborative approach between staff/ volunteers and Board members where any issues can be openly discussed and addressed. • Wash hands as frequently as possible and following completion of activities before touching/removing any face worn PPE on site. Preferably removal shall only be done once the task is complete and 2m social distancing can be achieved. |