

HITCHIN BELLES FC

COVID 19 RISK ASSESSMENT – MARCH 24, 2021

| Who might be harmed | Controls Required | Additional Considerations | Primary Action | Regularity | Date completed |
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| Coaches Players Parents Guardians | <u>FA Guidance</u> Latest FA Guidance published on March 24, 2021: https://www.thefa.com/news/2021/mar/24/fa-guidance-for-return-to-grassroots-football-20210324 Includes: (i) Football Activity Master Guide for re-starting grassroots outdoor football; (ii) Covid-19 safeguarding risk assessment guidance and template; (iii) first aid guidance for returning to competitive grassroots football. | Bi-monthly (or such other time as is required) review of FA Guidance or other supplemental guidance to ensure the Club are aware of, and comply with, latest guidance issued by the FA. Expected guidelines change no earlier than April 12, 2021. | Covid Officer | Bi-monthly review | March 24, 2021 |
| Club | <u>Identification of Covid Officer</u> Andy Southam, Tel: 07766 334877 | Covid Officer details to be distributed as required | Club | Immediate | January 4, 2021 |
| Players Coaches Parents Guardians | <u>FA Guidance Updates</u> Football permitted from March 29, 2021 if FA Guidance followed | Bi-monthly check of FA Guidance. Updates to be communicated to Coaches. | Covid Officer | Last updated March 24, 2021 | March 24, 2021 |

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| | Conditions applied by Hitchin Belles as specified in this Risk Assessment. <u>Full guidance documents available on the FA website (see above).</u> | | | | |
| Coaches Players Parents Guardians | <p><u>Symptoms of Covid-19</u></p> <p>Players and Coaches need to be self aware regarding symptoms of Covid-19.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance.</p> <p>Those that live within a household with a person that is or, are themselves shielding are advised not to attend training</p> <p>Coaches to remind Parents/ Guardians on the Team Communications Channel (e.g WhatsApp). Add a standard message to the Communications channel (such as Spond) when setting fixtures, training dates, etc.</p> <p><u>If any person who has attended any club activities shows symptoms within 7 days of attendance they shall notify the team manager / coach who will escalate to HBFC Covid-19 officer.</u></p> | All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms. No-one should 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. This check should be done before each training session and must be recorded in the club attendance register and it is important to note that no training session should take place without this having been done. A record of attendance for all persons at club activities will be held for a period of 21 days. | Coaches to outline parents / guardians | Monthly reminder updates to parents / guardians | March 24, 2021 |
| Coaches | <p><u>Covid-19 Reporting</u></p> <p>Covid-19 Incidents within the Club are all to be reported to Covid Officer.</p> <p>As of March 24, 2021, no contact to the Club regarding transmission or contact tracing using Club track and trace methods.</p> | Enter generic details (no personal data or team identification). Create side detail for Committee use | Covid Officer | Regular reminders to Coaches to report all Covid-19 incidents to Covid Officer | March 24, 2021 |

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| Coaches Players Guardians Other facility users | <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Coaches to bring hand sanitiser for before, after and during training. Ideally players bring their own but Coach to have some in addition. Coaches to ensure all players/coaches use the sanitiser provided Sanitiser to be used (i) immediately upon entry to venues; (ii) midway through session; and (iii) prior to exit of venue. | <p>Players to be reminded before, after and during training to use hand sanitiser provided.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Players and parents/guardians are not to help setup the training session or touch any of the equipment. All equipment is to be cleaned after each session and prior to setup.</p> | All Participants | Each training session. Coach to ensure use of sanitiser. | March 24, 2021 |
| Coaches Players Guardians | <p><u>Training Venues</u></p> <p>Where possible, all training venues to operate a one way system for entry and exit. This will be in operation on Saturday mornings only as the number of participants at games will be significant compared to training.</p> <p>Venues:</p> <ul style="list-style-type: none"> The Priory School Hitchin Boys School (astro) Letchworth Sports Corner Lordship Farm School Pendleton Sports Centre 3G | Saturday games only. | Covid Officer (map) and coaches (distribute to parents) | When football permitted | March 24, 2021 |

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| | At some venues, it will not be possible to have a one way system. For those venues, staggered start/end times are essential (see section below) | | | | |
| Parents / Guardians | <u>Spectators</u> From March 29, 2021 until April 12, 2021 (at the earliest), no spectators are permitted. 1 parent / guardian may be present for safeguarding purposes provided they adhere to all Covid guidance. | Coaches to communicate clearly to parents for the restart | Coaches | Prior to restart | Notices to coaches March 24, 2021 |
| Players Coaches Parents Guardians | <u>Changing Rooms</u> Not permitted. Toilets may be open for 30 minutes prior to a session / game and 30 minutes after the session / game | Confirm with training and game venues | Coaches | Prior to restart | Notices to coaches March 24, 2021 |
| Coaches Players | <u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, goals, nets, padlocks, training equipment e.g cones, footballs Bibs for players during training can only be used by that player in each session. Bibs to be handed out by coach and collected at end of session. Bibs to be cleaned prior to next session. | Players and parents/guardians are not to help setup the training session or touch any of the equipment. All equipment is to be cleaned after each session and prior to setup. | Coaches | Per session | March 24, 2021 |
| Coaches | <u>Information to Opponents</u> Covid Information sheet (set out at Annex 1) should be distributed to all opposing coaches at the same time as the match confirmation. This will replace a verbal briefing from the Covid Officer prior to the game. | none | Coaches | Per game | March 24, 2021 |

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| Coaches Players Guardians | <p><u>Social Distancing – Players/Coaches</u></p> <p>Social Distancing – Coaches and players must adhere to the 2m social distancing guidelines at all times. Parents permitted (one per child maximum for safeguarding purposes) must adhere to the 2m social distancing guidelines at all times.</p> | <p>Players and coaches to be reminded regularly of social distancing rules. Repeated breaches will result in removal from session.</p> <p>Parents to be reminded regularly of social distancing rules through normal channels, such as Team WhatsApp. Repeated breaches will result in removal of daughter from session and subsequent sessions.</p> | Coaches | Immediate and monthly reminder | March 24, 2021 |
| Coaches Players | <p><u>Staggered Start Times</u></p> <p>Start and end times to be staggered where possible to prevent large numbers of people entering and exiting site at the same time. Teams / team grouping have a 5 minute window where they are prioritised in the start and end times.</p> | None | Covid Officer | Immediate | March 24, 2021 |
| Coaches Players | <p><u>Allocated Player Areas</u></p> <p>Players are to bring their own labelled water bottles, medication or any other personal items required for the session. These must not be used by anyone else and must be placed within dedicated area for personal use.</p> <p>Each player to have a dedicated area for personal use.</p> | Allocated areas have been set for each teams and age group to prevent congregation. | Coaches | Reminder on Team Channels and each session | March 24, 2021 |
| Coaches Players | <p><u>During Training</u></p> <p>Minimise close contact training. Avoid activities where players stood close to each other for lengthy periods (e.g.</p> | None | Coaches | Per session | March 24, 2021 |

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| | corner, free kick routines). Training matches are permitted as close contact is limited | | | | |
| Coaches | <p><u>Administering First Aid</u></p> <p>Gloves, masks, goggles and apron are required for the administering of first aid (and must be used if the situation permits). Single use pair for each coach to be kept within first aid kit. Club provide a package for all coaches.</p> <p>Coaches to review the FA guidance on First Aid found at:</p> <p>https://www.thefa.com/news/2021/mar/24/fa-guidance-for-return-to-grassroots-football-20210324</p> <p>Club First Aid/Responder plan to be updated with Covid guidance</p> | Covid Officer to inform coaches where to collect (Lock-up) prior to first session | Covid Officer | ASAP | March 24, 2021 |
| Parents / Guardians | <p><u>Consent to Return</u></p> <p>Club to request parental / guardian consent for all girls returning to play. Per Guidelines, consent wording:</p> <p>Google Form: "I consent for my child to take part", you are confirming that you have read and understood the activities being offered to your child and agree with the measures the club has put in place to manage any risks, including its Covid-19 measures in line with current Government guidance. A copy of the club's risk assessment/management documentation can be found on hitchinbelles.com If your child has any specific medical conditions, please ensure that you discuss these with the club welfare officer and or coach and agree the best way to support your child's needs e.g. you staying to watch nearby and taking responsibility to administer the medication. If your child has Covid-19</p> | Coaches to confirm all players have a current consent | Covid Officer Club | Prior to first session | March 24, 2021 |

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| | symptoms they must stay at home and follow Government advice. If you wish to withdraw consent to your child participating in any or all activities, please notify in advance, or as soon as possible | | | | |
| Coaches Players | <p><u>Attendance Register</u></p> <p>Coaches can only permit girls to train where parents / guardian have accepted invite on Spond or other messaging service. Coach to retain screengrab of all acceptances prior to session and retain for 21 days.</p> <p>In training venues with perimeter fencing, important this tracking method is maintained as parents / guardians will no longer be permitted within the perimeter fencing</p> | Monthly reminder to coaches that record of data has been collected. | Coaches | Per session | March 24, 2021 |
| Coaches Players Parents Guardians / | <p><u>NHS Test and Trace / QR Code / Attendance Register</u></p> <p>For training venues where perimeter fencing allows for only players to enter, the Club does not require parents / guardians or players to enter details.</p> <p>Where parents / guardians attend a venue, they should download the NHS Covid tracker app if compatible with their phone and enter details.</p> <p>At the entrance gate to the playing field is the NHS QR code which parents should scan in the NHS app to record their attendance at the venue.</p> <p>If the NHS app is not compatible with a phone, there is a separate QR code (not branded NHS) which links to a Google form, parents must instead scan that QR code and record their information on that form.</p> | <p>Records to be retained for 21 days</p> <p>Club register of all in attendance will be kept at entrance to sites. All parents, players and guardians are to sign in on arrival.</p> | Coaches | Per session | March 24, 2021 |

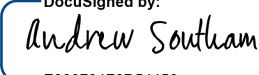
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| | <p>For any parents who cannot use either QR code, a link to the Google form is below (and coaches should distribute monthly to parents / guardians on Teams Channels):</p> <p>https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLSfbgwpmcPQik_Yn2B4utoue5utbNr1dHru1p9FGV2wktlrzlg%2Fviewform&data=02%7C01%7Candrew.southam%40kldiscovery.com%7C38f7ebc2631b4149466808d864afb0a5%7Cb20cb49afadf4048ade754c53b945cb2%7C1%7C0%7C637370053623430427&sdata=HBw%2FovTld7yTTrYgWRW6z99qIXZ%2FkFCXoXmskT3MgD0%3D&reserved=0</p> <p>Clubs and facility providers must support NHS test and trace efforts by collecting name and contact information on participants at both training and matches. This information should be stored for a minimum of 21 days in-line with the Government Recreational Team Sport Framework and collected/processed in accordance with the Data Protection Act 2018. It should be used only for the purpose of NHS test and trace. Clubs and facility providers should follow current UK Government NHS test and trace guidance, which is available here: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> | | | | |
| Coaches Players Parents/Guardians | <p><u>Transport</u></p> <p>All participants to follow government advice on safer travel https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> | None | Parents / Guardians / coaches | Immediate | March 24, 2021 |
| Hitchin Belles FC | <p><u>Compliance and Monitoring</u></p> | None | Covid Officer | Immediate | |

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| | <p>Circulate the Covid Officer details to all coaches and add reporting details for all breaches of Covid protocols. Coaches to confirm to parents on Team Channels that reports of Covid breaches to be reported to Covid Officer.</p> <p>Reporting details to be added to all QR codes at venues.</p> | | | | March 24, 2021 |
| Hitchin Belles FC | <p><u>Publish Risk Assessment</u></p> <p>Publish this risk assessment on the Hitchinbelles.com website. Parents / Guardians consent to include reference to the Risk Assessment.</p> | None | Publicity Officer Coaches | Immediate | March 25, 2021 |

DOCUMENT UPDATED

| Name | Description | Date | Comments |
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| Simon White | Initial Risk Assessment | December 2, 2020 | Football permitted subject to compliance with FA Protocols |
| Andy Southam | Risk Assessment following appointment as Covid Officer | January 4, 2021 | Non-elite football suspended by the FA |
| Andy Southam | Updated Risk Assessment following FA Guidance, published March 24, 2021 | March 24, 2021 | Football can resume subject to guidance. Expected further updates no earlier than April 12, 2021 |

Covid Officer Signature

DocuSigned by:

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Name: Andrew Southam

Date: 3/24/2021

SCHEDULE 1



HITCHIN BELLES COVID PROCEDURE AT THE PRIORY SCHOOL

1. All adults attending the match should download the NHS covid tracker app if compatible with their phone.
2. At the entrance gate to the playing field is the NHS QR code which parents should scan in the NHS app to record their attendance at the venue.
3. If the NHS app is not compatible with a phone, there is a separate QR code (not branded NHS) which links to a Google form, parents must instead scan that QR code and record their information on that form.
4. For any parents who cannot use either QR code, a link to the Google form is below:

https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLSfbgwpmcPQik_Yn2B4utoue5utbNr1dHru1p9FGV2wktlrzlg%2Fviewform&data=02%7C01%7Candrew.southam%40kldiscovery.com%7C38f7ebc2631b4149466808d864afb0a5%7Cb20cb49afadf4048ade754c53b945cb2%7C1%7C0%7C637370053623430427&data=HBw%2FovTId7yTTrYgWRW6z99qIXZ%2FkFCXoXmskT3MgD0%3D&reserved=0

5. Hand sanitizer is provided at the entrance. It is recommended that all players used hand sanitizer prior to, midway and after the game.
6. Only one person or carer per child is permitted to attend. No spectators are allowed.
7. Visiting team managers must hold a record of the players attending the match, to ensure that players can be identified and contacted if needed.

8. Social distancing must be observed in accordance with Government guidance at all times.
9. Other procedures applicable to the players will be as per the FA guidance (eg no shaking hands).