

COVID 19 RISK ASSESSMENT

This Risk Assessment has been prepared by the Club through a review of relevant legislation and existing ground regulations and plans. It has been approved in principle by the Safety Advisory Group. This document is reviewed regularly by the Club to respond to changes in legislation, policy, regulation, local intelligence and to experience and good practice from elsewhere.

Version	1		
1	Preliminary	July 2020	
2	Final Draft	13 th August 2020	

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED
Spread of	Supporters	General Continued compliance with				
Spread of Covid-19	Staff Volunteers Officials Other visitors	 legislative Requirements: Health and Safety at Work etc Act 1974 & associated regulations. Safety of Sports Grounds Act 1975. Fire Safety and Safety of Places of Sport 1987. Football Spectators Act 1989. Equalities Act 2010. The regulatory Reform (Fire Safety) Order 2005. 	 Review and where appropriate adjust the following documents: The Ground Regulations, The Operations Manual, The Events Management Plan, The Alcohol Management Plan, The Spectator Management Plan, The Fire Safety Plan, The Stewarding Plan, The Fire Risk Assessment, The Medical Plan, The Safe Ground Capacity Calculations, The Y'P & S' factor calculations, The Stewards Handbook. 	Peter Shaw	13 th August	Yes
		 Communications: Use social media to the full, to keep supporters apprised of the revised arrangements & expectations needed to ensure a safe return of fans into Broadhurst Park. Make every attempt to politely communicate with the supporters/visitors, to explain changes in matchday arrangements. Consult with all interested 	 Impress on spectators/visitors the fact that it's everyone's responsibility to take steps to combat the spread of the virus and that people should themselves risk assess whether they wish to attend. Advise people not to attend if they have the virus or are displaying symptoms, or are feeling generally unwell. Publish the Covid 19 Action Plan & risk assessment on the club's website. Prepare and publish a Spectators 	Paul Smith Paul Smith Paul Smith ???	Prior to every home game where fans are permitted 15 th August 28 th August	On-going. Communicated for games on the 3G which were not for spectators and fans stayed away Yes
		parties comprising the SAG group	Charter outlining the spectator's responsibilities.			

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		General Contd.				
Spread of Covid 19	Supporters Staff Volunteers Officials Other visitors	 Promoting good hygiene: Provide additional hand sanitisers throughout the ground. Clearly direct people to where they can wash their hands. Ensure that all handwashing stations are in good working order and provide soap, water and hand sanitiser. Provide hygiene standards promotional poster and signage throughout the facilities. Use disposable paper towels in handwashing facilities. Minimise the use of cash by introducing more card payment 	 Procure and fix a number of additional sanitiser dispensers in identified locations. Procure and fix a number of additional wash hand basins. Procure additional supplies of liquid soap and sanitiser. Procure and fix a number of paper towel dispensers. Procure and fix a range of directional signs and guidance posters. Procure and install more card payment machines. 	Peter Shaw Peter Shaw Paul Smith Peter Shaw Peter Shaw Paul Smith	21 st August 28 th August On-going 28 th August 20 th August 11 th September	Yes
		 machines. Keep facilities and equipment clean: Daily cleaning throughout the function spaces, circulation spaces and work areas, Identify high-contact touch points for more regular cleaning (e.g. door handles/push plates, grab rails, handrails, taps etc.). Frequent cleaning of work areas and equipment between use. Provide more waste facilities. Follow Public Health England guidance if a Covid-19 case is reported at the facility. 	 Establish and operate a half hourly checking process (sanitiser, soap and paper towels and handwashing stations). Daily stock check (sanitiser, soap and paper towels). Daily check (promotion posters and signage) – replace as necessary. Train all workers on new club protocols and the importance of good hygiene. Also, on Public Health England guidance for reported Covid 19 cases. Weekly stock check of cleaning products. Empty waste facilities regularly. 	Paul Smith Paul Smith Paul Smith Paul Smith Paul Smith Paul Smith Paul Smith Peter Shaw	11 th September 11 th September TBA Weekly Weekly Matchday	

WHAT ARE		CONTROLS REQUIRED	 Keep certain doors open whilst the premises are occupied to reduce the need for touching the surfaces. ADDITIONAL CONTROLS 	ACTIONED BY	ACTIONED	COMPLETED
THE HAZARDS?	BE HARMED			WHOM?	BY WHEN?	
		General Contd.				
Spread of Covid 19	Supporters Staff Volunteers Officials Other visitors	 Maintaining social distancing and avoiding congestion: Provide signage so people can find their destination quickly. Review how people normally walk through the facilities and 	 Monitor the effectiveness of all measures introduced, especially at peak times. Be prepared to adjust accordingly. Train workers to promote compliance to facility users. 	Paul Smith Paul Smith	After each home game TBA	
		adjust this to reduce congestion and contact between users.Regulate the entry to the ground	 Train workers to report / deal with issues of non-compliance. 	Paul Smith	ТВА	
		 to avoid overcrowding. Apply social distancing markings where possible to the turnstile entrances/toilets/and the queues to the bars & food outlets. 		Peter Shaw	28 th August	
		 Where necessary install one-way arrow markings to help foot traffic flow management. Where practicable use single- 		Peter Shaw	28 th August	
		 direction doorways to avoid congestion i.e. one-way only entrances/exits. Manage use of toilet facilities to 		Peter Shaw	28 th August	
		avoid congestion in confined spaces.		Designated matchday stewards		
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Spread of Covid 19	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific – Entry Points Main Entrance/Turnstiles/Shop Maintain Social Distancing with floor markings signage and staff management, Avoid Congestion by restricting numbers passing through reception, Promote Good Hygiene by use of sanitisation points. Obtain contact details of everyone for track and trace purposes (App-based and manual) 	•	Stewards/staff/volunteers managing: queuing, turnstile admission and bag searching etc. to wear appropriate PPE. Open other turnstiles to spread the queuing load externally. At any single use, restrict occupants of lift to persons of the same family 'bubble'.	Matchday stewards	Every home game
	Staff Volunteers Visitors	 Location Specific – Classroom Maintain social distancing. Promote good hygiene 	•	Restrict occupancy numbers to a maximum of 17 persons.	Matchday stewards	Every home game
	Staff Volunteers Officials	 Location Specific – Club Office Maintain social distancing. Promote good hygiene 	•	Allow access to the office to an authorised personnel only.	Matchday stewards	Every home game
	Supporters Staff Volunteers	 Location Specific – Shop Maintain social distancing. Promote good hygiene. 	•	Restrict numbers admitted to a maximum of two customers, whilst maintaining social distancing. Deny people the opportunity to try on the merchandise. Cashless payments encouraged.	Club shop personnel	Every home game
	Staff Volunteers	 Location Specific – Cash Office Maintain social distancing. Promote good hygiene 	•	Relocate the Cash Office activities into the Club Office, due to the spatial constraints of the normal cash office. Staff to wash hands regularly.	Cash office personnel	Every matchday

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED
Spread of Covid 19	Players Staff Volunteers	 Location Specific – Changing Rooms Maintain social distancing. Promote good hygiene. 	Restrict numbers in each dressing room. Provide two dressing rooms for each team.	Viv Ware	Every home game	
	Players Staff Volunteers	 Location Specific – Players Tunnel Maintain social distancing. Promote good hygiene. 	 Restrict access to tunnel area to players, coaches, officials and stewards only. Stagger team's movement to/from pitch before kick-off /at half time and full time thus avoiding both teams being in there together. 	Matchday stewards Match officials	Every home game Every home game	
	Players/staff	 Location Specific - Physio's Room Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Restricted to two people only, each using appropriate PPE. 	Club physio	At all times	
	Supporters Medical contractors. Staff support.	 Location Specific - First Aid Room Maintain social distancing. Promote good hygiene. 	Restricted to four people only, each wearing appropriate PPE.	Appointed Medical Services provider	Every home game	
	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific - South Stand Spectator toilets Maintain social distancing. Avoidance of congestion. Promote good hygiene. 	 Stewards/staff/volunteers managing: queuing, numbers entering using a simple one out one in system. Users encouraged to avail themselves of the sanitiser dispensers present. Introduce a cleaning task list & record sheet for all to see. 	Matchday stewards Paul Smith	Every home game 28 th August	

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Spread of Covid 19	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific - Kazbar (Dry bar) Maintain social distancing. Avoidance of congestion. Promote good hygiene. 	 Staff to wear appropriate PPE. Stewards/staff/volunteers managing the queuing. Work surfaces to be sanitised regularly. Food items which take a long time to serve, to be removed from menu. 	Anthony Grayson Matchday stewards F & B staff Anthony Grayson	Every matchday	
	Playing staff Management /Coaching staff	 Location Specific - Dug Outs Maintain social distancing. Promote good hygiene. 	 Provide ancillary seating adjacent to/within the dug out to allow social distancing to take place between substitute players/staff. Players outside of the match squad to be seated elsewhere. 	Peter Shaw	Every match day	
	Supporters Staff Volunteers Other visitors. Persons vulnerable either by age or disability.	 Location Specific - Paddock Areas Maintain social distancing. Avoidance of congestion Promote good hygiene. 	• Occupancy numbers to be restricted in accordance with both Government social distancing requirements and SGSA guidance.	Matchday stewards	Every home game	
	Supporters Staff Volunteers Other visitors. Persons vulnerable either by age or disability.	 Location Specific - Seating Terrace Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Occupancy numbers to be restricted in accordance with both Government social distancing requirements and SGSA guidance. 	Matchday stewards	Every home game	

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Spread of Covid 19	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific - Rear Balcony Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Occupancy numbers severely restricted e.g. 7no. wheelchair users plus carer, 8no. press seats. Strictly no standing spectators allowed. Social distancing markers to be provided on the floor. 	Matchday stewards	Every home game	
	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific – South Stand Gangways Maintain social distancing. Avoidance of congestion Promote good hygiene. Promote free movement. 	 No standing to be permitted in the gangways. Movement monitored by stewards. Social distancing markers already provided by way of hatched markings. Stewards to monitor and manage. Introduce regular cleaning of handrails on stepped gangways. 	Matchday stewards Peter Shaw Cleaning staff	Every home game 28 th August Every home game	
	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific – South Stand Mobile Bar Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 This bar reintroduced to ease pressure on other bar facilities. One-way system of access, combined with social distancing markers and monitored and managed by an SIA accredited Steward. 	Matchday stewards	Every home game	
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED

Spread of Covid 19	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific - 1st Floor toilets Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Stewards/staff/volunteers managing: queuing, numbers entering using a simple one out one in system. Users encouraged to avail themselves of the sanitiser dispensers present. 	Matchday stewards	Every home game	
	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific - Function Room Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Restrict numbers to acceptable levels by requiring advanced booking and purchase only. Use table service only. Enhanced stewarding provision to manage occupancy numbers and entry/exit provisions. 	Matchday stewards	Every home game	
	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability.	 Location Specific - Sponsors Area Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Severely restrict numbers by promoting entry by invitation only. Use of table service only. 	Paul Smith	Every home game	
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED
Spread of Covid 19	Kitchen Staff	 Location Specific – Kitchen Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Restricted numbers of staff. Create individual work area for those present. Increase ventilation into the kitchen generally. 	Anthony Grayson	Every home game	

	Supporters Staff Volunteers Officials. Other visitors. Persons vulnerable either by age or disability. Supporters Staff Volunteers	 Location Specific - SMRE Bar Maintain social distancing. Avoidance of congestion Promote good hygiene. Promote good hygiene. Location Specific – SMRE Toilet Facilities Maintain social distancing. 	 Occupancy numbers restricted in accordance with Government social distancing requirements issued for pubs. Limited table service to be made available, with tables occupied in social bubbles on a first come basis. Once others have been served, they will be encouraged to consume on the terraces. A circulation route will be delineated on the floor to control movement. Staff to wear appropriate PPE. Stewards managing the queuing. Work surfaces to be sanitised regularly Stewards/staff/volunteers managing: queuing, numbers entering using a simple one out one in system. 	Matchday stewards Peter Shaw Anthony Grayson Matchday stewards	Every home game 28 th August Every home game Every home game	
WHAT ARE	Officials. Other visitors. Persons vulnerable either by age or disability. WHO MIGHT	 Avoidance of congestion Promote good hygiene. CONTROLS REQUIRED	Users encouraged to avail themselves of the sanitiser dispensers present. ADDITIONAL CONTROLS	ACTIONED BY	ACTIONED	COMPLETED
THE HAZARDS?	BE HARMED			WHOM?	BY WHEN?	
Spread of Covid 19	Supporters Staff Persons vulnerable either by age or disability	 Location Specific – SMRE Standing Terrace Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Occupancy numbers to be restricted in accordance with both Government social distancing requirements and SGSA guidance. 	Matchday stewards	Every home game	

	Supporters Staff Volunteers Officials. Other visitors.	 Location Specific - NE Corner Maintain social distancing. Avoidance of congestion Promote good hygiene. 	• Occupancy numbers to be restricted in accordance with both Government social distancing requirements and SGSA guidance.	Matchday stewards	Every home game	
	Persons vulnerable either by age or disability.	 Location Specific - SE Corner Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Supporters who smoke encouraged to use other open corners. Supporters discouraged by stewards from standing in this area to watch the game. Specific signage installed to promote these messages. 	Matchday stewards Peter Shaw	Every home game 28 th August	
	Supporters Staff Other visitors. Persons vulnerable either by age or disability.	 Location Specific – SMRE front gangway Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Standing to be discouraged in the gangways. Movement monitored by stewards. Social distancing markers already provided by way of hatched markings. Stewards to monitor and manage. 	Matchday stewards	Every home game	
	Supporters Staff Other visitors. Persons vulnerable either by age or disability.	 Location Specific – Chip Van Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Social distancing markers introduced to control queuing; to be monitored and managed by a steward. 	Peter Shaw	28 th August	
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED
Spread of Covid 19	Supporters Staff Persons vulnerable either by age or disability.	 Location Specific - North Stand Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Occupancy numbers to be restricted in accordance with both Government social distancing requirements and SGSA guidance. 	Matchday stewards	Every home game	

Volunteers	 Location Specific - TV Gantry Maintain social distancing. Avoidance of congestion Promote good hygiene. 	•	Users encouraged to practice social distancing and to use the sanitiser provided.	Media team	Every home game
Supporters Staff Volunteers Persons vulnerable either by age or disability.	 Location Specific - West Stand Maintain social distancing. Avoidance of congestion Promote good hygiene. 	•	Occupancy numbers to be restricted in accordance with both Government social distancing requirements and SGSA guidance.	Matchday stewards	Every home game
Supporters Staff Volunteers Persons vulnerable either by age or disability.	 Location Specific - Mobile Bar Maintain social distancing. Avoidance of congestion Promote good hygiene. 	•	This bar introduced to ease pressure on other bar facilities and to encourage a more even distribution of spectators around the ground. One-way system of access, combined with social distancing markers and monitored and managed by an SIA accredited Steward.	Matchday stewards	Every home game

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	AD	DITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED
Spread of Covid 19	Traffic Marshals	 Location Specific - Local environment Maintain social distancing. Avoidance of congestion Promote good hygiene. 	•	Staff to wear appropriate PPE. Suitable advisory signage to be installed.	Traffic Marshal Co- ordinator	Every home game	
	Supporters Staff Volunteers	 Location Specific – Carparks Maintain social distancing. Avoidance of congestion Promote good hygiene. 	•	Carpark staff to wear appropriate PPE. Users encouraged to pre-book spaces and use cashless payments.	Car Park Co- ordinator	Every home game	

Persons vulnerable either by age or disability.				
Supporters Staff Other visitors. Persons vulnerable either by age or disability.	 Location Specific – Forecourt Maintain social distancing. Avoidance of congestion Promote good hygiene. 	 Staff to wear appropriate PPE. Suitable advisory signage to be installed 	Matchday stewards	Every home game

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTIONED BY WHOM?	ACTIONED BY WHEN?	COMPLETED
Spread of Covid 19		Location Specific – Formal use of 3G pitch e.g. Academy/Women's games Maintain social distancing. Avoidance of congestion Promote good hygiene.	 Until Government guidance changes, all games on the 3G will be 'behind closed doors'. This will be communicated to all our fans via club media and to the away team. Team management to satisfy themselves as to the health check of all concerned e.g. temperature/cough etc. Players using changing rooms should use hand sanitiser when leaving the changing rooms/stadium before and after the game Everyone authorised to enter onto the 3G surface who has not used the changing rooms is to be encouraged to use the available hand sanitiser when both entering and exiting the 3G facility. Signage installed to communicate this message. 	Paul Smith Club physio Club physio Peter Shaw	2 nd August and then on-going 15 th July	Yes

	 All persons using the facility to bring their own water bottles, with no sharing permitted. All equipment to be sanitised before and after use, with footballs regularly disinfected at intervals during the game. 	First team managers First team managers	15 th July and on- going	Yes
	 When spectators are permitted: all will be required to stand outside of the perimeter fence surrounding the 3G facility. The entrance gate will be stewarded for this purpose. It will be the spectator's responsibility to observe social distancing requirements. 	Matchday steward	Every home game	Yes