

# CRAMLINGTON UNITED F.C.

## COVID-19 Training/Match Day Risk Assessment



Cramlington United F.C. aim to provide a safe environment for all players, parents and coaches in attendance, whilst adhering to guidelines provided by UK Government, The FA, Northumberland FA and the Northumberland Football League (or other league organisation) where necessary.

CUFC Trustees

# Quality Management

## Version Control

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## Issue Record

ISSUE	STATUS	DATE	PREPARED BY (AUTHOR)	CHECKED/APPROVED	COMMENTS
0.1	Draft	10 June 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Issued as a draft to alert club members</i>
0.2	Final Draft	14 June 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Quality Management system added, RA updated and formatting changes</i>
1.0	Final	14 June 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Release to all club members</i>
2.0	Final	20 July 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Revised following new FA guidelines.</i>
3.0	Final	30 July 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Revised following new FA guidelines for matches.</i>
4.0	Final	05 Oct 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Revised following new FA &amp; Government guidelines.</i>
5.0	Final	02 Dec 2020	<i>M Hedley</i>	<i>CUFC Trustees</i>	<i>Revised following new FA &amp; Government guidelines.</i>

## Document Status

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## CRAMLINGTON UNITED F.C. – COVID 19 TRAINING RISK ASSESSMENT

<b>Activity:</b>	Training/ Matches	<b>Age Group:</b>	All	Other Info: Refer to Annex A for Player Register.
<b>Day:</b>	N/A	<b>Time:</b>	N/A	
<b>Venue:</b>	Northburn Sports & Community Centre, Eastfield Playing Fields, Alexandra Park and Burnside & Hillcrest Schools, Cramlington. All 'Winter' Training Venues			

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*(At present, these guidelines and activities available are limited but we will continually reassess and amend our risk assessment once further guidance has been given by any of the parties mentioned and will also be reviewed monthly as a minimum).*

For further advice and guidance:

- Covid-19 - <https://www.gov.uk/coronavirus>.
- NFA Covid-19 Advice and Information (including FA advice and information) - <https://www.northumberlandfa.com/about/covid-19-advice-and-information>



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### RISK ASSESSMENT – 'Before' Training Sessions/Matches

Ref	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
1	Spread of Covid-19	Everyone	<p>Covid-19 officers have conducted a thorough risk assessment before the re-opening and re-starting competitive activity. Current 'NHS test and trace' protocols will be adhered, such as keeping an attendance register.</p> <p>Any training sessions/matches that do not adhere to the protocols detailed in this RA will be stopped and coaches reminded of the measures that should be in place.</p> <p>Coaches to remain vigilant and report any concerns to the Covid-19 Officers.</p>	<p><b>Covid 19 Officers are detailed below –</b></p> <ul style="list-style-type: none"> <li>• <b>Junior Football - Mark Hedley</b></li> <li>• <b>Adult Football – Mick Moran</b></li> </ul>
2	Players showing symptoms of Covid-19	Players, Parents, Coaches & any other attendees	<p>Each participant should self-screen prior to arrival to training/matches and refrain from attending if they, or anyone in their household have displayed signs of:</p> <ol style="list-style-type: none"> <li>1. Fever (high temperature, above 37.8 Degrees Celsius)</li> <li>2. New continuous cough</li> <li>3. Headache</li> <li>4. Sore throat</li> <li>5. Breathing difficulties (shortness of breath)</li> <li>6. Loss of or change in normal sense of Taste or Smell</li> <li>7. Generally feeling unwell</li> <li>8. Close contact/living with a suspected/confirmed Covid-19 case (in previous 2 weeks)</li> </ol> <p>(If a player displays any of the above symptoms, 14-day isolation from training must be adhered). Please inform your coach or other club representative. Confidentiality will be guaranteed.</p> <p><b>Players may have temperatures checked on arrival using a digital thermometer. If the 'fever' alarm is activated the player will be asked not to take part in the session or match.</b></p>	<p><b>Coach to keep a register of any reported symptoms.</b></p> <p><b>Any temperature readings to be recorded on the Matches/Training Record (Annex A).</b></p>



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### RISK ASSESSMENT – 'Before' Training Sessions/Matches

Ref	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
3	Travel.	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Players should only travel to matches/training with their own parent/guardian (household or support bubble).</li> <li>Do not bring players from other households.</li> <li>If walking or cycling, social distancing should be adhered.</li> <li>Prior to travel wash hands.</li> </ul>	
4	Refreshments/ medicine/PPE.	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Each player brings their own water/juice and any other necessary items such as medication, hand sanitiser etc.</li> <li>Players provide their own protective mask and/or gloves should you wish for the player to wear them during the training session.</li> </ul>	
5	Toilets.	Players, Parents, Coaches & any other attendees	There will be no facilities open at any training venues such as toilets (unless specified), so please encourage players to use the toilet at home before attending training.	



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### RISK ASSESSMENT – 'Before' Training Sessions/Matches

Ref	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
6	Session planning/set-up/matches – Social distancing.	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Ensure all my equipment has been thoroughly cleaned ahead of training.</li> <li>Sessions to be reviewed including start &amp; finish times for each location to reduce the number of persons on site at any one time.</li> <li>Receive consent (electronic to reduce double handling of paper) from parents/carers of all the players (under 18) to attend training sessions/matches. Coach to establish and confirm number of attendees, plan session(s) according to latest FA guidance. Coach to be prepared for session adjustments due to last minute attendee changes (What if...).</li> <li>Minimise amount of equipment required, and therefore contact and double handling. Try to reduce the use of bibs, however if bibs are used, these should not be swapped during session, and should be separated from un-used bibs and washed after each session.</li> </ul>	<ul style="list-style-type: none"> <li><b>Session/match dates/time MUST be agreed with Kevin Hastings (male football) and Mark Hedley (female football).</b></li> <li><b>Ensure 'electronic' consent is received for each player (under 18).</b>  <b>"I confirm I have read and understood the Covid-19 Risk Assessment and consent my child can take part"</b></li> <li><b>Coach to set up/collect equipment.</b></li> <li><b>Coaches to wear disposable gloves or regularly sanitise hands and other PPE (if felt appropriate).</b></li> <li><b>Wash 'used' bibs after each session.</b></li> </ul>



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Ref	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
7	Session planning/set-up – Social distancing.	Coaches & players	<ul style="list-style-type: none"> <li>Competitive match play is permitted, with social distancing in place before and after the session, and in any breaks in play. •</li> <li>Set plays: players are encouraged to avoid unnecessarily long set-up or close marking. Other modifications apply to specific situations, such as no celebrations or team huddles.</li> <li>Youth football coaches are encouraged to limit persistent close proximity of participants during match play and training.</li> <li>Small-sided football should include more regular hygiene breaks in activity and players discouraged from touching or tackling against boards.</li> </ul>	<ul style="list-style-type: none"> <li><b>Coaches to prepare session plans accordingly. Inform and remind players of social distancing requirements.</b></li> </ul>



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### RISK ASSESMENT – 'Before' Training Sessions/Matches

Ref	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
8	Match day preparation.	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>The sharing of kit and equipment should be avoided, but where equipment is shared, it must be cleaned before use by another person.</li> <li>Goal posts and corner poles should be wiped down before matches, after matches and at half time.</li> <li>Active participants should arrive changed and ready to take part.</li> <li>Meet-up times should be adjusted to avoid time spent congregating at a venue.</li> <li>When each player arrives, they must proceed directly to where their coach has set up and instructed.</li> <li>Use of clubhouses, hospitality facilities, changing rooms and toilets must be adhere to.</li> <li>Coaches to obtain opposition RA/protocols prior to any away fixture and inform all parties.</li> <li>Coaches to provide opposition our RA prior to their arrival (Home fixture).</li> <li>Home fixtures – Ensure CUFC Covid-19 'A-frames' are in place, which includes track &amp; trace QR code.</li> <li>Home Fixture - Contact opposition and ask them to complete the clubs 'NHS track and trace' system (QR code provided on the day).</li> <li>Away Fixture – Parents/players (over 18) to adhere to their Covid-19 protocol</li> </ul>	<ul style="list-style-type: none"> <li>Coaches to obtain any Covid-19 RA from the opposition (if away). Inform all parties of the RA and any protocols.</li> <li>Coaches to provide opposition our RA prior to arrival.</li> <li>Match information will be decided in conjunction with club &amp; pitch availability. Coach will inform parents/players by usual way of communication.</li> <li>Coach will prepare for expected attendance and be set-up prior to arrival.</li> <li>Coaches to keep a record of training attendees. Refer to Annex A.</li> <li>Ensure Covid-19 'A-frames' are in place.</li> <li>Ensure parents and players (over 18) complete 'NHS track and trace'.</li> </ul>
Doc Ref:	CUFC010a		<b>RA Sheet 6 of 12</b>	V5 - December 2020 (Reviewed Monthly)





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### RISK ASSESSMENT – ‘During’ Training Sessions/Matches

	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
9	Arrival - Training	Players, Parents, Coaches & any other attendees	When each player attends the training venue, they must proceed directly to where their coach has set up. Players and parents/guardians must adhere to social distancing throughout the session.	<p><b>Team training dates, times and venues will be decided by coach (in conjunction with Club and pitch availability). Coach will inform parents by usual means of communication.</b></p> <p><b>Coach will prepare for expected attendance and have the session set-up prior to arrival.</b></p> <p><b>Coaches to keep a record of attendees and their groups (per session). Refer to Annex A.</b></p>



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### RISK ASSESSMENT – ‘During’ Training Sessions/Matches

	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
10	Social Distancing	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Competitive match play is permitted, with social distancing in place before and after the session/match, and in any breaks in play.</li> <li>Non-contact training sessions to be utilised. Ensure social distancing is always adhered to by players and coaches.</li> <li>'Player stations' to be placed minimum 2m apart, away from training/match area. Players will leave drinks/any other items making it recognisable as theirs. Players must not approach any other 'station'.</li> <li>Matches/Training (Spectators):               <ul style="list-style-type: none"> <li>- Central Venue: One Parent per player</li> <li>- Junior Football (CUFC venues): Whilst permitted, it is strongly recommended, one parent per player continues. Social distancing needs to be adhered and promoting attendance discouraged.</li> <li>- Adult Football (CUFC venues): Spectators allowed however, promoting attendance is discouraged and will be monitored to ensure that the Government Rule of 6 applies and social distancing adhered.</li> <li>- Junior/Adult Football (Away venues): Manager/coach to check with opposition and their protocols.</li> </ul> </li> <li>If social distancing is maintained there is no requirement to wear a face covering. However. It is strongly advised that a face covering is worn to minimise the risk to all.</li> </ul>	<p><b>Coaches to inform parents/guardians to the location of stations prior to arrival.</b></p> <p><b>Covid 19 Officers (or delegated helpers) to monitor social distancing and ensure protocols detailed in this RA are followed.</b></p>



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### RISK ASSESSMENT – ‘During’ Training Sessions/Matches

	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
11	Equipment	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Remind players not to touch equipment.</li> <li>Footballs – contact with hands should be kept to an absolute minimum.</li> <li>When the ball goes out of play, it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible.</li> </ul>	
12	Hand Washing/Hygiene Etiquette	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Players should bring their own hand sanitizer. (As a precaution a ‘hand sanitizer station’ will be made available).</li> <li>Constant encouragement to sanitize hands after each session/during break in play.</li> <li>Players must not ‘spit’ and should avoid shouting or raising their voices when facing each other.</li> <li>Inform players that no toilet breaks in the vicinity of the training session will be permitted.</li> </ul>	<p><b>Players encouraged to bring their own hand sanitiser and kept at their ‘player station’.</b></p> <p><b>‘Hand sanitiser station’ will be made available as a precaution.</b></p>



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### RISK ASSESSMENT – ‘During’ Training Sessions/Matches

	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
13	Players/parents showing symptoms of Covid-19	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Those players, parents, spectators, or coaches must <b>NOT</b> attend training/matches.</li> <li>Any person who begins to feel sick during the activity should be isolated from other players and should be required to return home.</li> <li>If a player, parent, spectators, or coach develops COVID-19 symptoms during the activity, they should be sent home to begin isolation immediately.</li> </ul>	<p><b>Coach to keep a register of any reported symptoms.</b></p> <p><b>Anyone who becomes infected after training/matches should report this to the NHS test and trace system.</b></p>
14	Injury	Players, Parents, Coaches & any other attendees	<p>In the event that a player requires ‘minor’ first aid, a family member must attend to the player as a first option. If not possible, the first aider should use appropriate Personal Protective Equipment, including medical mask and gloves.</p> <p>If additional, more professional assistance is needed, 999 or 111 should be called.</p> <p>Coaches to have a copy and be familiar with the CUFC Emergency Action Plan.</p>	<p>All coaches should be familiar with “First-aid guidance for returning to competitive-grassroots football (1<sup>st</sup> December 2020)”</p> <p>Coaches to have a copy of the CUFC Emergency Action Plan specific to their venue.</p>



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### RISK ASSESSMENT – 'After' Training Sessions/Matches

	Hazard – Spread of Covid 19	Who is at risk?	Actions or Mitigation Measures	Health and Safety Information/Actions
15	Hand Washing/Hygiene Etiquette	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Players must wash their hands with sanitiser at earliest opportunity.</li> <li>Players need to be encouraged to change clothes and shower as soon as they get home.</li> </ul>	
16	Departing/Travel.	Players and Parents/Guardians	<ul style="list-style-type: none"> <li>Social distancing should be adhered.</li> <li>Ensure all players leave the training session/matches individually (i.e. intervals), in a safe manner and with their designated parent/guardian (where appropriate).</li> </ul>	
17	Equipment	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Cones, footballs, bags and other equipment used in session or match must be cleaned after use to avoid cross contamination.</li> <li>Keep all used equipment in an unused location for 72 hours after training.</li> <li>Used bibs to be kept separate (to avoid cross contamination) and washed.</li> <li>Unless necessary, participants should take their kit home and wash it themselves, or by family members.</li> </ul>	<ul style="list-style-type: none"> <li><b>Coach to set up/collect equipment.</b></li> <li><b>Coaches to wear disposable gloves or regularly sanitise hands and other PPE (if felt appropriate).</b></li> </ul>
18	Social distancing	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Everyone must continue to maintain social distancing including in any facilities where groups of people congregate (e.g. clubhouses).</li> <li>Everyone should leave following the traffic-flow system the club or facility provider has put in place.</li> </ul>	



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19	Anyone showing symptoms of Covid-19	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>If a player, parent, or coach develops COVID-19 symptoms following their attendance, they should report this to the NHS test and trace system.</li> </ul>	<p><b>Coach to keep a register of any reported symptoms.</b></p> <p><b>Anyone who becomes infected after training/matches should report this to the NHS test and trace system.</b></p>
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20	Protocol – Can we improve?	Players, Parents, Coaches & any other attendees	<ul style="list-style-type: none"> <li>Parent feedback.</li> <li>Ask the player if they enjoyed the training and ensure they felt safe and secure.</li> <li>Make use of <b>Annex A</b> to record any comments/observations/issues.</li> </ul>	<ul style="list-style-type: none"> <li><b>Annex A to be retained for 3 weeks.</b></li> <li><b>Review and update procedures as appropriate.</b></li> </ul>
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## ANNEX A – Training Group Record

**NOTE:** This is to retain a register of player attendance and their involvement in which group. Following each training session, this should be completed and retained for 3 weeks.

Date		Venue				Team		
	Player/Temperature Reading			Player/Temperature Reading			Player/Temperature Reading	
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		
<b>Coach</b>								
<b>Comments/Observations/Issues</b>								