



Northwood FC Covid-19 Risk Assessment

Risk Factor

Very low risk	1
Low risk	2
Moderate risk	3
High risk	4
Very high risk	5

Date:	Assessed by:	Position	RA number	Version No.	Last review
18.08.20	John Joyce	Covid-19 Officer	NFC001	3	26.10.20

Description of activity:	This risk assessment covers all football activity under the authorisation and jurisdiction of Northwood FC. These such facilities are: *Training sessions carried out with restrictions caused by COVID-19. *Matches carried out with restrictions caused by COVID-19.
People at risk	Players, coaches, volunteers, committee, parents, guardians
Frequency of activities	At least once a week

Hazard	Activity	Risk factor before controls	Controls required	Additional controls	Risk factor after controls	Action by	Action date	Reviewed/updated	Completed
Infection risk of covid-19	Communication	4	Northwood F.C players/coaches/volunteers/club officials etc. are provided with access and asked to read the FA "code of conduct".	This is included in the club's protocol document issued to all parties.	2	JJ/AE	27.08.20	26.10.20	Ongoing for new players.
			All Northwood F.C players/coaching staff/officials and volunteers are provided with a COVID-19 club protocol document. This informs them of all match day protocols and COVID-19 related changes.	This is also issued to the visiting club before every game.		JJ/AE	27.08.20	26.10.20	Ongoing.
			All qualified Northwood FC first aid staff and physios are issued with a first aid COVID-19 guidance document. This informs them of all covid related changes and should be signed by the relevant people.		JJ/AE	27.08.20	26.10.20	Ongoing for any new first aiders	
			Northwood F.C First aid staff and physios are advised to refer to the F.A document "First aid guidance for returning to outdoor competitive grassroots football"	Reference to this F.A document is included in first aid COVID-19 guidance document issued to all first aiders.	JJ/AE	26.08.20	26.10.20	Ongoing for any new first aiders	
			All Northwood F.C staff/players/coaches/volunteers must complete a consent to return/self-assessment form before they can commence any activities at the football club.	This is issued and signed by all parties. The self-assessment form is a declaration that players will check for symptoms before they travel to the ground. Anyone showing symptoms should not attend and the club secretary should be informed.	JJ/AE	27.08.20	26.10.20	Ongoing for new players.	
			Visiting clubs are required to complete a self-assessment COVID-19 declaration list form. This provides a list of all players and officials attending match days.	This document is returned to the Northwood F.C club secretary. Players are still advised to use the NHS test and trace app.	JJ/AE	27.08.20	26.10.20	Ongoing for new players.	

Hazard	Activity	Risk factor before controls	Controls required	Additional controls	Risk factor after controls	Action by	Action date	Reviewed/updated	Completed
			The club advises all players and backroom staff to travel separately to the ground and restrict the use of public transport if possible.	This is included in the club's protocol document issued to all parties.		JJ/AE	27.08.20		Ongoing for new players.
			All visitors to the clubhouse and ground are instructed to carry out a self-assessment with regards to COVID-19 symptoms and informed not to come to the stadium, but self-isolate.	This is included in the club's protocol document plus advertised on a weekly match day guidance poster shown on the website and social media.		JJ/AE/KG	28.08.20		Ongoing for each game
			Anyone who wishes to shield is permitted to do so.	Part of self-assessment instruction on match day guidance poster.		JJ/AE/KG	28.08.20		Ongoing for each game
			Communication is issued to all with regards to the stadium controls in place by the club for attendance at training/matches.	This is included in the club's protocol document plus advertised on a weekly match day guidance poster shown on the website and social media.		JJ/AE/KG	28.08.20		Ongoing for each game
			No indoor training or matches of any kind will take place until further notice.	Northwood has no indoor training facilities currently.		IB/AE	26.08.20		29.08.20
			Club officials/committee members responsible for the COVID-19 policy are observing matches in order to ensure compliance is adhered to.	Members attend most games.		JJ/AE/IB/RP	29.08.20		Ongoing for each game
			Signage is displayed in designated areas around the ground and clubhouse ensuring maximum communication on social distancing rules.			JJ	27.08.20	16.10.20	29.08.20
			Tannoy announcements are advising people within the ground to adhere to social distancing measures.	Announcements are made before, at half time and at the end of games.		AE	29.08.20		Ongoing for each game
			Northwood Youth Football Club have published a separate risk assessment which is available on the club's website.			AE	26.08.20		26.08.20
			The club's groundsman has been advised to clean tools and adhere to social distancing measures.	A simple briefing will be given to the groundsman.		IB	28.08.20		28.08.20
			In the event of a local lockdown, the club will comply with government advice.	Any changes will be announced via the club's website and social media platforms.		IB/AE	no date hopefully.		no date hopefully.
Infection risk of covid-19	System testing / Track & Trace	4	All visitors are required to be temperature checked using handheld scanners. Any person with a temperature over 37.8 degrees celsius is re-assessed and advised to leave the premises if the temperature is persistently high.	The temperature checks are taking place on entry to the clubhouse and ground. Visiting club players, coaching staff and match officials are exempt. This is a directive from the Isthmian league.	2	JJ/RP	29.08.20	26.10.20	Ongoing for each game
			Visitors to the clubhouse and ground are advised to scan the NHS test and trace app or give name and telephone number which are manually logged. These records are kept for 21 days in line with the club's data protection policy. These can be used upon a request to comply with the requirements for the NHS track and trace system. Confirmation is obtained from visiting teams to ensure they have all contact details and is issued to Northwood FC before arrival at the ground.	Every person above the age of 16 needs to scan the app or have their name and number taken. It should not just be group leaders.		JJ/RP/SD	29.08.20	26.10.20	Ongoing for each game

Hazard	Activity	Risk factor before controls	Controls required	Additional controls	Risk factor after controls	Action by	Action date	Reviewed/updated	Completed
			The visiting club players, backroom staff and official plus match officials are not required to be temperature checked. The self assessment forms are sufficient.	Northwood F.C players and officials are still temperature checked on arrival.		JJ/RP	29.08.20		Ongoing for each game
Infection risk of covid-19	Access control	3	Access to the ground is managed only via turnstile 1 at present. The turnstile has a perspex screen in place and the push barrier is cleaned at regular intervals.	Push barriers are wiped with antibacterial solution before people enter, at half time and after people leave.	2	SD	29.08.20	26.10.20	Ongoing for each game
			Only turnstile 1 is open for entry unless necessary.	Turnstile 2 and the seated stand entry are both closed until further notice.		SD	29.08.20		Ongoing for each game
			Hazard tape is applied to the floor outside the turnstiles to maintain social distancing.	Each piece of tape is set at 2 metres apart.		JJ	29.08.20	26.10.20	29.08.20
			Staff on turnstiles are wearing gloves due to potential handling of cash.	The club provides gloves.		SD	29.08.20		Ongoing for each game
			PPE will be provided if medical assistance is required and social distancing not possible.	The club will provide masks if a given situation arises.		IB	29.08.20		Ongoing for each game
			Hand sanitiser is provided on tables before entering the ground & clubhouse and also when exiting. Visitors are reminded by signage to use the sanitisers regularly.	The sanitisers supplied are 500 ml bottles with push tops for quick use.		JJ	29.08.20		29.08.20
			Signage inside the stadium provides guidance and reminders of social distancing rules.	Signage is set at designated points within the stadium.		JJ	29.08.20		29.08.20
			Car parking may be restricted on some match days to reduce overcrowding in the area outside the ground.			JJ/GM	01.09.20		When necessary
Infection risk of covid-19	H&S arrangements and First aid	4	Medical & PPE provision is available at the ground to follow the FA PPE level requirements for first aid.	First aiders have the correct and agreed equipment as specified by the F.A first aid guidance document.	1	IB/AE	29.08.20		29.08.20
			First aiders and physio staff are advised to sanitise hands after treatment.	Included in the first aid COVID-19 guidance document. First aid staff should have their own sanitiser.		IB/AE	29.08.20		29.08.20
			Suitable sanitisation process is in place for stadium touchpoints.	All handles, fence barriers, goalposts and touchpoints are cleaned before matches.		JJ	29.08.20		Ongoing for each game
			Signage regarding handwashing and social distancing is displayed.	These are located near the sanitisation tables and around the ground.		JJ	29.08.20		29.08.20
			Hand wash, sanitiser and wipes are available for first aiders if necessary.	Stocks are constantly checked and replenished.		JJ	29.08.20		Ongoing for each game
			First aiders are provided with the first aid COVID-19 guidance document.	Issued to all designated first aiders.		JJ/AE	27.08.20		Ongoing for any new first aiders
			If any person is found to be symptomatic, then the club will look to arrange transport from the ground if necessary.	Dependent on the level of symptoms shown.		JJ	29.08.20		Ongoing for each game
Infection risk of covid-19	Toilets	4	Toilets are cleaned on a regular basis and especially prior to match days.	Part of match day rota. 3	2	IB/RP/JJ	29.08.20		Ongoing for each game

Hazard	Activity	Risk factor before controls	Controls required	Additional controls	Risk factor after controls	Action by	Action date	Reviewed/updated	Completed
			Toilets will be treated at least every 30 days or as required with sanitising solution that provides protection up to 30 days.	The club will ensure the correct sanitising solution is used for this process.		IB	29.08.20		Ongoing for each game
			Male toilets have the middle urinal cordoned off with signage to maintain social distancing.	A sign is located above the toilet and hazard tape across the urinal.		JJ	27.08.20		27.08.20
			A minimum of two people are allowed in toilets at any one time. The ladies' toilet in the clubhouse is restricted to one due to size.	Signage is on display quoting the number allowed.		JJ	27.08.20		27.08.20
			During pitch opening times, the toilets are checked regularly for consumables and paper towels as required.	Part of match day rota.		JJ	29.08.20		Ongoing for each game
			Suitable social distancing signage is on display in all toilets.			JJ	27.08.20		27.08.20
			All bins are emptied before games and new black bags added if necessary.	Part of match day rota.		RP	29.08.20		Ongoing for each game
Infection risk of covid-19	General cleaning	4	All contact points are cleaned on a regular basis.	Part of match day rota.	2	JJ	29.08.20		Ongoing for each game
			There is regular cleaning of all equipment i.e. balls, cones and goal posts.	Part of match day rota.		AE	28.08.20		Ongoing for each game
			All kits and bibs are washed after every match.	Any member of staff washing kits will wear gloves and a mask when handling items.		IB/M	29.08.20		Ongoing for each game
Infection risk of covid-19	Spectator stands and terracing	3	Due to the latest Government and FA guidelines spectator numbers in the ground are limited to 400 people.	Any additional people will be refused entry to the ground.	2	AE	27.08.20		Ongoing for each game
			There is signage on display in the ground informing spectators of social distancing rules.			JJ	27.08.20		27.08.20
			Spectator groups are limited to six people within the ground to comply with Government social distancing rules. Groups should be at least 2 metres apart.	There is communication via the tannoy and ground signage. People are advised to maintain groups of no more than six and may be asked to separate.		JJ	29.08.20	26.10.20	Ongoing for each game
			Specific stand seating is cordoned off to ensure social distancing is maintained.	Unused seats are all marked with hazard tape. This is inspected before each game.		JJ	27.08.20	26.10.20	27.08.20
			There is signage in the stands requesting people to sit in the same seats all game if possible.			JJ	27.08.20		27.08.20
			Seats are inspected and cleaned on a regular basis.			JJ	28.08.20		Ongoing for each game
Infection risk of covid-19	Competitive match play and training	3	Northwood FC is affiliated with county football association prior to match play.	The club is affiliated to the Middlesex County FA.	2	AE	26.08.20		26.08.20
			Physical team sheets are not shared between officials and opposition where possible and are	The team sheets are on display in the ground/clubhouse and outside the turnstiles but not available for spectators.		AE	29.08.20	26.10.20	Ongoing for each game

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			Safety briefings prior to competitive activities should be provided reminding participants of the FA "code of conduct" and the requirement to social distance during breaks in play.	This is included in the club's protocol document.		JJ	27.08.20		Ongoing for each game
			Teams do not enter the field of play collectively and stagger their arrival onto the pitch and this is pre-agreed with the match officials.				29.08.20		Ongoing for each game
			Pre-hand handshakes are not allowed. Players are asked to sanitise before kick off.	Sanitiser is available in all the changing rooms and players are reminded to sanitise.			29.08.20		Ongoing for each game
			Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed.	This is included in the club's protocol document.			29.08.20	26.10.20	Ongoing for each game
			Warm-ups/cool-downs should always observe social distancing.	These will be in one of the three designated areas and provides sufficient distance between the teams.			29.08.20		Ongoing for each game
			Coaches, other team staff and substitutes are allowed, but must always observe social distancing during interactions when a substitution is being made. Additional seating is provided to allow for social distancing.	There are six extra chairs spaced out on the side of both team shelters now. These are cleaned before each game.			29.08.20		Ongoing for each game
			Match preparation meetings by officials are held in the officials changing rooms.	The number is limited to three people at one time.			29.08.20		Ongoing for each game
			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.	This is included in the club's protocol document.			29.08.20		Ongoing for each game
			Set plays - corners should be taken promptly to limit prolonged close marking and goal posts should be wiped down before each match.	This is included in the club's protocol document. Cleaning is part of the match day rota.			29.08.20		Ongoing for each game
			Goal celebrations should be avoided.	This is included in the club's protocol document. The club hopes there are many occasions to assess these celebrations!			29.08.20		Ongoing for each game
			On no occasion should players and officials spit.				29.08.20		Ongoing for each game
			Interactions with referees and assistant referees should only happen with players observing social distancing.	This is included in the club's protocol document issued to all players			29.08.20		Ongoing for each game
			Footballs should not be handled unless for throw-ins and if the ball goes outside of the pitch confines, it should be sanitised before re-entering play and alternative sanitised balls used to help the game flow. Use of foot instead of hands where possible.	This is included in the club's protocol document issued to all players.			29.08.20		Ongoing for each game
			Goalkeepers should disinfect their gloves regularly.	This is included in the club's protocol document.		JJ/AE	29.08.20		Ongoing for each game

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			The use of bibs is kept to a minimum and only worn once and not swapped during any exercise. The technical area has additional seating provided to allow for social distancing to take place.	Any person handling and washing bibs will wear a mask and gloves. Additional seating is provided as discussed previously.		IB/M RP	29.08.20 29.08.20		Ongoing for each game Ongoing for each game
Infection risk of covid-19	Break times / half time	3	Players are reminded to keep social distancing a priority during any breaks.	This is included in the club's protocol document issued to all players.	2	JJ/AE	29.08.20		Ongoing for each game
			There are three designated areas on the pitch during warm ups and team talks. One for the home team, away team and officials.	This is included in the club's protocol document issued to all players.		JJ/AE	29.08.20		Ongoing for each game
			The club provides water bottles with players names or numbers marked on a label.	The water bottles are cleaned and stored by the club. Anyone washing the bottles will wear a mask and gloves for protection.		IB/AE/M	05.09.20		Ongoing for each game
			Players are asked to bring their own sun cream and sanitiser if possible for training or match sessions which are to be used during, before and after any break.	This is included in the club's protocol document issued to all players. The players can also use the sanitisers in the changing rooms		JJ/AE	29.08.20		Ongoing for each game
			Volunteers/staff are reminded of social distancing rules.	There are constant briefings and reminders. All volunteers get a copy of the protocol document.		JJ	29.08.20	26.10.20	Ongoing for each game
			A half-time announcement in the ground reminds spectators of social distancing rules.			AE	29.08.20		Ongoing for each game
Infection risk of covid-19	Changing rooms/showers	5	Changing rooms/shower rooms are only used for matches where required to do so by the league. However all teams and officials are asked to attend the match already changed if possible.	This is included in the club's protocol document issued to all players and officials.	3	JJ/AE	29.08.20		Ongoing for each game
			Visiting clubs have access to the changing rooms via the clubhouse whilst Northwood F.C players and coaching staff plus match officials must enter through the tunnel entrance.	This is to restrict overcrowding in the changing room corridor.		JJ/AE	29.08.20	26.10.20	Ongoing for each game
			There is a limit of 6 people in the changing rooms except for a team talk before kick off and at half time by the first 11 plus the manager.	This applies to the home and away dressing rooms.		JJ/AE	29.08.20	17.10.20	Ongoing for each game
			Masks should be worn at all times in changing rooms. The only exception is the Manager for team talks.				17.10.20		
			Players should bring their own shower gel and soap for use in showers and these should not be shared.	This is included in the club's protocol document issued to all players.		JJ/AE	27.08.20		Ongoing for new players.
			Changing room windows will be open to allow for ventilation.			JJ	27.08.20		Ongoing for new players.
			The match day COVID-19 rules are on display in both club changing rooms. This informs player of protocol whilst on the field of play.			JJ	27.08.20		27.08.20

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			Only authorised personnel to access changing rooms and each to be clearly marked with the maximum number of individuals permitted access and this is communicated to all teams and officials.	Relevant signage is on display.		JJ	29.08.20		Ongoing for each game
			Changing rooms are only used for changing and showering and no other purpose.	Relevant signage is on display.		JJ	29.08.20		Ongoing for each game
			All players/coaches/match officials are advised to shower at home after matches if possible.	This is included in the club's protocol document issued to all players.		JJ/AE	29.08.20		Ongoing for each game
			Changing rooms are thoroughly cleaned before every game.			IB	27.08.20		Ongoing for each game
Infection risk of covid-19	Monetary	3	Ground entrance fee has been increased to £10 to avoid excessive handling of cash and change.		1	AE	12.09.20	26.10.20	Ongoing for each game
			Tickets and programmes are available to purchase online reducing handling of cash at turnstiles.			AE/KG	28.08.20		Ongoing for each game
			Season tickets are not handled by staff and should just be shown by spectators at the turnstiles.			SD	28.08.20		Ongoing for each game
			Printed match day programmes are available to buy online and can be collected from the clubhouse entrance. There will also be ones to purchase on the day.	Handling of programmes is kept to a minimum. Pre-ordered programmes will be available in one box and ones paid by cash in another.		AE/KG	03.09.20	26.10.20	Ongoing for each game
Infection risk of covid-19	Travelling, car parking and external areas outside the football ground	3	All participants are reminded of the need to comply with the latest government guidelines for travelling to and from matches.	This is included in the club's protocol document issued to all players and staff.	1	JJ/AE	28.08.20		Ongoing for each game
			Users of local authority car parks and the park are reminded to maintain social distancing and follow Government guidelines.	On match day guidance posters.		JJ/KG	28.08.20		Ongoing for each game
Infection risk of covid-19	Clubhouse	5	All visitors to the clubhouse are required to be temperature checked. Any person with a temperature over 37.8 degrees celsius are re-assessed and advised to leave the premises if the temperature is persistently high.	Visiting club players, coaching staff and match officials are exempt. This is a directive from the Isthmian league.	3	JJ	29.08.20	26.10.20	Ongoing for each game
			A mask should be worn by everyone within the clubhouse unless seated.	Volunteers at the clubhouse entrance will check for masks being worn.		JJ/IB	03.10.20		03.10.20
			People from the same household/bubble should not be mixing within the clubhouse.	There is signage in the clubhouse to inform people.		JJ/IB	17.10.20		17.10.20
			Visitors should scan the NHS test and trace app or give their name and number. Details will be kept for 21 days.						
			The clubhouse now operates a table only service and food drink are ordered via two mobile numbers. Nobody is allowed to be queuing at the bar. All tables are set at 2 metres apart or 1 metres where people are back to back.	There is signage in the clubhouse to inform people.		JJ/IB	03.10.20		Ongoing for each game

Hazard	Activity	Risk factor before controls	Controls required	Additional controls	Risk factor after controls	Action by	Action date	Reviewed/updated	Completed
			A one way route now operates within the clubhouse.	Entrance to the clubhouse as normal but the exit is now via the opposite end past the board room. There is clear signage on display.		JJ	28.08.20		28.08.20
			The club is not providing post match refreshments during the current situation.	Players and officials should bring their own food if necessary.		JJ/AE	29.08.20		29.08.20