

August 2020 Issue 1

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For Information	Issue Status	Comments
SCEFL	Issue 1	Emailed 10/08/2020
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To be read in conjunction with the below:

- **UK Government Coronavirus COVID19 Guidance**
<https://www.gov.uk/coronavirus>
- **UK Government Guidance for the return to Recreational Team Sport Framework**
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>
- **UK Government Guidance on Social Mixing**
<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july>
- **UK Government Guidance on Staying Alert and Safe Social Distancing**
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- **Various Guidance from The FA COVID19**
<http://www.thefa.com/about-football-association/covid-19>



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1 Introduction

This strategy does not form part of any players contract and it may be amended by Holmesdale FC (HFC) from time to time.

All HFC club members, both playing and non-playing plus non visitors / members of the public who are attending our Oakley Road premises for legitimate reasons are included in this strategy.

For example, essential contractors and service providers may be at risk of infection, or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or sputum e.g. HFC club members, cleaners, groundsmen etc.

Such substances may contain micro-organisms such as bacteria and viruses which can be spread if HFC club members and visitors do not take adequate precautions.

Also, at risk of spreading infection are those involved in food preparation and handling. It is therefore important that strict hygiene and social distancing precautions are observed.

Our rules on controlling the risks of infectious diseases at Oakley Road should always be followed, where practicable. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

To restrict and reduce the risk of infection in the workplace, HFC will, where reasonably practicable:

- Have systems in place that assess the risk of and prevent, detect, and control the risk of infection.
- Designate a Covid-19 Appointed Person and officers in accordance with the Football Association requirements.
- Ensure sufficient resources are available to secure effective prevention and control of infection, so far as is reasonably practicable.
- Ensure HFC club members and other persons are provided with suitable information, and instruction in the precautions to follow.
- A Suitable and sufficient risk assessment is carried out with respect to prevention and control of infection.
- Ensure an appropriate standard of cleanliness and hygiene is maintained throughout Oakley Road and that the premises are maintained in good physical repair and condition.
- Ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment.
- Ensure that a suitable cleaning schedule is in place and followed.
- Ensure there is suitable and sufficient hand washing facilities and sanitiser / antimicrobial products e.g. hand wipes available where appropriate.
- Ensure that suitable and adequate PPE is made available for all persons that require it to undertake their role.
- Ensure suitable information on infections is provided to visitors, including the importance of hand washing by visitors.
- Ensure information regarding infection is passed on to any other person, as necessary.
- Ensure individuals who develop an infection are identified promptly.
- Inform the local health protection unit, Football Association and Southern Counties Football League of any outbreaks or serious incidents relating to infection.
- Ensure that contractors and other persons who directly or indirectly undertake work co-operate with our control of infection processes.
- If face to face meetings need to take place, ensure that facilities are suitable to minimise the spread of infection e.g. a gap of two metres between individuals is recommended.

2 Summary

Holmesdale FC and Holmesdale Sports and Social Club will undertake the below to prevent the spread of COVID19 at football matches and social functions.

Further details of the below are included within Section 5 Risk Assessment.

Football Matches

- All persons attending the match will undergo a temperature check with a forehead thermometer, this will be carried out by a Holmesdale FC COVID19 Officer.
 - If the temperature reading is higher than 37.8°C the person will be asked to return 10 minutes later for a 2nd check.
 - If the subsequent 2nd check is also high, they will be refused entry for the match.
 - All temperature checks will be recorded on form **COVID19-HFC1**.



- On entering the ground all persons will be required to provide their name and contact number for the NHS track and trace purposes, this will be recorded on form **COVID19-HFC1**.
 - These records will be held for a duration of 21 days and then destroyed.
 - With regard to football teams arriving to play matches, Holmesdale FC will require the contact numbers of the Manager and 1 other club official for track and trace purposes, this will be recorded on form **COVID19-HFC2**, it will be the responsibility of these persons to notify the team members if a COVID-19 issue is raised by Holmesdale FC within 21 days of the match.
- All persons will be required to follow social distancing guidelines whilst attending the match, follow the COVID-19 signage and use the fixed hand sanitiser stations:
 - When entering the ground.
 - When entering and exiting the clubhouse.
 - When entering and exiting the changing rooms.
 - When entering / exiting the male and female toilets.

The HFC Covid-19 Accountable Officers and the Club COVID-19 Appointed Person will, in conjunction with the Chairman ensure ongoing hazard identification and the assessments of the risks associated with Coronavirus / Covid-19 are undertaken, as required by relevant Regulations / guidelines and Covid-19 protocols.

Training Sessions

The HFC COVID-19 Accountable Officers will ensure all training sessions will be undertaken in accordance with the Football Association protocols and the measures detailed within the HFC COVID-19 Risk Assessments.

Only minimal personnel, training items / equipment is required and provided for whilst the relevant COVID-19 Protocols for Training requirements are in place.

The HFC COVID-19 Officers are to ensure that all the training equipment utilised for use by our playing staff is suitable for the purpose for which it is to be used and is cleaned and disinfected prior to use, at regular intervals during use and post use. The cleaning of equipment will be recorded on form **COVID19-HFC3**.

They are also to ensure, where reasonably practicable that the requirements of the relevant Step 1 - Small Groups Training and Steps 2 – Contact Training Risk Assessment control measures are met and maintained.

Social Functions Pre and Post Football Matches

Prior to COVID19 our clubhouse capacity was 110, this is now reduced to a maximum of 60.

- Post-match all persons using the clubhouse will need to follow social distancing guidelines and follow the COVID-19 signage and use the fixed hand sanitiser stations.
- All persons attending social functions will undergo a temperature check with a forehead thermometer, this will be carried out by a Holmesdale FC COVID19 Officer.
 - If the temperature reading is higher than 37.8°C the person will be asked to return 10 minutes later for a 2nd check.
 - If the subsequent 2nd check is also high, they will be refused entry to the social function.
 - All persons attending the social function will be required to provide their name and contact number for the NHS track and trace purposes, this will be recorded along with their temperature reading on form **COVID19-HFC4**.
- All persons will be required to follow social distancing guidelines whilst attending the social function, follow the COVID-19 signage and use the fixed hand sanitiser stations:
 - When entering and exiting the clubhouse.
 - When entering / exiting the male and female toilets.

Personal Protective Equipment

The Coronavirus / COVID-19 situation exist where, despite implementing reasonably practicable precautions to eliminate or minimise hazards to club members and visitors, Personal Protective Equipment (PPE) might be necessary to safeguard their health, safety, and welfare.

HFC through their COVID-19 Appointed Person, will advise upon will suitable and sufficient PPE where an assessment has identified it as a 'last resort' to protect against risks to health and safety.

Emergency Preparedness, Planning & Reporting

HFC are aware of the threats posed by the Coronavirus / COVID-19 situation in the UK and the world in general. The UK Governmental / PHE advises that the club should always remain vigilant regardless of the current Coronavirus / Covid-19 situation risk level. Precautions will be in place so that any such incidents may be dealt with, should they arise.

The HFC COVID-19 Officers are to ensure through communication, participation, and consultation that club members and visitors understand what to do in case an emergency arises.

HFC will take all reasonable steps to identify all possible Coronavirus / COVID-19 system failures that could occur and contingency plans to deal with such incidents.

Where such incidents could lead to a major incident then HFC will brief the relevant authorities and work with them to ensure that these plans are compatible and adequate.

Cleaning Protocols

HFC employs the services of an external cleaning company, this company has committed to undertake its activities in accordance with documented Covid-19 Best Practice Protocols.

Enhanced cleaning procedures will be in place at Oakley Road, particularly in communal areas and at touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- All areas used for eating will be thoroughly cleaned at the end of each match, including chairs, door handles, vending machines, and payment devices.
- Rubbish collection and storage points will be increased and emptied at the end of each match and social function.
- Cleaning records will be recorded on form **COVID19-HFC5**.

Food Safety Management

All food handling staff will have awareness of Coronavirus / Covid-19 or be instructed and supervised to ensure that food is handled safely.

It is unlikely at the time of writing this strategy that food will be provided for functions or Pre and Post match.

Holmesdale Club Members

All HFC club members, Committee, Management team and players will complete and sign a COVID19 self-screening declaration for the season 2020-21 prior to attending or being a part of a competitive match.

The declaration will include a standard set of screening questions that are an indicator of COVID19 infection.

This will be recorded on **COVID19-HFC6**.

COVID19-HFC1 Spectators & Match Officials	COVID19-HFC2 Match Day Teams & Training	COVID19-HFC3 Equipment Cleaning
 COVID19-HFC1.pdf	 COVID19-HFC2.pdf	 COVID19-HFC3.pdf
COVID19-HFC4 Social Functions	COVID19-HFC5 General Cleaning	COVID19-HFC6 Club Members Individual
 COVID19-HFC4.pdf	 COVID19-HFC5.pdf	 COVID19-HFC6.pdf
HFC COVID19 WALL Signs		
 HFC COVID wall signs.pdf		

3 COVID-19 Hygiene and Behavioural Advice

Everyone should:

- Maintain regular and thorough hand hygiene practices - including thoroughly cleaning hands with warm water and soap.
- Avoid contacting your eyes, mouth, and face with unclean hands.
- Maintain social distancing – keeping at least 2 meters apart from anyone else.
- Not rely on face masks for protection from coronavirus.

Even a quality face mask cannot protect entirely against airborne coronavirus. The virus is very much smaller than most dust particles and it may be droplet-borne. Face masks do not protect the eyes.

Maintaining the safe recommended distance from others Cooperate with any supervisor and other instructions aimed at reducing the number of people who are together at any time, and help to achieve the separation of individuals to meet the 2 metre distancing guidelines from Public Health England.

Everyone should avoid:

- Direct (skin) contact with other people – e.g. do not shake hands with others.
- Close contact with anyone onsite (maintaining at least 2 metres apart).
- Others who may be vulnerable.

Preventing illness at training or at matches

Players and management are not to turn up at training or a match if they are unwell with coronavirus-like symptoms or have just been in contact with someone who has the virus.

All persons must co-operate with any:

- Prevention of entry to anyone who is unwell.
- Removal of anyone who becomes unwell.

Travelling to training or matches

Players and management should not travel to and from training or matches on public transport.

Players and management should not carshare to games, if they have to, they must wear masks whilst travelling and where possible share transport with the same people each time.

Players and management are to self-assess for COVID19 symptoms before travelling to training or matches.

Remember, we ALL have a responsibility to protect ourselves and others from the spread of coronavirus.

Everyone should do what they can to stop coronavirus spreading. Coronavirus-like symptoms are either:

- A high temperature – you feel hot to touch on your chest or back.
- A change in normal sense of taste or smell.
- A new, continuous cough – you have started coughing repeatedly.

If you develop these symptoms, however mild, or you have received a positive coronavirus (COVID-19) test result, then you should immediately self-isolate stay at home for at least 7 days from when your symptoms started.

If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days.

- Thoroughly wash your hands with soap and water (for 20 seconds) or apply sanitiser when you arrive for training or matches.
- Wash your hands or apply sanitiser, when you leave training / matches and when you get home.
- Where social distancing is not practicable please wear a face mask.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) if you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands thoroughly afterwards.
- Use phone, online services, or apps to contact your GP surgery or other NHS services.
- Do not touch your eyes, nose, or mouth if your hands are not clean.

4 Responsibilities

HFC Chairman

The Chairman has overall responsibility for health and safety in Holmesdale Football Club and for ensuring so far as is reasonably practicable that the Club Members are adequately informed on the COVID-19 strategy.

The Chairman of Holmesdale Football Club undertakes to provide sufficient club members to provide, maintain and test effective pandemic safety management systems to ensure the safety and well-being of its club members and visitors.

The Chairman is responsible for implementation of the COVID-19 strategy, for liaison with the club members, for ensuring that COVID-19 Accountable Officer is identified and for securing the necessary resources to implement the Policy, so far as is reasonably practicable.

HFC Club Members

HFC Club Members has executive responsibility for the COVID-19 matters in the Club and for ensuring so far as is reasonably practicable that the COVID-19 strategy is applied.

The Club members are collectively responsible for providing health and safety leadership and for ensuring so far as is reasonably practicable that decisions made are consistent. It will satisfy itself that competent resources exist to manage Coronavirus / COVID-19, so far as is reasonably practicable and that adequate resource is made available.

The Club Members of HFC are to ensure as far as reasonably possible that all premises and facilities at Oakley Road are constructed, maintained and checked in such a way that as far as is practicable the safety of everybody at the facility is assured.

HFC COVID-19 Appointed Person

The COVID-19 Appointed Person will be responsible for oversight of the COVID-19 risk assessments, ensuring the necessary level of risk mitigations are in place, the minimum guidance has taken place and that club members and visitors can adhere to their guidance responsibilities within local constraints.

The HFC Covid-19 Appointed Person has overall responsibility for determining and delivering the COVID-19 monitoring. The Club COVID-19 Appointed Person may carry out regular internal inspections and compliance evaluations.

HFC COVID-19 Officers

The HFC COVID-19 Officers will be responsible for maintaining the physical aspects of the COVID-19 strategy and risk assessments on the Oakley Road premises.

Hazard Identification and Risk Management

HFC places a high value on maintaining a healthy and safe environment for all club members and visitors.

By implementing a hazard identification and risk assessment that fulfils all relevant legal duties and requirements we aim to eliminate or control significant hazards that may arise because of football activities.

HFC may ensure that ongoing hazard identification and the assessments of the risks associated with Coronavirus / COVID-19 are undertaken, as required by relevant Regulations / guidelines and COVID-19 protocols.

Where we identify that risks remain and these activities cannot be avoided, we will assess the potential of Coronavirus / Covid-19 from both internal and external activities. We will also assess the potential impact from human capabilities and other human factors and then reduce the likelihood of those risks occurring and the severity of the outcome to its lowest possible level, so far as is reasonably practicable, by the implementation of suitable and sufficient control measures.

COVID19 OFFICERS

		
Chairman & COVID-19 Officer – Ray Tolfrey	COVID-19 Appointed Person & Fixture Secretary – Mark Hayes	Events Co-ordinator & COVID-19 Officer – Gary Hockborn
		
Facilities Manager & COVID-19 Officer – Dave Steers	Secretary & COVID-19 Officer – Ross Mitchell	Match Day Co-ordinator & COVID-19 Officer – Hugh Sullivan
		
Treasurer & COVID-19 Officer – Mark Harris	Groundsman & COVID-19 Officer – Ken Beckingham	Director of Football & COVID-19 Officer – Tony Beckingham

COVID-19

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

5 Risk Assessment

Holmesdale Football Club has a duty of care to protect the safety and welfare of its players, visiting players, staff, volunteers, visitors, customers and contractors at all times and must ensure the implementation of safe and effective social distancing and hygiene measures in line with government advice to limit the potential for COVID-19 infection.

If at any time the club believes such safety and welfare is potentially compromised it reserves the right to consider cancellation or amendment of any activity while measures are reviewed.

All activities will be carried out in line with current government COVID-19 guidelines and will be continually reviewed.

MATCH DAYS					
Area	Who Might be Infected	Controls Required	Additional Controls	Action by Whom	Personnel Required
Pre-Match	All players, management, match officials.	All pre-match details sent to visiting club and match officials to detail COVID19 arrangements and the requirement of a thermometer check.	Squad names and club officials to be provided prior to the match by the visiting club.	Visiting club and match officials.	Fixture Secretary. HFC COVID19 Officers.
Small Car Park	Drivers / passengers / visitors.	Car park to be monitored to restrict number of vehicles accessing the car park. All cars must be parked correctly and signs to show people entrances to the ground. Car Park to be cleaned of any discarded waste post-match. Muster point to be clearly signposted.	Visiting teams and match officials to park on Oakley Road.	All drivers.	HFC COVID19 Officers.
Entrance and exit area / Booth	All players, management, match officials, committee members, spectators, press/media.	Booth to be operated by HFC official. Operator to be behind clear protective screening. HFC to clean the entrance booth area prior to matches. Hand sanitiser station positioned at entrance area. Everyone attending a match will be required to have their temperature taken, contact number recorded for NHS track and trace purposes.	Appropriate COVID19 signage displayed, and instructions given by booth operative. HFC COVID19 Officers to monitor exit areas. Payment of entrance fee to be contactless where possible. Visiting clubs to be advised of the temperature taking and acceptance of this requirement. This will be recorded on COVID19-HFC2.	All attending matches.	HFC booth operator. HFC COVID19 Officers.

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MATCH DAYS

Area	Who Might be Infected	Controls Required	Additional Controls	Action by Whom	Personnel Required
		<p>If their temperature reading is higher than 37.8°C the person will be asked to return 10 minutes later for a 2nd check.</p> <p>If the subsequent 2nd check is also high, they will be refused entry for the match.</p> <p>These records will only be kept for 21 days and then destroyed.</p>	Spectators and Match Officials details will be recorded on COVID19-HFC1.		
Information	All players, management, match officials, committee members, spectators, press/media.	Information signage to be positioned around the ground advising of COVID19 requirements and social distancing.	HFC COVID19 Officers to check signage in place prior to match.	All attending matches.	HFC COVID19 Officers.
Social distancing	All players, management, match officials, committee members, spectators, press/media.	Social distancing signage and directional arrows to be installed through entrance and bar area.	<p>All to be advised of these requirements at the entrance booth.</p> <p>All club areas to be cleaned prior to and after matches.</p>	All attending matches.	HFC COVID19 Officers.
Toilet facilities	All players, management, match officials, committee members, spectators, press/media.	All toilets facilities to have hand sanitiser station positioned at the entrance.	<p>Signage for hand sanitiser stations.</p> <p>All toilets to be cleaned prior to and after matches.</p>	All attending matches.	HFC COVID19 Officers.
Changing facilities	All players, management, match officials.	<p>Home and away changing rooms limited to 8 players and 3 others changing at one time.</p> <p>All changing rooms to have hand sanitiser station positioned at the entrance.</p> <p>Used playing and warm up kit to be handled by one person wearing appropriate PPE.</p> <p>All changing facilities to be cleaned prior to and after matches.</p> <p>Prior to kick off and at half time numbers in the dressing room shall be kept to a minimum – max 11 players and 3 managers / coaches.</p> <p>At full time, each team shall leave the field of play via their separate routes and have the post-match meeting with minimum numbers</p>	<p>Signage for hand sanitiser stations.</p> <p>Showers are permitted to be used by only 2 persons at a time.</p> <p>Doors will be kept open where possible to reduce the need for people to touch handles by pushing or pulling them open, however wipes will be available to enable for all to frequently wipe handles down with antibacterial wipes to reduce risk.</p> <p>No Children are allowed within the dressing room area at any time.</p> <p>The entire changing facilities should be kept clear of any persons not needed. Numbers shall always be kept to a minimum.</p>	All players, management, match officials.	HFC COVID19 Officers.

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MATCH DAYS

Area	Who Might be Infected	Controls Required	Additional Controls	Action by Whom	Personnel Required
		as above. To reduce numbers changing should be staggered.			
Match officials	Match Officials.	Match officials changing room limited to 2 persons at one time. Match officials changing room to be cleaned prior to and after matches.	Match officials' showers are permitted to be used by only 1 person at a time. Payment of match officials to be by BASC or card refund post-match.	Match officials.	HFC COVID19 Officers.
Club physios	All players and club physio.	HFC and visiting club Physios/Therapist to be full conversant with Health and Safety Covid.19 requirements as per FA guidelines. HFC and visiting club Physio/Therapist must wear appropriate masks and protective clothing on field. Physio/Therapist and Club Covid.19 Officers to review all plans prior to the match.	HFC Physio/Therapist and Club Covid.19 Officers to review all plans prior to the match.	All players and club physio.	HFC COVID19 Officers.
Match day equipment	Players and match officials.	All Match Balls available will be fully disinfected pre during and post-match. Technical Area staff to clean all match balls used during play and any used for warm up/training.	During the match, any Match Balls used will be disinfected if they go out of play and are replaced by another ball.	Players and match officials.	HFC COVID19 Officers.
Dugouts and technical areas	All players, management, match officials	Social Distancing will be observed in Home and Away Technical areas and dugouts. Signage in both areas regarding rules. Dug outs to be cleaned prior to and after matches. Water bottles for players to be individually named or the players own bottle.	Signage installed in both areas regarding social distancing rules. Technical Area will provide additional seating for 8 people. Where social distancing cannot be achieved face masks will be worn. The Technical Areas will only be used by, a Manager, Coach and/or Assistant Manager, Physio and 5 Substitutes in total 8 people.	All players, management, match officials	HFC COVID19 Officers.
Pitch standing Perimeter	Spectators and committee members, press/media	All to adhere to social distancing rules. All to apply hand sanitiser on entrance to the ground and entry exit from the club house.	Perimeter rails to be cleaned prior to match days.	Spectators and committee members.	HFC COVID19 Officers.

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MATCH DAYS

Area	Who Might be Infected	Controls Required	Additional Controls	Action by Whom	Personnel Required
Seated Stand	Spectators and committee members, press/media.	Every other seat must be clearly marked as Not to be used. All Seats must be cleaned prior to the match. All spectators to be seated in accordance with Social Distancing.	An HFC volunteer will be situated in the seating stand to ensure Social Distancing is fully observed during the match.	Spectators and committee members.	HFC COVID19 Officers.
Filming area	HFC camera person.	Viewing / filming area to be cleaned prior to the match.	Only HFC camera person allowed on filming area.	HFC camera person.	HFC COVID19 Officers.
Post-match hospitality	All players, management, match officials, committee members, spectators, press/media.	Clubhouse will be managed in accordance with COVID19 social distancing requirements. Social distancing signage and directional arrows to be in place in the bar area.	Bar staff to serve behind protective screening or wear face shields. Payment for food (when available) and drinks to be contactless where possible.	All attending matches. HFC Bar staff.	HFC COVID19 Officers.
Travelling to away matches	All HFC players, management, committee members.	Players and management should not travel to and from matches on public transport. Players and management should not carshare to games, if they have, they must wear masks whilst travelling and where possible share transport with the same people each time.	Players, managers, and committee to self-assess for COVID19 symptoms before travelling to matches.	All HFC players, management, committee members.	HFC COVID19 Officers.
Training Sessions	All HFC players, management, committee members.	Everyone attending training will be required to have their temperature taken, contact number recorded for NHS track and trace purposes. This will be recorded on COVID19-HFC2 Form. All equipment will be cleaned prior to and after training. This will be recorded on form COVID19-HFC3.	Only minimal personnel, training items / equipment is required and provided for whilst the relevant COVID-19 Protocols for Training requirements are in place. All persons are to ensure, where reasonably practicable that the requirements of the relevant Step 1 - Small Groups Training and Steps 2 – Contact Training Risk Assessment control measures are met and maintained.	All HFC players, management, committee members.	HFC COVID19 Officers.