

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Contents

1. Version History.....	3
2. Introduction	4
3. Notable Officers	4
4. General Information	4
5. Pre-Match	4
6. During Match	5
7. Post-Match.....	5
9. Track & Trace Form - Example	6
10. Risk Assessment.....	7

1. Version History

Date	Version	Notes	Author
02/08/2020	0.1	Initial Draft	Malcolm Williams
20/08/2020	0.1	Added Risk Assessment	Malcolm Williams
21/08/2020	0.1	Update Risk Assessment to include on-line ticket sales	Malcolm Williams
21/08/2020	1.0	Approved version	Malcolm Williams

2. Introduction

This document serves to outline the procedures in place to allow Windsor Football Club to safely host and take part in pre-season friendlies prior to the 2020-2021 season during the Covid-19 pandemic.

This document is available for download from <http://www.windsorfc.net/covid/Windsor FC Covid-19 Guidelines and Risk Assessment - V1.0.pdf>.

3. Notable Officers

Chairman:-	Kevin Stott	foundingdirector@windsorfc.net
Secretary:-	Dean Morrison	secretary@windsorfc.net
Manager:-	Mark Cooper	manager@windsorfc.net
Covid-19:	Malcolm Williams	mal@windsorfc.net

4. General Information

- All games are to be played behind closed doors unless clear advice is received from The FA.
- The clubhouse and catering facilities will not be in operation during the pre-season schedule.
- Sufficient hand soap and sanitiser will be made available around the ground.
- A nominated officer from the club will relay these guidelines to visiting clubs to ensure they are familiar with them
- Any team playing at Stag Meadow will be required to supply Track & Trace information no later than 24 hours before a match.
- All club members are reminded to check the current government guidelines which are available from <https://www.gov.uk/coronavirus> as well as the up to date FA regulations which are available from <http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

5. Pre-Match

- Windsor FC reserves the right to refuse entry to any person not named on the provided attendance list.
- The individual clubs are responsible for any member of their club who is attending the match to self assess before travelling.
- Access to the changing rooms will be assessed on a match by match basis. Should access be granted to the changing rooms it will be on a restricted basis. Only a maximum of 11 people at a time will be allowed in the home and away changing rooms at anyone one time. A maximum of 3 will be allowed in the Officials changing room.
- Everyone is to maintain a 2 meter distance when off the pitch. This will require an area at the front of the stand for each team to allow for substitutes.
- All team talks should take place either on the pitch or on the training ground.
- Any pre-match discussions with match officials should take place on the pitch.
- Players should not be sharing water bottles and should therefore bring their own clearly labelled water bottle.

6. During Match

- Players and substitutes should collect any balls that go out of play.
- Any ball that is replaced during the match will be suitable sanitised before being used again.

7. Post-Match

- Showers will not be available in any of the changing rooms at any time.

10. Risk Assessment

Assessment Type	COVID-19 Risk Assessment		
Location	Windsor FC, Stag Meadow, St Leonards Road, Windsor, Berkshire, SL4 3DR		
Team	All		
Completed By	Malcolm Williams	Position	COVID-19 Officer
Checked By	Kevin Stott	Position	Chairman
Checked By	Dean Morrison	Position	Club Secretary
Effective From	12 th August 2020		
Next Review	Ongoing based upon Government and FA guidelines.		

General Control Measures

- A copy of this risk assessment will be with the Head Coach.
- All staff have had a site specific induction.
- All staff are trained to a minimum 3 hour first aid standard.
- All staff are CRB Checked.
- A fully stocked first aid kit is always available.
- A mobile phone is always available for contact with the emergency services.

Reporting Accidents / Incidents

- If an accident/incident occurs at the session coaches are to follow WFC report procedure below:
- Please report ALL incidents and accidents by:
 - Completing an accident/incident report form which the club will keep on file.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Passing on COVID-19	Symptomatic prior to attending venue (or attending an away match)	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers Spectators Bar / Catering Staff	<p>All players, officials, volunteers, and spectators must undergo a self-assessment for any Covid-19- symptoms.</p> <p>No-one should leave home to participate in or watch football if they, or someone they live with, has any of the following:</p> <ul style="list-style-type: none"> • A high temperature (above 37.8C) • A new, continuous cough • A loss of, or change to, their sense of smell or taste. <p>Anyone displaying the above symptoms should self-isolate for 14 days and initiate track and trace as per Government guidance.</p> <p>Thermometer at the Football Club is available for all players, officials, and staff.</p> <p>Players and match officials temperature will be taken upon arrival at Stag Meadow.</p> <p>No-one should leave home to participate in or watch football if they have returned to the UK from a non travel corridor within the past 14 days.</p> <p>These travel corridors are subject to change and guidance is available at https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p>	<p>Relevant team manager to advise players and coaching staff.</p> <p>Club Secretary to advise visiting team and officials.</p> <p>Bar, catering and volunteer staff to be advised by department managers.</p>		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Travel to venue	Players Coaching staff Match Officials Club Officials Volunteers Spectators Bar / Catering Staff	<p>Where possible travel to games should not be made via public transport.</p> <p>Players, coaching staff, and officials should arrange to travel to venue independently wherever possible.</p> <p>If carshare is unavoidable, where possible travel within your own support bubbles.</p> <p>Coach travel should be avoided wherever possible.</p> <p>Where coach travel is required, the following precautions should be taken:-</p> <ul style="list-style-type: none"> • Face masks should be worn on the coach by all • Use seating arrangements that maximises distance between people • Limit time spent during any stops at motorway services, petrol stations, etc • Wash hands or sanitise each time you enter or exit the coach • Maintain 2m social distancing where possible 			Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	On arrival at Stag Meadow	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers Spectators Bar / Catering Staff	Signage will be displayed to direct players and officials to changing areas. Once spectators can return, signs will be displayed at ground entrance to remind of both social distancing as well as government hygiene guidelines.	KS to arrange suitable signage for the entrance to the ground. Signage must be in place before 1 st game can be played.	Consider possible one way system around the ground.	

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Training	Players Coaching staff Club Officials	<p>Changing rooms must remain closed for all training sessions.</p> <p>Players to arrive at the ground in their football kit.</p> <p>Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches). Sessions may include multiple groups of 30 where groups can be socially distanced from each other.</p> <p>Any spectators at training sessions (including parents and carers) must be restricted to discrete six-person gathering limits and spread out, in line with wider government guidance, ensuring space for officials, coaches and substitutes.</p> <p>Hand sanitiser should be used at the start and end of each training session. Players encouraged to bring their own hand sanitiser although club will also make sanitiser available for all.</p> <p>There should be no sharing of kit and equipment, and participants should bring their own drinks or refreshments clearly marked with their name.</p>		Changing rooms will remain closed for training until advised differently by the FA.	Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Changing Rooms	<p>Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers</p>	<p>Changing rooms should be avoided for training sessions, and only be used for friendlies and competitive match days.</p> <p>Players changing rooms should only be used for changing and showering and should be done so as quickly as possible.</p> <p>A maximum of 5 people will be permitted in the changing rooms at any one time.</p> <p>Match officials will be asked to only have one person at a time in room due to it's size.</p> <p>Showers, should they be required, will be restricted to 3 persons at any one time in the home changing room and 2 in the away changing room.</p> <p>Changing rooms should be kept ventilated – doors should be left open.</p> <p>Outside spaces should be used for team meetings.</p> <p>Changing rooms should be sanitised prior to and following every game.</p> <p>Home team, away team and match officials should stagger leaving and entering the changing rooms at the start and finish of the match.</p>	<p>Relevant team manager to advise players and coaching staff.</p> <p>Club Secretary to advise visiting club and match officials.</p>	MW to create signage to go on outside of changing room.	Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Warm up areas	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials	Areas will be marked to allow socially distanced warmups for both home and away teams as well as match officials.	Relevant team manager to advise players and coaching staff. Club Secretary to advise visiting club and match officials.		Ongoing based upon Government and FA guidelines.
Contracting or passing on COVID-19	Match Officials (Team Sheets)	Match Officials Club Officials (Home) Club Officials (Away)	Physical team sheets should not be shared between the officials or opposition where possible. This can be sent electronically via photo or e-mail if required.	Club Secretary to agree with match officials on how team sheets will be exchanged when confirming the match.		Ongoing based upon Government and FA guidelines.
Contracting or passing on COVID-19	Match Officials (Payment)	Match Officials Club Officials (Home)	Where possible, arrangements will be made for the payment to be paid electronically but should be communicated in advance to the match officials.	Club Secretary to agree with match officials on how payments will be made when confirming the match.		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Boardroom	Club Officials (Home) Club Officials (Away) Match Officials	Until further notice boardroom facilities will be closed. To be reviewed when Government relax restrictions. Refreshments will be given in areas designated on the day of the match.	Club Secretary to advise visiting club and match officials when confirming the game.	Entrance to the Boardroom to remain locked to ensure no unauthorised access. Post match food and drink can be served to the match officials in the Boardroom after the match.	Ongoing based upon Government and FA guidelines.
Contracting or passing on COVID-19	Pre-Match Handshake	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials	Any pre-match handshake between players, coaches and match officials is suspended until restrictions are changed.	Relevant team manager to advise players and coaching staff. Club Secretary to advise visiting club and match officials.		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Match Equipment (balls, bibs, etc.)	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers Spectators	<p>Equipment (balls, substitute's bibs, cones, corner poles, goalposts & pitch railings) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly cleaned after every training session or match.</p> <p>Balls leaving the field of play should not be handled by spectators.</p> <p>Anyone handling the ball outside the field of play should sanitise their hands.</p> <p>Any ball leaving the field of play and touched by anyone other than players should be sanitised before re-use.</p> <p>Any ball leaving the enclosed pitch area or ground should be sanitised before re-use.</p>	<p>All bibs to be washed immediately after the game along with the playing kit.</p> <p>All cones and poles to be sprayed and wiped once they have been used prior to being put back into storage.</p> <p>All balls to be wiped prior to the game and any ball that leave the field of play to be taken directly to the home dugout where it will be sanitised.</p>		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Technical Area	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away)	<p>In line with FA laws and competition rules, only authorised people will be allowed in the dugouts.</p> <p>Users of the dugouts will be expected to maintain social distancing.</p> <p>Should it be required, additional seating for coaches and substitutes will be made available at the front of the main stand.</p> <p>Dugouts will be sanitised before and after the match.</p>	<p>Relevant team manager to advise players and coaching staff.</p> <p>Club Secretary to advise visiting club and match officials.</p>		Ongoing based upon Government and FA guidelines.
Contracting or passing on COVID-19	Bar Area	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers Spectators	<p>The bar area will be open when possible before and during the game for spectators.</p> <p>The bar area will be closed to spectators after the game and remain open for players / coaches / officials to receive their post match refreshments.</p> <p>When open there will be a one way system in place.</p> <p>There will be limited seating laid out to maintain social distancing and be limited to a maximum of 5 per table.</p>	Signage to be placed both inside and outside the clubhouse to explain this to supporters.		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Toilets	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers Spectators	<p>Toilets for player, coaches and match officials are located in the relevant changing rooms.</p> <p>Toilets for supporters and volunteers are located both in the clubhouse and under the main stand.</p> <p>The toilets are to be deep cleaned before each match / booking by the club cleaners.</p> <p>All toilet areas will be stocked with appropriate levels of toilet paper, hand towels, soap and hand sanitiser.</p>	<p>KS to ensure that cleaners are aware.</p> <p>KS to ensure that suitable stocks of toilet paper, hand towels, soap and hand sanitiser are available.</p> <p>KS to ensure that suitable dispensing units are in place.</p>		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Turnstiles	Volunteers Spectators	<p>Spectators will be allowed into the ground based upon FA and Government guidelines.</p> <p>Spectators will be requested to use hand sanitiser before entering the turnstiles.</p> <p>All entrance fees will be paid via contactless payment or by on-line ticket sales.</p> <p>All Spectators will be expected to abide by Track and Trace rules and will be asked to present their name and contact details to be pre-filled on a downloadable form. Copies of this form will be made available on the day.</p> <p>Spectators will need to have filled out their Track and Trace form before taking their place in the queue to prevent delays.</p> <p>Turnstile operators will be provided with the relevant PPE.</p> <p>Where possible 2m social distancing marks will be made outside the turnstiles.</p> <p>Signs detailing social distancing rules and Government hygiene guidelines will be displayed outside and inside the ground.</p>	<p>KS to ensure that appropriate PPE is available.</p> <p>KS to arrange appropriate signage before spectators are allowed into Stag Meadow.</p> <p>MW to setup contactless payment.</p>	Contingency required should a game be abandoned and spectators require a refund.	Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Spectator Area	Club Officials (Home) Club Officials (Away) Volunteers Spectators	<p>Spectators will be allowed into the ground based upon FA and Government guidelines.</p> <p>Once spectators are allowed into the ground signage will be displayed at ground entrance to remind people:-</p> <ul style="list-style-type: none"> • Of 2m social distancing requirements • Not to handle the ball • Avoid touching any railings • Use hand sanitiser provided 	KS to arrange appropriate signage before spectators are allowed into Stag Meadow.		Ongoing based upon Government and FA guidelines.
Contracting or passing on COVID-19	Field Of Play	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials	<p>Goal posts, corner poles, pitch railings should be wiped down before and after matches.</p> <p>Team talk huddles should not take place</p> <p>Participants must not spit and should avoid shouting or raising their voices when facing each other.</p> <p>During set plays, players are encouraged to avoid unnecessarily long set-up or close marking.</p> <p>Unnecessary contact during goal celebrations should be avoided.</p> <p>Players and coaches should bring their own water bottles, drinks, or refreshments.</p>	<p>Relevant team manager to advise players and coaching staff.</p> <p>Club Secretary to advise visiting club and match officials.</p>		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	Tea Bar	Spectators	<p>Until a suitable plan for spectator management can be completed the Tea Bar will remain closed.</p> <p>The kitchen will still be operational to prepare players post match food.</p>		There is currently no easy way to implement a one way system without impacting on the bar, toilets or boardroom.	Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	First Aid (Pitch Side)	<p>Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials</p>	<p>Injured players or officials should only receive treatment from the home or away team physio / first aider.</p> <p>Physio / first aider should be familiar with the First Aid Guidance in the FA's Return to Grass Roots Football document.</p> <p>When treating an injured player, the physio / first aider should follow PPE guidance in line with Public Health England (PHE). A list should be kept of all injuries treated.</p> <p>Before and after putting on or removing PPE, the physio / first aider should thoroughly clean or sanitise their hands.</p> <p>PPE should be disposed of safely after use.</p> <p>In an emergency situation, where suitable PPE is not available, the responder must consider the potential risks to both themselves and the player and decide what level of care they feel is reasonable, or what level of care they are able to provide in the absence of PPE. This may include providing no assistance at all until the ambulance arrives or until appropriate PPE is made available.</p>			Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT

Risk	Risk Area	Affected	Controls	Action	Comments	Date Completed
Contracting or passing on COVID-19	First Aid (General)	Club Officials (Home) Club Officials (Away) Spectators Volunteers	<p>When treating an injury, the physio / first aider should follow PPE guidance in line with Public Health England (PHE). A list should be kept of all injuries treated.</p> <p>Before and after putting on or removing PPE, the physio / first aider should thoroughly clean or sanitise their hands.</p> <p>PPE should be disposed of safely after use.</p> <p>In an emergency situation, where suitable PPE is not available, the responder must consider the potential risks to both themselves and the player and decide what level of care they feel is reasonable, or what level of care they are able to provide in the absence of PPE. This may include providing no assistance at all until the ambulance arrives or until appropriate PPE is made available.</p>			Ongoing based upon Government and FA guidelines.
Contracting or passing on COVID-19	General	Players (Home) Coaching staff (Home) Players (Away) Coaching staff (Away) Match Officials Club Officials (Home) Club Officials (Away) Volunteers Spectators	Throughout the ground and clubhouse there will be signage reminding people of the importance of both social distancing as well as following government hygiene guidelines.	KS to arrange appropriate signage before spectators are allowed into Stag Meadow.		Ongoing based upon Government and FA guidelines.

Windsor FC

PRE-SEASON COVID-19
GUIDELINES &
RISK ASSESSMENT
