

Newport Football club

Standard Operating Procedures - Match Day Home and Away arrangements

Updated 17/09/2020

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Introduction

Due to the worldwide Coronavirus (COVID-19) Pandemic, and guidance from HM Government and The FA:

Newport Football Club have produced these Standard Operating Procedures (SOP's) and risk assessment for post pandemic training and match day arrangements.

These SOP's will contain information for the wellbeing of staff, Volunteers and the wellbeing of members of the public and their families. These SOP's have been produced in an accordance with advice and guidance from the UK Government and Public Health England and will contain:

- Policies and Procedures
- Risk Assessments /Safe working methods

Staff /Volunteers /Players /Officials will need to read and sign these policies and procedures and confirm you understand before returning a signed copy back to Newport FC Management.

The management team will enforce all policies and procedures, any staff /volunteer found breaking any of our policies and procedures may be asked to leave the premises with immediate effect.

These procedures have been adopted for the protection of everyone, Staff, Visitors, Families and the wider Isle of Wight /UK population.

Policies and Procedures

1. Health

- To prevent the transmission of COVID 19 or other infectious illness (i.e. influenza) between Staff and members we have implemented new Policies and Procedures, which everyone must follow.

- Staff /Volunteers /Players /Officials with Coronavirus symptoms (government link below) **must not** come into the ground, Clubhouse or attend training and must inform us of your illness and follow Government guidelines with regard to self-isolating. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19infection#symptoms>
- Staff /Volunteers /Players /Officials **who live in the same household as someone who has** Coronavirus symptoms (please refer to the government link above this point) **must not** come in to ground or Club house.
- Staff /Volunteers /Players /Officials who develop any signs or symptoms must self-isolate as stated in the latest guidelines below and **NOT** come into the ground or club house, and inform us. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#mainmessages>

2. Travel to the ground

Wherever possible you should travel to the ground alone using their own transport and avoid public transport where possible.

If you have no option but to share transport with someone outside your “Social Bubble”:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
- Newport FC Management shall be providing hand cleaning facilities, this should be soap and water or hand sanitiser if soap and water are not available

3. Newport FC Access and Egress Points

- We remind staff /volunteers not to attend if they have symptoms of Coronavirus (Covid19) and to follow guidelines.
- Require all staff /volunteers to wash their hands for 20 seconds using soap and water when entering and leaving the clubhouse.

- We shall provide sanitising liquid to clean common contact surfaces before or after use.
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- We shall monitor our arrangements to maintain compliance.

Entry to Ground will be via a 3 stage process

- 1. Symptom questioning including temperature check – if passed**
- 2. Track and Trace details recorded – if provided**
- 3. Proceed to Payment preferably by contactless but cash taken under controlled methods**

Staff /volunteers will access the ground and enter the clubhouse from the ground entrance near bar, and will exit at the rear door and re-enter the ground again.

We ask that all social distance measures be followed when entering the club and respect is given to everyone at this time.

Members of the public, visitors will enter the ground through the turnstiles, and the either go to the ground perimeter /grandstand or bench seating and seat at socially distance from persons outside your “Social Bubble” /stand socially distanced from persons or groups not in your “Social Bubble”

Grand stand seats and bench seats will be blocked by tape to allow for social distancing

Your support in this is appreciated, and lack of compliance may result in persons being excluded from site.

Toilets

- Toilets are available for users of the club, and a social distance is required. We ask you only leave their designated table to go to the toilet and return immediately afterwards.
- During busy times queueing outside of the toilets may be required as only limited numbers will be allowed entry, this must be self-policed and your support is greatly appreciated in this
- We have provided hand sanitising facilities to use before entering the toilet, and wash their hands for at least 20 seconds before leaving the toilet in accordance with NHS guidelines
- We shall ensure that the toilet facilities are thoroughly cleaned throughout the day

Cleaning

- We shall frequently clean all surfaces that are touched regularly (e.g. door handles, light switches etc.) throughout the day.
- All tables and chairs will be cleaned /sanitised after the table is vacated, ready for the next Members and also at the end of the day.

We require visitors to find a table and remain seated until your order is taken by a member of our staff, this avoids the need to queue at the bar.

Drinks will be brought to your table when poured, all drinks will be served in disposable plastic glasses.

A plastic screen will be erected on the bar and social distancing arrangements will be made if necessary.

At half time drinks may be pre-ordered and paid for in advance and will be ready at start of half time when you enter the club.

Exit from the club will be from the rear of the club exit either to reenter the ground or leave the ground.

Car parking we ask that where reasonably practicable suitable distancing between cars is adhered to, to avoid close contact with others not in your social group.

At time of assessment the recent FA /League guidance with regard to spectator capacity is:

“The guidance will see clubs have an initial 15% capacity for pre-season games increasing, as long as each Club is comfortable, to 30% for the start of the competitive season. At this time, this will be a percentage of the ground grading capacity at the Step the host club plays at. We will provide further guidance if this can be extended further as and when we are able. It is likely that any first review would be in October”

Ground capacity at East Cowes Vics Ground (temporary home ground for NFC) is set at 1000 max through turnstiles 30% capacity = 300max from August 31st

Should any game be considered to threaten the capacity limit, the match will become an all ticket event and additional stewarding will be supplied. This is likely to only affect local derbies and high profile cup matches.

Risk Assessment

Address	Newport Football Club, Currently located at Beatrice Avenue East Cowes IW		
Assessors Name	Mark Elliott		
Date Completed	20 th August 2020 Reviewed 17 th Sept 2020	Date for Review 24 th Sept 2020	This assessment should be reviewed by management weekly, or sooner if Government /FA guidance changes
Scope of Assessment	<p>This assessment covers activities Newport Football club.</p> <p>It focuses on the required control measures to prevent the spread of Coronavirus (Covid-19) in the following areas:</p> <p>Entry to Ground, - East Cowes Vics FC Home ground , Use of Ground</p> <p>Use of Club house,</p> <p>Use of changing facilities – Home /Away team /officials /physio</p>		
Hazard Description	<p>Coronavirus disease (Covid-19) is an infectious disease caused by a newly discovered coronavirus. The Covid-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>There should be no physical contact between persons i.e hand shaking, all social distancing measures between persons should be followed to avoid contamination between persons.</p>		
Details of who may be affected:	<ul style="list-style-type: none"> • Staff /volunteers • Members of the public. • cleaners • contractors • vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • anyone else who physically comes in contact with you in relation to the activities stated below. 		
Traceability of all visitors including visiting teams	<p>Track and trace is essential to help prevent the spread of COVID -19 and contain stop outbreaks. Visitors to the ground will be required to give details of individuals, or the lead contact of a social bubble, to enable a trace of anyone that may have come into contact with someone who has tested positive, and alert them of the seeking further advice. i.e. Testing or self isolation.</p> <p>East Cowes Vics FC will collect information at the ground /club house.</p> <p>When the team visits another club, details of visiting players and officials will be provided to the host club in advance</p> <p>Visiting teams and officials will be asked to supply names of the party prior to arrival</p> <p>Entry to Ground will be via a 3 stage process</p> <ol style="list-style-type: none"> 4. Symptom questioning including temperature check – if passed 5. Track and Trace details recorded – if provided 6. Proceed to Payment preferably by contactless but cash taken under controlled methods <p>Sanitiser station at Turnstiles.</p> <p>All Track and Trace details are subject to our data protection procedures and kept for a max of 21 days</p>		

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Bar /Club House				
Keeping staff, Visitors, safe	The club will operate a one way system for visitors	Med /Low	Making visitors aware of, and encouraging compliance with, limits our measures	Low
Keeping staff, Members, safe	There will be sanitisers at the entrance and throughout the club house	Low	Members of any two households (or support bubbles), or a group of at most six people from any number of households. Members are requested to respect the one way system throughout the club house at all times to minimise compromising of social distancing measures	Low
Keeping staff, Members, safe /Continued	Access only to club house, toilets will be permitted.	Med/Low	Tables /chairs have been positioned to ensure max social distancing rules apply, and must not be moved by Visitors Visitors will be reminded that they will not be allowed to “roam” the club house visiting other tables.	Low
Managing Service of drink	Drink orders will be taken at the table, and delivered to to your table in plastic glasses. Empty glasses will be left on the table or disposed of in the bins provided Tables /chairs will be cleaned and sanitised between uses by different groups	Med /Low	Where possible card payments will be preferred but where cash is handled ensure hands are washed, cleaned afterwards. The virus may remain on paper cash up to 72 hours.	Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Managing Service of drink	Drink orders will be taken at the table, and delivered to to your table in plastic glasses. Empty glasses will be left on the table or disposed of in the bins provided Tables /chairs will be cleaned and sanitised between uses by different groups	Med /Low	Where possible card payments will be preferred but where cash is handled ensure hands are washed, cleaned afterwards. The virus may remain on paper cash up to 72 hours.	Low
Toilets	Toilets will be limited for use and social distancing measures will apply both inside and while queueing outside. Hand sanitising facilities have been provided at the entrance.	Med /Low	Toilets will be frequently cleaned.	Low
Social Distancing for staff /volunteers	We shall maintain social distancing at the club wherever possible.	Med /Low	Where activities undertaken social distancing cannot be followed we shall provide suitable mitigating actions i.e. Keeping activity time involved as short as possible Use of back to back, or side to side working whenever possible. An increase in frequency of hand washing or sanitisation is encouraged Use of PPE is optional face masks, disposable gloves	Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Work /bar areas To maintain social distancing between individuals when they are at their working areas.	The layout of the club has been set to maximise the area, to provide social distancing for staff and visitors We shall mark floors where necessary to indicate queueing system for entrance /toilets	Med /Low	Frequently review the layout to allow greater distancing between persons staff /Members	Low
Entertainment	No entertainment will be provided until further notice . Food for players to be provided direct from external hatch in polystyrene containers. To be eaten outside clubhouse and waste disposed of in sealed bins .			Low
Accidents, incidents	As per standard accident procedures First aid will be administered avoiding where possible physical contact. Including resuscitation breaths, and CPR only	Med /Low	Emergency services to be called immediately if serious injury occurs	Low
Cleaning	All tables /chairs and other hard surfaces will be cleaned prior to opening each day, using suitable cleaning substances. We shall increase frequency of cleaning between customer use as required	Med /Low	Increase number of bins available to dispose of waste as quickly as possible to prevent carrying throughout the premises Wash hands before and after handling plates and cutlery	Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
<p>Personal protective equipment</p> <p>The use of PPE is to protect against non-COVID-19 risks, we shall continue to do so.</p>	<p>PPE is additional protection against COVID 19</p> <p>Additional Face masks, disposable gloves are provided if required by staff.</p>	<p>Med /Low</p>	<p>Continue high frequency of hand washing throughout the shift</p> <p>Management will support staff who choose to use face covering i.e masks/ face shields.</p> <p>Additional requirements include: When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. Change your face covering if it becomes damp or if you've touched it. Continue to wash your hands regularly. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</p>	<p>Low</p>

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Ground /grandstand /changing rooms /dug outs				
<p>Ground capacity for spectators will be monitored at Turnstiles and in line with current FA /League guidelines as per operating procedures .</p> <p>August 31st onwards – 300 (30% capacity) These numbers will be revised following updated guidelines from FA /League .</p> <p>Any match considered likely to breach the capacity limit will become a ticket entry only match and additional stewarding will be hired to ensure compliance.</p>				
Entry to the ground Players /officials /staff volunteers	<p>Access to the ground will be from the car park adhering to all social distancing measures put into place.</p> <p>3 stage entry system as laid out in operating procedures.</p> <p>Access to club, bar and toilets have been covered above.</p> <p>Access to changing facilities by team and team officials will follow designated route of entry and egress following social distancing measures, to ensure social distancing only essential staff may be allowed into the changing rooms with the teams.</p>	Med /Low	Team officials to monitor and control who needs to enter the changing rooms with the teams to ensure social distancing is followed.	Low
Use of changing facilities for Home /Away teams /Officials /First aid and Physio	All players, coaches, club officials, club welfare officers, match officials, league officials, volunteers, should not attend the ground if they have any symptoms of COVID 19. If an individual is symptomatic and/or living in a household with a possible Covid-19 infection they should remain at home as per our operating procedures.	Low		Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Use of changing facilities for Home /Away teams /Officials /First aid and Physio – continued	Sanitiser and disposable gloves to be made available in changing rooms, Due to close proximity of players in an enclosed space in the changing rooms, players and officials are encouraged to wear masks in the changing rooms, where possible to minimise contamination Where possible, teams should consider the starting 11 arriving and getting changed separately to the substitutes to maximise space available.	Med /Low	Enhanced cleaning of shower facilities to be introduced	Low
Issuing /collecting kit	Procedures for Issuing and collecting of kit should be considered and where kit is handled this must be carried out using disposable gloves. Individual player kit to be bagged and identified straight from cleaning. All kit to be re-bagged and laundered as soon as possible using suitable PPE . All bags to be placed in sealed bin for destruction.	Med /Low		Low
Changing rooms	No horseplay in dressing rooms, under no circumstances should anyone tamper with another person’s kit	Med /Low	Taking steps to ensure the water systems, are safe to use following shut down to minimise the risk of legionella disease	Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Use of showers	Maximum of 2 players to where possible shower away from each other, either back to back, or at staggered times to avoid close contact. There should be no sharing of gels, towels between persons.	Med /Low		Low
Team travel				
Travel to training and matches	<p>Participants should walk or cycle if possible and avoid where possible public transport. People from the same household or support bubble can travel together in a vehicle. Ask the driver and all passengers to wear a face covering;</p> <p>When travelling on any public transport current guidelines are to be followed with regard to face coverings this includes ferries private hire minibuses /coaches.</p> <p>Consider seating arrangements to maximise distance between people in the vehicle – this may mean using more than one coach /minibus.</p> <p>If numbers are in excess of capacity of vehicle to ensure recommended social distancing</p> <p>Require regular hand sanitisation by passengers</p>	Med /Low	<p>If teams /groups do have to travel with people outside their household or support bubble they should try to:</p> <p>Share the transport with the same people each time; Keep to small groups of people at any one time;</p> <p>Open windows for ventilation;</p> <p>Face away from each other and wear face coverings;</p> <p>Clean the car /vehicle between journeys using standard cleaning products – including door handles and other areas that people may touch;</p> <p>Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle;</p>	Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
	<p>Limit the time spent at garages, petrol stations and motorway services and keep distance from other people and if possible, If necessary make payments by contactless payment .</p>		<p>When finishing the journey participants should wash their hands for at least 20 seconds</p>	
Match day and training				
Pre match arrangements	<p>All pre match arrangements /organisation to be carried out via email, telephone, video call. If face to face meetings are necessary these should where possible be held outside in a well ventilated area, with current social distancing guidelines followed.</p> <p>Players to hand sanitise when going onto or leaving the pitch. Sanitiser station to be placed in changing room area.</p> <p>Unnecessary physical contact must be avoided including handshakes</p> <p>Close team talks must not be held, all talks /team meetings to be held following social distancing</p>	Low	<p>Player or official with, or living with a person with Coronavirus symptoms must not come into attend or travel and must inform us of your illness and follow Government guidelines with regard to self isolating.</p> <p>Any person who knowingly has had contact with a person with Coronavirus within the last 14 days and has not been tested must not attend or travel with the team, and follow Government guidelines on self isolation.</p>	Low
Match and pre match warm up	<p>All warm ups /cool down to be done carrying out social distancing</p> <p>Coaches, other team staff and substitutes are allowed, but must also always observe social</p>	Low		Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
	<p>distancing on touchlines/dug-outs. Additional temporary touchline seating and shelter to be provided to accommodate all substitutes and officials. This includes any player who has been sin binned.</p> <p>Social distancing must also be observed during interactions when a substitution is being made;</p> <p>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;</p> <p>Set plays – corners should also be taken</p>			
Match and pre match warm up	<p>promptly to limit prolonged close marking and goal posts should be wiped down before matches , after matches and at half time.</p> <p>Goal celebrations should be avoided;</p>			
The match	Interactions with referees and match assistants should only happen with players observing social distancing;	Low		Low
Social distancing during breaks (half-time)	All participants must remain socially distanced during breaks in play, with spaced areas for equipment and refreshment storage for each individual including officials and substitutes. Coaching staff and substitutes, should, for example, spread out and avoid sharing a dug out or bench if social distancing cannot be observed. Additional seating and cover will be provided to allow social distancing to take	Low		Low

	place. Players and officials should also observe social distancing during sin-bin.			
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Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
	instances. Water bottles or other refreshment should not be shared. Each player can either bring their own bottle or club will provide numbered bottles and player will only drink from bottle numbered as per the shirt they are wearing.			
Use of equipment	The sharing of equipment must be avoided where possible. Where equipment is shared, equipment must be cleaned before use by another person. Participants should take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (e.g. last-minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after and appropriate cleaning arrangements for the kit must be made	Low		Low
Physiotherapist/ Medical Staff	Physiotherapists may be required to assist injured players in situations where social distancing is not possible. PPE must be worn and changed/ disposed of before treatment of other players.	Low		Low

Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Match play Equipment	<p>Before each match , 4 match balls will be prepared and disinfected by use of medical wipes. The nature of football means that the ball is not frequently handled. When the ball goes out of play it should not be retrieved by nonparticipants and should be retrieved using the feet rather than the hands where possible. Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should again be disinfected whilst another disinfected ball is used.</p> <p>Before the match starts, each corner flag and each goal frame should be disinfected either with medical wipes or spray.</p>	Low		Low
Shouting Spectators /players /club officials	<p>There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. This particularly applies indoors (e.g. inside clubhouses) and when face to face. If possible, players should therefore avoid shouting or raising their voices when facing each other during, before and after games. This is included within The FA's Code of Behaviour</p>	Low		Low

Spitting	<p>Everyone should refrain from spitting. If you need to sneeze or cough, you are encouraged to do so into a tissue or upper sleeve and advised to avoid touching your face. Ensure any tissues are disposed of in a sealed bin as soon as possible.</p> <p>Match officials should observe The FA's guidance in the same way as participants are required to.</p>	Low		Low
Activity	Required Control Measures	Risk high /med/low	Additional controls	Residual risk high /med/low
Match Official - Social distancing	Match officials should observe The FA's guidance in the same way as participants are required to.	Low		Low
Spectators	Supporters, parents, and other spectators should remain socially distanced whilst attending events. Spectator groups must be restricted to discrete six- person gathering limits and spread out, in line with wider Government guidance, and visiting club procedures . Identification markers should be laid/painted at 2 metre intervals around the perimeter of the pitch to guide and raise awareness of social distancing.	Low		Low

Volunteers / Stewards	Each volunteer or steward must be provided with suitable PPE based on their individual needs. This could include Visors, Face Masks, gloves and other items identified as necessary.	Low		Low
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Overall Assessment of Risk - Low

