


















RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

				RAMS Title: 5. 'COVID-19' - Sevenoaks Town FC 3G pitch			RAMS Document Control: STFC – COVID-19 Stage 1 – 3G v1.3		RAMS Risk Rating D4 - HIGH	
Date:	25 March 2021	Site:	Sevenoaks Town FC 3G Stadium	Who Might Be Harmed:		Coaches	Volunteers	Officials/players	All Visitors	
Review:	Sept 2021	Assessed By:	Paul Lansdale – Chairman and Justin Baker – FCCA, IOSH Managing Safety (Volunteer)	(insert ✓)		✓	✓	✓	✓	

Known Hazards (insert ✓)								PPE to be Used (insert ✓)							
															
						✓	✓			✓				✓	

- Equipment Required:**
- Sanitising Spray for training equipment
 - First Aid PPE as per The FA First Aid Guidance
 - Hand Sanitiser supplied at the club pitch entrance and exit.
 - Temperature reader for access to the ground
 - Hand Soap and Consumables for Toilet and shower rooms
 - **Important to note that probability of contracting COVID-19 are further reduced with Government controls in place.**
 - **Should Government guidelines change then these new rules will be communicated as an appendix to these RAMS with clear indication of any facilities that are not available and any new controls that need to be added.**

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Activity	Task Specific Hazard(s)	Risk Rating			Control Measure(s)	Residual Risk		
		Probability	Severity	Rating		Probability	Severity	Rating
Communication	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> The club is following the Government Guidelines and The FA Grass roots guidelines for football activities including training and matches under COVID-19. Everyone - All players/parents/coaches/volunteers/club officials, etc. will be asked to read The FA "COVID-19 Guidance on re-starting Outdoor Competitive Grass Roots Football" and a summary of this guide. Club Membership documentation along with 'Code of Behaviour' and permission for participation I football activity to be sent to all player/parents. An email has been sent to all coaches/volunteers giving instructions and information Coaches/volunteers will be reassured and instructed to ensure they wash their hands and comply with social distancing. Meetings will take place via Zoom or at STFC for coaches and volunteers. Anyone with symptoms are informed not to come to the 3G stadium and self-isolate. (Self-Assessment) Anyone who wishes to shield will be permitted to do so. All players/coaches/parents/volunteers/visitors will be provided with a reminder of the symptoms of COVID-19 and need to follow government guidelines. Attendees records kept for 21 days in line with the club's data protection policy and used upon request to comply with the requirements for the NHS track and trace. Separate guidance providing any updated restrictions to be sent to all club members, volunteers, players, parents, coaches which will include any changing Tier or local restrictions for attendance at training sessions/matches. This will include any travelling and destination COVID restrictions to away matches that will need to be followed. 	2	4	8

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> The club will seek permission from the parents for participants in youth football as well as senior players highlighting the increase in risk due to competitive match play and physical contact in training. Board Members responsible for COVID-19 Policy will observe a number of sessions in order to ensure compliance and reminders of compliance is adhered to. 			
Access Control	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> Coaches/Volunteers/Players/Parents/Officials will only be allowed into the 3G stadium at their allotted time. Manned Access control will be managed via the turnstiles. A one-way system will operate around the football pitch as far as reasonably possible with social distancing markers in place. PPE will be provided (masks) if medical assistance is required and social distancing is not possible. Hand Sanitiser is provided before entering the ground, while inside the ground and on exiting the ground. All entrants to the stadium must undertake and pass a Temperature reading machine otherwise entry is refused. Access touchpoint will be cleaned prior to the training sessions and sprayed at least every 90 days or as required with sanitising solution that provide up to a 90-day residue to combat COVID-19 and other viruses. Signage inside the stadium will provide guidance and reminders of social distancing measures. 	2	4	8
H&S Arrangements	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> Medical and PPE provision is available at the ground to follow The FA PPE level requirements for First Aid. First Aiders are advised to wash hands after treatment and record name, date and treatment provided for NHS track and trace process. Suitable sanitisation process in place for stadium touchpoints Signage regarding handwashing and social distancing is displayed Hand wash, sanitiser and wipes are all available 	2	4	8

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> • A quarantine room has been allocated which has direct access to the outdoors and first aid including wipes, gel and sanitiser. (See RAMS Stage 2&3 for documented process) • Emergency evacuation procedures have been reviewed alongside the fire risk assessment. 			
Training and Warm Up Session Equipment	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> • Staggered start times will be allocated for sessions to reduce overcrowding. • Coaches will be required to bring their own club allocated football equipment • Equipment is not to be shared by other teams. • Bibs should be allocated to a player to keep and launder between sessions or must be used once, collected/bagged and washed in-between sessions. • Only the coaches/assistants should place and collect up all the training equipment used at the training session. • Touchpoints will be sanitised as required but also treated with a sanitising solution that provides up to a 90-day residue to combat COVID-19 and other viruses. (Appendix A to this document). • The venue will have a periodic swab test to touch points to ensure sanitising program is effective otherwise more frequent sanitisation will take place. • Coaches and players reminded to wash their training kits after each session. • Pitch side areas have been provided for the sanitisation of all coach's equipment used for the session at entry and exit points to the pitch had this not been done prior to pitch arrival. • Players should refrain from spitting, chewing gum and shouting in close proximity of others. • Players and coaches should remain inside their allocated training area and ensure that they are able to maintain social distancing when not participating in competitive training sessions. 	2	4	8
Competitive Match Play and Training	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> • Safety briefings prior to competitive activities should be provided reminding participants of The FA 'Code of Behaviour' and the requirement to social distance during breaks in play. 	2	4	8

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

				<ul style="list-style-type: none"> • Pre-match handshake should not happen. Instead, players will be asked to hand-sanitise before kick-off; • Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible; • Warm-ups/cool-downs should always observe social distancing; • Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made; • Match preparation meetings by officials should be held by video call; • 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; • Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before matches, after matches and at half time. • Goal celebrations should be avoided; • Interactions with referees and match assistants should only happen with players observing social distancing; • Small-sided football should be modified to provide more regular hygiene breaks in activity. Players should be discouraged from touching boards at any time, with tackling against boards discouraged. Referees should consider stopping play when this happens. • Youth football coaches are encouraged to limit persistent close proximity of participants during match play (where young participants may be more likely to cluster around the ball) and provide regular hygiene breaks in activity. • Kit should be taken home and washed after play • Football should not be handled unless for throw-ins and if the ball goes outside of the pitch confines then it should be sanitised before re-entering play and an alternative sanitised ball used to help the game flow. 			
--	--	--	--	---	--	--	--

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> • Technical Areas will have additional seating/space provided to allow for social distancing to take place. • Review of players accreditations, should be undertaken maintaining social distance. • Face coverings: All participants should follow the Government guidance on face coverings. Kit should be taken home and washed after play 			
Match Officials	Infection risk of Covid-19	2	4	8	<ul style="list-style-type: none"> • Match officials should observe The FA's guidance and any contact from players or mangers with match officials should be done so while observing social distancing measures at all times. • No hand shaking. 	1	4	4
Break times	Infection risk of Covid-19	2	4	8	<ul style="list-style-type: none"> • Players will be reminded to keep social distancing a priority during any breaks. • Players will be asked to bring their own named water bottles, hand sanitizer and name any other item they wish to bring such as sun cream, medication for personnel use to their training or match session to be used before, during, after and any break. • Volunteers/Staff reminded of social distancing 	1	4	4
Store rooms and club house changing room.	Infection risk of Covid-19	2	4	8	<ul style="list-style-type: none"> • Clubhouse changing room and store rooms will remain closed for access by players/ coaches /parents/visitors with separate Risk Assessment carried out for access to the clubhouse. • Store rooms will only be accessed by those trained to use stored equipment. Those trained will provide sanitizing clean to their ground's equipment after each use with appropriate chemical. • Where maintenance work is being carried out, social distancing measures are in place and where this may not be possible then face masks are provided. 	1	4	4
Toilets		3	4	12	<ul style="list-style-type: none"> • All participants will be asked to use the toilet at home • Toilet will be sanitised and checked as required and treated with a sanitising solution that provides up to a 90-day residue to combat COVID-19 and other viruses. (Appendix A to this document). • Toilets will have one-way system and 'one out - one in' approach. 	2	4	8








RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> During pitch opening, the toilets will be checked regularly for consumables and wipe where required. 			
Changing Rooms/ Showers		3	4	12	<ul style="list-style-type: none"> Changing rooms/shower rooms will not be used for training unless to support safeguarding measures and for 1st team matches only in line with 1st team league guidance. (separate Risk Assessment for the 1st Team) All players/ coaches/ match officials are advised to arrive changed and to shower at home after matches. Where changing rooms/showers are and allowed to be used then they will be will be sanitized as required and treated with a sanitising solution that provides up to a 90-day residue to combat COVID-19 and other viruses. (Appendix A to this document). 	1	4	4
Spectator Stands	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> The spectator stands have been sanitised and treated with a sanitising solution which can continue to work for up to 90 days after application. Labels have been placed on seats to provide suitable social distancing for users. Restricted numbers of spectators or no spectators in line with any government and FA guidelines is in place to prevent overcrowding inside the stadium. Face coverings: All participants should follow the Government guidance on face coverings. 	2	4	8
Travelling, Car Park and External Areas outside the Stadium	Infection risk of Covid-19	2	4	8	<ul style="list-style-type: none"> All participants will be reminded of the need to comply with the latest government legislation for traveling to and from matches including any updated guidance. Users of Local Authority Car Park and the park area are reminded to maintain social distancing and follow the latest government guidelines. Club will not authorize the sharing of vehicles but will advise participants of the importance of vehicle hygiene, ventilation and face masks should a situation arise where it may occur. e.g. in an emergency or as part of government guidelines. All participants will be advised of the latest government guidelines for safe travel. 	1	4	4

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

PROBABILITY X SEVERITY = RISK RATING (USING BOSTON SQUARE);

1 to 6 Controls are adequate; 8 to 12 Review controls, take additional action if required; 15 to 25 Urgent actions required, Stop Work.

Method Statement		Risk Assessment Number:	STFC – COVID-19 Stage 1 v1.3
Risk Assessment Title:	'COVID-19' - Sevenoaks Town FC 3G Stadium	PAT Test/Inspection Due:	No
Definition:			
<p>Personal Protective Equipment (PPE) is all equipment including clothing affording protection which is intended to be worn or be held by a person at work and which protects them against one or more risks to their health and safety e.g. face masks, hand sanitizer, gloves</p>			
Legal Duties:			
<p>PPE at Work Regulations state that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Any PPE is to be provided free of charge and when issued employees/coaches/volunteers are legally obliged to wear it as identified by the relevant risk assessment.</p>			
PROCEDURE & CONTROL MEASURES			
<p>COVID-19 :- https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720</p> <p>This RAMS gives strict guidance on the generic risks and control measures of training at Sevenoaks Town FC 3G Stadium</p>			
Index for the Map positioned on the next page			
	Training / Match Pitch complying with maximum number of people allowed as directed by The FA to their allocated part of the pitch at any one time.		Changing Rooms (not to be used unless prior approval)
	ONE WAY system around the pitch		Parents/Spectators standing position (social distancing)
	Pre and Post training equipment sterilisation points		
	Quarantine Room for those showing COVID-19 symptoms during training session (follow RAMS Stage 2&3 if used).		
	Toilet with Green arrow and line showing entry and blue line and arrow showing exit for one-way system		



Please be aware of any communication from the club with updated controls based on the latest government guidelines for attending football training or matches. This will include any local COVID controls set in place for both home attendance and away fixtures. These additional club communicated controls will supersede this document should there be any conflict and if you are unsure of the controls then seek clarifications.

Attending Home Footballing Activities at Bourne Stadium

Arrival

- Before travelling ensure you have self-assessed and do not attend site if you have any COVID-19 symptoms which are detailed on the COVID-19 questionnaire provided by the club.
- On arrival at the car park, ensure you follow government guidelines on maintaining a safe distance from others.
- Only make your way to the 3G pitch if it is possible to maintain social distancing from others.
- Wait outside the 3G pitch entrance before entering the ground to allow others in front to enter the stadium and maintain the appropriate social distance.
- The turn style entrance will be manned and you will be required to undertake a temperature check and hand sanitizer before being allowed to enter the stadium. If you are refused entry please return home and seek medical advice.
- Once entered you may proceed around the one-way system when it is free and clear to do so.
- Follow the one-way system and maintain social distancing. Go directly to the training area on the pitch in the red zone if it is free, maintaining social distancing. If your area on the pitch is occupied then remain in the orange zone with players maintaining a social distancing and only allow entry to the pitch when it has been vacated.
- Maximum number of people allowed as directed by The FA guidance will be allocated to their part of the pitch (including coaches) at any one time.
- There is a location just passed the pitch entry point for sanitising football training equipment to be used if not already done so.

During Training and Warm Ups

- Only coaches to touch the training equipment do not ask players to move or collect or set down.
- Players should not handle the balls where possible or unless you are a goalkeeper wearing gloves
- Players should not spit, chew gum or shout in close proximity to others.
- Players should be encouraged to cough and sneeze into their elbow should they need to while in the stadium.
- Players and coaches must follow The FA 'Code of Behaviour'

During Matches

- Safety Briefings prior to competitive activities should be provided reminding participants of The FA 'Code of Behaviour' and the requirement to social distance during breaks in play.
- Pre-match handshake should not happen. Instead players will be asked to hand-sanitise before kick-off;
- Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible;
- Warm-ups/cool-downs should always observe social distancing;

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

- Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made;
- Match preparation meetings by officials should be held by video call;
- 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;
- Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before matches, after matches and at half time.
- Goal celebrations should be avoided;
- Interactions with referees and match assistants should only happen with players observing social distancing;
- Small-sided football should be modified to provide more regular hygiene breaks in activity. Players should be discouraged from touching boards at any time, with tackling against boards discouraged. Referees should consider stopping play when this happens.
- Youth football coaches are encouraged to limit persistent close proximity of participants during match play (where young participants may be more likely to cluster around the ball) and provide regular hygiene breaks in activity.
- Kit should be taken home and washed after play.
- Footballs should not be handled unless for throw-ins and if the ball goes outside of the pitch confines then it should be sanitised before re-entering play and an alternative sanitised ball used to help the game flow.
- Goal Posts, sub benches and Flag Posts will be treated with sanitising solution which can last up to 90 days.

Toilets/Changing Rooms

- Anyone attending training or matches should try and use the toilet before leaving home.
- Toilet facilities will be available at the ground using the one-way system as detailed on eh map. Green line and arrow showing entry and blue line and arrow showing exit. Please follow the one-way system around the pitch.
- Toilets will be treated with santising solution which can last up to 90 days.
- On training and match days the toilets will be checked periodically to ensure consumables are present and to sanitise any obvious soiling and door handles.
- Signage will be provided for one-way system and washing of hands.
- Changing rooms will not be open for use unless prior agreement is made for 1st team in order to comply with league regulations and/or safeguarding needs which must be put in writing to Paul Lansdale with reason for access in order to gain approval. When changing rooms are open, they will be treated with a sanitising solution that can last up to 90 days and notices will be placed inside detailing the maximum number of permitted individuals that are able to maintain social distancing once inside. All windows and doors where possible should be left open to allow for ventilation.

Departure

- Players and coaches to leave the pitch by the exit gate marked on the map and follow the one-way system around the pitch.
- There is a position at the pitch exit point for sanitising football training, warm up, match equipment immediately after the session.
- Hand sanitizer is available at the exit for use.
- Exit through the perimeter fence gate and wait at a safe distance on the other side for players to be collected by a family member or guardian.
- Maintain social distancing from others at all time.

If the event of an emergency e.g. fire, then please use all available emergency exit points.

Showing Symptoms of COVID-19 while at the Stadium

Symptoms are: -

- Has a high temperature (above 37.8oC);
- Has developed a new continuous cough;
- Has shortness of breath or a sore throat;
- Loss of or change in normal sense of taste or smell;
- Or generally feels unwell
- **Persistent tiredness**
- **Been in close contact with a suspected or confirmed case**
- **Anyone in the household/bubble are self-isolating awaiting for a test result for COVID-19**

Should a person show any one of these symptoms **or been in close contact with another person who may have COVID-19** then do not travel to the stadium, self-isolate and seek medical advice.

If a person has entered the stadium and then shows signs of COVID-19 then they should leave the stadium with an accompanying family member or guardian. If this is not possible then the use of the quarantine room must be used. Quarantine Room RAMS must be followed and are labelled as Stage 2&3 v1.2.

Player Injury at Training Session/Match

If a player gets injured, a member of their household can aid them but others will still need to socially distance unless a life or limb-threatening injury necessitates compromising guidelines to provide emergency care. If there is a first-aider or other medical personnel present, they must follow The FA guidelines as detailed in the table below wearing the appropriate PPE based on the injury being treated if they need to compromise social-distancing guidelines to provide medical

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

assistance. Family members may also enter the red zone for safeguarding, special needs or to apply personal medication if necessary where it is preferential, they do so rather than coaches.

TABLE 2: DEFINITION OF SITUATIONAL PERSONAL PROTECTIVE EQUIPMENT LEVEL REQUIREMENTS

What are the hazards?	Gloves	Apron	Fluid-resistant long-armed gown/coveralls	Fabric/cloth mask [^]	Fluid-resistant Surgical Face mask Type IIR	Filtering Face Piece Respirator 3 (FFP3) mask ^{^^}	Eye Protection Goggles/ Full face visor in addition to personal spectacles
	SINGLE USE*	SINGLE USE*	SESSIONAL USE**	SESSIONAL USE**	SESSIONAL USE**	SESSIONAL USE REUSABLE***	SESSIONAL USE REUSABLE***
NON-MEDICAL SCENARIO Where social distancing may be compromised? including at training	X	X	X	✓	X	X	X
LEVEL 1 Where government-advised distancing may not be maintained at all times	X	X	X	X	✓	X	X
LEVEL 2 Within 2m of player, which may include face to face contact for assessment and management of all individuals including those who are positive or symptomatic	✓	✓	X	X	✓	X	✓
LEVEL 3/AGP Aerosol-generating procedure (AGP or high potential for aerosol)	✓	X	✓	X	X	✓	✓

[^] 3 layers: 1st water absorbent cotton | 2nd filter layer | 3rd is water resistant¹⁵
^{^^} Please be aware WHO¹⁶ does recommend FFP2 mask as an alternative in FFP3. However FFP3 is included in this framework as this is in line with PHE
^{*} Single use: Equipment that must be changed after each contact
^{**} Sessional use: Worn for a period of time when undertaking duties in a specific clinical care setting/exposure environment; a session ends when the responder leaves this defined remit; however, it should be disposed of if it becomes moist, damaged or visibly soiled;
^{***} Reuseable equipment appropriately decontaminated to PHE standards that can be reused¹³.

Non-medical but unable to comply with social distancing

Level 1 Can be seen as any minimal contact with injured players (<1min)

Level 2 Should be seen as any prolonged period of time spent with injured player

Level 3 Should be seen as any injured player with bodily fluids and /or aerosol generation (e.g. shouting /screaming)

STFC has spill kits available to be used for bodily fluids.

Manned Entry

- Manned gate area will be sanitised with a solution that can last up to 90 days and periodically checked.
- Person manning must not be shielding and must wear gloves and a face mask as a minimum and used hand sanitizer or wash hands prior to commencement of shift.
- Clear divider between turnstile entrance and manning point.
- Manned gate person to control access times of attendees to prevent overcrowding.
- Manned gate person to remind entrants to register attendance and use hand sanitiser.
- Undertake the Temperature check and refusing entry to anyone failing.
- Once all entrants arrived then will undertake a check of the washrooms and carry out sanitising clean to handle touchpoints an any obvious soiling plus replenish any consumables as required.
- At end of shift dispose of gloves and sanitising hands before departure.

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Matches not at the Bourne stadium

- Follow all the latest government guidance and also local site requirements for attending any fixture away from the Bourne Stadium.
- The club will provide updates for any changes in Government guidelines for footballing activities, travelling and attendance.
- Follow the Risk Assessment 3. COVID-19 - STFG - Stage 1 RAMS for Grass v1.3 if using an approved STFC home match pitch.

ADDITIONAL INFORMATION

Ensure that you follow social distancing measures at all times. If you are unsure of any process then please ask.

RISK MATRIX		Severity					
		1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic	
Likelihood	A: CERTAIN (> 90%)	Moderate	High	EXTREME	EXTREME	EXTREME	
	B: LIKELY (50 to 90%)	Moderate	Moderate	High	EXTREME	EXTREME	
	C: POSSIBLE (20 to 49%)	Low	Moderate	High	EXTREME	EXTREME	
	D: UNLIKELY (5 to 19%)	Low	Low	Moderate	High	EXTREME	
	E: RARE (<5%)	Low	Low	Moderate	Moderate	High	
Completed By:	Paul Lansdale	Name:	Paul Lansdale	Position:	Covid Officer	Date:	25 March 2021
Comments:						Review Date:	Sept 2021
Completed By:		Name:		Position:		Date:	
Comments:						Review Date:	Sept 2021



World Health Organization

Recovered 03Mar20 from: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



Protect others from getting sick

When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



