


















RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

		RAMS Title: 'COVID-19' - Sevenoaks Town FC GRASS Pitch			RAMS Document Control: STFC – COVID-19 Stage 1 GRASS v1.3			RAMS Risk Rating D4 - HIGH	
Date:	25 March 2021	Site:	Sevenoaks Town FC 3G Grass Pitches	Who Might Be Harmed: (insert ✓)	Coaches	Volunteers	Players	Parents	
Review:	Sept 2021	Assessed By:	Paul Lansdale – Chairman and Justin Baker – FCCA, IOSH Managing Safety (Volunteer)		✓	✓	✓	✓	

Known Hazards (insert ✓)								PPE to be Used (insert ✓)							
 Manual Handling	 Slip / Trip Hazard	 Harmful chemicals	 Noise/ Dust	 Electric Shock	 Vehicles	 General Risk of Danger	 Biological	 Bump Cap	 Safety Glasses	 Face Mask	 Hi-Viz	 Overall / Uniform	 Apron / Tabard	 Protective Gloves	 Safety Shoes
						✓	✓			✓				✓	

Equipment Required:

- Sanitising Spray for warm up and match equipment
- First Aid PPE as per The FA First Aid Guidance
- 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. 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. 	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. No indoor training or matches of any kind can take place until further notice. 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"> COVID-19 Questionnaires must be completed by each attendee at the training session to confirm no symptoms and who has attended. Access the grass pitch from all sides. Coaches to identify the boundary of the grass training areas via cones or barriers. PPE will be provided (masks) if medical assistance is required and social distancing is not possible. 	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. Any member failing ill during training must be immediately separated from the rest of the group and sent immediately home with a parent or guardian. Hand Sanitiser should be taken by each attendee at the training session for their own personal use prior to and at the end of training. Their own bottles should be clearly named. 	2	4	8
Training and Warm Up sessions	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 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. 	2	4	8

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> • Footballs, cones and other training equipment must be sanitised prior to the commencement and as required through the football session. • Only the coaches should place and collect up all the training equipment used at the training session. • Coaches and players reminded to wash their training kits after each session. • 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. 			
Competitive Match Play and Training		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. • 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; 	2	4	8

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> • 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. • Goalkeepers to disinfect their gloves regularly • 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 and do not handle them. • Face coverings: All participants should follow the Government guidance on face coverings. 			
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 • 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
Toilets, changing rooms, store rooms and club house.	Infection risk of Covid-19	2	4	8	<ul style="list-style-type: none"> • STFC do not supply toilet facilities at any of its grass pitches except Greatness Park and the ones in the club house are temporarily out of use. 	1	4	4

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

					<ul style="list-style-type: none"> Local controls should be followed for any grass venue facilities provided. All Player should however be reminded to turn up to training/matches already changed in their appropriate kit and shower at home. 			
Spectator Area	Infection risk of Covid-19	3	4	12	<ul style="list-style-type: none"> Grass Pitch training is taken in public spaces and so training areas to be clearly marked to prevents others coming into this area. Grass Pitches on private land should follow these controls for match/training sessions plus those provided by the local provider for access and departure to the pitch. Social distancing should be maintained at the ground at all times. 	2	4	8
Travelling and Car Park	Infection risk of Covid-19	2	4	8	<ul style="list-style-type: none"> Users of Local Authority Car Park and the park area are reminded to maintain social distancing and follow government guidelines. Use of parking facilities on private land should follow local guidance but maintaining social distance at all times, All participants will be reminded of the need to comply with the latest government legislation for traveling to and from matches. 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. All participants will be advised of the latest government guidelines for safe travel. 	1	4	4

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.

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Method Statement		Risk Assessment Number:	STFC – COVID-19 Stage 1 Grass v1.3
Risk Assessment Title:	'COVID-19' - Sevenoaks Town FC - GRASS Pitch	PAT Test/Inspection Due:	N/A
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>			

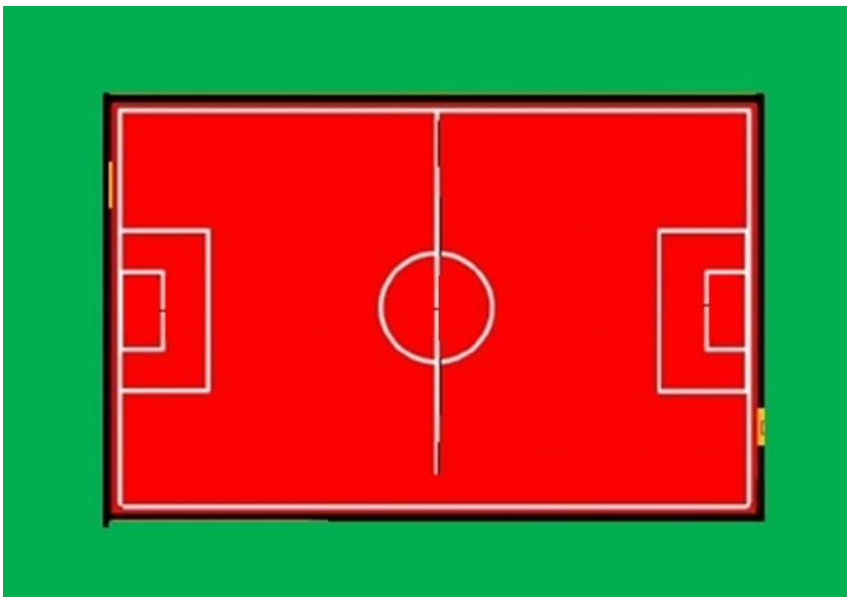
PROCEDURE & CONTROL MEASURES

COVID-19 :- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
<http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

This RAMS gives strict guidance on the generic risks and control measures of training at Sevenoaks Town FC on GRASS PITCHES

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 tier or 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 clarification.

Grass Match / Training Pitch



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.
- On arrival at the car park ensure you follow government guidelines on maintaining a safe distance from others.
- Only make your way to the grass pitch if it is possible to maintain social distancing from others and **you are permitted to attend under local government restrictions for the area being attended**. If spectators are not permitted then these spectators should remain in their car or provide a drop of and collection service for their child.
- Coaches to mark up the outline of your training/warm up area on the pitch to create your red zone as detailed above.
- Maximum number of people allowed as directed by The FA to their allocated part of the pitch (including coaches) at any one time.
- As players arrive you must confirm they have completed their online COVID-19 Questionnaire to confirm they have no symptoms. If any individual has answered 'YES' to any question then they must not participate and return home immediately.

During Training and Warm Ups

- Ensure all equipment is sanitised ready for use including goal posts
- Only coaches to touch the training equipment, do not ask players to move or collect or set down.

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

- Players should not handle the balls where possible or unless you are a goalkeeper wearing gloves. Goalkeeper gloves should be sanitised by the player at the end of each session.
- Players should not leave their assigned quadrants unless instructed to do so by the coach.
- Players should not spit during training chew gum or shout in close proximity to others.
- Players should be encouraged to cough and sneeze into their elbow or sleeve should they need to while training.
- 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;
- 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 as required.

Local Facilities

- Follow all Government guidelines with regards to social distancing and face covering when using local facilities.

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

- Follow local rules and signs in the use of any facilities provided **or the latest guidelines provided when travelling into different areas that may have differing controls.**
- Always ask players/officials/coaches to attend the session in appropriate kit.

Departure

- Hand sanitizer should be used at the end of the training session by all players using their personnel bottle.
- Players to leave the pitch maintaining social distance and this can be aided by a stagger release by the coach should they feel it necessary to do so.
- Coaches to collect all training/match equipment and sanitise them before packing away.

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

Showing Symptoms of COVID-19 while at training.

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 training and then shows signs of COVID-19 or feels ill then they should leave the training area immediately with an accompanying family member of guardian and taken home. If this is not possible then the use of speared area away from everyone must be used until such time as the person is collected.

Player Injury at Training Session

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

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

table below wearing the appropriate PPE based on the injury being treated if they need to compromise social-distancing guidelines to provide medical 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 ⁷ 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 resistant¹⁶
^{^^} 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)

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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

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



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Coach/Volunteer/Employee			Trainer		
Name	Ref. Number (if applicable)	Signature	Name	Signature	Date

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Coach/Volunteer/Employee			Trainer		
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