

RISK ASSESSMENT - Spectators and Ground						
CLUB: Hitchin Town FC		LEAGUE: Southern League				
COVID-19 OFFICER: David Tudball (DT)						
What are the hazards	Who might be harmed	Controls required	Additional Controls	Action by who?	Action by when?	Date complete
Spreading of coronavirus at entry points	Spectators Volunteers Officials Players	Agree safe and manageable ground capacity for games	Capacity set by FA: Up to 600 maximum paying spectators	Covid Team	23/07/20	23/07/20
		Ticketing arrangements to mitigate risk in queuing in pinch point outside stadium.	Use of advance online ticket purchasing and season ticket sales. (This will also ensure data collection for NHS Track and Trace)	Chris Newbold (CN)	31/08/20	31/08/20
		Establish a safe and manageable socially distanced queuing system outside the stadium.	Use gates for scanned entry rather than turnstiles to minimise queuing and potential spreading from touching turnstiles.	Covid Team	10/09/20	10/09/20
		Ensure hand sanitiser is always present and available for use at entry points to ground.	Process in place for regular replenishment	Covid Team	10/09/20	10/09/20
People turning up without tickets	Volunteers Spectators	Maximise social media and notices to give advance notice that there will be no paying on turnstiles on the day of the match.	Marshal in place inside entrances to advise spectators to sanitise hands	Covid Team	10/09/20	10/09/20
			Stewarding at entry points to support volunteers and handle any dissensions.	Covid Team	04/09/20	Ongoing
			Fixtures Secretary to advise away club when sending Match arrangements	CN	10/09/20	Ongoing

Spreading of coronavirus within Stadium	Spectators Volunteers Officials Players	Entry to be refused.	Fixtures Board outside ground to state online ticket sales only	Covid Team	10/9/20	Ongoing
			Notices on turnstiles stating no on the day cash entry.	DT	10/9/20	Ongoing
			Advance notices in Social Club	Covid Team	Match Day	Ongoing
	All	Entry to stadium and during game: All spectators to adhere to the laid-down plans for movement within the stadium. Generally there will be a one-way system in operation around the stadium.	All Marshalls and Stewards to attend a briefing from Covid Officer prior to opening of stadium and receive instructions and placements	DT	Match Day prior to gates opening	Ongoing
		Pre-Match Preparations	Marshalls positioned to ensure that spectators enter in their chosen direction (depending where they want to stand), and to prevent spectators stopping in the area just inside the main turnstiles.	DT	Match Day prior to gates opening	Ongoing
			More Marshalls/Stewards appropriately stationed around ground to ensure spectators are correctly directed to the place which they wish to stand.	DT	Match Day	Ongoing
			Signage and directional arrows produced to support direction of spectators	DT/Mick Docking (MD)	10/09/20	Ongoing
		Publish the plans on website to ensure spectators can refer to them in advance.	CN	28/08/20	28/08/20	

		Social Distancing during the match	Seats: Alternate rows to be sealed off	Covid Team	08/09/20	Ongoing
			Terracing: Plenty of Social Distancing reminder notices	Covid Team	20/08/20	Ongoing
		Adverse Weather, people seeking cover	Tannoy reminders for spectators to keep 1 metre plus socially distanced	DT	10/09/20	Ongoing
			Agreed maximum number of spectators for each covered area to be controlled and adhered to by Marshals/Stewards	DT	10/09/20	Ongoing
			Response plan to be in place and communicated to Marshals/Stewards should the need to prevent further spectator entry to covered areas arise.	DT	10/09/20	Ongoing
			Issue wet weather arrangements on website to help control spectator expectations.	CN	10/09/20	30/10/20
		Non-Compliance of Social Distancing	Stewards to issue polite reminders in obvious cases of less than 1m.	DT	10/09/20	Ongoing
			Tannoy messages as frequent as necessary to remind spectators to keep two metres apart wherever possible, but one metre plus at all times.	DT	10/09/20	Ongoing

		<p>Canary Club Bar Access to and from the Canary Club Bar once entering the ground until half time</p>	<p>Highlight non-compliant areas in message if necessary</p> <p>Exit from ground via gate to the side of the Dugout stand wherever possible. To be marshalled at all times.</p>	DT	08/12/20	Ongoing
		<p>Return to Ground from Canary Club Bar during First Half</p>	<p>No re-entry until after half time from the bar permitted.</p>	DT/Kate Deller(KD)	08/12/20	Ongoing
		<p>Return to Ground from Canary Club Bar for Second Half: Possible attempted fraudulent entry by non-paying people</p>	<p>Stewarding at entry/re-entry point to support volunteers and handle any dissensions.</p> <p>Spectators will have to produce their season ticket/match ticket (paper copy or show the relevant document on their phone) when returning to the ground, and have it scanned again.</p>	DT	10/09/20	Ongoing
		<p>Disabled, mobility impaired and infirm spectators</p>	<p>Consideration should be given for any disabled or infirm spectator to be allowed to return by the simplest route whilst maintaining social distancing.</p>	KD	10/09/20	Ongoing
			<p>Marshalling on hand to guide in correct direction and ensure social distancing is maintained</p>	DT	10/09/20	Ongoing
		<p>Increased risk of Covid Spread by bar visit</p>	<p>Hand Sanitiser to be available on a small table before people re-enter the ground. Marshals to insist on use.</p>	DT	10/09/20	Ongoing

		Retaining Social Distancing at end of game	At the end of the game we will have as many exit gates open as possible, depending on the number of Marshals and Stewards available	DT	10/09/20	Ongoing
			PA announcement, five minutes before the end of the game, to ask supporters to delay their exit by a couple of minutes to ensure social distancing is observed at the exits	DT	10/09/20	Ongoing
		Wheelchairs, Pushchairs and Buggies: <i>To be allocated to the best points to maintain social distancing (open area between Fishponds Road stand and the Main Stand, and the grassed area between the Main Stand and the Bedford Road end). These cannot be accommodated in stands under cover.</i>	Marshalls and/or Stewards to direct and monitor	DT	10/09/20	Ongoing
		Children: <i>Children attending the match must at all times stay with their parent(s) or guardians. They will not be allowed to roam freely around the ground.</i>	Ticketing limit agreed of max. 2 children to one Adult	CN	01/09/20	Ongoing
			Marshalls and Stewards to monitor and address any instances of non-compliance	DT	10/09/20	Ongoing
		Dogs: <i>Must be kept on a lead at all times.</i>	Marshalls and Stewards to monitor and address any instances of non-compliance	DT	10/09/20	Ongoing

		<p>Additional Match Day activities: In the current environment, these present additional risks in that they encourage queues to form, and thereby mass gathering, sometimes in restricted spaces making social distancing difficult, and in some cases impossible.</p> <p>They also prompt acceptance of cash, an increase in Covid Risk in itself.</p> <p>Any additional Match Day activity that is undertaken will be done so on a match by match basis, taking into account volunteer resource available and also the ability to accept contactless payments.</p> <p>Tea Bar: .</p> <p>Matchday Programmes:</p> <p>50/50 and Golden Goals Tickets:</p>	<p>Barriers to define queue, along with 2m social distancing markings in defined direction.</p> <p>Marshall present to ensure social distancing maintained at what is a key “pinch point” within the ground.</p> <p>An online version will be available. Hard copies will only be available by purchasing online in advance and collecting from a designated, socially distanced point in the ground. There will normally be no hard copy programmes on sale on match days.</p> <p>Discontinued while Social Distancing requirements are in operation.</p>	<p>DT</p> <p>MD</p> <p>MD/CN</p> <p>CN</p> <p>Covid Team</p>	<p>19/09/20</p> <p>10/09/20</p> <p>10/09/20</p> <p>10/09/20</p>	<p>Ongoing</p> <p>Ongoing for each game</p> <p>Ongoing</p>
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		<p>Toilets behind Main Stand: Maintenance of cleanliness</p>	<p>There will be a programme for the cleaning/inspection of the Toilets before, during and after the match.</p>	DT	08/09/20	Ongoing
			<p>A chart will be displayed in the Ladies and Gents showing proof of the cleaning/inspection regime.</p>	DT	10/09/20	Ongoing
			<p>Maintenance of supplies (toilet rolls, hand towels) Agreed number permitted entry, on a one in, one out basis. This will need monitoring by Marshals at Half Time.</p>	DT	10/09/20	Ongoing
		<p>Social Distancing when toilets in use</p>	<p>Socially distanced queues will need to be maintained.</p>	DT	10/09/20	Ongoing
		<p>Board Room/Hospitality</p>	<p>Pre-match and half time basic Board Room hospitality to be restricted to AWAY OFFICIALS ONLY.</p>	KD/Terry Barratt	19/09/20	Ongoing
			<p>“Grab and go” post-match food to be offered to players and playing staff</p>	KD/TB	19/09/20	Ongoing