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| **RISK ASSESSMENT FOR**:  National League System – Return to football during Covid-19. *During this evolving situation please monitor and follow government guidance given in the web links provided and information provided by the FA and Northern Premier League.* | | NEWCASTLE TOWN  A picture containing mug  Description automatically generated  NORTHERN PREMIER LEAGUE  SOUTH-EAST DIVISION  2020-21 | |
| **Establishment:** The Red Industries Stadium, Lyme Valley Parkway, Buckmaster Avenue, Newcastle-under-Lyme, ST5 3BX | **Assessment by:** Ray Tatton and Gavin Appleby  **Club Position:** Secretary and Director, Newcastle Town FC | | **Date:** 20TH August 2020 |
| **Risk assessment ref:**  Version 4, 20th August 2020 | **As the situation evolves further items may be added or removed following advice from the Government, the FA, the Northern Premier League and Newcastle-Under- Lyme Borough Council.** | | **Covid-19 Officers :**  **Ray Tatton and Gavin Appleby** |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |
| **Individual risk factors**  **Spread on Covid-19** | Volunteers, club members, wider contacts | **Individual risk factors**  Committee & Board of Directors to be made aware of any volunteers and club members who have underlying health conditions prior to them returning to sessions.   * Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Volunteers/club members who live in a household with someone who is extremely clinically vulnerable should be assured of their place within the club. Includes people of BAME backgrounds. * Clear message sent to players, parents, volunteers, management that club members/spectators should not be sent/or come to any activities, if unwell for both Covid-19 and/or any other illnesses/symptoms. Anyone unwell or showing symptons of Covid 19 must inform the Club immediately and book a test. * Vulnerable individuals (including people of BAME background) to have a risk assessment undertaken on their role and ability to maintain 2 metre social distancing. Consider if these volunteers are able work from home, if not already doing so (supporting via zoom etc) * All volunteers, club members etc. must be provided with the correct PPE for the role that they are carrying out. * Players, volunteers and officials to fill in Covid-19 questionnaire regarding Covid illness and testing | Any volunteer/club member deemed higher risk, cannot return until government advice permits  Information to be passed on to Youth Section, Academy, Cyclists for any further action to be taken.  Regular supply of PPE equipment ordered. Daily stock checked to identify any possible shortages.  Questionnaires printed off and completed ones safely stored in guidance with the data protection act. | Committee, Board of Directors | Ongoing  Ongoing  Ongoing  Ongoing  Every 2 or 4 weeks. |  |
|  |  | **See COVID-19: guidance on shielding and protecting people defined on   medical grounds as extremely vulnerable** |  |
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| **Suspected case whilst on site** | Volunteers, club members, wider contacts & supporters  Spread of COVID 19 | **Suspected case whilst on site**  If a person displays symptoms of coronavirus: high temperature (37.8 or more) or a new continuous cough, they should: -  Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation)andself-isolate  See https://www.gov.uk/government/publications/coronavirus-covid-19- implementing-protective-measures-in-education-and-childcare- settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions | Plan in place  Temperatures to be taken for people entering the stadium. Anyone displaying a high temperature to be sent home and refused admittance to the game.  Immediately inform relevant people eg. League, Visitors etc. | Committee, Board of Directors | Ongoing |  |
|  |  | * Temperatures to be taken for people entering the stadium. Anyone displaying a high temperature to be sent home and refused admittance to the game. * Volunteers supervising any person while they await collection should wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained. * If direct care (such as for a very young child or a child with complex needs) is required then Volunteers giving care, are to wear a fluid resistant surgical mask, disposable apron and gloves. * Clear message to everyone, if they are unwell whilst on site, they will be sent home. | Risk assessment needed for people of BAME backgrounds before placing them in the front line for this situation. |  |  |
|  |  | * Areas occupied and equipment used by the affected person are to be thoroughly cleaned and sanitised. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in- non-healthcare-settings) They must then follow the guidance on self-isolation and not return to our organisation until their period of self-isolation has been completed. * All Volunteers aware of protocol for club members. | Risk assessment needed for people of BAME backgrounds before placing them in the front line for this situation. |  |  |
|  |  | * Symptomatic Volunteers should be excluded for 7 days from when symptoms started. Volunteers who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. * Anyone who has come into contact with a person showing symptoms should go home and self isolate for the correct time. Anyone showing/developing symptoms should book a test immediately whether or not they have had a test in the past. If the test proves positive the person MUST inform the club straight away so that the appropriate action can be taken. * If the Volunteer or club member develops symptoms during this period, they can return to NTFC 7 days after their symptoms started. * See <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>. Follow Public Health England Guidance if case reported in facility. * Make sure Test and Trace procedures followed. * Contact details collected and stored for 3 weeks. * Liaise with visitors to provide contact details of officials/team management and players. * Contact details of supporters to be put on the reverse of any tickets sold or given to official on entry to the ground. | Train volunteers on Public England Guidance and Test and Trace procedure. |  |  |
| **Payment/ collection of money**  **Spread of Covid-19** | Volunteers,  Club members / wider contacts | **Handling Cash**   * The World Health Organisation hasn’t explicitly said that handling money is specifically linked to Covid 19, the Agency do however advise to use contactless methods of payment / bank transfer to reduce the risk of transmission * Turnstile – Ensure volunteers running the turnstile have appropriate PPE and encourage supporters to buy season tickets to avoid the handling of cash. * Clubhouse – Staff to wear PPE Encourage the use of contactless payments in clubhouse. (When open) If payment is made by cash the cash must be placed on a tray/plate and left for the member of staff to pick. Change will be returned on the tray/plate for the customer to pick up. The tray is then taken away and cleaned/sanitised before further use. * Café- Round up cost of items to reduce cash handling. Provide PPE to volunteers. * Golden 8 collections – Ensure PPE is used when collecting from outlets. | Inform club members & supporters via appropriate methods  Provide PPE  Look into contactless payments.  Look into procedure if payment at cafe is made by cash.  Review what happens when monies/tickets have been collected/or brought to the ground. |  | Ongoing |

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| **General Transmission of COVID-19**  **Maintenance of social distancing and avoiding congestion; Effective hygiene protocols whilst on site**  **Crowd control and numbers** | Volunteers*,* club members*,* wider contacts  Spread of Covid-19 | **Maintenance of Social Distancing**  Everyone to maintain 2 metre social distancing in line with HE guidance as far as is reasonable. Where 2 metres cannot be achieved 1 metre + with mitigation (eg wearing masks) MAY be allowed.  One way system in place and clearly marked inside the stadium, inside the clubhouse, and on entering/leaving the stadium.  Standing positions around the ground to be marked with a X. 6 areas where groups of maximum 6 can stand. People from the same household may stand together.  Only seating that does not have tape on to be used.  Queues to be clearly marked with 2 metre spacing for entrance into the stadium, the clubhouse, toilets and the snack bar.   * Identify likely numbers of supporters allowed to be in attendance following guidance from the Government, the FA and Northern Premier League. * Unless fans or some fans are allowed in the season will not start. If full attendance is not allowed a percentage of the minimum capacity at the relevant NPL level (Premier Division 1950 and North-West and South-East 1300) to calculate the maximum attendance allowed into the ground.   Ours is based on the 1300 figure NOT our ground capacity.  If the percentage is : 15% the max attendance allowed is 200 (FROM 21st AUGUST) 30% the max attendance allowed is 400 – covers FA Trophy v Leek After 1 game and guidelines all in place. (AFTER 12th SEPTEMBER) 50% the max attendance allowed is 650 (HOPEFULLY IN OCTOBER)   30% (20% of ground capacity) covers all our home games and most away games (Ilkeston, Worksop, Cleethorpes, Sheffield and possibly Leek would possibly need to be all ticket. Ilkeston would need to be 40% not to be all ticket but some games would still be all ticket.   * The actual percentage will be decided by the Government. * Consider systems to ensure events can be ALL TICKETED. * Consider car parking layout and spacing, reducing capacity as appropriate ensuring easy access for blue badge holders and people with disabilities. * Introduce one-way movement of people to maintain 2 metre social distancing * Provide a system for entry onto the pitch for both teams, match officials, bench officials and physios. No-one else allowed inside the barrier. * Defined areas to indicate where people should stand if queuing for clubhouse, gate entrance, café and any other appropriate areas such as the Boardroom. (Boardroom not in use at present) * Toilets/Changing Facilities to be on a one in and one out basis. | Plan in place  Markings regularly checked and any that need to be replaced to be replaced before the next game.  Percentage allowed into the ground to be changed only on Government/FA instructions..  Suggest the referee rings the bell and visitors leave the dressing room and enter the pitch. System repeated for home team.  No pre-match Respect Handshake.  Marked with lines @ 2 metres.  Agreed at present by the FA.  Boardroom not to be used at present – consider use for match officials. | ALL | Ongoing |  |
|  |  | * Sharing of equipment should be kept to a minimum and strong hand hygiene practices should be in place before and after. Consider the use of stretchers and defib use also. Must be sanitised before and after use.     Additional seating (chairs 2 metres apart) pitch side to ensure substitutes remain social distancing at the recommended government level.   * Changing rooms- consider ways and means of players changing in a socially distanced method. (8 players at any one time) * Only two persons allowed in club office/press box at any one time. Equipment/surfaces used should be cleaned after each use with the provided sanitisation. Door to be kept open for ventilation if possible .Handles to be regularly cleaned. PPE to be worn. * Four people allowed in Walshaw Suite with 1 metre social distancing with mitigation (wearing face coverings). 3 people with Social Distancing at 2 metres. No buffet to be laid out in the Boardroom or Walshaw Suite. |

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| General Transmission of COVID-19  Maintenance of social distancing and avoiding congestion; Effective hygiene protocols whilst on site | Volunteers*,* club members*,* wider contacts  Spread of Covid-19 | **Hand Hygiene/Changing Rooms/Toilet Facilities**   * Alcohol hand sanitiser provided at entrance and exit of site, the bar and should be used by all persons when entering/leaving. * Antibacterial wipes for cleaning equipment provided to all team members. * Toilet / hand washing facilities will be on a one in and one out basis– hand washing/sanitising technique to be adopted as directed by NHS guidance. * Provide suitable and sufficient rubbish bins with regular removal and disposal. Ensure adequate supplies alcohol hand sanitiser, tissues, paper towels and antibacterial wipes and these should be securely stored. * All persons are reminded to not touch their eyes, nose or mouth with relevant posters and information on club websites and social media channels. * All Volunteers, and club members briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. * No newspapers, pamphlets, paperwork brought in from outside, tickets etc to be left lying about. Anyone bringing in from outside must wear the relevant PPE and items stored away safely. * No buffets to be laid out in either the Boardroom or the Walshaw Suite. * Any areas/rooms not being used to be locked. | Plan in place  Bins to be regularly emptied. | All club members |  |  |
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| **Access to and egress from site** | Volunteers, Club members pupils / wider contacts  Spread of COVID 19 | **Access to and egress from site**  **\*\*\*Committee to be aware of team training venue and times\*\*\***   * When arriving and leaving EVERYONE is required to use the alcohol hand sanitiser provided * Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. * Introduce visual aids to help people socially distance / supervise entry. * Hand sanitiser must be used when entering the clubhouse.   **Visitors**   * Only essential visitors are allowed onto the site. * Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing the site. Signage on gate/entrance regarding good hygiene | Plan in place | ALL to sends out regular comms | Ongoing |  |
| **Contact points Equipment etc.** | Volunteers, Club members pupils / wider contacts  Spread of COVID 19 | **Contact Points**   * Identify high-contact touch points for more regular cleaning, eg clean gate padlock, door handles etc   **Equipment**   * Regularly clean and disinfect training equipment, balls, cones etc * Players to supply their own drinks clearly labelled. No glass. * No food or drink will be supplied by the club at training sessions.   **Activities and resources**   * Equipment and resources to be thoroughly cleaned after each use. Limit use of those which are hard to clean. * NTFC to ensure anti-bacterial wipes/spray are available in all relevant places to ensure Club members wipe down after use. | Plan in place  **Need to wait for protocol from the FA or Government regarding matchdays.** |  |  |  |

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| **Proximity of Volunteers/ Club members/ wider contacts** | Volunteers,  Club members / wider contacts  Spread of COVID-19 | **Toilets/Changing Rooms**   * Alcohol hand sanitiser will be provided. * Paper towels and bins provided. * One in and one out system with plenty of cleaning aids and reminders in place. | Plan in place. Regular cleaning/sanitising.  Check sanitiser/paper towels/soap and toilet paper is in place. |  |  |  |
|  |  | **Activities**   * Increased supervision to aid enforcement of social distancing as far as is reasonable. Looking at deploying more stewards in relevant areas of the ground. |  |  |  |
| **Travel** | Volunteers,  Club members / wider contacts  Spread of COVID 19 | * Players, supporters, management and volunteers to transport themselves to games with no car sharing or use of minibus at present. * People from the same household or support bubble may travel together. * If people have to travel with people from outside their household or support bubble they must : * Travel with the same people each time. * Open windows for ventilation. * Wear face masks. Do not face each other. * Require hand sanitisation by passengers on a coach or minibus. | Inform club members  Keep up to date with guidelines regarding away supporters being allowed. |  |  |  |

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| **Cleaning** | Volunteers,  Club members / wider contacts  Spread of COVID 19 | **Cleaning**   * A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points are all thoroughly cleaned and disinfected regularly. * Thorough cleaning of equipment at the end of each days opening.   **Cleaning protocol is as follows:**   * Hard surfaces / Equipment to be cleaned using standard cleaning products and disposable cloths / paper towels throughout session. * See PHE advice the COVID-19: cleaning of non-healthcare settings guidance * Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.   **When cleaning a contaminated area people to:-**   1. Wear disposable surgical masks,gloves and apron 2. Sanitise hands once they remove their gloves and apron 3. Fluid resistant surgical mask if splashing likely  * Hands should be washed with soap and water for 20 seconds after all PPE has been removed, where unavailable use alcohol hand sanitiser * PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. * Any cloths and mop heads used must be disposed of as single use items. Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff. * Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. * Only cleaning products supplied by NTFC are to be used. | Volunteers and club members be provided with cleaning equipment.  Assess risks for vulnerable people and people of BAME backgrounds. | Board | Ongoing & to be reviewed |  |
| **Contractors** | Contractors,  Staff,  Club members / wider contacts,  Spread of COVID 19 | * Only contractors carrying out essential maintenance deemed necessary to the safe running of NTFC are to be allowed on site and will read and comply /with posters/signage regarding good hygiene * Staff and contractors are to maintain a safe distance between themselves and others (2 metres) * All contractors are to wash their hands or use alcohol based hand sanitiser upon entering the site * Agree approach to be scheduled |  |  |  |  |

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| **Lack of awareness of PHE / Club controls** |  | * Posters will be displayed in suitable places around site. * Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. | Posters stating that anyone entering the stadium agrees not only to the Stadium Rules but also added rules to minimise the risk of Covid-19 |  |  |  |
| **Volunteer levels** | Volunteers, club members  Spread of COVID 19 | * Reviewed to ensure adequate number of Volunteers in attendance to maintain an appropriate ratio with planned activities. * Options such as supply Volunteers, SLT cover, partial closure may be required in event of Volunteers shortages. * Club to appoint a Covid Officer – consider what training is needed and who is able to complete the position, what the roles and responsibilities are and further liability. | Plan to be produced. |  |  |  |
| **Premises safety** | Volunteers, club members  Wider safeguarding  / safety risks | * Ensure all ‘normal’ tasks are completed * Ensure First Aid Action Plan is displayed * Ensure the Defibrillator is secure and in working order * Flush toilets which have been closed for period of time/also those that are regularly used with lid down. * Run water if not used for any length of time to avoid Legionnaires Disease. |  | Board | Weekly |  |
| **Training** | Volunteers, Club Members/Officials, Players | * All must make their own way to training. * People must arrived changed. * Players must bring their own water bottles (plastic), clearly marked. * Social Distancing to be observed * Any player showing symtoms should not attend and book a test. * Register taken of ALL those present with contact numbers for Test and Trace. * Covid-19 Medical Questionnaire to be filled in. * Hygiene facilities must be provided.   ALL EQUIPMENT MUST BE REGULARLY WIPED DOWN REGULARLY WITH APPROPRIATE CLEANING MATERIALS AND THOROUGHLY CLEANED AFTER EVERY SESSION.  Groups must be kept to a maximum of 30 people including coaches.  No mixing or swapping of groups during the session. | Manager/coach informed – pass on to Secretary for appropriate action.  Repeated every 2/3 weeks. Old forms destroyed under Data Protection | Board  Manager  Coaches | Ongoing |  |
|  |  | * Following activity players must refrain from any contact. Evidence is that transmission during training or matches is minimal in comparison to social interactions pre or post activity. * Hygiene facilities must be provided. * Bibs should only be used if absolutely necessary and they must be worn once and NOT swapped |  | Manager/ coaches | Ongoing |  |
| **Medical**  **Physio**  **First Aiders** |  | * Club to refer to the FA First Aid Guide with relevant people instructed to read it by the Club * Physio/First Aiders to wear suggested PPE for the situation * Pre-training screening to be carried out on players before entering training/playing environment and contact with other players and staff. * Questionnaire on Covi-19 and Attendance/Contact Numbers to be kept/ updated as be Data Protection. * Only one person at a time in the Medical Room with relevant PPE to be used. * Any equipment used to be cleaned before further use. * Stretcher to be cleaned before/after use | Club to provide relevant PPE. | Physio  First Aiders | Ongoing |  |
| **Changing Rooms** |  | * Greatest risk of transmission. * Changing Rooms should be used for changing and showering only and as quickly as possible. * Staggering to be factored in to minimise numbers (8 people at any one time to use.) * On matchday the home team must give priority to the away team * Maximum ventilation provided. * No food or drink to be in the dressing room (except players individual water bottles) * Hand sanitiser provided with paper towels and bin. * Kit to be collected and put in the correct storage area/bags. | Team talks to be outside or in designated area in adverse weather. | Manager |  |  |
| **Match Officials** |  | * Match Officials to travel independently in accordance with transport guidance. * Car parking to be reserved near to entrance. * Physical Team Sheets should not be shared * Explain the club’s way of teams entering the field of play. * Warm up area for the officials set up. * Pre-match email to officials to explain Covid changes implemented by the club. * Where possible arrange for payment to be paid electronically. * Hand sanitiser in changing room with paper towels and bin. | Will impact on costs.  Build into one way system.  To be dealt with electronically if needed.  Update email content as situation changes.  Include in pre-match communicatiom.  Speak to referee by phone before game. |  |  |  |
| **Warm Up Areas** |  | * Sufficient distance between team. Teams to be behind opposite goals. Home team (behind Town End goal) Away Team (behind Rugby Ground End) * Area for Match Officials to be marked on far side. | All areas to be clearly marked and communicated. |  |  |  |
| **Technical Areas** |  | * Technical areas to be extended outside the dugout with extra seating to provide adequate social distancing for substitutes and coaching staff. * Hand sanitiser provided. | Check if ok with match officials. |  |  |  |
| **Clubhouse** | Getting/spreading the virus by not washing hands properly, social distancing, poor ventilation, high traffic areas or cleaning surfaces/equipment. | * It is up to the licensee of the premises to undertake the relevant actions needed. * One way system in and out. Queueing position clearly marked @ 2m. Lines marked on floor. * No standing in the bar except to order drinks. Only 2 at a time. * No sheltering in the bar if it is adverse weather. * Once seated the person is only allowed to stand to order drinks, to go to the toilet, or to leave. Capacity reduced to 24 seats. * Toilets clearly marked with one way system with only the allowed numbers to enter. * Toilet check sheet to be filled in. * Encourage contactless payment. * If cash is used it is to be placed on a plate/dish and any change returned on the plate/dish which is then cleaned before further use. * Drinks collected at a set point on the bar. * Drinks to be consumed at a table if available or taken outside. No glasses, glass bottles or cans to be taken from the bar/outside.Tables cleared and sanitised before further use. * Staff to wear PPE * Hand sanitiser provided in relevant positions. * Staffing sufficient for policies to be adhered to. | Stewards required.  Trace and Track system in stadium.  Make sure signage is in place for customers to follow.  Suggest prices rounded up to lessen the need for cash use.  Area clearly marked.  Extra bins to cover the increase in plastic glasses. |  |  |  |
| **Snack Bar** |  | * Signage/markings to show where people are to queue. Social distancing to be in place. * Volunteers to wear PPE. * Extra bins in place for any rubbish. * Prices to be rounded up to help in the handling of cash. Look into the use of contactless payment. * Hand sanitiser in position |  |  |  |  |
| **Furloughed Staff** |  | * Follow the Government Guidance on this. * Look into the possibility of any training required. |  |  |  |  |
| **Youth Section** |  | * Refer to the Guidance issued by the FA’s Grassroots Division. * For a team with 16 or17 year olds refer to extra safeguardingguidance and risk assessment. |  |  |  |  |

**Useful Links**

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/876220/COVID19\_Guidance\_Education.pdf

Managing premises https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially- open-during-the-coronavirus-outbreak#other-points-to-consider (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

First aid guidance https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and- others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov

Cleaning of non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

Current guidance from the government - https://www.gov.uk/coronavirus

Guidance from Staffordshire FA for re-starting football activities http://www.staffordshirefa.com/news/2020/jun/12/new-guidance-documents-issued-for-re-starting-football-activity-during-covid-19

Advice from Club Matters - https://www.sportenglandclubmatters.com/

Advice from Sport England https://www.sportengland.org/