

# NEWMARKET TOWN FOOTBALL CLUB



## Newmarket Town Football Club

### Coronavirus/Covid 19 Safe System of work.

Protecting our Workforce and others attending our Football Ground.

## INSTRUCTIONS FOR USE

### Note:

It will be a requirement of every Football Club Manager to ensure the contents of this safe systems of work has been communicated to everyone who attends our Football Club

All staff members of the Football Club shall be required to sign the attached acceptance sheet there are no exceptions.

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##### **Introduction**

Newmarket Town Football Club recognise that operating during the Coronavirus Covid-19 pandemic requires us to ensure we are protecting our staff and minimising the risk of spread of infection.

This safe system of work is intended to introduce consistent measures in The Football Clubs in line with the Government's current recommendations on social distancing.

**These are exceptional circumstances and Newmarket Town Football Club and our staff recognise that we must comply with the latest Government advice on Coronavirus at all times.**

The health and safety requirements the Football Clubs activities must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

Newmarket Town Football Club are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Newmarket Town Football Club Football Club management will remind all Football Club staff at every opportunity of these Safe Systems of Work which are aimed at protecting them, their colleagues, their families and anyone else attending the Football Club.

##### **Note:**

**Newmarket Town Football Club Management will monitor the Football Club environment and If it is not consistently implementing the measures set out below, it may be required to shut down.**

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##### **1. Self-Isolation**

Anyone who meets one of the following criteria should not come to the Football Club:

- Has a high temperature or a new persistent cough, or has experiences loss of taste or smell - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant.
- Is living with someone in self-isolation or a vulnerable person.

##### **2. Procedure if Someone Falls ill**

If a member of staff develops a high temperature or a new persistent cough, or has experiences loss of taste or smell whilst at the Football Club, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to until their period of self-isolation has been completed.

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### **3. Travel to The Football Club**

Wherever possible staff should travel to the Football Club alone using their own transport. Where possible youth/junior members should travel to the Football Club with one parent/carer, using their own transport and need to consider:

- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

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#### **4. Football Club Access Points and Pedestrian Routes**

##### **Newmarket Town Football Club Management will**

- Stop all non-essential visitors
- If required Introduce staggered start and finish training times to reduce congestion and contact at all times
- Monitor Football Club access points to enable social distancing Newmarket Town Football Club may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Require all Football Club staff to wash or clean their hands before entering or leaving the Football Club
- Allow plenty of space one metre plus between people waiting to enter the Football Club
- Regularly clean common contact surfaces in reception, Football Club, access control and delivery areas e.g., screens, telephone handsets, desks, particularly during peak flow times
- Request delivery and other drivers to remain in their vehicles if the load will allow it and request that they wash or clean their hands before unloading goods and materials.
- Designate pedestrian routes in order to reduce the need for customers and staff to pass each other. This will be in the form of one-way routes i.e. one way in one way out.

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#### **5. Hand Washing**

##### **Newmarket Town Football Club Management will**

- Provide additional hand washing facilities to the usual welfare facilities
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

#### **6. Toilet Facilities**

##### **Newmarket Town Football Club Management will**

- Implement a one-way entry and exit system for the toilet in the main club house
- Restrict the number of people using toilet facilities at any one time.
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

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#### **7. Catering (food and drink) Facilities**

##### **Newmarket Town Football Club Management will**

- Ensure all areas used to prepare food/drink will be thoroughly cleaned before food preparation commences and again at the end of the day.
- Ensure that the serving hatch/kiosk/bar is thoroughly cleaned on a regular basis.
- Ensure Hand cleaning facilities or hand sanitiser are available at the hatch/kiosk/bar.
- Ensure that a clear Perspex screen is fitted between the customer and the kitchen/bar staff.
- Implement a one-way queuing system for the purchase of food/drink at the kiosk/bar, which will incorporate social distancing measures.
- Ensure that customers have minimal contact with the kitchen/bar staff – food/drink orders will be taken and customers will be asked to wait in a designated area, whilst observing social distancing.
- Ensure that there are adequate rubbish bins for the disposal of litter.

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### **8. Avoiding Close Contact**

#### **Note:**

Newmarket Town Football Club recognise that there will be situations where it is not possible or safe for Football Club staff to distance themselves from each other by 2 metres.

#### **Newmarket Town Football Club Management will**

- Monitor the Football Club to ensure that non-essential physical work that requires close contact between Football Club staff should not be carried out
- Ensure that work that might create skin to skin contact will not be carried out
- Plan all other work to minimise contact between members
- Ensure that single use PPE is disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces

#### ***Football Club Meetings***

- Only absolutely necessary meeting participants should attend
- Attendees should be one metre plus. apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.



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#### **9. Cleaning**

**Newmarket Town Football Club Management will**

**Note:**

Newmarket Town Football Club recognise that enhanced cleaning procedures are needed in Football Clubs, particularly in communal areas and at touch points including:

- Taps and washing facilities
  - Toilet flush and seats
  - Door handles and push plates
  - Handrails on staircases and corridors
  - Machinery and equipment controls
  - Telephone equipment
  - Keyboards, photocopiers and other Football Club equipment
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- As required increase rubbish collection and storage points and ensure these are emptied regularly throughout and at the end of each day.

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NAME	POSITION	SIGNATURE	DATE

In signing the above, I confirm that I have read/been briefed on the Newmarket Town Football Club Coronavirus/Covid 19 Safe System of work.

I understand what I am required to do in order to comply with the safe system of work and agree to abide by these at all times whilst in the Football Club and accept that if I breach the safe system of work, I will be asked to immediately leave the Football Club.