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**ROYAL AIR FORCE FOOTBALL ASSOCIATION SAFETY MANAGEMENT PLAN V3 – COVID19 ADDENDUM**

**Foreword - Chairman of the RAF FA**

The Football Association, after Government agreement, has issued timelines and guidance for a return to grassroots football following the suspension of activities due to COVID19. In turn, the Directorate of RAF Sport (DRS), on behalf of the Head of RAF Sport, has provided authority for football activities to resume.

Given the need to mitigate against the COVID19 risk to satisfy both our National Governing Body (NGB) and the DRS; the RAF FA has issued a set of guidelines, alongside timelines and requirements for our affiliated Leagues and Teams; this was agreed and at the RAF FA Board of Trustees meeting held on 29 Jul 20. This planning guidance, which must be administered alongside the direction laid out by the RAF FA, NGB and DRS, will permit footballing activity to resume safely and contribute to the delivery of effect in the Service.

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Neil Jones

Group Captain

Chairman RAF FA

**Introduction**

This addendum to the Safety Management Plan (SMP) is applicable to all personnel who are involved in the delivery of RAF FA activities and applies to all serving RAF personnel (regular and reserve), civilian employee and contractors involved in such activities. The aim of this addendum, whilst complimenting SMPv3, is to support effective risk management specific to COVID19 to ensure that such risk is managed at the appropriate level and assessed to be tolerable and As Low As Reasonably Practical (ALARP).

**Responsible Person and Risk Management**

The Chairman RAF FA is the Responsible Person (RP) accountable for all safety whilst personnel undertake on-duty RAF FA activities. However, the role of Stn Cdr, as Head of Establishment, retains their statutory responsibility for Functional Safety and is responsible for the safe conduct of RAF FA sponsored football activities at their unit and considered to be the RP.

In addition to existing risk management and assessment policy, event organisers are to ensure that Admin Orders have been completed and submitted to the DRS and RAF FA Secretary, Mr Vince Williams. In relation to each event and venue the Event Organiser is to complete a COVID19-specific risk assessment in the format of the current RAF F7458. A template of points for consideration is included at Annex A.

The Organiser is responsible for ensuring that the assessment and supporting safety measures and mitigations are adopted iaw RAF FA, NGB and DRS guidance. The most stringent guidance shall be adopted, pending clarification from the RAF FA HQ. The event organiser is to ensure that a record of attendees at a match or training session, including contact details, is kept supporting NHS Test and Trace. Records are to be retained for 21 days and reported COVID19 cases are to be notified iaw NHS guidelines and to all participants, the HoE and RAF FA HQ.

This risk assessment is to be accepted by the HoE. Any medium or higher risks are to be escalated to Head RAF Sport and to the Chairman RAF FA, via the Secretary.

Annex:

A. COVID19 Risk Assessment Points For Consideration.

Annex A to

RAF FA SMP Addendum

**COVID19 RISK ASSESSMENT POINTS FOR CONSIDERATION**

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| Pre-event planning | Risk assessment | Each team should undertake its own COVID-19 risk assessment and devise its own COVID-19 operational standards that takes into account the facility and its activities. |
| Numbers of players and staff | The club must ensure that social distancing guidelines can be maintained at the facility. This should include assessing the maximum numbers of players, officials and staff that can safely operate in each training space/area.  There should be a sufficient number of staff to help ensure and maintain social distancing during sessions.  Depending on player and/or staff numbers eligible to attend a session, staggered arrival/exit time slots for groups may need to be considered to minimise player, officials and staff interaction. |
| Training sessions | The type, duration, layout, and location of the training activity should be considered.  Sessions should be designed and pre-planned in advance to ensure that social distancing can be maintained and structured to enable adherence to the risk assessment at all times. |
| High risk or vulnerable players and staff | Limit staff and players with underlying conditions from attending or working the session. |
| Communication | Communicate information to all staff,  volunteers, players, and officials | Information should be given regarding:  • The COVID19 risk and symptoms, and the practices that should be undertaken to mitigate risks.  • Awareness that although COVID19 infection risks can be minimised through adherence to the unit’s policies and procedures, they cannot be eliminated and risks remain for at-risk populations, their families, and the potential for unintended transmission.  • The club’s approach, standards, and policies to mitigate the risks.  Before leaving home to attend a session, players and staff members should assess whether they have any symptoms of COVID-19, for example, a high temperature or fever, a new continuous cough, new unexplained shortness of breath, loss of taste, or smell etc.  Players and staff should be instructed to stay home and not attend any sessions when they are showing symptoms of COVID19 or have had close contact with a person with COVID19.  Information should be communicated by way of email, social media, and public announcements where applicable and practicable. |
| Use and availability  of Personal Protective Equipment (PPE) and sanitary products | Hand sanitiser and wipes | Both teams should provide all players with hand sanitiser for use between play periods, as well as antibacterial wipes for disinfecting player provided equipment.  Both teams should provide staff and officials with hand sanitiser and wipes for frequent use and antibacterial wipes for disinfecting hard surfaces and shared equipment. |
| Masks/gloves for staff | These should be provided by the club or by staff where the risk assessment deems these items necessary, e.g. bagging up of rubbish, whilst cleaning surfaces, etc. |
| Symptom Checking | Conduct pre-event observation and/or  questioning of all players and staff about | The existence of any COVID19 symptoms in the last 7 days, for example:  • New cough.  • Fever/temperature.  • Unusually short of breath during exercise or at rest.  • Loss of smell.  • Red eyes or sticky eyes.  • New abdominal pain or diarrhoea.  • New blocked/runny nose.  • New unusual fatigue with muscle and joint pains.  • Headache.  • Feeling generally unwell in any other way.  That they have not been in contact with a COVID19 confirmed or suspected case in the 14 days, and that no one in the same household is unwell.  Consider a health declaration form signed by player or staff member.  Test and trace register to be populated for each event and retained for 21 days. |
| Food and Drink | Water bottles | Players, officials and staff should bring their own personalised water bottles to all team activities to help reduce the transmission risk. Individuals should take their own water bottles home for cleaning and sanitisation.  Consider storage/holding area for any bags maintaining adequate spacing. |
| Food | Ideally, food should not be consumed on site. |
| Arrival pitch side | Parking arrangements | Awareness and prevention must be considered from arrival. Where possible arrange social distancing in relation to car park spaces. |
| Pre training groups | Players and team staff should observe social distancing throughout and should not congregate; ideally staying in cars until just before the start of the session. |
| Hygiene | When arriving at team seating or side line areas, team staff should disinfect all hard surfaces, such as benches, railings, and equipment racks.  Brief all players and staff on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.  Staff and players should ensure that hand hygiene/sanitisation is being undertaken upon arrival, during and leaving the facility. |
| Equipment | Limit team shared equipment and sanitise  regularly | Only equipment deemed as essential should be used during training. Any equipment used by a player should be thoroughly cleaned/sanitised before it can be used again.  The use of team shared equipment, (e.g. protective gear, balls, cones, etc.) should be limited whenever possible to one group of players at a time and sanitised between uses.  Clothes should be taken home by players and staff and laundered after all workouts. |
| Player conduct | Players and staff must refrain from spitting  and the use of chewing gum | Ensure instruction is clearly delivered to players and staff. |
| No Handshakes or Celebrations | Players and staff should refrain from physical contact, including handshakes, high fives, chest bumps, group celebrations, etc. |
| Spectators | Discourage | Maintain social distancing away from the session. |
| Reopening closed  premises for access  to and use of toilets | Hygiene | Consider how the building will need to be sanitised including within the toilets, (e.g. taps, basins, surfaces, door handles etc.)  Paper towels and soap provision.  Hand sanitiser at building entry. |
| Legionella | When reopening a building that has stood empty, a robust recommissioning process to use the water system safely may need to be implemented.  Check with Unit personnel such as PEd Flt.  In addition to the legionella risk, drinking water within buildings may no longer be potable following a period of prolonged stagnation.  Buildings that have remained empty with static water systems, or those that have been subject to limited or no flushing, may require recommissioning. Advice should be sought from your local water authority. |
| Toilet distancing | Consider social distancing within toilets.  The numbers of people using the toilets may need to be controlled and consideration will need to be given to access and egress arrangements to support social distancing  measures and to minimise the risk of transmission. |
| First aid provision | First aider PPE | Consider the first aid provision and arrangements for first aiders.  Formulate a plan of the steps to be taken in the event that a player is injured, and, or requires first aid treatment/attention. Record accident iaw RAF FA SMP. |
| Post-Event | Cleaning | Team staff should clean and dispose of all rubbish from player seating or side line areas when departing sessions using dedicated PPE and refuse sacks. |
| No Congregation | Players and team staff should quickly exit the session location after the event and go directly to their cars without congregating with other players. |