

**HARINGEY BOROUGH FOOTBALL CLUB  
CONTROL GUIDANCE DOCUMENT**

This document covers guidance to all people that attend Coles Park whether as football playing staff, employees/volunteers of Haringey Borough Football Club or visitors of any kind.

Version	Date	Status
V0.3	18 Aug 2020	Pilot version to be used for 1 <sup>st</sup> game
V20Aug2020	20 Aug 2020	First version published on website

Control	Applicable to
C01: HBFC Visitor's Personal Awareness	ALL
C02: HBFC Covid-19 Secure Ground Rules	ALL
C03: HBFC Playing Football Guidance	Football Playing Staff
C04: HBFC Cleaning Guidance	Facilities Providers and Cleaning Volunteers
C05: HBFC First Aid Guidance	First Aiders
C06: HBFC Travelling Guidance	All representing HBFC outside of Coles Park
C07: HBFC Stadium Operation Plan (SOP)	ALL
C07a: HBFC SOP Red Zone	All entering or managing the Red Zone
C07b: HBFC SOP Amber Zone	All entering or managing the Amber Zone
C08: HBFC Control Guidance Review	HBFC COVID-19 Officer

## C01: HBFC Visitor's Personal Awareness

All visitors to Coles Park should be aware of the latest government guidance and should evaluate their wellbeing before deciding whether it is safe for them and others to be attending, to minimise the risks of spreading infection.

The latest government guidance can be found at:

<https://www.gov.uk/coronavirus>

When attending, you must follow the guidance as applicable within this document and apply stricter guidance as required for your personal situation.

## C02: HBFC COVID-19 SECURE GROUND RULES

All visitors to Coles Park should read, understand and abide by these ground rules to minimise the risks of spreading infection.

### **Track and Trace**

Each club COVID-19 officer is responsible for notifying details of all members of staff to the HBFC Secretary or HBFC Covid-19 officer prior to or on the day of the match / event.

### **Symptoms**

Follow the latest government advice and please do not attend if:

- you are in any doubt as to your and/or your child's wellbeing
- concerned you and/or your child may infect others
- concerned you and/or your child may be infected by others

### **Your Responsibilities**

Your responsibilities as an individual and where appropriate, as a parent/guardian:

- all visitors must follow current social distancing and hygiene guidelines published by the government
- 2m social distancing where possible
- 1m+ social distancing if 2m is not possible, but please take extra measures/care
- wash hands with soap and water for at least 20 seconds upon arrival
- wash hands regularly throughout your visit or use the sanitiser provided
- use paper towels to dry hands and bin the used towel immediately
- avoid touching your face
- avoid touching surfaces of all types in and around the stadium
- wear a mask where possible
- avoid shouting
- spitting is prohibited
- follow all one-way routes in and around the stadium
- a child's parent/guardian will be responsible to ensure their child follows these guidelines
- parents/guardians must supervise their child at all times

## C03: HBFC PLAYING FOOTBALL GUIDANCE

All people using the facilities for football at Coles Park should read, understand and abide by this guidance to minimise the risks of spreading infection.

### Pre-arrival

- Team officials should temperature check all staff where possible
- Teams should sanitise their football equipment before arriving at the ground

### Entrance

- **Away team and supporters** will enter through Fenton Road entrance and utilise both dressing rooms on the far side and all facilities on that side of the ground
- **All other visitors (including officials)** will enter through the White Hart Lane entrance
- The **entrances will be open at least 2 hours before** the game / event unless communicated to you differently by our HBFC secretary

### Changing Rooms / Showers

- **Everybody** should arrive changed when possible
- When changing rooms are used by a team, no more than 8 people should be in the changing room at any one time
- Showers can be used if absolutely needed but social distancing must be maintained
- **Officials** have two rooms between them, one for the referee and one for the referee's assistants where social distancing must be maintained

### Matches / Training

All current FA guidelines should be followed if more restrictive than below.

#### During playing time:

- Players and staff must refrain from spitting
- Set plays should be taken as promptly as possible
- Players must refrain from breaching social distancing when celebrating a goal
- Interaction with match officials should only happen with players observing social distancing
- Social distancing to be maintained on the touchline and in dug outs at all times, including when substitutions are made
- All match balls will be retrieved by ground staff and sanitised before being made available for use

#### All other times:

- Teams should sanitise their football equipment before arriving at the ground
- No handshakes
- Team talk and match official huddles must not take place, instead they should take place outside if possible and must ensure social distancing
- Warm-ups and cool downs must ensure social distancing
- Players and officials should have their own named water bottles, hand sanitiser and sun cream which are to be used during, before and after any break
- Goalkeepers should disinfect their gloves regularly
- Teams should clean their equipment regularly and after each use
- Bibs should only be used if necessary and should not be worn by more than one person before being washed

All people responsible for cleaning the facilities at Coles Park should read, understand and abide by this guidance to minimise the risks of spreading infection.

### **Stadium Facilities**

- Prior to and following every match the stadium facilities will be deep cleaned in accordance with government guidelines
- On match day, high risk surfaces and facilities will be cleaned on an ongoing basis, including but not limited to:
  - Toilets
  - At any accreditation points
  - Entry and exit points
  - High contact surfaces such as door handles
- Hand sanitisers and disinfectants will be available throughout the stadium and signposted and refilled regularly

### **Match day equipment**

- The following will be disinfected prior to every match, during half time and after matches:
  - Match balls
  - Goalposts
  - Corner flags
  - Cones
  - Substitutions boards

### **Catering**

- Catering will be provided as needed for the specific game and or event and when provided the controls will be:
  - Kitchen / catering outlet will be deep cleaned before and after use in accordance with government guidelines
  - Chef / servers will wear PPE at all times

#### C05: HBFC FIRST AID GUIDANCE

All people responsible for first aid at Coles Park should read, understand and abide by this guidance to minimise the risks of spreading infection.

##### **Suspected or Confirmed COVID-19 cases**

- In the event of individual being suspected or confirmed whilst inside the stadium Medical staff will oversee their clinical management in a designated isolation room
- All cases will be managed in accordance with management protocols and government guidelines

##### **Providing First Aid**

- The FA PPE level requirements for First Aid will be followed
- Normal hygiene measures are known to lessen the risk of infection and should be followed
- Wear gloves if easily available
- If gloves are not easily available, then treat the casualty as normal but be sure to wash your hands at the earliest opportunity, every second counts and delaying help to get gloves can have a detrimental effect on the outcome for your casualty
- After contact with someone (even if you have worn gloves) wash your hands with soap and water for a minimum of 20 seconds or use hand sanitiser gel if water is not available
- The name of person, date and treatment provided should be recorded for the NHS track and trace process

#### C06: HBFC TRAVELLING GUIDANCE

All members of Haringey Borough Football Club should read, understand and abide by this guidance to minimise the risks of spreading infection.

All members of Haringey Borough FC should be aware of the latest government guidance and should evaluate their wellbeing before deciding whether it is safe for them and others to be travelling, to minimise the risks of spreading infection.

The latest government guidance can be found at:

<https://www.gov.uk/coronavirus>

When travelling, you must follow the government guidance and apply stricter guidance as required for your personal situation.

## C07: HBFC Stadium Operation Plan

All people responsible for stadium management at Coles Park should read, understand and abide by this guidance to minimise the risks of spreading infection.

### Overview of Stadium Operation Plan

The plan is required to ensure:

- We can safely operate behind closed doors and when applicable, to operate when spectators are permitted entry
- We manage the health and safety of all staff, players coaches and others including support staff and spectators, within the guidance set out by the FA and Public Health England

### Safety Advisory Group

The HBFC safety advisory group will consist of:

- COVID-19 Officer: Dave Bell
- General Manager/Chairman: Aki Achillea
- Health and Safety Officer: Kevin Hillyard
- Bar Manager: Gina Loizou
- Stadium Manager: Tom Loizou
- Haringey Borough Team Management:
  - Tom Loizou
  - Tom O'Donoghue
  - Dave Cumberbatch
  - Johnny Fitsiou

The responsibilities of the group are:

- To advise the COVID-19 Officer of any changes required to controls post matches / events
- To keep up to date on the COVID-19 controls within this guidance document
- To be an advisory group for the COVID-19 Officer to any planned changes

### Stadium Zones

The footprint of the stadium has been designated into 3 clear zones;

- Red: team management, players, officials and those controlling within the zone
- Amber: team officials and committee members, committee guests and those controlling or providing services within the zone
- Green: all others attending the venue and those within the car parks

### Stadium Plan

The stadium plan shows the:

- Red, Amber and Green zones
- Main facilities
- Entry and exit points

## C07a: HBFC Stadium Operation Plan: Red Zone

All people responsible for stadium management at Coles Park and those entering the Red zone should read, understand and abide by this guidance to minimise the risks of spreading infection.

### **Designated Car Park**

The area is the car park to the left of the Clubhouse for home players and staff and for Away directors and their limited guests.

### **Entry Point**

- Home team: players entry beneath stand and utilise both dressing rooms
- Away team: will enter through Fenton Road entrance and utilise both dressing rooms on the far side and all facilities on that side of the ground

### **Medical Rooms**

- Home team: within changing room areas
- Away team: will need to use their changing room

### **Zone Lockdown**

- Start: 2 hours before kick-off
- Finish: 45 minutes after final whistle

### **Zone Accreditation**

- Home team: players entrance beneath the main stand
- Away team: by Turnstile 2

### **Zone Screening**

- All will need to pass a non-invasive temperature check i.e. reading below 37.7 C
- All will need to complete health monitoring questionnaire
- The away team Doctor or Covid-19 Officer is permitted to confirm agreement in writing to the HBFC Secretary or Covid-19 Officer on behalf of 16 players that the temperature check and health monitoring questionnaire has been successfully completed
- No admission will be allowed for any individual who does not comply
- Once inside the red zone no individual will be allowed to leave until the match has ended and clearance given

## C07b: HBFC Stadium Operation Plan: Amber Zone

All people responsible for stadium management at Coles Park and those entering the Amber zone should read, understand and abide by this guidance to minimise the risks of spreading infection.

### **Entry Point**

- Home supporters and staff: will enter through White Hart Lane entrance and Turnstile 1
- Away supporters: will enter through Fenton Road entrance and Turnstile 2

### **Zone Screening**

- all visitors must have read and comply with the following controls:
  - C01: HBFC Visitor's Personal Awareness
  - C02: HBFC Covid-19 Secure Ground Rules

### **Standing Spectator Areas**

- Away: be segregated in the bottom right corner, between the Refreshments 3 building and the Fenton Road goal
- Home: will be spaced out along the remaining walkways around two thirds of the ground

### **Seating Spectator Areas**

- There are two stairs to access the main stand and one should be used for entry (furthest end from Turnstile 1) and one for exit (overlooking Turnstile 1)

### **One Way System**

- In all other Amber zone areas, a one way system will be introduced whereby the primary principle will be to keep left and walk in single file where possible

## C08: HBFC Control Guidance Document Review

All people part of the HBFC Safety Advisory Group should read, understand and abide by this guidance to minimise the risks of spreading infection.

### **Review Frequency**

The COVID-19 Officer should review monthly, starting from 1<sup>st</sup> October, all documentation that is in place.

### **Review Considerations**

The review should include, but not be limited to, the following:

- Feedback from the HBFC Safety Advisory Group
- Feedback from visitors (both teams and spectators)
- Amendments to FA and/or Government guidance

### **Review Updates**

- Any changes required as part of the monthly review, should be reflected in the published documents by the end of the current month (i.e. 1<sup>st</sup> October review by 31<sup>st</sup> October)