



WEST BROMWICH ALBION FOOTBALL CLUB



Coronavirus / Covid-19 Policy
August 2020 – July 2021




West Bromwich Albion Football Club

Coronavirus / Covid-19 Policy

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Position:	Name:	Signature:	Date:
Chief Executive	Xu Ke		3 rd of August 2020

This Policy was reviewed and agreed by the WBAFC Board of Directors on the 3rd of August 2020



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West Bromwich Albion Football Club Coronavirus / Covid-19 Policy

Part 1

Introduction

Introduction

For the avoidance of doubt, nothing in this policy nor in the Premier League's Protocols replaces, reduces or affects in any way the obligations imposed on West Bromwich Albion Football Club (WBAFC) by statute and/or common law in the fields of medicine, occupational health and/or health and safety.

This policy does not form part of any employment contract and it may be amended by WBAFC when required.

All players and relevant staff have the right to 'opt out' of the organised training environment at any time without unreasonable steps being taken against them as detailed under the:

- Gov.UK Elite Sport Return to Training Guidance (published 13th of May 2020) - Step One conditions
- Elite Sport Return to Training Guidance: Stage Two (Updated 25th of May 2020)
- Elite Sport Return to Domestic Competition Guidance: Stage 3 (Updated 1st of June 2020)

To opt out of training as detailed in Elite Sport Return to Domestic Competition Guidance: Stage 3 (Updated 1st of June 2020) please contact Nick Davies - Head of Sports Science & Performance or Julian Widdowson – Club Doctor / Covid-19 Medical Officer.

To opt out of Academy training then please contact Richard Stevens Academy Manager or Dr Kevin Conod – Club Doctor and 'Appointed' Academy Covid-19 Medical Officer.

All WBAFC employees, both playing and non-playing employees plus non- WBAFC visitors / members of the public who are on site for legitimate reasons are included in this policy.

For example, essential contractors and service providers may be at risk of infection, or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or sputum e.g. Club medical staff, cleaning staff etc.

Such substances may contain micro-organisms such as bacteria and viruses which can be spread if staff and visitors do not take adequate precautions. Also, at risk of spreading infection are those involved in food preparation and handling. It is therefore important that strict hygiene and social distancing precautions be observed.

Our rules on controlling the risks of infectious diseases at WBAFC venues should always be followed, where practicable. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

To restrict and reduce the risk of infection in the workplace, WBAFC will, where reasonably practicable:

- Have systems in place that assess the risk of and prevent, detect, and control the risk of infection.
- Designate Covid-19 Appointed Persons in accordance with PL requirements. The Club Covid – 19 Accountable Person is – Mark Miles, the Appointed Covid-19 Officer for the Club shall be Chris Harris, the appointed Medical person for the club shall be the club Doctor Julian Widdowson, the Academy Covid-19 Appointed person shall be Chris Elliott and the appointed Medical person for the Academy shall be the club Doctor Kevin Conod.
- Ensure sufficient resources are available to secure effective prevention and control of infection, so far as is reasonably practicable.
- Ensure employees, contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training, and supervision in the precautions to follow.
- Information is obtained from and shared with other businesses.
- Audits are reviews carried out to ensure policies and procedures are being implemented.
- Suitable and sufficient risk assessments are carried out with respect to prevention and control of infection.
- Ensure an appropriate standard of cleanliness and hygiene is maintained throughout WBAFC venues and that premises are maintained in good physical repair and condition.
- Ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment.

- Ensure that a suitable cleaning schedule is in place and followed.
- Ensure there is suitable and sufficient hand washing facilities and sanitiser / antimicrobial products e.g. hand wipes available where appropriate.
- Ensure that suitable and adequate PPE is made available for all persons that require it to undertake their role.
- Ensure suitable information on infections is provided to visitors, including the importance of hand washing by visitors.
- Ensure information regarding infection is passed on to any other person, as necessary.
- Ensure individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care.
- Inform the local health protection unit of any outbreaks or serious incidents relating to infection.
- Ensure all staff co-operate with our control of infection protocols.
- Ensure that contractors and other persons who directly or indirectly provide work co-operate with our control of infection procedures via the WBAFC Control of Contractors Procedure.
- Provide regular suitable training, including induction training to all staff on the prevention and control of infection.
- Keep a record of all training and updates to staff.
- Stagger start and finish times so that fewer people are together at once.
- Cancel non-essential overseas travel to affected areas across the world.
- Cancel non-essential meetings & training sessions.
- Deal with clients/customers by phone and email rather than face to face.
- If face to face meetings need to take place, ensure that facilities are suitable to minimise the spread of infection e.g. a gap of two metres between individuals is recommended.
- Ensure that employees may work from home, where practical.
- Offer appropriate vaccines to identified employees and keep a record of relevant immunisations, this process authorised by the Club Doctor in consultation with WBAFC Medical Staff.
- Ensure the following policies and procedures are in place and kept up to date: -
 - WBAFC Health & Safety Policy
 - The Covid-19 Match Day Operations Plan and associated Risk Assessments
 - WBAFC Pandemic Policy
 - WBAFC Safeguarding Policy 2020
 - WBAFC Accident Incident Reporting & Investigation Procedure
 - WBAFC Catering Procedures
 - WBAFC COSHH Procedure
 - WBAFC Communication & Consultation Procedure
 - WBAFC Contractor Management Procedure
 - WBAFC Legal Compliance and Management Review
 - WBAFC First Aid Policy & Procedure
 - WBAFC H&S Training Policy
 - WBAFC Hazard Identification & Risk Assessment Policy & Procedure
 - WBAFC Occupational Health Policy
 - WBAFC PPE Procedure
 - WBAFC Stress management

Relevant Legal Acts / Legislation

- The Health Protection (Coronavirus) Regulations 2020
- Civil Contingencies Act 2004
- Control of Substances Hazardous to Health Regulations 2002
- Equality Act 2010
- KCSIE June 2020.
- Health and Safety at Work etc. Act 1974

This policy will be reviewed and updated to reflect the following:

- Relevant UK Governmental & National Institute for Health Protection acts / legislation / guidance
- Relevant Football governing bodies, the SGSA & PL rules & guidance
- Stay at home requirements
- Shielding Vulnerable Individuals

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: SGSA, Sport without Spectators Key Safety Considerations for Football Grounds (May 20)
- Author: UNICEF, WHO et al, (2020), Social Stigma associated with COVID-19.
- Author: National Institute for Health Protection, (2020), COVID-19: infection prevention and control.
- Author: National Institute for Health Protection, (2020), COVID-19: background information
- Author: World Health Organisation, (2020), Coronavirus disease (COVID-19) advice for the public.
- Author: ACAS, (2014), Homeworking a guide for employers and employees.
- Author: Department for Education, (2020), Guidance for schools, childcare providers, colleges, and local authorities in England on maintaining educational provision.



West Bromwich Albion Football Club Coronavirus / Covid-19 Policy

Part 2

Organisation & Responsibilities

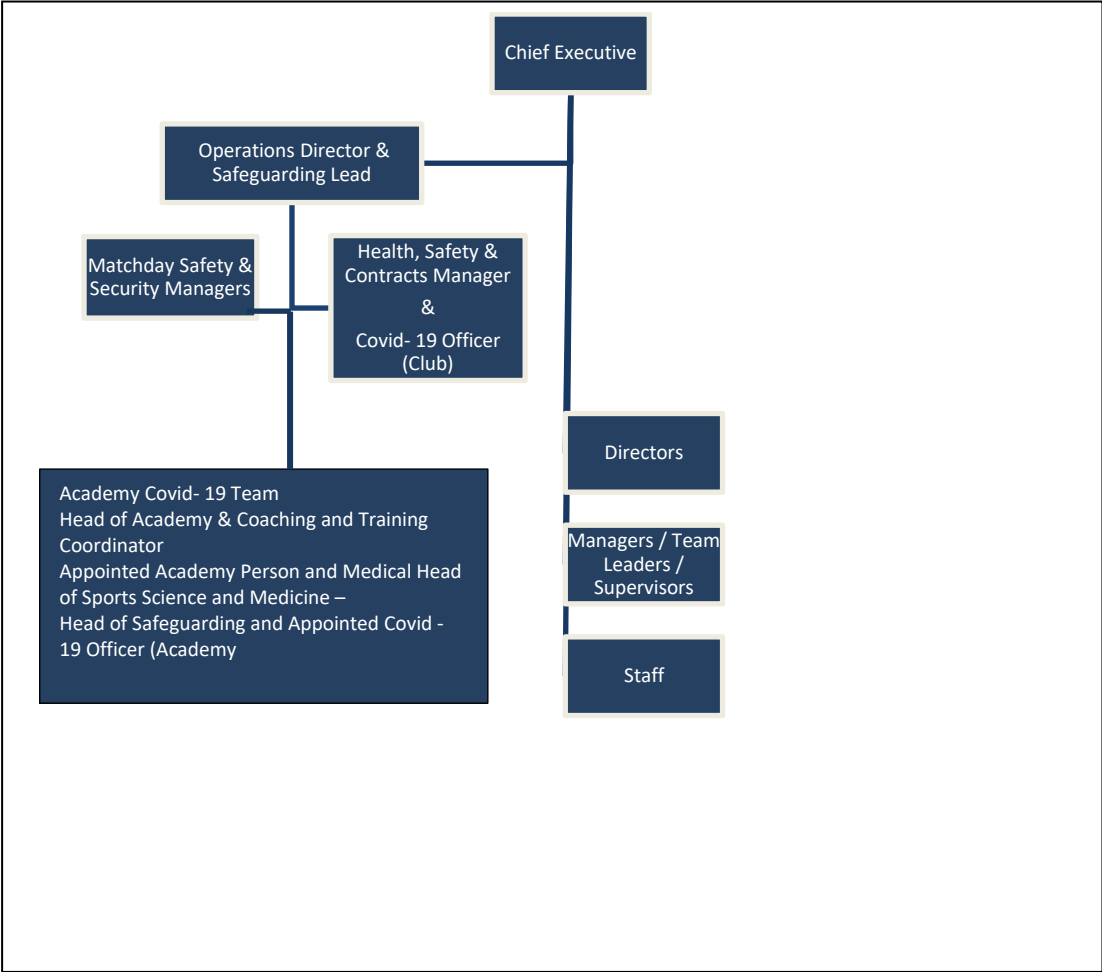
Organisation

West Bromwich Albion’s Health & Safety management system is based upon the requirements of the Management of Health and Safety at Work Regulations 9 (as amended), the Health and Safety Executive publication “Successful Health and Safety Management (HSG65)

All based on the Plan-Do-Check-Act model as also advocated in the Institute of Directors/HSE publication “Leading Health and Safety at Work”



Health and Safety Organisation Structures



Responsibilities

The Chief Executive Officer

The Chief Executive Officer has overall responsibility for health and safety in West Bromwich Albion Football Club and for ensuring so far as is reasonably practicable that the Board of Directors is adequately informed on Covid-19 Policy & Covid-19 Match Day Operations Policy matters.

The Chief Executive Officer of West Bromwich Albion Football Club undertakes to provide sufficient competent staff and to provide, maintain and test effective pandemic safety management systems to ensure the safety and well-being of its staff and visitors.

The Chief Executive Officer is responsible for implementation of the Coronavirus / Covid-19, for liaison with the Board, for ensuring that Covid-19 Accountable Officer is identified from the Board of Directors and for securing the necessary resources to implement the Policy, so far as is reasonably practicable.

The Board of Directors

The Board of Directors has executive responsibility for Coronavirus / a Covid-19 matter in the Club and for ensuring so far as is reasonably practicable that the Coronavirus / Covid-19 Policy is applied in all areas of the business.

The Board of Directors is collectively responsible for providing health and safety leadership and for ensuring so far as is reasonably practicable that decisions made are consistent with the Policy Statement. It will satisfy itself that competent resources exist to manage Coronavirus / Covid-19, so far as is reasonably practicable and those adequate resources are made available for the Policy to be implemented.

The Board of Directors of West Bromwich Albion Football Club undertake to ensure as far as reasonably possible that all premises and facilities at The Hawthorns Stadium including the EPPP Academy are constructed, maintained and checked in such a way that as far as is practicable the safety of everybody at the stadium is assured.

Operations Director

The Operations Director is responsible for the formulation of the Covid-19 Policy and the Covid-19 Match Day Operations Plan, for identifying the required resources to formulate the Policy, for formulating the business – wide strategy for Coronavirus / Covid-19 and competency management and training and for ensuring so far as is reasonably practicable the adequacy of the systems, communication and facilities for Coronavirus / Covid-19 in the business. The Operations Director has also been identified as undertaking the additional role of Covid-19 Accountable Officer.

Director of Media & Communications

The Director of Media & Communications is responsible for formulating the business – wide media and communications strategy and its impact upon this Covid-19 Policy & the Covid-19 Match Day Operations Plan.

Covid-19 Accountable Officer

The Covid-19 Accountable Officer appointment satisfies the Coronavirus (COVID-19): guidance on the phased return of sport and recreation (as published 13th May 2020).

The Covid-19 Accountable Officer has responsibility for identifying a current member of staff to undertake the role of Covid-19 Appointed Person. The Accountable Officer also has oversight on the Club's business wide strategy for Coronavirus / Covid-19. The Covid-19 Accountable Officer also undertakes the role of The Operations Director for WBAFC

Covid-19 Appointed Person

The Covid-19 Appointed Person is a PL (Premier League) requirement and satisfies the Coronavirus (COVID-19): guidance on the phased return of sport and recreation (as published 13th May 2020).

The Covid-19 Appointed Person will be responsible for oversight of the COVID-19 risk assessments, ensuring the necessary level of risk mitigations are in place, the minimum guidance has taken place and that sport and any partners/hosts can adhere to their guidance responsibilities within local constraints. The WBAFC the Covid-19 Appointed Person is also the Club Health, Safety & Contracts Manager with associated responsibilities laid down in this section of the policy. There will be close liaison between the Club Appointed Covid-19 person and the Appointed Academy Covid-19 person.

Covid-19 Stadium Operations Officer

The Covid -19 Stadium Operations Officer is an PL (English Football League) requirement and satisfies the Coronavirus (COVID-19): Match day Operations Guidance (as published 5th June 2020).

The Covid-19 Stadium Operations Officer shall be responsible for the WBAFC Covid-19 Match day Operations Policy and the oversight of the risk and Mitigation planning, communicating information to all user groups and ensuring the necessary Standards are met in relation to BCD fixtures.

The Covid-19 Stadium Operations Officer is the Safety & Security Manager with their respective associated responsibilities laid down in this section of the policy.

COVID-19 Medical Officer / Club Doctor

The Covid-19 Medical Officer / Club Doctor role satisfies the Coronavirus (COVID-19): guidance on the phased return of sport and recreation (as published 13th May 2020).

The Covid-19 Medical Officer / Club Doctor (physician), is familiar with the emerging evidence related to post-COVID-19 pathology and may:

- Lead on ensuring any suspected or confirmed COVID-19 cases are managed in line with the sport's COVID-19 case management protocols and current government guidance.
- Have medical oversight of the return to training of any athletes with suspected or confirmed cases of COVID-19.
- Support the COVID-19 Appointed Person with any medical aspects of the risk assessment and mitigation process.

For WBAFC the Covid-19 Medical Officer / Club Doctor is also the competent person for Medical advice alongside the Club Medical and Sports Science Team.

The Covid-19 Training and Coaching Coordinator

The Covid-19 Training and Coaching Coordinator is responsible for the design and management of training sessions informed by the PL risk guidance template as detailed in Annex 5 Football Specific Risk Assessment & Training Design Guidance : a) Build profiles for all planned sessions and understand potential risks b) Deliver sessions that build in conditions and modifications that mitigate risk

For WBAFC the Covid-19 Training and Coaching Coordinator is also Head of Sports Science.

The Head of Sports Science

The Head of Sports Science is responsible for ensuring that the Covid-19 Stadium Operations Policy, the Covid-19 Match Day Operations Plan, and associated Covid-19 Risk Assessments are communicated to their staff, responsibilities identified, the implementation of control measure and review. The Head of Sports Science may inform and advise upon the Policy and inform and advise upon the business wide strategy for Coronavirus / Covid-19. The Head of Sports Science may assist the Club Doctor as the competent person for Medical advice

The Medical / Sports Science / Coaching / Playing Squad Support Staff

The Medical / Sports Science / Coaching / Playing Squad Support Staff are responsible for assisting the Head of Sports Science & Performance and relevant Management with implementing, communicating and monitoring the requirements of the Covid-19 Stadium Operations Policy, the Covid-19 Match Day Operations Plan and the associated Covid-19 Risk Assessments.

The Medical / Sports Science / Coaching / Playing Squad Support Staff should always personally adhere to the Covid-19 Stadium Operations Policy, the Covid-19 Match Day Operations Plan, and the associated Covid-19 Risk Assessments.

Academy COVID – 19 Appointed Person

The Academy Covid-19 Appointed Person will be responsible for the formulation and communication of the Academy specific COVID-19 risk assessments, ensuring the necessary level of risk mitigations are in place, the minimum guidance has taken place and that sports and any partners/hosts can adhere to their guidance responsibilities within local constraints. The Academy Covid-19 Appointed Person is also the Head of Safeguarding with associated responsibilities laid down in this section of the policy.

Nothing in this Policy shall impair or remove any responsibility of the club safeguarding policy for children and adults at risk nor any other person.

Academy COVID-19 Medical Officer

The Academy Covid-19 Medical Officer satisfies the Coronavirus (COVID-19): guidance on the phased return of sport and recreation (as published 13th May 2020).

The Academy Covid-19 Medical Officer is familiar with the emerging evidence related to post-COVID-19 pathology and may:

- Lead on ensuring any suspected or confirmed COVID-19 cases are managed in line with the sport's COVID-19 case management protocols and current government guidance.
- Have medical oversight of the return to training of any athletes with suspected or confirmed cases of COVID-19.
- Support the Academy COVID-19 Appointed Person with any medical aspects of the risk assessment and mitigation process.

The Academy Covid-19 Training and Coaching Coordinator

The Academy Covid-19 Training and Coaching Coordinator is responsible for the design and management of training sessions informed by the EFL/PL risk assessment for club staff Covid-19 June 2020 (Updated guidance) template as detailed in Annex 5 Football Specific Risk Assessment & Training Design Guidance that mitigate risk.

The Academy Head of Sports Science and Medicine.

The Academy Head of Sports Science and medicine is responsible for ensuring that the Academy Coronavirus / Covid-19 Policy and associated Academy Covid-19 Risk Assessments are communicated to their staff, responsibilities identified, the implementation of control measure and review. The Head of Sports Science and medicine may inform and advise upon the Academy Policy and inform and advise upon the Academy business wide strategy for Coronavirus / Covid-19. The Academy Head of Sports Science and medicine may assist the Club Doctor as the competent person for Medical advice.

Other Responsibilities

Several other roles have specific responsibilities in the delivery of the requirements of this Covid-19 Policy & the Covid-19 Match Day Operations Plan. These are as given below:

The Academy Manager.

The academy manager shall have responsibility for the management and functions of West Bromwich Albion Football club youth Academy. This will include compliance with all regulatory bodies' instructions and guidelines, including the FA, Premier league and EFL. He shall have responsibility for adherence to the Covid-19 requirements and any return to training.

Match Day Operations Manager

The Match Day Operations Manager is responsible for being in overall control of operational safety & security management issues on an event day. On non-event days, the Match Day Operations Manager is the principal adviser to all ground management on all spectators – related safety. The Match Day Operations Manager will further support and, where required, deputise for the Safety & Security Manager to undertake Match Day security responsibilities. Further detailed Match Day responsibilities as documented in the West Bromwich Albion Safety Policy for Spectators.

Senior Safeguarding Lead

Senior Safeguarding Lead is responsible for liaison with the Board Members, for identifying the required resources to formulate the Safeguarding Policy. The Senior Safeguarding Lead with assistance from the Head of Safeguarding formulates the business – wide strategy for Safeguarding and its impact upon this Covid-19 Policy & the Covid-19 Match Day Operations Plan.

Health, Safety & Contracts Manager

The Health, Safety & Contracts Manager is responsible for managing the specialist health and safety resources in the business, for providing the systems and procedures for health and safety, for providing advice on occupational health and safety matters, and for implementing a programme of inspections and assessments. They are responsible for implementing the company's business-wide strategy for health and safety and related competency management and training.

The Club Health, Safety & Contracts Manager is also the WBAFC The Covid-19 Appointed Person with associated responsibilities laid down in this section of the policy.

Match Day Operations Manager

The Match Day Operations Manager is responsible for being in overall control of operational safety & security management issues on an event day. and where it impacts upon this Covid-19 Policy & the Covid-19 Match Day Operations Plan.

On non-event days, the Match Day Operations Manager is the principal adviser to all ground management on all spectators – related safety. The Match Day Operations Manager will further support and, where required, deputise for the Safety & Security Manager to undertake Match Day security responsibilities. Further detailed Match Day responsibilities as documented in the West Bromwich Albion Safety Policy for Spectators

Safety & Security Manager

The Safety & Security Manager is responsible for being in overall control of operational security management issues on event days. On non-event days, the Safety & Security Manager is the principal adviser to the club with regards to security related safety and where it impacts upon this Covid-19 Policy & the Covid-19 Match Day Operations Plan.

The Safety & Security Manager is also the Covid-19 Stadium Operations Officer with their respective associated responsibilities laid down in this section of the policy.

Facilities / Maintenance Manager

The Facilities / Maintenance Manager is responsible for managing the specialist trade and facilities related resources in the business, with assistance from the Health, Safety & Contracts Manager for developing and implementing facilities related safe systems of work, relevant method statements and risk assessments in relation to facilities and its associated activities.

Managers

All managers whether employed in an operational or support services capacity – are responsible for ensuring so far as is reasonably practicable that the Covid-19 Policy & the Covid-19 Match Day Operations Plan, and good health and safety practices, are applied in areas for which they are responsible and should ensure so far as is reasonably practicable the effective management of Coronavirus / Covid-19 risks including those associated with contractors and service providers.

Employees

Every employee is responsible for ensuring so far as is reasonably practicable their own health and safety, for complying with the requirements of the Covid-19 Policy & the Covid-19 Match Day Operations Plan and for ensuring, so far as is reasonably practicable, that their acts or omissions do not affect the health and safety of others. Employees should report accidents, near-misses, or unsafe conditions and ensure so far as is reasonably practicable that they comply with the requirements of all relevant method statements and risk assessments.



West Bromwich Albion Football Club Covid-19 Policy

Part 3

Arrangements

Arrangements

Scope

These Covid-19 Policy arrangements and the West Bromwich Albion Occupational Health and Safety management system will apply to all West Bromwich Albion employees and others working under its control and or affected by its activities, regardless of work location and / or Operating Business.

1. **Health and Safety Policy Review and Objectives**

West Bromwich Albion will monitor the effectiveness of this Policy. The review of the Health and Safety performance of West Bromwich Albion and the functioning of the Coronavirus / Covid-19 Academy Policy is the responsibility of the Covid-19 Accountable Officer and the Club Covid-19 Appointed Person. The Covid-19 Accountable Officer, the Club Covid-19 Appointed Person and the Appointed Academy Covid-19 Person will review the contents of the policy document regularly, or where changes in UK Government / NIHP / EFL /PL legislation or guidance requires changes to be made, and identify ways in which Club health and safety performance can be improved.

Covid-19 Accountable Officer and the Club Covid-19 Appointed Person and the Academy Covid-19 appointed person may establish relevant Coronavirus / Covid-19 Policy objectives, because of the review, for relevant functions and levels within West Bromwich Albion and the Academy. Any changes in practice or policy shall be recorded and transmitted to all staff and participants and their families.

Such objectives may ensure legal compliance and meet relevant industry requirements. These objectives will be reviewed at regular and planned intervals. The Covid-19 Accountable Officer and the Club Covid-19 Appointed Person and the Academy Covid-19 Appointed person may also monitor the suitability, effectiveness, implementation, and achievement of these objectives.

All Supporting documents are located and maintained within the WBA Health & Safety System.
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H&S Management Review Procedure

2. **Communication, participation and consultation with employees, and others working under its control and or affected by its activities.**

In order to comply with relevant legislation and encourage participation, shared knowledge and best practice, West Bromwich Albion will consult and communicate with employees and others working under its control and or affected by its activities on matters affecting Coronavirus / Covid-19 Policy.

Employees are encouraged to make suggestions that may improve Coronavirus / Covid-19 Policy within the Club. These may be made to the Covid-19 Accountable Officer and the Club and Academy Covid-19 Appointed Person(s).

Management are, where applicable, responsible for ensuring that effective consultation with Trades Union/Non-Trades Union Health and Safety Representatives and staff is established and maintained in accordance with any appropriate legislation. The Club will endeavour to maintain communications with the staff and partners / stakeholders by the following methods:

The Club will endeavour to maintain communications with the public/spectators by the following methods:

- Information in match programmes

- Club publications
- Academy publications and electronic systems.
- Social Media
- The Academy will encourage feedback from all sources both within and outside the Academy.
- The use of surveys will be employed.
- Public Address System
- Video Boards
- Encouragement of Stewards in Customer Care
- The Club will encourage feedback from all sources both within and outside the Club.

With Other Agencies

The Club will provide facilities for both pre- and post-match briefing between the Club and emergency or other external services. The Club will endeavour to provide representation at the appropriate level for all meetings with such services. The Club will encourage liaison with agencies through joint exercises, planning and exchange of information.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Employee Communication, Participation & Consultation Procedure

3. Compliance Management

In order to maintain a healthy and safe working environment, competent persons will carry out any necessary Covid-19 Policy compliance audits & inspections in order to give advice on the requirements of the relevant statutory provisions, compliance with this policy generally.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Compliance Management Procedure PL Protocols for Team Training

4. Legal and other requirements

The legal and other requirements relevant to services and activities carried out by the business are identified in the Legal and Other Requirements Register maintained by the Health, Safety & Contracts Manager. These are reviewed regularly in accordance with procedure and significant changes and consultations communicated and consulted on with the business through the local coordinator networks.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Compliance Management & Health & Safety Legal Register

5. Monitoring and Measurement

Procedures are in place to monitor and measure any of West Bromwich Albion's activities which could have a significant effect on the Covid-19 Policy requirements, including compliance with legal requirements, PL Coronavirus / Covid-19 requirements, operational controls and achievement of objectives.

Internal Inspections

The Club Covid-19 Appointed Person has overall responsibility for determining and delivering the H&S monitoring programme. The Club Covid-19 Appointed Person may carry out regular internal inspections and compliance evaluations. H&S inspection and compliance assessments of all West Bromwich Albion

controlled property and premises are carried out by the Health, Safety & Contracts Manager, for WBAFC the Club Covid-19 Appointed Person and the Health, Safety & Contracts Manager is a dual role.

Nonconformity, Corrective and Preventative Action

The result of all inspections, tests, ongoing safety reporting and recording systems which make up the risk analysis and will perform part of the Covid-19 Policy review.

All Supporting documents are located and maintained within the WBA Health & Safety System.
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Internal Audit & H&S Planned Activities

6. Coronavirus / Covid-19 System Review

Health & Safety and Safeguarding are standard agenda items at senior management team meetings. Potential risks, hazards or opportunities are reviewed at these meetings with input provided by the Covid-19 Accountable Officer, the Club Covid-19 Appointed Person, The Covid-19 Stadium Operations Manager, The Match Day Operations Manager, and the Academy Covid-19 Appointed Person. A wider Covid-19 system review is carried out on a regular basis by the Club Covid-19 Appointed Person.

All staff performing a safety function will be encouraged to participate actively in achieving an effective system of overall safety. Through a system whereby staff are continuously briefed and debriefed on the assessment of Covid-19 risk, analysis of any incidents which occur, it is expected that the achievement of the overall Club Coronavirus / Covid-19 Policy will be monitored at all levels within the above organisational structure.

All Supporting documents are located and maintained within the WBA Health & Safety System.
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Management Review Procedure

7. Training and Information

The Director or Manager responsible for each department should ensure that any specific Coronavirus / Covid-19 training needs are identified and appropriate training arranged in consultation with the Club Covid-19 Appointed Person and the Academy Covid-19 Appointed Person and, where applicable, employee representatives, so as to ensure competency of employees and persons working under their control.

Specific levels of Health & Safety training will be initially set at business level and further by the departments in consultation with the Club Covid-19 Appointed Person. The Head of Safeguarding shall ensure training and competency requirements are aligned with Safeguarding and Vulnerable Groups.

All new employees will be given an initial health and safety induction and a safeguarding induction relevant to their roles and activities undertaken within one week of the commencement of employment.

All employee records of Health & Safety training or related competency requirements (relevant to their roles and activities) are held either electronically via the company training and competency system, or within local hard copy files.

All Supporting documents are located and maintained within the WBA Health & Safety System.
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Health & Safety Training and Competence Procedure Safety Policy for Spectators

Associated Safeguarding Policies, Procedures and process
PL Protocols for Team Training
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match day Operational Plan (BCD), risk assessments & processes

8. **Accidents - Incidents Reporting and Investigations**

All employees will report all incident types; Injury / Ill Health, Near Miss, Damage to Property / Equipment & Safety Observations that occur in connection with West Bromwich Albion work activities, or for which West Bromwich Albion could be held responsible and will be reported however trivial the injury or near miss may appear.

All required H&S statutory reports will be made on behalf of the company by the Health, Safety & Contracts Manager / Club Covid-19 Appointed Person where relevant.

The Head of Safeguarding carries out specific investigations aligned with Safeguarding and Vulnerable Groups and is responsible for producing associated reports both statutory and non-statutory, with the Club Covid-19 Appointed Person where relevant.

Only trained and competent persons will carry out investigations of H&S incidents, in liaison with the Health, Safety & Contracts Manager / Club Covid-19 Appointed Person.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Accidents, Incidents Reporting & Investigating Procedure
Pandemic Policy
First Aid Procedure & WBA Significant Incidents (SI) Guidance
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match day Operational Plan (BCD), risk assessments & processes

9. **Fire Management**

West Bromwich Albion aims to provide a healthy and safe working and sporting environment by implementing a Fire Management procedure for all its employees and premises throughout the organisation. The Club will always endeavour to minimise the danger and effect of fire.

This will be achieved by carrying out regular risk assessments in conjunction with the Fire Authorities and SMBC to identify the nature, level and significance of the risk from fire, so that wherever possible such risk will be removed, reduced or contained. A competent external consultant undertakes fire risk assessments each year.

The Club will maintain a policy of acting upon any advice of the Fire Authorities / SMBC given and employing specific fire stewards, maintaining an efficient fire detection system, keeping litter to the minimum and enforcing no smoking throughout the stadium and premises.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Fire Management Policy, Fire Management Plan & Fire Management Procedure
Fire Evacuation Procedure – EPPP
Emergency Evacuation Plan Stadium Non-Match Days
Emergency Evacuation Procedures - Training Ground
Fire – Security & Fire Alarm & Equipment & Appointed Fire Marshalls
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match day Operational Plan (BCD), risk assessments & processes

10. **First Aid**

To comply with relevant legislation, West Bromwich Albion will adopt, as a minimum, the levels of first-aid provision indicated in such legislation and or Approved Codes of Practice. Additional provision will be made where further need is identified.

For specific Match Day First Aid provision then the Club will ensure for the provision of reasonable medical, ambulance and first aid cover at all events. Further details can be found within the medical plan.

The Club will employ a crowd doctor who will be trained and competent to deal with emergencies at the ground. The Club will engage the ambulance service at a level appropriate to the event.

The Club will provide facilities for the use of First Aid personnel and engage an appropriate number of qualified officers for each event.

All Supporting documents are located and maintained within the WBA Health & Safety System.

First Aid Procedure
WBA Appointed First Aiders Document and Defibrillator Appointed Persons Document
Accidents, Incidents Reporting & Investigating Procedure
Match Day Incident Report Form
WBA Significant Incidents (SI) Guidance
Safety Policy for Spectators
PL Protocols for Training
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

11. **Medical Provision / Advice / Treatment / Records**

To comply with relevant legislation and relevant industry rules / guidelines e.g. PL, then West Bromwich Albion will employ Club Doctors and relevant Medical / Sports Scientist professionals, trained and competent to deal with emergencies and Coronavirus / Covid-19 matters. All relevant Coronavirus / Covid-19 related items of medical equipment, medical facilities medical and hygiene protocols, risk assessments, record keeping, monitoring, supervision of treatments may only be undertaken by the Club Doctors and relevant Medical / Sports Scientist professionals.

The Club will provide facilities for the use of Medical personnel and engage an appropriate number of qualified and competent persons.

All Supporting documents are located and maintained within the WBA Health & Safety System and or the Club Medical Department.

Relevant Medical policies / procedures
WBA Appointed First Aiders Document and Defibrillator Appointed Persons Document
Accidents, Incidents Reporting & Investigating Procedure
WBA Significant Incidents (SI) Guidance
PL Protocols for Training
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match day Operational Plan (BCD), risk assessments & processes

12. Training Sessions & Training Equipment and accessories

West Bromwich Albion relevant Medical / Sports Scientist professionals, in conjunction with the Club & Academies Covid-19 Training and Coaching Coordinators, the Club Doctors (Covid-19 Medical Officers), the Covid-19 Accountable Officers and the Club Covid-19 Appointed Person ensure all training sessions will be undertaken in accordance with the agreed PL / UK Government protocols and the measures detailed within WBAFC Covid-19 Risk Assessments.

Only minimal personnel, training items / equipment is required and provided for whilst the relevant PL Coronavirus / Covid-19 Protocols for Training requirements are in place.

The Covid-19 Training and Coaching Coordinators and the responsible Medical / Sports Scientist staff are to ensure that all work equipment utilised for use by our playing staff is suitable for the purpose for which it is to be used and is cleaned and disinfected prior to use, at regular intervals during use and post use. They are also to ensure, where reasonably practicable that the requirements of the relevant Step 1 - Small Groups Training and Steps 2 – return to Training Risk Assessment control measures are met and maintained.

All Supporting documents are located and maintained within the WBA Health & Safety System.

WBAFC Covid-19 Club Risk Assessment
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match Day Operational Plan (BCD), risk assessments & processes
PL Protocols for Training

13. Match Day / Event Safety Management

West Bromwich Albion recognises the responsibilities and high value placed on maintaining a healthy and safe sporting environment for all its cleared personnel. We are committed to providing an environment that maintains and promotes the health and well-being of all and meeting all legal and statutory authority requirements for safe stadia.

By implementing robust match day / event plans, processes and procures that fulfils all relevant legal duties and requirements we aim to eliminate or control significant hazards that may arise as a result of activities both inside and outside of the stadia where and when required.

West Bromwich Albion match day safety and security management ensure that ongoing hazard identification and the assessments of the risks associated with hosting matches and events is undertaken and reviewed as and when required.

The Club Covid-19 Accountable Officer and the Club Covid – 19 Appointed Person will, in conjunction with the Club Covid-19 Stadium Operations Officer and West Bromwich Albion Match Day Operations Manager ensure ongoing hazard identification and the assessments of the risks associated with Coronavirus / Covid-19 are undertaken, as required by relevant Regulations / guidelines and Covid-19 protocols. Where required the Academy Covid-19 Medical officer and the Academy Covid-19 Appointed Person shall be informed of any match day activities involving academy players or staff.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment Procedure

Covid-19 Match day Operational Plan (BCD), risk assessments & processes

Security and Terrorism Plans

Match Day Incident Report Form

Safety Policy for Spectators

PL Protocols for Training

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

14. Hazard Identification and Risk Management

West Bromwich Albion places a high value on maintaining a healthy and safe working environment for all its employees. We are committed to providing a safe working environment that maintains and promotes the health and well-being of all its employees, partners and stakeholders and meeting all requirements for Safeguarding.

By implementing a hazard identification and risk assessment policy that fulfils all relevant legal duties and requirements, we aim to eliminate or control significant hazards that may arise because of activities both inside and outside of the workplace.

West Bromwich Albion management may ensure that ongoing hazard identification and the assessments of the risks associated with Coronavirus / Covid-19 are undertaken, as required by relevant Regulations / guidelines and Covid-19 protocols.

Responsible Managers have a duty to focus on real risks and to protect both people and our business by eliminating those risks.

Where we identify that risks remain and these activities cannot be avoided, we will assess the potential for work related ill health and or risk of Coronavirus / Covid-19 from both internal and external activities. We will also assess the potential impact from human capabilities and other human factors and then reduce the likelihood of those risks occurring and the severity of the outcome to its lowest possible level, so far as is reasonably practicable, by the implementation of suitable and sufficient control measures.

The Covid-19 Appointed Person has responsibility for oversight of all Covid-19 general related WBAFC Risk Assessments, in consultation with the Covid-19 Stadium Operations Officer and match day safety and security management.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment Procedure

WBAFC Covid-19 Club Risk Assessment

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

15. Control of Hazardous and Dangerous Substances.

West Bromwich Albion understands and accepts its duty and responsibility to ensure that any purchase, use, storage, handling, and transportation at work of hazardous and / or dangerous substances are planned and are controlled by means of an assessment process. That suitable information is provided on the risks from hazardous and dangerous substances and the correct action to be taken when using them.

It is the duty of the responsible Manager to ensure that all substances that may be used to assist us in our Coronavirus / Covid-19 controls but that may pose danger to human life or the environment are assessed prior to use and that all those who may be affected are provided adequate information and control measures to prevent that harm.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazardous & Dangerous Substances (COSHH)

COSHH Assessment Form and MSDS's

COSHH Guidance

13. Stadium, Training Ground, Academy EPPP and Facility Management

West Bromwich Albion aims to provide a healthy and safe working and sporting environment by implementing a Coronavirus / Covid-19 risk assessment control measures for all its employees and premises throughout the organisation.

The Club will endeavour to minimise the danger and effect of Coronavirus / Covid-19.

This will be achieved by carrying out regular risk assessments in conjunction with the Club Covid-19 representatives, the Medical and Sports Science Team to identify the nature, level and significance of the risk from Coronavirus / Covid-19, so that wherever possible such risk will be removed, reduced or contained. Risk assessments are undertaken by a competent person.

The Club will maintain a policy of acting upon any advice of the Government / NIHP / the PL, the Club Covid-19 representatives, Medical and Sports Science. WBAFC Facilities and Grounds Maintenance Management will endeavour to support and maintain the Training Ground and facilities to deliver the requirements of this policy and associated Risk Assessments.

All Supporting documents are located and maintained within the WBA Health & Safety System.

WBAFC H&S Policy

Hazard Identification and Risk Assessment Procedure

WBAFC Covid-19 Club Risk Assessment - WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

Covid-19 Match Day Operational Plan (BCD), risk assessments & processes & PL Protocols for Training

14. Display Screen Equipment and Office equipment (DSE)

West Bromwich Albion understands that the use of Display Screen Equipment (DSE) and items of office equipment has the potential to cause Coronavirus / Covid-19 infection risks to the user if not controlled and managed.

West Bromwich Albion aims to control this issue by ensuring Coronavirus / Covid-19 hygiene good practice is used, and relevant cleaning / resources are made available and implemented. To aid in compliance and prevention of ill health, all cleaning schedules and practices will be increased in frequency and intensity. It is the employee's responsibility to ensure any issues regarding their DSE and or office equipment in use are relayed to their line manager or the trained and competent DSE assessors.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Display Screen Equipment Procedure
Display Screen Equipment Guidance

15. Occupational Road Risk & Coronavirus / Covid-19

West Bromwich Albion, wherever practicable, aims to prevent accidents, occurrence of injuries, ill health, and near misses relating to occupational vehicular use and or travel. However, where these do arise, we aim to not only fulfil any legal responsibilities of reporting, but also to ensure that a process of learning has taken place and measures put in place to prevent a reoccurrence.

Where West Bromwich Albion deploys the use of coaches for travel to matches then the travel plans will be risk assessed and two coaches as a minimum will be used to ensure social distancing.

West Bromwich Albion requires that individuals attending the WBAFC Stadium, the Training Ground and the EPPP for training sessions or any club business follow the control measures as detailed in the WBAFC Covid-19 Club & WBAFC Academy Covid-19 Small Groups Risk Assessments and the Step 2 Training Protocol that sets out the requirements.

Until further notice, employees should not car share, should not make unnecessary journeys and company owned vehicles shall not be used with authorisation from senior management.

The use of the club minibuses shall be authorised by senior management only. Such use shall be in accordance with Academy Covid-19 Risk Assessment RTT (Minibus). Adherence to the assessment in relation to those people carried and the cleaning and sanitization of the minibus is essential. Each vehicle is supplied with sanitisation equipment, materials and necessary PPE.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Occupational Road Risk and Driver Awareness Procedure
WBAFC Covid-19 Club Risk Assessment
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match day Operational Plan (BCD), risk assessments & processes
PL Protocols for Training

16. Stress

West Bromwich Albion recognises the unique circumstances and associated mental health issues the Coronavirus / Covid-19 presents for all its employees and it recognises its duty of care extends to mental health as well as physical health at work. By implementing a stress management procedure, we aim to control or eliminate stress within the workplace.

A risk assessment will be produced, where required, in the business to identify control measures which once implemented will actively remove or reduce the stressors identified.

All departmental and line managers will ensure that there are suitable systems in place to ensure that the wellbeing of all staff is monitored on not less than a weekly basis.

Should any concerns about a member of staff's wellbeing arise then they should be referred to one of the following:

1. Chris Harris who is the Club's Mental Health First Aider. Kim Blewitt a Certified Academy mental health first aider.
 - The Club Doctors.
 - Their own GP.
 - To call 111.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Stress Policy & Stress Management Policy, Procedure and Guidance

Occupational Health Procedure

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments & PL Protocols for Training

17. Contractual Duties and Contractors

West Bromwich Albion will be required, at times, to employ contractors during its operations. This still applies for extenuating circumstances e.g. statutory inspections even in the Coronavirus / Covid-19 crisis; we will ensure that they are competent to carry out such tasks in a safe and effective manner.

We understand that it is the responsibility and duty of West Bromwich Albion to control and monitor the work activities of the contractors and communicate and inform on matters of Coronavirus / Covid-19. We aim to achieve this using our vendor assurance procedure and active contractor management. The primary responsibility in managing contractors and their associated activities will rest with the contractors Hiring Manager, with assistance from the Health, Safety & Contracts Manager.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Contractor Management Procedure

Contractor Induction Document

Vendor Evaluation Form

Contractors Signing in Form

WBAFC Covid-19 Club Risk Assessment

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

Covid-19 Match Day Operational Policy (BCD), plans & process

18. Visitors

We endeavour to ensure that all those who are still required to visit WBAFC venues are restricted to an absolute minimum and their health and safety are not compromised at any time.

All visitors to West Bromwich Albion should be authorised by Senior Management and will be escorted at all times by an employee of West Bromwich Albion whilst maintaining social distancing protocols and be made known of any foreseeable significant risks before they undergo their visit. All visitors will report to relevant WBA Reception/s to sign in / out.

Match Day visitors will be bound by the measures as detailed within section 13 of this policy and the Covid-19 Plan.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Emergency Evacuation Plan Stadium Non-Match Days Emergency Evacuation Procedures - Training Ground Visitors Signing in Sheet Customer Charter Safeguarding Adults at Risk Policy Safeguarding Child Policy Hazard Identification and Risk Assessment Procedure Covid-19 Match Day Operational Plan (BCD), risk assessments & processes Security and Terrorism Plans Match Day Incident Report Form Safety Policy for Spectators WBAFC Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

19. Personal Protective Equipment

The Coronavirus / Covid-19 situation exist where, despite implementing reasonably practicable precautions to eliminate or minimise hazards to employees, Personal Protective Equipment (PPE) will be necessary to safeguard the health, safety, and welfare of employees.

West Bromwich Albion, through their responsible managers, will advise upon will suitable and sufficient PPE where an assessment has identified it as a 'last resort' to protect against risks to health and safety.

At the Training Ground & the EPPP then Club Covid-19 Representatives and relevant Medical / Sports Scientist professionals will advise upon will suitable and sufficient PPE where an assessment has identified it as a 'last resort' to protect against risks to health and safety. Engineering controls and safe systems of work to remove the risk will always be considered first.

PPE requirements for Match Day Players & Football Staff and Match Day Personnel will be bound by the measures as detailed within section 13 of this policy.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Personal Protective Equipment Procedure PPE Register (Individual) PL Protocols for Training WBAFC Covid-19 Club Risk Assessment WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –

Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

20. Occupational Health (including RT-PCR Antigen testing)

West Bromwich Albion places a high value on maintaining a healthy and safe working environment for all its employees and / or others.

We are committed to ensuring that the potential for ill health arising from activities or premises controlled by West Bromwich Albion, or exposed to as a result of activities carried out by West Bromwich Albion, are minimised at source to the lowest level that is reasonably practicable.

West Bromwich Albion recognises the importance of integrating the continuous improvement of health and wellbeing into the organisational activities and will aim to ensure early identification and management of occupational ill health ranking it equal with other operational considerations.

West Bromwich Albion will provide internally or obtain externally competent specialist occupational health advice, assistance, and services to all its employees.

For the specific requirements of the Coronavirus / Covid-19 situation and Players / Playing squad support staff adhere to the contents and relevant control measures as outlined in this policy, the Covid-19 Match Day Operations Plan, the PL Protocols for Team Training, the requirements of the PL centrally procured testing solution Nationwide Pathology, the WBAFC Covid-19 Club Risk Assessments.

These control measures may be implemented, monitored, and reviewed by the Club Covid-19 Representatives and relevant Medical / Sports Scientist professionals.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Occupational Health Procedure
Guidance on Occupational Health
Employment Health Questionnaire
PL Protocols for Training & PL Coronavirus / Covid-19 Occupational Health Questionnaire
The Nationwide Pathology Testing & Collection Protocol
WBAFC Covid-19 Club Risk Assessment
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

21. Emergency Preparedness, Planning & Reporting

As a high profile organisation West Bromwich Albion are aware of the threats posed by the Coronavirus / Covid-19 situation in the UK and the world in general. The UK Governmental / NIHP advises that the club should always remain vigilant regardless of the current Coronavirus / Covid-19 situation risk level. Precautions will be in place so that any such incidents may be dealt with, should they arise.

The purpose of this policy is to help to assess the Club's vulnerability to the threat of Coronavirus / Covid-19, to put in place risk reduction procedures, and threat response.

Operational management and relevant managers ensure through communication, participation, and consultation that employees understand what to do in case an emergency arises.

The Club will take all reasonable steps to identify all possible Coronavirus / Covid-19 system failures that could occur and contingency plans to deal with such incidents.

Where such incidents could lead to a major incident then the Club will brief the relevant authorities and work with them to ensure that these plans are compatible and adequate.

The Club will document such plans and test their effectiveness on a regular basis through exercise and review. All employees should ensure they understand the procedures for reporting Emergency Incidents.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment
Pandemic Policy
Accidents, Incidents Reporting & Investigating Procedure
Incident Report Form
WBA Significant Incidents (SI) Guidance
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

22. General Workplace Environment & Cleaning Protocols

Managers in control of workplaces should always ensure that the environment that they and others in their control work is a safe and healthy environment. Employees should ensure that they protect the health, safety, and welfare of both themselves and others by reporting incidents and maintaining good housekeeping standards always.

Hazards should be identified, reported, and immediately controlled through regular inspections and audits and diligence by all working within the workplace.

WBAFC employs the services of an external cleaning company, this company has satisfied the WBAFC Contractors / Vendors Assessment Process and supplied relevant documentation. The external cleaning company has also supplied and committed to undertake its activities in accordance with documented Covid-19 Best Practice Protocols. The WBAFC Covid-19 Appointed person has reviewed these Protocols.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Compliance Management
Hazard Identification and Risk Assessment
WBAFC Covid-19 Club Risk Assessment
WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments
Covid-19 Match day Operational Plan (BCD), risk assessments & processes
We Clean Ltd Cleaning Protocols
PL Protocols for Team Training
Accidents, Incidents Reporting & Investigating Procedure

23. Food Safety Management

As a food business operator West Bromwich Albion take a risk-based approach towards food safety and implements a food safety management system. This is based on the Hazard Analysis Critical Control Points (HACCP) and safer food, better business principles.

The relevant management should ensure that all food handling staff has adequate training and awareness on Coronavirus / Covid-19 or be instructed and supervised to ensure that food is handled safely. In most cases Level 2 Food Safety qualifications are sufficient, supervisors and managers should aim for Level 3.

The person responsible for developing and maintaining the food safety management system should have adequate training in the application of the Hazard Analysis Critical Control Points (HACCP) principles and Coronavirus / Covid-19. This may be through experience and previous knowledge or a Level 2 course in HACCP.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Catering Policy & Procedures

PL Protocols for Team Training

Compliance Management & Hazard Identification and Risk Assessment

WBAFC Covid-19 Club Risk Assessment

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

Accidents, Incidents Reporting & Investigating Procedure & Incident Report Form

WBA Significant Incidents (SI) Guidance

24. Hydrotherapy Pools, Cryogenic, Gym & Laundry Facilities

In the current Coronavirus / Covid-19 crisis and in line with the PL Protocols for Team Training then the Cryogenic facilities are out of commission or with restrictions until further notice.

The Hydrotherapy Pools and Gym Facilities usage will be supervised and monitored by the Club Covid-19 Representatives and relevant Medical / Sports Scientist professionals. The Club Laundry facilities will be operational, laundry staff risk assessed separately, laundry operational undertakings risk assessed and reflected in the Step 2 Training Risk Assessment.

For the specific requirements of the Coronavirus / Covid-19 situation and Players / Playing squad support staff adhere to the contents and relevant control measures as outlined in this policy, the Covid-19 Match Day Operations Plan, the PL Protocols for Team Training, the requirements of the PL centrally procured testing solution Nationwide Pathology, the WBAFC Covid-19 Club Risk Assessments.

These control measures may be implemented, monitored, and reviewed by the Club Covid-19 Representatives and relevant Medical / Sports Scientist professionals.

All Supporting documents are located and maintained within the WBA Health & Safety System.

PL Protocols for Team Training

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

25. Young Persons and Adults at Risk

WBA recognises that for many young people the workplace will be a new environment and they will be unfamiliar with 'obvious' risks and the behaviour expected of them in response. Young people might need additional support to allow them to carry out their work without putting themselves and others at risk, and this might mean more tailored training and/or closer supervision.

WBA also recognises that the wellbeing of children and adults at risk is an important and shared responsibility.

The Club's Safeguarding Children Policy and Safeguarding Adults at Risk Policy are fundamentally designed to assist and support everyone at the Club in providing a safe and friendly environment and creating an environment where anyone is able to report any concern they have with confidence that it will be dealt with.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment

Managing Young Persons Procedure & Managing Young Persons Guidance

Safeguarding Children Policy & Safeguarding Adults at Risk

PL Safeguarding Covid-19 Risk Assessment

WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments

Covid-19 Match Day Operational Plan (BCD), risk assessments & processes

PL Protocols for Team Training

26. Health & Safety Inductions

Induction is an essential part for new recruits and familiarising them with WBA and will be undertaken the incoming employee's line manager.

As an employer, WBA understands our staff is our most important asset. Induction gives us the chance to welcome new employees. It is an opportunity to familiarise new members of staff with our organisation's policies on areas such as health and safety, equality, and discrimination. New employees should have undertaken the Coronavirus / Covid-19 online Awareness Module. Departmental directors will ensure that the above takes place.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Induction Procedure & Guidance on Induction

Induction forms (employees and Contractors)

27. Working overseas and travel

To ensure that WBAFC manage and assess the additional risks that may be presented by staff travelling and working overseas during the Coronavirus / Covid-19 crisis and then overseas travel should not be undertaken without the authorisation of Senior Management. This should be in consultation with the Club Doctors, relevant Medical / Sports Scientist professionals and, where required the Club Covid-19 Appointed Person.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Travelling & Working Overseas Procedure

Travelling Abroad Guidance

Managing Employees Overseas Guidance
 Travel Notification forms (employees only)
 WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
 Step 3 Return to Domestic Competition Risk Assessments
 PL Protocols for Team Training

28. Media

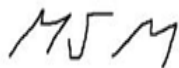


To ensure that WBAFC manage and assess the additional risks that may be presented by Media staff attendance at WBAFC venues under restrictions then the following arrangements will apply.

The WBAFC Director will ensure that the Media representatives adhere to the contents and relevant control measures as outlined in this policy, the Covid-19 Match Day Operations Plan, the PL Protocol for First Team Training, the requirements of the PL centrally procured testing solution Nationwide Pathology, the Covid-19 Match day Operational Plan (BCD), risk assessments & processes and the WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment – Step 3 Return to Domestic Competition Risk Assessments.

The WBAFC Media and external Media arrangements for Match Days are overseen by the Club Covid-19 Stadium Operations Officer in consultation with the Club Covid-19 Appointed Persons and WBAFC Match Day Operations and Security Management.

All Supporting documents are located and maintained within the WBA Health & Safety System.

WBAFC H&S Policy
 Hazard Identification and Risk Assessment Procedure
 WBAFC Covid-19 Club Risk Assessment
 WBAFC Covid-19 Step 1 - Small Groups Training Risk Assessment - Step 2 - Training Risk Assessment –
 Step 3 Return to Domestic Competition Risk Assessments
 Covid-19 Match day Operational Plan (BCD), risk assessments & processes
 PL Protocols for Team Training

Position: Covid-19 Accountable Person	Name: Mark Miles	Signature: 	Date: 03/08/20
Position: Club Covid-19 Appointed Person	Name: Chris Harris	Signature: 	Date: 03/08/20
Position: Academy Covid-19 Appointed Person	Name: Chris Elliott	Signature: 	Date: 03/08/20

Key Staff Contacts for Covid-19:

Mark Miles – Operations director & Covid-19 Accountable Person – mark.miles@wbafc.co.uk

Chris Harris – H S & C Manager & Club Covid-19 Appointed Person – chris.harris@wbafc.co.uk

Nick Davies – Club covid-19 Training & Coaching coordinator – nick.davies@wbafc.co.uk

Julian Widdowson – 1st Team Covid-19 Medical Officer - ejwidd@mac.com

Chris Elliot – Head of Safeguarding & Academy Covid-19 Appointed Person – chris.elliott@wbafc.co.uk

Kevin Conod - Academy Covid-19 Medical Officer - kevinconod@icloud.com

Key Staff Contacts for mental Health:

Chris Harris – Club Mental Healthy First Aider – chris.harris@wbafc.co.uk

Kim Blewitt – Academy Mental Healthy First Aider – kim.blewitt@wbafc.co.uk