Stadium sector guidance for Scottish professional football and Scottish professional rugby – Operational Guide (COVID-19) Checklist and Summary

This checklist is designed to be used in conjunction with the Scottish professional football and Scottish professional rugby guidance. Please ensure you read this guidance. A summary of the key points from the guidance follows this checklist.

**Actions to take**

**Changing workforce environment**

- In order to protect the workforce, as a minimum there will be enhanced health and safety measures in place before National Associations (NAs) / club staff are asked to return to work at the stadium, including physical distancing guidance and hygiene measures as previously highlighted. Safe travel to work arrangements will be considered as part of any risk assessment and any relevant adjustment adopted.

**Safe workforce planning and communications**

- Mitigating measures have been taken to ensure a safe working environment and related workforce confidence and staff have been engaged regularly with regards this. The appropriate risk assessments and mitigation measures have been put in place to establish a safe working environment.

**Enhanced hygiene**

- Hygiene measures will be enhanced at NAs / National Governing Bodies (NGBs) / Professional Clubs’ stadiums, including:
  - sanitiser and hand-washing facilities at key points, including on entry and exit points.
• additional sanitiser and handwash facilities around communal areas.
• regular cleaning of work equipment and workstations including considering how often and where deep cleans may be required.
• minimising the use of touchpoints throughout the stadium, including exploring where possible how digital processes or systems may replace the need for face-to-face discussion.
• instruction on enhanced hygiene standards to all stadium user groups.

Physical distancing

- Physical distancing measures will be introduced to create a safe stadium environment.

NAs / NGBs / Professional Clubs will consider the following:

• facility layout and signage with clear marking of two metre boundaries around the stadium and workstations and signage which reinforces expectations of players and all other employees/user groups at relevant points. As English may not be the first language for everyone, companies should consider how best to use visual material to reinforce messages.
• limiting access to parts of the stadium required by an individual to do their job as this will limit the chances for interaction with others.
• staggering entry and exit times and using one-way systems where appropriate to prevent bottlenecks arising as people arrive or leave.
• staggering break times and adjusting canteen arrangements where appropriate, to reduce opportunities for larger numbers of staff / user groups to interact on a face to face basis.
• staff bringing their own food or be provided with appropriate packaged food.
• splitting the workforce into specific teams to avoid cross-team contamination and provide a level of operational resilience in case someone in one team develops COVID-19 symptoms.
• considering opportunities to introduce additional technology support and systems to assist in managing the safe working practices and in particular physical distancing.
Shift patterns

- NAs / NGBs / Professional Clubs will consider developing plans to change shift patterns to protect their workforce within their stadium and optimise productive capacity. This may include considering opportunities to reduce the need for travel and peak times and opportunities for flexible work patterns.

Dealing with emergencies

- NAs / NGBs / Professional Clubs will address emergency and evacuation and accident response processes at their stadiums and ensure effective arrangements are still in place based on new measures introduced and all workforce and user groups are familiar with any new processes.

Travel to work

- Health Protection Scotland (HPS) has provided COVID-19 information and guidance for general (non-healthcare) settings which reiterates people should not travel if they exhibit any COVID-19 symptoms. The HPS advice and any subsequent safe travelling advice should be factored into any decisions on planned returns to work. Transport Scotland has produced guidance to assist the public to travel safely during the coronavirus (COVID-19) pandemic. It is important that the latest version, which includes information relating to face coverings, of the guidance is read and reflected as appropriate.

To avoid unnecessary work-related travel and keep people safe when they do need to travel between locations:

- minimise non-essential travel – consider remote options first.
- minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- ensuring that drivers and passengers maintain good hygiene and wash their hands regularly.
- cleaning shared vehicles between shifts or on handover.
• where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets physical distancing guidelines.

**Personal Protective Equipment (PPE)**

- NAs / NGBs / Professional Clubs will utilise PPE if appropriate and which is consistent with stadium policies in line with measures justified by a risk assessment. Where appropriate, NAs / NGBs / Professional Clubs will provide and maintain an adequate supply of PPE which is provided free of charge to workers and which must fit properly.

The HPS guidance for general (non-healthcare) settings offers advice on the use and disposal of PPE, confirming workplaces should use PPE consistent with local policies and in line with measures justified by a risk assessment. Both the Scottish Government and the Health and Safety Executive (HSE) recommend a risk-based approach focused on a hierarchy of control which seeks to eliminate risks, combat risks at source, adapt workplaces to individual needs, ensure adequate staff training around processes to manage the risk and then use PPE where required. Where PPE is deemed necessary, an adequate supply and quality must be maintained which is provided free of charge to workers and freelance workers and which must fit properly.

It is important to note the difference between face masks and face coverings. Face masks are surgical or medical grade masks that are used in health and social care situations. Face coverings are made from cloth or other textiles that cover the mouth and nose, and through which you can breathe (e.g. a scarf). The use of face masks is not currently recommended for the general population. Scottish Government has issued guidance on the personal use of face coverings.

Consult the up to date [advice on wearing face coverings](#) as this may change with each review stage.
The guidance relates to use of face coverings by members of the public in specific circumstances. This advice is not intended as an infection prevention and control measure for the workplace where there are other health and safety considerations and measures in place such as physical distancing and hygiene controls. Physical distancing, hand washing and respiratory hygiene, are the most important and effective measures we can all adopt to prevent the spread of coronavirus. The wearing of face coverings must not be used as an alternative to any of these other precautions.

Security

☐ Security of stadiums is paramount and NAs / NGBs / Professional Clubs will engage their security professionals in all risk assessments, changes to protocol and interpretation and implementation of the guidance to maintain effective protective security measures. Stadium security personnel will be provided with access to appropriate PPE and hand washing facilities and the ability to raise any concerns in relation to any COVID-19 measures which may affect them or the security of the stadium.

COVID symptoms within the workplace

☐ NAs / NGBs / Professional Clubs will ensure their workforce adhere to overall COVID-19 advice which says people with symptoms should remain at home and self-isolate. NAs / NGBs / Professional Clubs will remain in regular communication with an employee throughout any period of self-isolation and enable individuals to work from home while self-isolating, if appropriate.

Safe home working

☐ NAs / NGBs / Professional Clubs will review the working from home arrangements of employees and personnel to ensure they are supporting them appropriately.
Stadium Sector Guidance – Summary

We need a strong professional sport sector to help drive Scotland's economic recovery and future prosperity, as well as inspiring the delivery of positive wider outcomes. National Associations (NAs) and Professional Clubs with stadiums should therefore use this guidance to look forward and engage with representative organisations and / or trades unions to develop workplace specific plans for a managed transition away from current restrictions, allowing sufficient time for that joint work.

We have worked with representative organisations and trades unions to ensure this guidance is evidence-based, fair and ethical, clear and realistic. As each venue is different, NAs and Professional Clubs with stadiums should work with representative organisations and / or trades unions to determine how best to apply this guidance in their specific circumstances.

This guide is underpinned by a spirit of collaboration. Throughout, the term “representative organisations and / or trades unions” is used in that context, recognising NAs and Professional Clubs with stadiums have a legal responsibility to maintain workplace health and safety and must consult with the health and safety representative selected by the recognised representative body or trade union or, if there is not one, a representative chosen by employees.

The guidance emphasises in particular the importance of undertaking a robust and ongoing risk based assessment with full input from trade union or workforce representatives, and to keep all risk mitigation measures under regular review so that workplaces continue to feel, and be, safe.

And while those plans should be fully developed, with measures put in place and tested where possible, they should not be implemented as yet. Decisions on the phasing of a sector wide return for professional sport will be made in line with the Route Map.