



WEST BROMWICH ALBION FOOTBALL CLUB



Pandemic Policy
June 2024 – July 2025

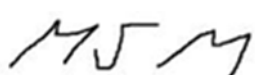


West Bromwich Albion Football Club

Pandemic Policy

June 2024 – July 2025

| Version | Date | Reason for Change | Amended/Agreed. By |
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|---------------------------------------|----------------------------|---|----------------------------------|
| Position: Managing Director | Name: Mark Miles | Signature:  | Date: 1st of June 2024 |
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This Policy was first reviewed and agreed by the WBAFC Board of Directors on the 1st June 2023.



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- Part 1 - Introduction to the Policy on controlling the risks of a pandemic, infectious viruses & diseases in the club.
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West Bromwich Albion Football Club Pandemic Policy

Part 1

Introduction

Introduction

For the avoidance of doubt, nothing in this policy nor in any Football Authorities (Premier League, English Football Leagues & Football Association) 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.

In the event of an officially declared Pandemic, all players and relevant staff have the right to apply for an 'opt out' of the organised playing and or training environment at any time without unreasonable steps being taken against them. Requirements may be detailed under any relevant official Pandemic guidance and or protocols issued by the Football Authorities (Premier League, English Football Leagues & Football Association), Governmental legislation / guidance and or WBAFC internal guidance / protocols.

To apply to opt out of playing and or training environment please contact the Director of Medical and 'Appointed' Pandemic Medical Officer or the WBAFC Club Doctor.

To apply to opt out of Academy training then please contact the Academy Manager or the Academy Club Doctor and 'Appointed' Academy Pandemic 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 and or disease, or of spreading infection and or disease, 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 arising from any Pandemic, infectious viruses and or 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 relevant infections.
- Designate Pandemic Appointed Persons in accordance with any Footballing Authorities / Gov-UK requirements. The Club Pandemic Accountable Person is – Mark Miles, the Appointed Pandemic Officer for the Club shall be Chris Harris, the Appointed Pandemic Medical persons for the club shall be the WBAFC Director of Medical Tony Strudwick and the Club Doctor Nick Tate. The Academy Pandemic Appointed person shall be Chris Riley and the Appointed Pandemic Medical person for the Academy shall be the Academy Doctor Kevin Conod.
- Ensure sufficient resources are available to secure effective prevention and control of relevant infections 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 relevant infections.
- 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 relevant 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 any relevant 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 relevant infections 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 relevant infections.
- 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 relevant infections.
- Keep a record of all training and updates to staff.
- Stagger start and finish times so that fewer people are together at once if required.
- Cancel non-essential overseas travel to affected areas across the world if required.
- Cancel non-essential meetings & training sessions if required.
- Deal with clients/customers by phone and email rather than face to face if required.
- If face to face meetings need to take place, ensure that facilities are suitable to minimise the spread of relevant infections.
- Ensure that employees may work from home, if required and where practical.
- Offer appropriate vaccines to identified employees if required and available 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 Match Day Operations Pandemic Plans and associated Risk Assessments.
 - WBAFC Pandemic Policy
 - WBAFC Safeguarding Policies
 - 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, Football Authorities rules & guidance



West Bromwich Albion Football Club Pandemic Policy

Part 2

Organisation & Responsibilities

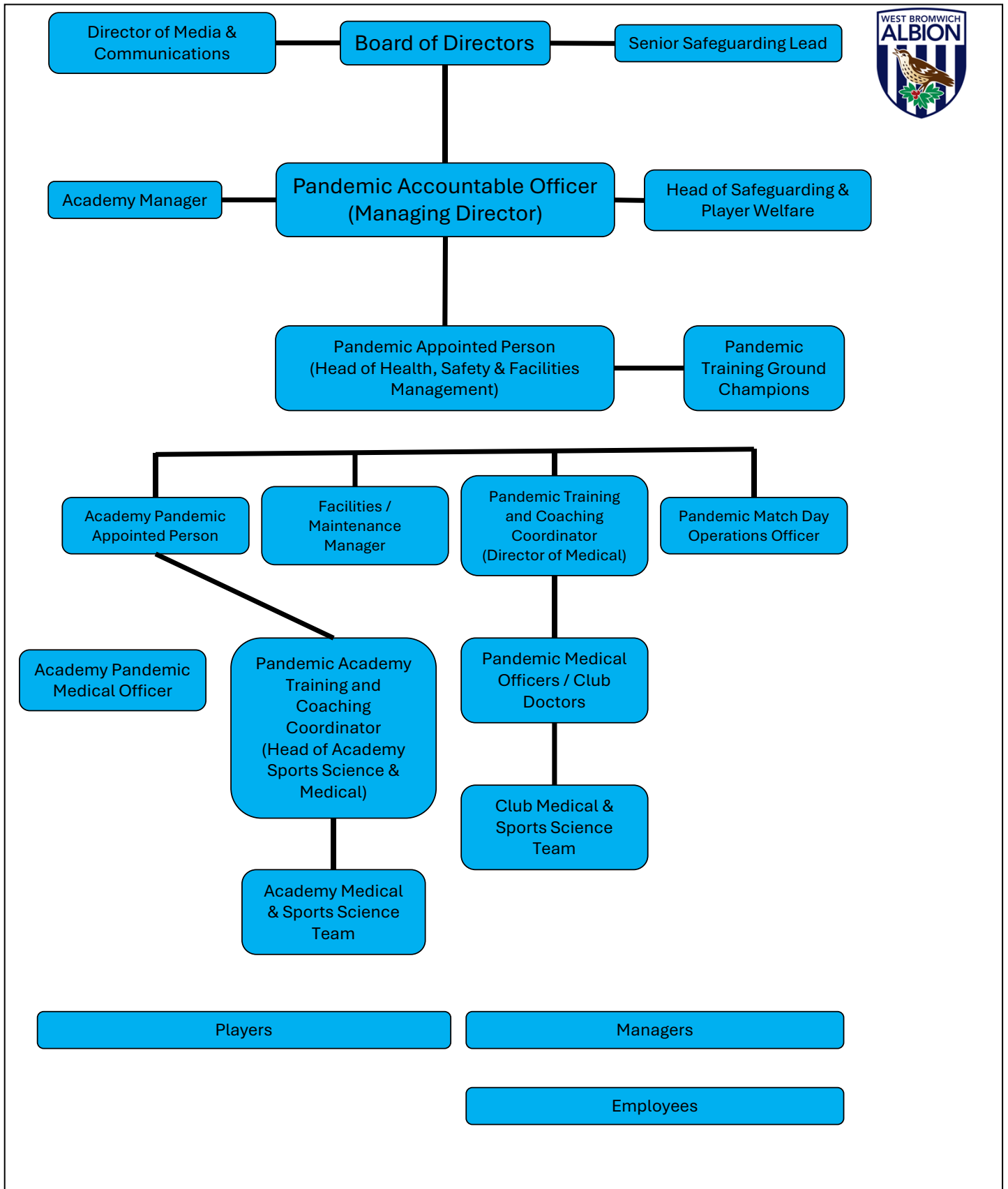
Organisation

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 Structure for Flu/Pandemic



Responsibilities

The Managing Director

The Managing Director 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 Pandemic Policy & Pandemic Operations Policy matters.

The Managing Director 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 Managing Director is responsible for implementation of the WBAFC Pandemic policy and arrangements, for liaison with the Board, for ensuring that WBAFC Appointed Persons are identified from the Club staff and for securing the necessary resources to implement the Policy, so far as is reasonably practicable. The Managing Director has also been identified as undertaking the additional role of Pandemic Accountable Officer.

The Board of Directors

The Board of Directors has executive responsibility for Pandemic related matters in the Club and for ensuring so far as is reasonably practicable that the WBAFC Pandemic 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 WBAFC Health & Safety Policy Statement. It will satisfy itself that competent resources exist to manage Pandemic related matters, so far as is reasonably practicable and those adequate resources are made available for the WBAFC Pandemic Policy to be implemented.

The Board of Directors of West Bromwich Albion Football Club undertake to ensure as far as reasonably practicable, 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.

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 WBAFC Pandemic Policy and the WBAFC Pandemic Match Day Operations Plan.

The Pandemic Accountable Officer

The Pandemic Accountable Officer has responsibility for identifying a current member of staff to undertake the role of the Pandemic Appointed Person. The Accountable Officer also has oversight on the Club's business wide strategy for a Pandemic outbreak response. The Accountable Officer also undertakes the role of The Managing Director for WBAFC.

Pandemic Appointed Person

The Pandemic Appointed Person will be responsible for oversight of the Pandemic 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/staff and fans can adhere to their guidance responsibilities within local constraints. The WBAFC Pandemic Appointed Person is also the Club Head of Health, Safety & Facilities with associated responsibilities laid down in this section of the policy. There will be close liaison between the Club Pandemic Appointed person and the Academy Appointed person.

Pandemic Champions

The Pandemic Champions are roles that assist the Club Pandemic Management Structure to monitor adherence to protocols in key areas and assist with communications and implementation.

WBAFC Pandemic Matchday Operations Officer

The Pandemic Matchday Operations Officer shall be responsible for the WBAFC Pandemic Match Day Operations Policy and the oversight of the matchday risk and mitigation planning, communicating information to all user groups and ensuring the necessary standards are met in relation to relevant fixtures.

The Pandemic Matchday Operations Officer shall liaise with the WBAFC Pandemic Accountable and Appointed Officers and ensure matchday operational plans reflect requirements needed to execute the WBAFC Pandemic policy and arrangements.

The Pandemic Matchday Operations Officer is the Head of Security & Matchday Operations with respective associated responsibilities laid down in this section of the policy.

Pandemic Medical Officers / Club Doctors

The Pandemic Medical Officers / Club Doctors (physician), is familiar with the emerging evidence related to post-Pandemic pathology and may:

- Lead on ensuring any suspected or confirmed Pandemic related cases are managed in line with any relevant sport's Pandemic case management protocols and current government guidance.
- Have medical oversight of the return to training of any athletes with relevant Pandemic related, suspected or confirmed cases.
- Support the WBAFC Pandemic Management structure with any medical aspects of the Pandemic related risk assessment and mitigation process.

For WBAFC the Pandemic Medical Officers / Club Doctors are also the competent persons for medical advice alongside the Club Medical and Sports Science Team.

The Pandemic Training and Coaching Coordinators

The WBAFC Pandemic Training and Coaching Coordinators are responsible for the design and management of training sessions informed by any Pandemic related risk guidance provided by Football & Sports Authorities and or Gov UK: a) build profiles for all planned sessions and understand relevant potential Pandemic risks b) deliver sessions that build in conditions and modifications that mitigate those risks.

For WBAFC the Pandemic Training and Coaching Coordinator is also the WBAFC Director of Medical, for the Academy this will be Academy Head of Sports Science & Medical.

The Director of Medical

The WBAFC Director of Medical is responsible for ensuring that the WBAFC Pandemic Policy, the WBAFC Pandemic Matchday Operations Policy, the WBAFC Matchday Pandemic Operations Plan, and associated Pandemic Risk Assessments are communicated to their staff, responsibilities identified, the implementation of control measure and review. The Director of Medical may inform and advise upon relevant Pandemic Policies and inform and advise upon the business wide strategy for Pandemic related matters. The director of Medical may assist the WBAFC Club Doctors 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 Pandemic Stadium Operations Policy, the Pandemic Matchday Operations Plan and the associated Pandemic Risk Assessments. The Medical / Sports Science / Coaching / Playing Squad Support Staff shall always personally adhere to relevant Pandemic Polices and arrangements.

Academy Pandemic Appointed Person

The Academy Pandemic Appointed Person will be responsible for the formulation and communication of the Academy specific Pandemic related policies, arrangements, risk assessments. Also, for 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 Pandemic Appointed Person is also the Academy Operations Manager 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 Pandemic Medical Officer

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

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

The Academy Pandemic Training and Coaching Coordinators

The Academy Pandemic Training and Coaching Coordinators are responsible for the design and management of training sessions informed by any relevant Pandemic related EFL/PL risk assessments and or Pandemic Football Specific Risk Assessment & Training Design Guidance issued that mitigate risk.

The Academy Head of Sports Science and Medicine.

The Academy Head of Sports Science and medicine is responsible for ensuring that Academy Pandemic Policies and associated Academy Pandemic Risk Assessments are communicated to their staff, responsibilities identified, the implementation of control measure and review. The Academy Head of Sports Science and medicine may inform and advise upon related Academy Polices and inform and advise upon the Academy Pandemic related business wide strategy. The Academy Head of Sports Science and medicine may assist the WBAFC Academy Doctor as the competent person for medical advice.

Other Responsibilities

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

Head of Health, Safety & Facilities

The Head of Health, Safety & Facilities is responsible for managing the specialist health and safety resources in the business, for providing the systems and procedures for health and safety, is the principal adviser to all club management on occupational health and safety related matters, and for implementing a programme of inspections and assessments. He is responsible for implementing the company's business-wide strategy for health and safety related competency management and training.

The Head of Health, Safety & Facilities is also responsible for the development and implementation of efficient and effective processes and systems to enable the business to comply with all relevant health and safety facilities and grounds care related management requirements. This includes the management and monitoring of the Facilities / Maintenance & Grounds Care Managers and ensure that the Facilities / Maintenance & Grounds Care Managers monitor the effectiveness of all contracted service providers and associated activities.

The Head of Health, Safety & Facilities is also the WBAFC Pandemic Appointed Person with associated responsibilities laid down in the relevant section of the policy.

Head of Security & Matchday Operations

The Head of Security & Matchday Operations manages the Matchday Operations Maner and is also responsible for being in overall control of operational security management issues on event days.

On non-event days, the Head of Security & Matchday Operations is the principal adviser to the club with regards to security related safety and where it impacts upon this Pandemic Policy & the Pandemic Match Day Operations Plan.

The Head of Security & Matchday Operations is also the Pandemic Stadium Operations Officer with their respective associated responsibilities laid down in this section of the policy and the Pandemic Matchday Operations Plan.

Matchday Operations Manager

The Matchday Operations Manager is responsible for being in overall control of operational spectator related safety & security management issues on an event day.

The Matchday Operations Manager will further support and, where required, deputise for the Head of Security & Matchday Operations to undertake Matchday security responsibilities. Further detailed Match Day responsibilities as documented in the West Bromwich Albion Safety Policy for Spectators and the Pandemic Matchday Operations Plan.

Head of Safeguarding

The Head of Safeguarding is responsible for formulating, communicating, and implementing the overarching strategic direction of Safeguarding throughout the club.

Providing reports to the Managing Director on the effectiveness of the Club's strategic safeguarding provision, the associated strategy policies, and for monitoring operational safeguarding procedures as well as football regulatory requirements for safeguarding.

The Head of Safeguarding is also responsible for the line management of the Safeguarding Manager role and associated safeguarding competency management for senior roles within the club. With assistance from the Safeguarding Manager, the Head of Safeguarding is also responsible for training relevant staff and for ensuring so far as is reasonably practicable the adequacy of the safeguarding systems, and the communication and promotion of safeguarding strategy in the business.

The Head of Safeguarding is also responsible for assisting the Managing Director with the strategy formulation, development, and strategic direction of the club's Senior Safeguarding Group.

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 Football Authorities. He shall have responsibility for adherence to the Pandemic requirements and any return to training.

Senior Safeguarding Lead

Senior Safeguarding Lead is a Board Level position and is responsible for liaison with the Board Members, for identifying the required resources to formulate the Safeguarding Policy and with assistance from the Head of Safeguarding formulating the business – wide strategy for Safeguarding and its impact upon this Pandemic Policy.

The Senior Safeguarding Lead is also responsible for the formulation, development, and leadership of the club Senior Safeguarding Group and its impact upon this Pandemic 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 Pandemic Policy & the Pandemic Matchday 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 Pandemic 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 Pandemic Policy & the Pandemic Matchday 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 Pandemic Policy

Part 3

Arrangements

Arrangements

Scope

These Pandemic 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.

Additionally, these Pandemic Policy arrangements and the West Bromwich Albion Occupational Health and Safety management system will apply to all matches (first team, women and academy), where relevant and reasonable, played under the authority of West Bromwich Albion

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 Pandemic Policy is the responsibility of the Club Pandemic Accountable Officer and the Club Pandemic Appointed Person. The Pandemic Accountable Officer, the Club Pandemic Appointed Person and the Appointed Academy Pandemic 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.

The Pandemic Accountable Officer, the Club Pandemic Appointed Person and the Academy Pandemic appointed person may establish relevant Pandemic Policy objectives because of reviews, 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 Pandemic Accountable Officer, the Club Pandemic Appointed Person and the Academy Pandemic Appointed person may also monitor the suitability, effectiveness, implementation, and achievement of these objectives.

The Head of Security & Matchday Operations acting as the Pandemic Matchday Operations Officer, in conjunction with the Pandemic Accountable Officer and the Club Pandemic Appointed Person shall monitor the effectiveness of the Pandemic Matchday Operations Plan.

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

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

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 the relevant Pandemic Policies.

Employees are encouraged to make suggestions that may improve the relevant Pandemic Policies within the Club. These may be made to the relevant Club Pandemic Management.

Management is, 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.

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

3. Compliance Management

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

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| Compliance Management Procedure Gov UK, NHS, Football Authorities Protocols Pandemic related Risk Assessments |

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 Head of Health Safety & Facilities. 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.

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| 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 relevant Pandemic Policies and requirements, including compliance with legal requirements, Gov UK & Football Authorities relevant Pandemic requirements, operational controls, and achievement of objectives.

Internal Inspections

The Club Pandemic Appointed Person has overall responsibility for determining and delivering the H&S monitoring programme. The Club Pandemic 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 Head of Health Safety & Facilities, for WBAFC the Club Pandemic Appointed Person and the Head of Health Safety & Facilities is a dual role.

The Head of Security & Matchday Operations acting as the Pandemic Matchday Operations Officer, in conjunction with the Pandemic Accountable Officer and the Club Pandemic Appointed Person shall undertake inspections and or audits of the requirements detailed in the Pandemic Matchday Operations Plan.

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 relevant Pandemic Polices.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
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| Internal Audit & H&S Planned Activities |
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6. Pandemic 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 Pandemic Accountable Officer, the Club Pandemic Appointed Person, The Pandemic Stadium Operations Officer, The Match Day Operations Manager, and the Academy Pandemic Appointed Person.

A wider Pandemic system review is carried out on a regular basis by the Club Pandemic 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 Pandemic risk, analysis of any incidents which occur, it is expected that the achievement of the overall Club Pandemic Policy will be monitored at all levels within the above organisational structure.

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

The Director or Manager responsible for each department should ensure that any specific Pandemic training needs are identified, and appropriate training arranged in consultation with the Club Pandemic Appointed Person and the Academy Pandemic Appointed Person and, where applicable, employee representatives, 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 Pandemic Appointed Person.

The Head of Security & Matchday Operations shall ensure training and competency requirements are aligned for Matchday Operational staff.

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.

Health & Safety Training and Competence Procedure

Safety Policy for Spectators

Associated Safeguarding Policies, Procedures and process.

Gov UK, NHS & Football Authorities Pandemic Protocols & Risk Assessments.

Pandemic Match Day, 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 Head of Health Safety & Facilities / Club Pandemic Appointed Person where relevant.

The Head of Security & Matchday Operations, in conjunction with the Matchday Operations Manager carries out specific investigations related to events and is responsible for producing associated reports both statutory and non-statutory, with assistance from the Club Pandemic 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 assistance from the Club Pandemic Appointed Person where relevant.

Only trained and competent persons will carry out investigations of H&S incidents, in liaison with the Head of Health Safety & Facilities / Club Pandemic 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

Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.

Pandemic Match Day Operational Plan, 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
Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Plan, 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
Accidents, Incidents Reporting & Investigating Procedure
Match Day Incident Report Form & WBA Significant Incidents (SI) Guidance
Safety Policy for Spectators
Gov UK, NHS & relevant Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Plan, risk assessments & processes

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

To comply with relevant legislation and relevant industry rules / guidelines e.g., Gov UK, NHS, EFL etc then West Bromwich Albion will employ Club Doctors and relevant Medical / Sports Scientist professionals, trained and competent to deal with emergencies and Pandemic related matters. All relevant Pandemic 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 Pandemic related medical policies / procedures
Accidents, Incidents Reporting & Investigating Procedure & WBA Significant Incidents (SI) Guidance
Gov UK, NHS & Football Authorities Pandemic Protocols & Risk Assessments.

Pandemic Match Day Operational Plan, risk assessments & processes

12. Training Sessions & Training Equipment and accessories

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

The Club Pandemic Management 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 any PL / EFL / UK Government protocols and associated Pandemic Risk Assessment control measures are met and maintained.

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

Relevant WBAFC Pandemic Club Risk Assessments

Gov UK, NHS, Football Authorities Protocols & Risk Assessments.

Pandemic Match Day Operational Plan, risk assessments & processes

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 Pandemic Accountable Officer, Club Pandemic Stadium Operations Officer and the Club Pandemic Appointed Person will, in conjunction with the West Bromwich Albion Match Day Operations Manager ensure ongoing hazard identification and the assessments of the risks associated with Pandemic are undertaken, as required by relevant Regulations / guidelines and Pandemic protocols. Where required the Academy Pandemic Medical officer and the Academy Pandemic 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

Pandemic Match Day Operational Plan, risk assessments & processes

Security and Terrorism Plans

Match Day Incident Report Form

Safety Policy for Spectators

Gov UK, NHS, Football Authorities Pandemic Protocols & 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 Pandemic are undertaken, as required by relevant Regulations / guidelines and relevant Pandemic 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 those risks remain and these activities cannot be avoided, we will assess the potential for work related ill health and or risk of a Pandemic 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 Pandemic Appointed Person has responsibility for oversight of all Pandemic general related WBAFC Risk Assessments, in consultation with the Pandemic Stadium Operations Officer and match day safety and security management.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| Hazard Identification and Risk Assessment Procedure WBAFC Pandemic related Club Risk Assessments Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments. Pandemic Match Day Operational Plan, 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 / Pandemic 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.

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| 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, the Warehouse and Facility Management

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

The Club will endeavour to minimise the danger and effect of any Pandemics.

This will be achieved by carrying out regular risk assessments in conjunction with the Club Pandemic Management, the Medical and Sports Science Team to identify the nature, level, and significance of the risk from any Pandemic, 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 Pandemic Management, 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.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| WBAFC H&S Policy Hazard Identification and Risk Assessment Procedure GOV UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments. Pandemic Match Day Operational Plan, risk assessments & processes & PL / EFL 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 Pandemic infection risks to the user if not controlled and managed.

West Bromwich Albion aims to control this issue by ensuring Pandemic 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.

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| 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 & Pandemics

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 appropriate control measures implemented.

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 Pandemic Club Policy, the WBAFC Matchday Pandemic Plan & WBAFC Academy Pandemic related Risk Assessments.

In the event of any Pandemic then the use of the club Academy minibuses shall be authorised by senior management only. Such use shall be in accordance with any Academy Pandemic 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 Pandemic Club Risk Assessment
Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Plan, risk assessments & processes

16. Stress

West Bromwich Albion recognises the unique circumstances and associated mental health issues any Pandemic 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.

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

Stress Policy & Stress Management Policy, Procedure and Guidance
Occupational Health & Well-Being Procedure
Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.

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 / Pandemic 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 Pandemic related matters. 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 Head of Health Safety & Facilities.

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 Pandemic Club Risk Assessment
Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Policy, 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 always escorted 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, relevant PandemicRisk Assessments, and the Matchday Pandemic Plan.

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| 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 Pandemic Match Day Operational Plan, risk assessments & processes Security and Terrorism Plans Match Day Incident Report Form Safety Policy for Spectators Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments. |

19. Personal Protective Equipment

The Pandemic 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 Pandemic Management 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.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| Personal Protective Equipment Procedure PPE Register (Individual) Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments. WBAFC Pandemic Club Risk Assessment Pandemic Match Day Operational Plan, risk assessments & processes |

20. Occupational Health (including applicable testing arrangements)

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 because 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.

Specific requirements of the Pandemic situation and Players / Playing squad support staff adherence to the contents and relevant control measures are as outlined in this policy, the Pandemic Match Day Operations Plan, and if applicable the requirements of a centrally procured testing solution, and the WBAFC Pandemic Club Risk Assessments.

These control measures may be implemented, monitored, and reviewed by the Club Pandemic Management and relevant Medical / Sports Scientist professionals.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| Occupational Health Procedure |
| Guidance on Occupational Health |
| Employment Health Questionnaire |
| Football Authorities Protocols for Training & Football Authorities Pandemic Occupational Health Questionnaire |
| WBAFC Pandemic Club Risk Assessment |
| Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments. |
| Pandemic Match Day Operational Plan, risk assessments & processes |

21. Emergency Preparedness, Planning & Reporting

As a high-profile organisation West Bromwich Albion are aware of the threats posed by a Pandemic situation in the UK and the world in general. The UK Governmental / NIHP advises that the club should always remain vigilant regardless of any current Coronavirus / Pandemic 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 a Pandemic, 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 Pandemic 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 Incident.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| <p>Hazard Identification and Risk Assessment</p> <p>Pandemic Policy</p> <p>Accidents, Incidents Reporting & Investigating Procedure</p> <p>Incident Report Form</p> <p>WBA Significant Incidents (SI) Guidance</p> <p>Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.</p> <p>Pandemic Match Day Operational Plan, risk assessments & processes</p> |

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 them 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 Pandemic Best Practice Protocols. The WBAFC Pandemic Appointed person has reviewed these Protocols.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| <p>Compliance Management</p> <p>Hazard Identification and Risk Assessment</p> <p>WBAFC Pandemic Club Risk Assessment</p> <p>Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.</p> <p>Pandemic Match Day Operational Plan (BCD), risk assessments & processes</p> <p>We Clean Ltd Cleaning Protocols</p> <p>Accidents, Incidents Reporting & Investigating Procedure</p> |

23. Food Safety Management

As a food business operator, West Bromwich Albion takes 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 any Pandemic 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.

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| All Supporting documents are located and maintained within the WBA Health & Safety System. |
| <p>Catering Policy & Procedures</p> <p>Football Authorities Protocols for Team Training</p> |

Compliance Management & Hazard Identification and Risk Assessment
WBAFC Pandemic Club Risk Assessment
Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Plan, risk assessments & processes
Accidents, Incidents Reporting & Investigating Procedure & Incident Report Form
WBA Significant Incidents (SI) Guidance

24. Hydrotherapy Pools, Cryogenic, Gym & Laundry Facilities

In any Pandemic crisis and in line with any Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments, then the Cryogenic facilities maybe out of commission or with restrictions until further notice.

The Hydrotherapy Pools and Gym Facilities usage will be supervised and monitored by the Club Pandemic Management 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 any Pandemic situation and Players / Playing squad support staff adherence to the contents and relevant control measures as outlined in this policy, the Pandemic Match Day Operations Plan, any Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments, and where applicable the requirements of any centrally procured testing solution, and WBAFC Pandemic Club Risk Assessments.

These control measures may be implemented, monitored, and reviewed by the Club Pandemic Management and relevant Medical / Sports Scientist professionals.

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

Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Plan, 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
Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.
Pandemic Match Day Operational Plan, risk assessments & processes

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. 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 any Pandemic crisis 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 Pandemic 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)

Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.

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 Pandemic Match Day Operations Plan, any Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments, if applicable the requirements of any centrally procured testing solution, the Pandemic Matchday Operational Plan, risk assessments & processes.

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

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

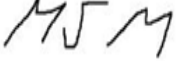

WBAFC H&S Policy

Hazard Identification and Risk Assessment Procedure

WBAFC Pandemic Club Risk Assessment

Gov UK, NHS, Football Authorities Pandemic Protocols & Risk Assessments.

Pandemic Match Day Operational Plan (BCD), risk assessments & processes

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| Position: Pandemic Accountable Person | Name: Mark Miles | Signature:  | Date: 01/06/2024 |
| Position: Club Pandemic Appointed Person | Name: Chris Harris | Signature:  | Date: 01/06/2024 |

Key Staff Contacts for Pandemic related matters:

Mark Miles – Managing Director & Pandemic Accountable Person – mark.miles@wbaafc.co.uk

Chris Harris – Head of Health Safety & Facilities & Club Pandemic Appointed Person – chris.harris@wbaafc.co.uk

Nick Tate – 1st Team Pandemic Medical Officer – nick.tate@wbaafc.co.uk

Lisa Reynolds – Head of Safeguarding – lisa.reynolds@wbaafc.co.uk

Andy Wheeler – Safeguarding Manager – andy.wheeler@wbaafc.co.uk

Chris Riley - Academy Pandemic Appointed Person – chris.riley@wbaafc.co.uk

Kevin Conod - Academy Pandemic Medical Officer - kevinconod@icloud.com

Key Staff Contacts for Mental Health:

Andy Wheeler – Safeguarding Manager – andy.wheeler@wbaafc.co.uk