



COVID – 19 Risk Assessment

June 2020 Rev C

Club	Wolverhampton Casuals Football Club
Site	Brinsford Lane
Title	Covid- 19 Risk Assessment
Assessed By	P J Tudor – COVID Officer

Revision	Date
A – General update in line with Government and FA guidance	03/08/2020
B – Update following guidance on return of Spectators	20/08/2020
C – Update following internal review and FA/GOV guidelines	16/09/2020

Tasks	Next review date
COVID-19 Risk assessment 1 - PPE	29/05/2021
COVID-19 Risk assessment 2 - Social distancing	29/05/2021
COVID-19 Risk assessment 3 - Cleaning (general)	29/05/2021
COVID-19 Risk assessment 4 - Customer safety	29/05/2021
COVID-19 Risk assessment 5 – Committee/Volunteers safety	29/05/2021
COVID-19 Risk assessment 6 - Kitchen Operations	29/05/2021
COVID-19 Risk assessment 7 – Site/Operational Specific Issues	29/05/2021
COVID-19 Infection Control Guidance Flow Charts	29/05/2021
COVID-19 Matchday action Plan	29/05/2021



Wolverhampton Casuals Football Club

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Hazards?	Who might be harmed	Precaution in place
<p>COVID-19 Risk assessment 1 - PPE</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p> <p>Infection spread by customers with COVID-19</p> <p>Infection spread by staff with symptoms of COVID-19</p>	<p>Customers Club Members/Committee Volunteers Suppliers Visitors</p>	<ul style="list-style-type: none">• Face coverings will be encouraged• Gloves are to be encouraged when handling cash in the bar and Kitchen.• When gloves are being removed from hands they must be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves should be disposed of and hands washed immediately using hot water and soap• Where gloves are deemed necessary as PPE, they must be worn for relevant tasks only. Hand washing rules must be applied as per normal where gloves are not worn• Tasks shall be assessed to determine the use of PPE as a method of avoiding COVID-19 infection



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Hazards?	Who might be harmed	Precaution in place
<p>COVID-19 Risk assessment 2 - Social distancing</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p> <p>Infection spread by customers with COVID-19</p> <p>Infection spread by staff with symptoms of COVID-19</p>	<p>Customers</p> <p>Club Members/Committee</p> <p>Volunteers</p> <p>Suppliers</p> <p>Visitors</p>	<p>External areas incl Stand</p> <ul style="list-style-type: none">• Wolverhampton Casuals has a ground capacity of c768. Guidelines have indicated 30% (230) capacity for the foreseeable future.• Reduce the availability of seating within the stand in line with government and FA guidelines. Refer to details included within matchday action plan for complying with social distancing.• Officials of Wolverhampton Casuals to police the social distancing practices of spectators, particularly those who choose to stand. <p>Clubhouse</p> <ul style="list-style-type: none">• The layout of tables and chairs within the clubhouse to be adjusted to allow for appropriate social distancing to be achieved.• Where there is more than one point of access, a door will be designated for entry and exit• Signage is to be placed at the entrance door to advise customers of social distancing rules within the premises• The occupancy level is to be regularly reviewed as guidance changes• Committee regulate the number of people within the building with an entry only on exit rule to be operated when full occupancy capacity is reached• Where customers are required to queue to access the site, the queuing area is to be marked and distance markers placed on the floor at regular intervals/in-line with current advice• Tables are set out to provide a distance of 1m+ between table surfaces inside and outside of the premises. 2m being naturally reduced where customers are seated back-to-back.



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		<ul style="list-style-type: none">• Floor markings are positioned by the counters, toilets and at entrances to facilitate compliance with the social distancing advice provided by the government• Communicate on entrance the (Covid Approved House Rules) for controls we are taking as a club, there will be signs at certain locations repeating the message• Access routes around the site and to/from the toilets will be clearly indicated.• Max Toilet occupancy will be identified• Deliveries will be made outside of operational hours and to be put away asap• Agreements in place to remove the need for signing on receipt of deliveries for the short term• Committee member will come out and check the delivery and confirm• Delivery driver to place delivery down in a safe defined location and step away• Hands to be washed and sanitised after taking in delivery• Sign in – Committee/members will sign in and out visitors• Tables will be numbered where needed to allow ordering and table service to take place
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<p>COVID-19 Risk assessment 3 - Cleaning (general)</p> <p>Infection spread from surfaces and equipment infected with COVID-19 Infection spread by customers with COVID-19 Infection spread by staff with symptoms of COVID-19</p>	<p>Customers Club Members/Committee Volunteers Suppliers Visitors</p>	<ul style="list-style-type: none">• Refuse from bins, customer tables, rooms etc. will be bagged and disposed of into appropriate bin• Customer toilets push points, tap handles, doors etc to be wiped down with disinfection on a regular basis• Customer drinking areas are cleaned and disinfected/sanitised regularly. This will include the sanitising of all hard surfaces i.e. tables & chairs.• Surfaces frequently touched by customers will be routinely cleaned using a sanitiser solution and disposable roll on a routine basis• Only appropriate cleaning chemicals shall be available for use. These shall include detergents and sanitisers which are effective against enveloped viruses such as COVID-19• Manufacturer's instructions will be followed for dilution, application and contact times for all detergents, disinfectants and sanitisers used within the business• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings• Glassware, Cutlery, Crockery etc if provided will be removed following consumption and cleaned, reuse of glass will not be permitted. Disposables are preferred.• Front of house touch points cleaned down on a regular basis, light switches, bar tops, handles, knobs etc



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Hazards?	Who might be harmed	Precaution in place
<p>COVID-19 Risk assessment 4 - Customer safety</p> <p>Infection spread from surfaces and equipment infected with COVID-19 Infection spread by customers with COVID-19 Infection spread by staff with symptoms of COVID-19</p>	<p>Customers Club Members/Committee Volunteers Suppliers Visitors</p>	<ul style="list-style-type: none">• Menu's will be displayed on boards wherever possible. If not possible then single use, disposable copy only.• Allergens will be primarily managed by providing information on paper information record• All tables will be completely cleared and sanitised once vacated• 60% Alcohol hand sanitising gel stations are positioned throughout the premises for customers to use. Committee will be encouraged to remind all of the need to use these gels.• Paper towels and a lined bin will be provided• Customers exhibiting symptoms of COVID-19 to be requested politely to leave the premises for the safety of others.• Posters and notices are displayed for customers on the rules in place to prevent the risks of infection from COVID-19 at point of entry and throughout the premises. Such posters will include detail of social distancing and hand washing arrangements• Social distancing measures are in place to permit customers and to socially distance whilst queuing and inside the premises• Encouraging the use of contactless payments where possible, without disadvantaging older or vulnerable customers.• Tables and chairs will be kept clear of any sundry materials/waste• Staff will clean and sanitise their hands after cleaning tables• Hot Drinks and Food – Milk, Sugar and other condiments will be provided in sachets



Wolverhampton Casuals Football Club

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Hazards?	Who might be harmed	Precaution in place
<p>COVID-19 Risk assessment 5 – Committee/Volunteers safety</p> <p>Infection spread from surfaces and equipment infected with COVID-19 Infection spread by customers with COVID-19 Infection spread by staff with symptoms of COVID-19</p>	<p>Customers Club Members/Committee Volunteers Suppliers Visitors</p>	<ul style="list-style-type: none">• As far as reasonably possible, a distance of 2 metres is maintained between committee/volunteers• Dirty surfaces are cleaned with soap and water/detergent before disinfection with a sanitiser• Touch points such as door handles, tills, keyboards, touch-screens, telephones and handrails are cleaned and sanitised routinely• Training and guidance provided on how to communicate our controls to customers/guests and on how to deal with any person/s who fail to adhere to the controls in-place.• Where committee/volunteers indicate they are at risk of infection they will be excluded from the premises and asked to remain away from the club for 14 days.• Hand washing regimes are in place: using soap and hot water for at least 20 seconds. Use hand sanitiser with at least 60% alcohol if soap and water are not available.• Staff shall be regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc. they should wash their hands immediately• Shaking of hands is not permitted – we encourage the use of other verbal greetings and smiling as non-contact methods of greeting.• Advice is provided for all on any new provisions to combat the spread of COVID-19. Committee/volunteers will apply the controls in place to prevent the risks of infection to each other and our customers.• Advice is provided to all on the need for cleaning hands on arrival at work and back home.• Regular communication will take place to discuss improvements• On completion customers will be asked to leave glasses at the end of the table for collection to



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		<p>prevent collectors from stretching over people</p> <ul style="list-style-type: none">• Hand sanitizer points located at specific key points• Any card machine must be sanitised after each chip and pin use
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Hazards?	Who might be harmed	Precaution in place
<p>COVID-19 Risk assessment 6 - Kitchen Operations</p> <p>Risks of infection from COVID-19 resulting from exposure to potentially contaminated persons Risks of infection from COVID-19 resulting from exposure to potentially contaminated surfaces Hazards arising from additional duties undertaken as a result of COVID-19 controls.</p>	<p>Customers Club Members/Committee Volunteers Suppliers Visitors</p>	<ul style="list-style-type: none">• Face coverings to be considered in kitchen where work cannot take place within a distance in line with government guidance• Hand contact services to be cleaned at the end of service• Hands to be washed as normal for 20 secs, then dry and when you have turned the taps off, you must then apply hand sanitizer• Where gloves are not worn, regular hand washing must be a priority• Use of a sanitised pen when completing due diligence paperwork• Serving of food to be limited to the hatch until further guidance is provided.• Food and Drink will be provided in disposable containers with all condiments etc being of the single use sachet type



Wolverhampton Casuals Football Club

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Hazards?	Who might be harmed	Precaution in place
<p>COVID-19 Risk assessment 7 – Site/operational specific issues</p> <p>Risks of infection from COVID-19 resulting from exposure to potentially contaminated persons Risks of infection from COVID-19 resulting from exposure to potentially contaminated surfaces Hazards arising from additional duties undertaken as a result of COVID-19 controls.</p>	<p>Customers Club Members/Committee Volunteers Suppliers Visitors</p>	<ul style="list-style-type: none"> • Use of changing and showering facilities is currently permitted and will be reviewed on an ongoing basis in line with FA guidelines. • Training (both participating and coaching) must follow current FA guidelines (see below). All players and staff must turn up for training in their own cars and depart alone on completion of training. • Cleaning of shared training equipment after each individual use shall be carried out • Playing of matches is now permitted. Government, FA and Wolverhampton Casuals FC guidelines around the playing and arranging of games incl ground capacity is to be followed. • Matchday arrangements (players and officials) will be reviewed in line with FA guidelines. Refer to separate Matchday actions checklist. • Physiotherapy and other medical treatment will be administered in line with the relevant guidelines (GOV/PHE/FA). • Hospitality will be reviewed in line with FA guidelines as and when competitive fixtures commence. Refer to separate Matchday actions checklist. • Payment at turnstiles will be reviewed in line with FA guidelines as and when competitive fixtures commence. Refer to separate Matchday actions checklist. • Production of matchday programmes will again be in line with FA guidelines. Refer to separate Matchday actions checklist. • Use of grounds maintenance equipment, tools and machinery will be restricted to ground staff only. Equipment will be used adhering to normal PPE requirements and "Touch Points" will be cleaned/sanitised upon completion of each task.

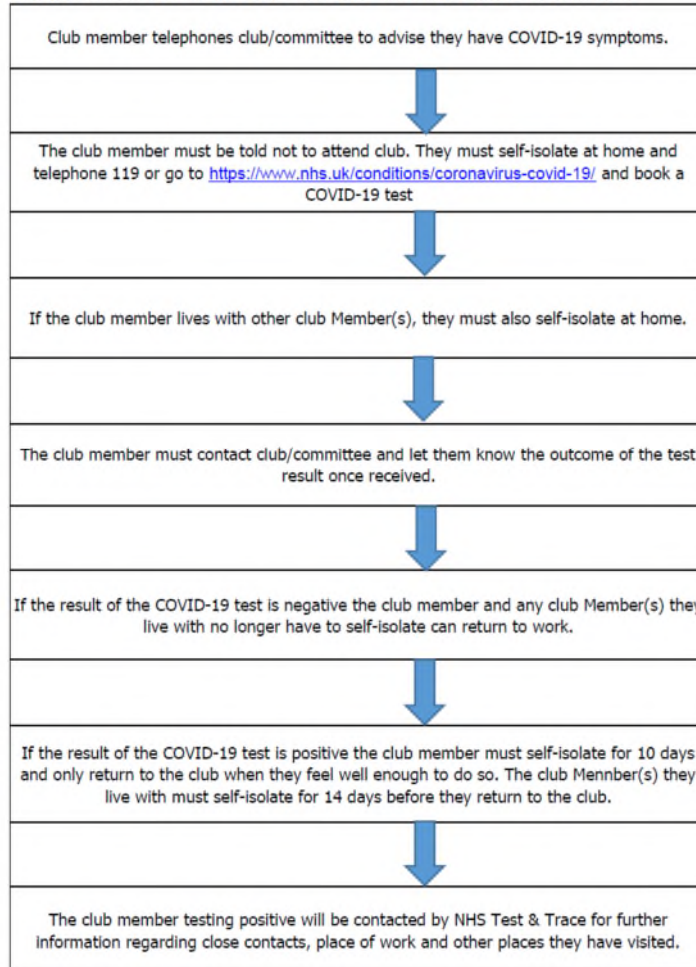


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COVID-19 Infection Control Guidance Flow Chart

1. CLUB MEMBER TELEPHONES SITE TO ADVISE THEY HAVE COVID-19 SYMPTOMS



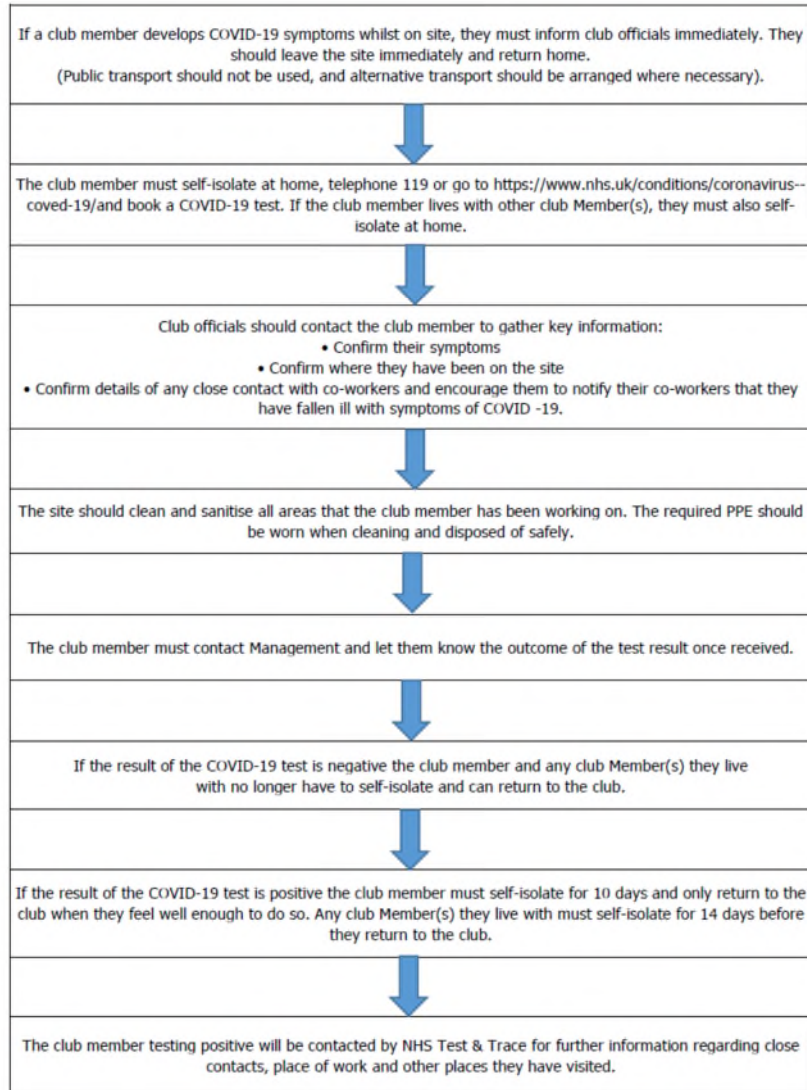


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COVID-19 Infection Control Guidance Flow Chart

2. CLUB MEMBER DEVELOPS COVID-19 SYMPTOMS WHILST ON SITE



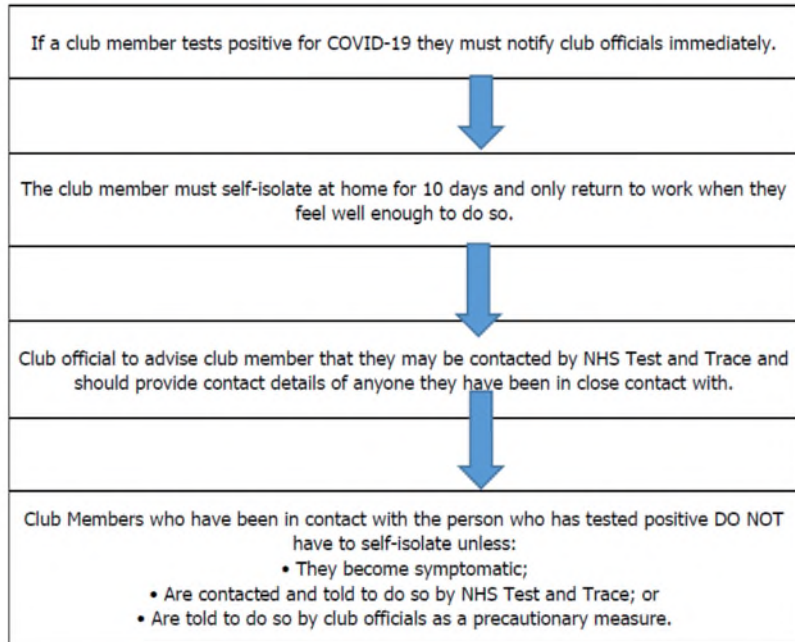


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COVID-19 Infection Control Guidance Flow Chart

3. CLUB MEMBER TESTS POSITIVE FOR COVID-19



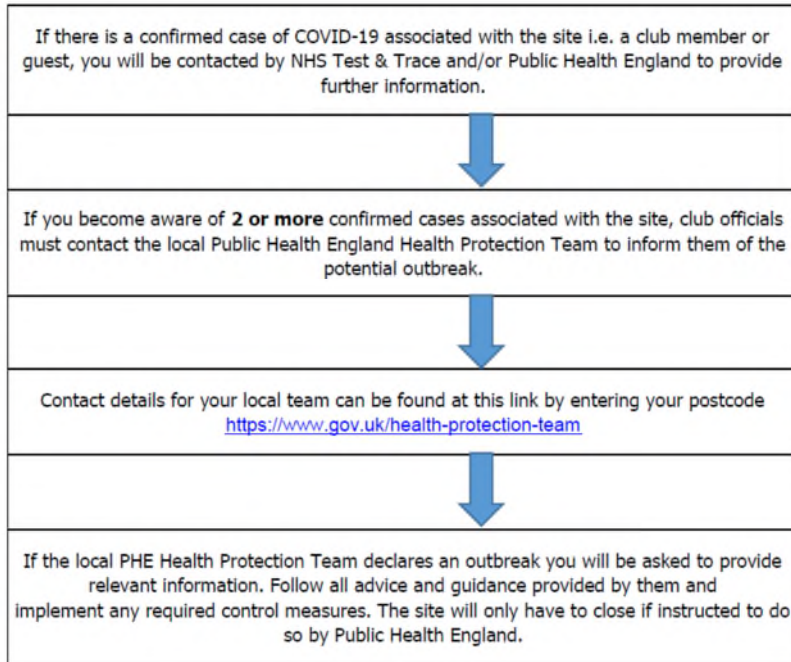


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COVID-19 Infection Control Guidance Flow Chart

4. CONFIRMED CASES OF COVID-19 ASSOCIATED WITH YOUR SITE



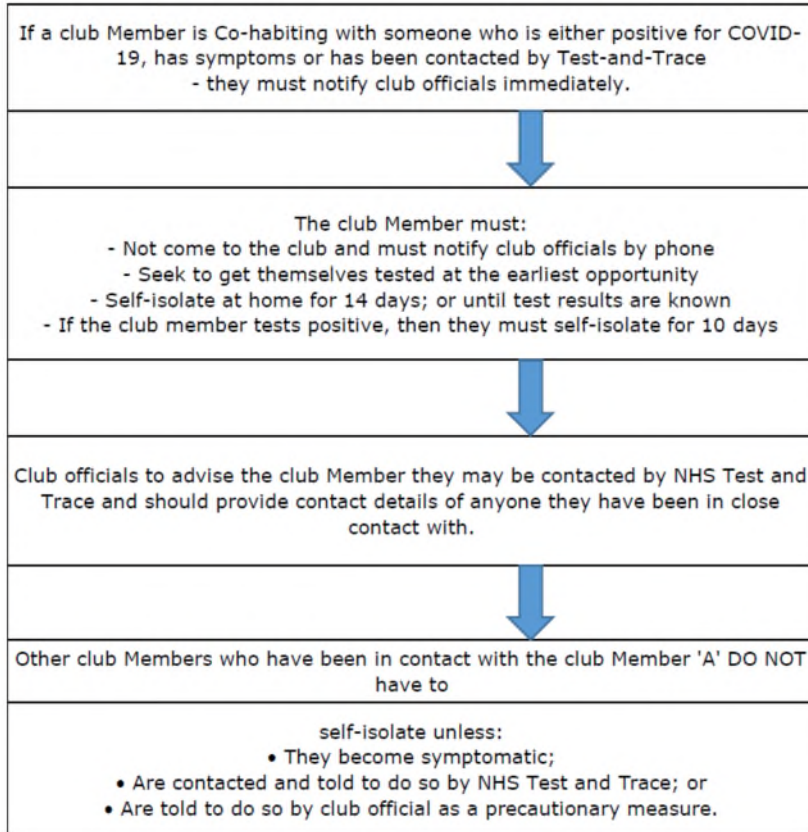


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COVID-19 Infection Control Guidance Flow Chart

5. CLUB MEMBER COHABITING WITH SOMEONE WHO IS COVID-19 POSITIVE OR S





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MATCHDAY ACTION PLAN CHECKLIST CLUB OFFICIALS

Incl Training session as relevant

Everyone should self-assess for COVID-19 symptoms before every training session or match. If they are symptomatic or living in a household with possible or actual COVID-19 infection or they have been asked to isolate by NHS Test and Trace because they are a contact of a known Covid-19 case they must not participate or attend; remember if you have;

A high temperature (above 37.8oC);
A new, continuous cough;
A loss of, or change to, their sense of smell or taste.

DO NOT ATTEND

- Ahead of opening the club, ensure that the facility is compliant with current Government legislation and guidance related to COVID-19 via review and executing the duties required by the Wolverhampton Casuals' risk assessment
- Keep a record of all attendees, including contact details, to support NHS Test and Trace; Opponents to be asked to record and provide a list of all their attendees
- High ventilation in indoor facilities is paramount to reducing transmission of COVID-19; clubhouse and other rooms are to be well ventilated, by fixing doors open and opening windows where appropriate.
- Team Sheets to be completed and then sent electronically e.g. via Photo
- Consider paying match officials electronically



Wolverhampton Casuals Football Club

Brinsford Lane, Coven Heath, Wolverhampton, WV10 7PR Tel: 01902 783214

Matchday action plan checklist - Club officials cont....

- Official who manages spectator entrance will do so with PPE fitted, a minimum of gloves and hand sanitiser gel will be provided for this purpose.
- Spectators (as permitted under Government and FA Guidelines) entering the ground will be asked at the turnstile to provide contact details for track and trace purposes. This information will be discarded after 21 days
- Hospitality will be provided as permitted under government and FA guidelines.
- Provide plastic single use kit bag for end of game, soiled kit to be collected for cleaning
- Technical Areas to be increased due to social distancing of coaches and substitutes
- Prior to each match, at half time and at full time; Wipe down goal posts and corner flags
- Monitor matchday actions of the playing staff are being adhered to

IN SUMMARY:

- * Always follow the latest Government guidance
- * Be aware of the club's football specific protocols which should be in line with Government guidance
- * If in doubt, or you're not comfortable, advise team or club officials, ultimately don't attend.

Wolverhampton Casuals in providing this guidance have done so in consideration of and the maintaining of the welfare of all visitors, members and officials to our facility. It is the responsibility of us all to adhere to government and Public Health guidelines.



Wolverhampton Casuals Football Club

Brinsford Lane, Coven Heath, Wolverhampton, WV10 7PR Tel: 01902 783214

MATCHDAY ACTION PLAN CHECKLIST TEAM MANAGEMENT AND PLAYERS

Incl Training session as relevant

Everyone should self-assess for COVID-19 symptoms before every training session or match. If they are symptomatic or living in a household with possible or actual COVID-19 infection or they have been asked to isolate by NHS Test and Trace because they are a contact of a known Covid-19 case they must not participate or attend; remember if you have;

A high temperature (above 37.8oC);
A new, continuous cough;
A loss of, or change to, their sense of smell or taste.

DO NOT ATTEND

A summary of key points to consider from The FA's guidelines are listed for ease below, we recommend all players and staff read the guidance which is available on the FA website.:

- Obtain confirmation from all players and team management that none are currently experiencing any COVID-19 symptoms
- In considering the FA guidelines "NATIONAL LEAGUE SYSTEM CLUB GUIDANCE FOR RETURNING TO FOOTBALL – V2 19th August 2020 in particular changing " We request no more than 16 players and team management attend the game.
- Participants should adhere to guidelines and adopt best practice for travel
 - Share the transport with the same people each time;
 - Keep to small groups of people at any one time;
 - Open windows for ventilation;
 - Face away from each other;
 - Clean the car between journeys using standard cleaning products – including door handles and other areas that people may touch;
 - Ask the driver and all passengers to wear a face covering;
 - Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle;
 - When finishing the journey participants should wash their hands for at least 20 seconds or sanitise their hands as soon as possible
- On arriving at the club players and team management are not to congregate within the club house, use of external areas is permitted. E.g. The grandstand where social distancing and greater ventilation is available.
- On arriving at the ground you may be asked to undertake a temperature check, please cooperate with this request



Wolverhampton Casuals Football Club

Brinsford Lane, Coven Heath, Wolverhampton, WV10 7PR Tel: 01902 783214

Matchday action plan checklist - Team management and Players cont...

- Use of changing facilities is permitted for changing only, a maximum of 8 persons in the room at any one time. Showering after a match is available but is restricted to two persons at a time, flip flops must be worn. It is recommended that showering is carried out at home. Dressing rooms are inaccessible for training sessions.
- Team Management should keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace;
- Players should bring their own personal water bottle for training and matches, which should be clearly labelled. Communal bottles will not be provided. Filling and refilling to be carried out by each player
- Adhere to social distancing guidelines before and after the match, and in any breaks in play
- Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session. We strongly recommend that all provide their own sanitising gel.
- Team talks can take place, as long as social distancing is observed and held outdoors.
- Warm up area for pre match preparations will be allocated to home and away teams to ensure guidelines are adhered to. NO AREA WILL BE AVAILABLE ONCE GAME IS IN PLAY
- Teams shall not enter the pitch at the same time and pre-match handshakes should not happen.
- Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play;
- Goal celebrations should be avoided;
- Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training;
- Technical Areas to be increased due to social distancing of coaches and substitutes. Dug outs to have maximum of 3 people seated, 2 people standing, others to stand behind railings in order for social distancing to take place.
- Interactions with referees and match assistants should only happen with players observing social distancing;
- No Spitting and rinsing of out mouths should be adhered to.
- At the end of the game all players to turn kit the right way round and place into the single use plastic kit bag provided, ensuring that any contamination into the kit bag is minimised.



Wolverhampton Casuals Football Club

Brinsford Lane, Coven Heath, Wolverhampton, WV10 7PR Tel: 01902 783214

Matchday action plan checklist - Team management and Players cont...

- Please read the Wolverhampton Casuals Risk Assessment and action plans which are available on the clubs website.

IN SUMMARY:

- * Always follow the latest Government guidance
- * Be aware of the club's football specific protocols which should be in line with Government guidance
- * If in doubt, or you're not comfortable, advise team or club officials, ultimately don't attend.

Wolverhampton Casuals in providing this guidance have done so in consideration of and the maintaining of the welfare of all visitors, members and officials to our facility. It is the responsibility of us all to adhere to government and Public Health guidelines.



Wolverhampton Casuals Football Club

Brinsford Lane, Coven Heath, Wolverhampton, WV10 7PR Tel: 01902 783214

MATCHDAY ACTION PLAN CHECKLIST GUIDANCE FOR VISITING TEAMS

- Everyone should self-assess for COVID-19 symptoms before the match. If any are symptomatic or living in a household with possible or actual COVID-19 infection they must not participate or attend; remember if you have;

A high temperature (above 37.8oC);
A new, continuous cough;
A loss of, or change to, their sense of smell or taste.

DO NOT ATTEND

- In considering the FA guidelines "NATIONAL LEAGUE SYSTEM CLUB GUIDANCE FOR RETURNING TO FOOTBALL – V2 19th August 2020 " in particular changing, we request no more than 16 players and team management attend the game.
- Please provide Wolverhampton Casuals in advance a list of all attendees for the match incl officials, for checking at ground entrance, including contact details, to support NHS Test and Trace. This will be discarded after 21 days.
- We provide herewith for your benefit the one way system currently in place at Wolverhampton Casuals and we request your strict adherence to it.
- On arriving at the club and after the game, players and team management are not to congregate within the club house, use of external areas is permitted.
- On arriving at the ground you may be asked to undertake a temperature check, please co-operate with this request
- Team Sheets to be completed and then sent electronically e.g. via Photo to nominated Wolves Casuals Representative
- Adhere to social distancing guidelines before and after the match, and in any breaks in play
- Players and team management should sanitise hands before and after a game as well as scheduled breaks throughout the game. We strongly recommend that all provide their own sanitising gel.



Wolverhampton Casuals Football Club

Brinsford Lane, Coven Heath, Wolverhampton, WV10 7PR Tel: 01902 783214

Matchday action plan checklist - Guidance for visitng teams cont...

- Team talks can take place, as long as social distancing is observed and held outdoors.
- Teams shall not enter the pitch at the same time and pre-match handshakes should not happen.
- Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play;
- Goal celebrations should be avoided;
- Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks and thoroughly afterwards. Where possible, coaches should only handle equipment in training;
- Technical Areas may be increased due to social distancing of coaches and substitutes. Dug outs to have maximum of 3 people seated, 2 people standing, others to stand behind railings in order for social distancing to take place.
- Warm up area for pre match preparations will be allocated to home and away teams to ensure guidelines are adhered to. NO AREA WILL BE AVAILABLE ONCE GAME IS IN PLAY
- Interactions with referees and match assistants should only happen with players observing social distancing;
- No Spitting and rinsing out of mouths should take place.
- Use of changing facilities is permitted for changing only, a maximum of 6 persons in the room at any one time. Showering after a match is available but is restricted to two persons at a time, flip flops must be worn. It is recommended that showering is carried out at home.
- Hospitality will be provided as permitted under government and FA guidelines.



Wolverhampton Casuals Football Club

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Matchday action plan checklist - Guidance for visiting teams cont....

IN SUMMARY:

- * Always follow the latest Government guidance
- * Be aware of the club's football specific protocols which should be in line with Government guidance
- * If in doubt, or you're not comfortable, advise team or club officials, ultimately don't attend.

Wolverhampton Casuals in providing this guidance have done so in consideration of and the maintaining of the welfare of all visitors, members and officials to our facility. It is the responsibility of us all to adhere to government and Public Health guidelines.

SCHEMATIC LAYOUT OF WOLVERHAMPTON CASUALS CLUBHOUSE - COVID-19 ADHERENCE

