



Use of Bitts Park Arena (Lower Tennis Courts)

Method Statement (F-RA-002)

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Scope of method statement

This method statement should be read in conjunction with the Clubs Futsal Return to Play Risk Assessment (F-RA-001). These documents detail the steps being taken by all Club members to create a safe environment for children and adults to return to futsal training at Bitts Park Arena ('the venue').

This document will specifically set out how training sessions will be managed at the venue.

Method statement details

Assessment complete by	Club Directors
Date	1st March 2021
Review date	1 st September 2021 (unless government guidance changes or changes are required outside of the Clubs control within this period)



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Standard Procedures

Session planning

1. Sessions limited to a maximum of 60 minutes.
2. Sessions limited to a maximum of 15 players per training court.
3. Coaches to issue training session plans to Academy Director in advance for approval.
4. All training sessions to be conducted in line with the Club curriculum and approved method for training.
5. All coaches to be CRB checked.
6. A minimum of 2 coaches to be present for the delivery of each session. Preferred 4 per session.
7. Issue all members with a briefing note detailing the contents of our risk (F-RA-001) and method statements (F-RA-002) and only allow them to train upon acceptance of compliance with the details specified in these documents.
8. Ensure all members are aware there are NO welfare facilities available on site at present.

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Item	Specifics	Who is going to ensure compliance/provide details of any change?
Intended days/hours of use	<p>Monday to Friday: During the winter period (October to February) sessions will take place between the hours of 0900-1800. <i>Primary hours of use will be 1600-1800hrs.*</i></p> <p>During the summer period (March to September) sessions will take place between 0900-2200. <i>Primary hours of use would be 1700-2200hrs.</i></p> <p><i>*In the event the floodlights can be brought back into use our hours of use would change to 0900-2200 and our primary hours of use would change to 1700-2200hrs.</i></p>	Key holders
	<p>Saturday and Sunday: During the winter period (October to February) sessions will take place between the hours of 0900-1800. <i>Primary hours of use will be 1000-1700hrs.</i></p> <p>During the summer period (March to September) sessions will take place between 0900-2200. <i>Primary hours of use would be 1000-1700hrs.</i></p>	Key holders

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Proposed Key Holders	Each of our sessions is ran by one of 7 head coaches who we will nominate as keyholders. Their details are: Al Tindall: 07484162456 Phil Codd: 07897840949 Jon Reay: 07545153899 Richard Penney: 07554111077 Darren Gaffney: 07595864731 Carl Judge: 07780675995 Jose Sanchez: 07427868270	Club Committee
Points of Contact	Primary point of contact: Al Tindall – Treasurer – 07484162456 – al@carlislefutsal.com Secondary points of contact: Martin Taylor – Club Chairman – 07932938063 Paul Brotherhood - Club Secretary – 07807888508 Jon Reay – Head Coach – 07545153899 Phil Codd – Head Coach – 07897840949	Club Committee
Site Inspection Procedure	The risk assessment (F-RA-001) sets out the procedure for ensuring a safe session. The head coach of the session will also be required to carry out the following, prior to the commencement of a session, to ensure the venue is fit for purpose: <ol style="list-style-type: none">1. Head coach to arrive 15 mins before session commences.2. Mark our area for parents to spectate within the venue.3. Check goal posts are in place and weighted down with sand bags.4. Check the surface for any damage.5. Ensure the surface is free of debris/hazards. Use sweeping brush kept in on site store to clear if not.6. Bag up any waste and place to one side. Remove from site at the end of the session and dispose of in a responsible manner.7. Sign the register kept in the on site store to confirm points 1-6 above have been carried out. Specify any damage/issues noted. See appendix 1.	Key Holders

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8. At the end of the session, if there is no session following, store the goalposts folded flat and chain them up.





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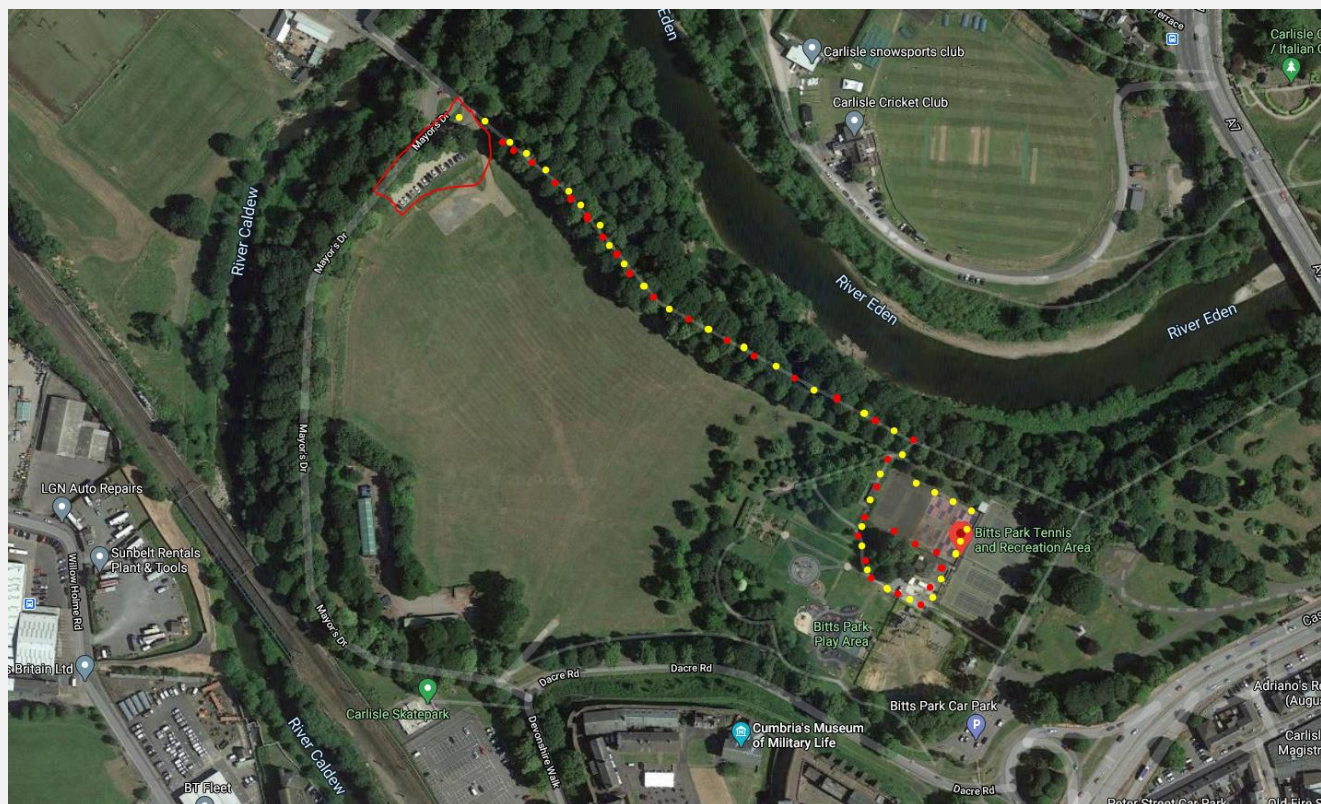
Method Statement (F-RA-002)

Parking/drop off plan

Due to the current works adjacent to the venue members will be required to park via the Sheepmount car park and walk to the venue.

The area marked in solid red below shows the parking area. The red dots show the route to walk to the venue. Entry into the venue will be via the double gates at the hard standing at the top end of the courts. Members will exit the venue through the same gate marked with the yellow dots and return to the parking area upon leaving. A staggered entry/exit time will be adopted to ensure no overlap. All members age 15 and below must enter and leave the venue with their age appropriate guardian.

Key Holders



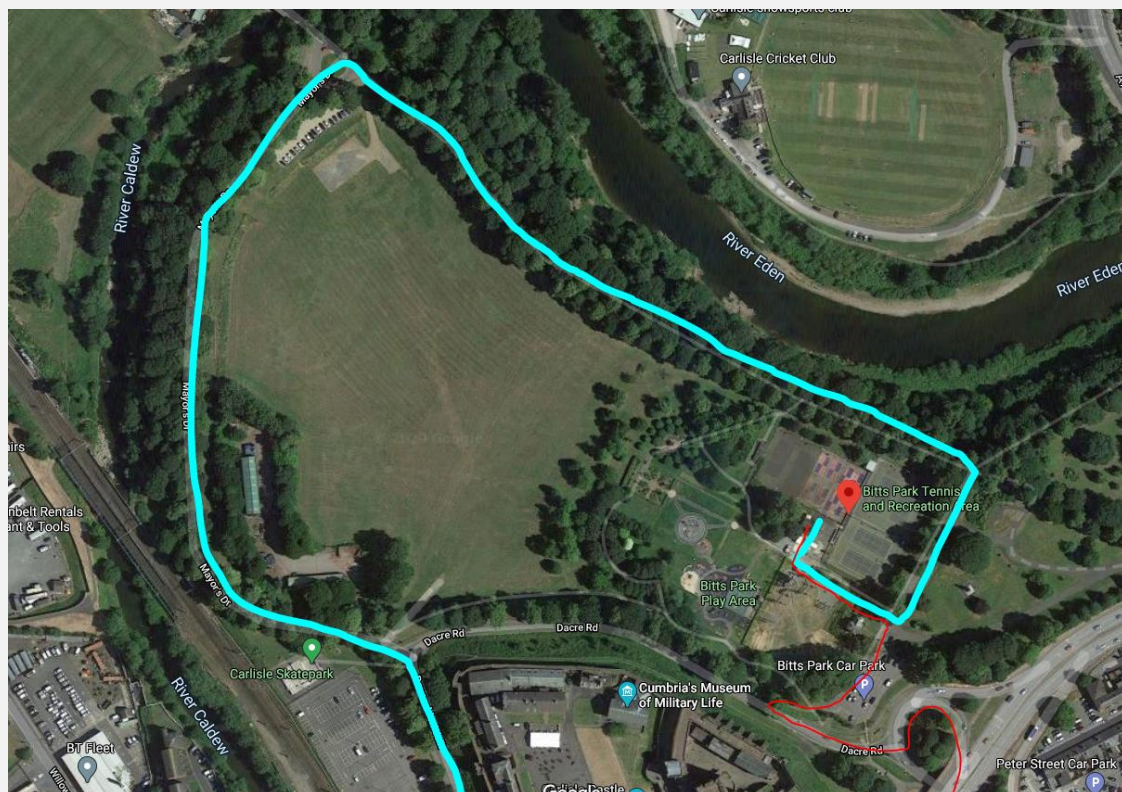


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Emergency Vehicle Access

Emergency access for vehicles will be available via the 2 routes shown below. The primary emergency vehicle access route is marked in turquoise on the plan below and will be via the Sheepmount roundabout (same course as the pedestrian access route) and that it follows right through to the main area of Bitts Park where the Queen Victoria statue is located. Access down to the courts is possible by dropping two bollards at the top of the slope (Club key holders will retain a key). Secondary route is shown in red. There is a contractor's compound in situ at present secured via combi locks which will be held in the Club safety folder.



Club Committee/Keyholders

Litter and waste

Every member should remove all litter/waste that they bring/generate at a sessions. As a back up measure it is the responsibility of every coach to bag up any waste/litter and place to one side before and after a session starts and then remove from site at the end of the session and dispose of in a responsible manner.

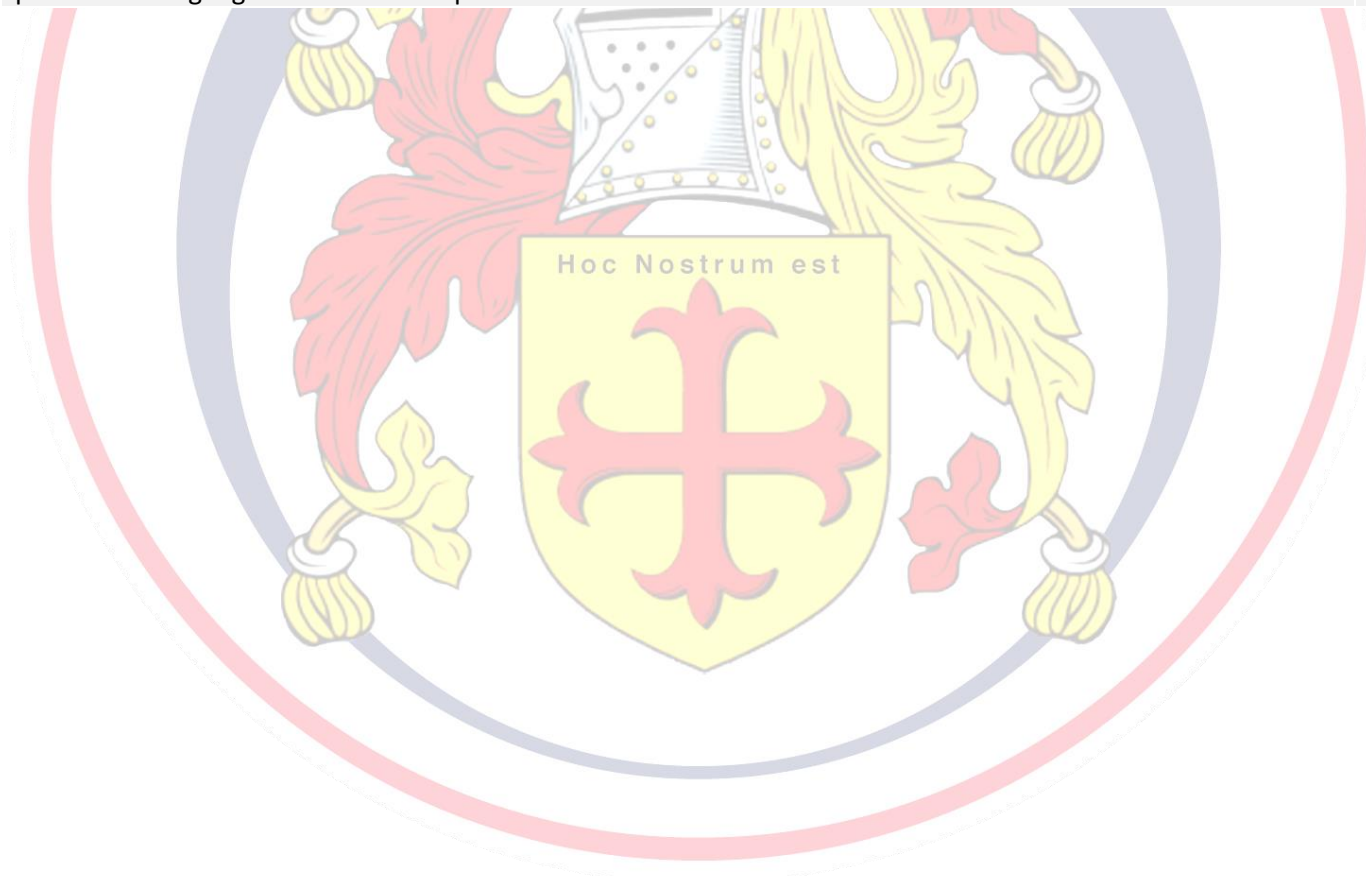
Key holders



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Equipment Safety	<p>Carlisle Futsal Club will buy their own secure store to keep on site. This will contain all coaching equipment required for sessions and will be locked with a combination lock which only the head coaches will know.</p> <p>Goalpost safety: When not in use all goalposts will be folded flat, locked up and weighted down with weights. During play all goalposts will be weighted down with sand bags.</p>	
Club Member Access	<p>Club members may at times need to drive to the courts using the emergency vehicle access marked in turquoise, exercising great care and giving right of way to pedestrians at all times. This should only be when absolutely necessary (e.g. dropping off the goals/store). Vehicles should be removed as soon as possible ie when materials have been dropped off and vehicle to be returned to the parking area identified on P.6.</p>	
Site Signage	<p>Is only permitted to ensure compliance with safe delivery of club training as per the risk assessment. No promotional signage to the fences is permitted.</p>	





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Session briefing for adult Club members and parents/guardians of academy members

1. Ensure all parents have signed up via the online portal which contains the instructions below
2. Members travelling by car are to arrive via the designated car park and follow the red walking routes. On exit follow the yellow route.
3. Members are to wait outside the venue until they are invited in by the head coach.
4. Parents/spectators are to stay in the designated area within the venue once the session begins.
5. Members should wait in the designated area for the session to begin. The head coach will explain the learning points and objectives for the session and remind everyone of the current rules relating to COVID and safe play.
6. Members are not permitted to touch Club equipment until instructed to do so by the Head Coach.
7. Members must not climb or kick balls deliberately against the perimeter fencing.
8. Members must not touch the goalposts or storage area.
9. Members must remove all litter/waste with them at the end of the session.
10. At the end of the session on exit follow the yellow route out of the venue.

