

RISK ASSESSMENT FOR ASHWELL ACADEMICALS (e.g. Under 8's WHITE) FOOTBALL TEAM TRAINING AND LEAGUE MATCHES



EVENT DETAILS	
EVENT: (e.g. Under-10s coaching sessions)	DATE:
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
SECOND ADULT NAME, ROLE FOR SESSIONS AND CONTACT NUMBER:	
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:	

VENUE DETAILS (e.g. Club)
VENUE NAME AND ADDRESS:
Ashwell Recreation Ground Lucas Lane Ashwell
VENUE FACILITIES
Toilets
WI-FI ACCESS
No

CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
Safeguarding children	<input type="checkbox"/>	<input type="checkbox"/>
Adults at risk	<input type="checkbox"/>	<input type="checkbox"/>
Social media use	<input type="checkbox"/>	<input type="checkbox"/>
Use of photography and filming	<input type="checkbox"/>	<input type="checkbox"/>
Anti-bullying	<input type="checkbox"/>	<input type="checkbox"/>
Code of conduct, including acceptable behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Equality, diversity and inclusion	<input type="checkbox"/>	<input type="checkbox"/>
Managing challenging behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Other(s): e.g. parent/carer consent	<input type="checkbox"/>	<input type="checkbox"/>

EMERGENCY PROCEDURES	
Emergency Action Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>
Location of nearest defibrillator	Next to Rose and Crown pub
Name of designated runner to bring defibrillator to incident site	
Location of any access barrier keys	
Emergency vehicle access	
Air ambulance landing station	

INSURANCE COVER	YES	NO
Personal Accident and Public Liability insurance cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Hazards: Spread of COVID-19

Who might be at risk? – Players, Coaches, Parents, Match Officials

Controls required:

- Club Affiliation to the league for 2020/21 season, Appropriate risk assessments in place
- All Coaches to read and familiarise themselves with the latest guidance from the FA
- Email risk assessment, current FA guidelines and Code of Behaviour to parents.

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Parents briefed on activity and have given informed written consent to do activity.	YES Must have parent/carer consent. Additional risks – younger age groups have limited understanding of social distancing	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Amber	Parents/carers to be advised of COVID-19 arrangements prior to consenting for their child to participate. Discuss with older (15 and over) participants.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Consent to be photographed/filmed	YES Must have parent/carer consent. Additional risks – younger age groups have limited understanding of their vulnerability if photographed or filmed	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Green	Procedures already in place for obtaining parental consent for photography and filming.	Green	
Consent for contact via social media and to have info on/be visible on social media	YES Must have parent/carer consent. Additional risks – younger age groups have limited understanding of their vulnerability through social media	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Green	Procedures already in place for obtaining parental consent for use of their children's information to be visible on social media.	Green	
Data Privacy Policy/Notices updated to cover data handling of attendees to aid NHS Test and Trace	YES All data handling must be in compliance with GDPR. Risk of data breach for all children and their families.	NO	Amber	All details collected for NHS Test and Trace to be destroyed no more than 21 days after each event for.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Clear procedures for referring safeguarding concerns and managing allegations against staff.	YES Must follow safeguarding procedures as set out by FA	YES These participants are more vulnerable to safeguarding concerns.	Green	Safeguarding policy and procedures already in place.	Green	

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Children and parents/carers given DSO details & how to raise concerns.	YES Without clear lines of communication, concerns may go unrecorded.	YES These participants are more vulnerable to safeguarding concerns.	Amber	Re-send DSO details and information regarding how to raise concerns to ensure all understand the process.	Green	
Staffing ratios: - Clearly defined lead and support roles - Supervision of under-18 volunteers	YES Lead coach and second adult/assistant coach plus other helpers. Brief all on roles and responsibilities	YES Check individual understanding with staff and adult players	Red	Follow Government COVID-19 and FA guidance. Discuss risks and how being managed.	Green	
Guidance re. staff conduct: - Signed Code of Conduct - Clarity re: acceptable/unacceptable practice	YES All coaches and supporting adults must be clear on expectations regarding acceptable/unacceptable practice in order to keep children safe.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Amber	All coaches, assistant coaches and helpers to read and sign the Code of Conduct.	Green	
COVID-19 protocol briefings shared and practised with committee/ volunteers	NO	NO	Amber	Prepare protocol briefings and share with committee and all coaches, assistant coaches and other volunteers. Ensure all understand the importance of these being communicated at the start of all training sessions and matches.	Amber as not been done before. Implement in line with Govt. and FA guidance.	
COVID-19 protocol briefings conducted with club members	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.		Amber	Prepare protocol briefings and ensure these are shared at the beginning of all training sessions and matches. Ensure these are in language that all can understand.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	

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Participants trained to do self-screen checks before travelling to session.	YES Younger age groups have limited understanding of COVID-19 symptoms and how to manage these	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	Use SurveyMonkey (or similar) to prepare pre-training and pre-match self-screen check questionnaire using questions from FA guidance. Under 15s' questionnaires to be completed by parents. Participants may only attend sessions where they have answered no to all questions and where parents indicate their consent for children to take part.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Coaches trained to monitor whether self-screen checks have been done and that they were negative.	YES Younger age groups have limited understanding of COVID-19 symptoms and how to manage these	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	Coaches to send questionnaires out in a timely manner in order to allow participants time to respond. Email notifications alert coaches to responses. Coaches' responsibility to check these and only allow those who have answered 'No' to all questions.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Travel arrangements	YES Travel only with household members or your support bubble. Avoid public transport and walk or cycle if possible. If travelling by car with another household or on public transport, wear a face covering.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Amber	Ensure parents/carers and adults are aware of Government guidance re: travel.	Green	

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Drop off/pick up arrangements e.g. - Accessible parking - Signage - Social distancing - Managing parents	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	Clear communication with parents and/or visiting teams as to where to park – clear signage to identify car park. Signage to remind all spectators, coaches, players and match officials regarding social distancing of 2m where possible or 1m+. Areas marked out for spectators and opposition team to ensure social distancing in groups of no more than six, ensuring space for officials, coaches and substitutes.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Changing/showers - Closed – COVID 19 - Arrive already changed	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	NO	Red	No showers or changing facilities available at either Small Gains or the rec. Communication to parents states that all participants should arrive at each session ready-changed.	Green	
Access to toilets, e.g. - Supervision - Handwashing and/or rub 'washing' facilities - Paper towels and sealed bins or 'double-bagged'	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	Encourage all participants to use the toilet at home before training or matches. Toilets at the rec to be open 30 minutes before and after all sessions. Children under 11 to be supervised when going to the toilet to ensure they wash their hands effectively. Paper towels to be disposed of in lidded bin or 'double bagged' and removed for disposal. Hand sanitiser to be provided.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	

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Group size	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Amber	Follow FA guidance relating to group size. Currently no more than 30 including coaching staff.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Participant additional needs, e.g: - Deaf players (BSL signers) - Blind players - Wheelchair accessibility - Learning Disability - Autism - ADHD - Pan-disability - Impairment specific - Interpreters where English not spoken.	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Amber	Procedures and policies already in place regarding participants with additional needs.	Green	
Playing area, e.g: - Clearly marked to support social distancing	YES Support children to maintain social distancing.	YES Support adults to maintain social distancing	Amber	Cones and/or tape to de-mark zones	Green	
Register of those who pre-book attendance at sessions to aid NHS Test and Trace (if needed)	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	Coaches to produce register of participants from respondents to pre-training and pre-match self-screen questionnaires. These to be used to provide contact details to NHS Test and Trace if necessary. All registers and details to be destroyed after 21 days.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	

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Players own named, e.g: - Water bottle - Hand gel - Sun cream - Medication	YES Younger age groups are less able to look after their own property.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Amber	Coaches to set up designated area for players and themselves to store personal items. Communication with parents to state that water bottles, hand gel and any other personal property must be named. Coaches to ensure that all items are taken away by players at the end of the session.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Equipment, e.g: - Cleaning - Limit sharing - Hand hygiene	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	Disposable gloves to be worn when setting up equipment prior to training or a match. Following FA guidelines, all equipment to be cleaned as soon as possible after training/matches. Where possible, feet to be used to return ball to field of play. Players to wash their own kit. Coaches to organise training sessions so that the need to share equipment is limited. All participants to wash hands before the session and as soon as possible afterwards. Hand gel to be available throughout all sessions.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Planned activity, e.g: - Age appropriate - COVID-19 – follow Government Guidance re: group size - Social distancing	YES Younger age groups have limited understanding of social distancing and other COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	All activities to be planned in accordance with Government and FA guidelines, maintaining social distancing wherever possible.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	

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Relevant medical information in respect of participants	YES If information is unknown	YES If information is unknown	Red	Gather information prior to the activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly. Coaches to ensure all medical information is up-to-date for all participants.	Amber	
Emergency contact numbers for participants	YES If information is unknown	YES If information is unknown	Red	Gather information prior to the activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly. Coaches to ensure all contact information is up-to-date for all participants.	Amber	
Hygiene	YES Younger age groups have limited understanding of COVID safe protocols.	POTENTIALLY It depends on the disability or impairment. Discuss with participants to assess this.	Red	All participants to be made aware that they should refrain from spitting. If there is a need to sneeze or cough, this should be done into a tissue where possible or into the upper sleeve. Tissues should be disposed of in a sealed bin or double bag as soon as possible. Hands should be washed or sanitised.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	

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Managing injuries (see <i>First Aid guidance notes</i>) - Access to Personal Protective Equipment (PPE) for First Aiders	NO	NO	Red	Detailed First Aid Guidance to be shared with all coaches. Injuries in play to be treated by a member of the player's household where appropriate. All other coaches, match officials etc. to remain socially distanced. Serious / life-threatening injuries over-ride COVID-19 protocols – 111 or 999 to be called in these instances while the Coach or First Aider assists. PPE to be used and disposed of in the allotted bin. After contact with injured participant, the person who has administered First Aid should clean their hands thoroughly with soap and water or alcohol sanitiser; they should avoid touching their eyes, nose or mouth.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Managing someone who becomes symptomatic (see <i>First Aid guidance notes</i>)	NO	NO	Red	Anyone who becomes symptomatic during the activity should immediately remove themselves from the session and return home as soon as possible to follow NHS guidance on further management.	Amber as not been done before. Implement in line with Govt. and FA guidance. Note impact and review.	
Local medical centres/first aid arrangements (see <i>First Aid guidance notes</i>)	NO	NO	Amber	Ensure all participants (particularly visiting opponents) are aware of local medical centres' contact details. Provide phone numbers and postcodes for these.		


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RISK ASSESSMENT COMPLETED BY:

Name:	Vicki Prowle
Club Role:	Club Secretary and COVID Officer
Signature:	
Date:	12/09/2020

Reviewed by:	Click here to enter text.
Signature:	
Date:	Click here to enter a date.

Reviewed by:	Click here to enter text.
Signature:	
Date:	Click here to enter a date.

CHECKED BY CLUB COMMITTEE MEMBER:

Name:	Click here to enter text.
Club Role:	Click here to enter text.
Signature:	
Date:	Click here to enter a date.

Checked by:	Click here to enter text.
Signature:	
Date:	Click here to enter a date.

Checked by:	Click here to enter text.
Signature:	
Date:	Click here to enter a date.

END NOTE

Risk assessments are working documents and should be updated and reviewed regularly and kept in use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks. Each one should be named, signed and dated by those completing and approving it.

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