
Covid-19 Club Risk Assessment





COVID-19 CLUB RISK ASSESSMENT – 1st August 2020

EVENT DETAILS

EVENT	DATE:
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
DESIGNATED SAFEGUARDING PERSON- NAME AND CONTACT DETAILS	

VENUE DETAILS

VENUE NAME AND ADDRESS:	
WRITTLE MINORS F.C. PARADISE RD CHELMSFORD CM1 3HW	
VENUE LEAD CONTACT NAME:	CONTACT NUMBER:
Martin Blair	07989 234875
VENUE GPS CO-ORDINATES:	WIFI ACCESS:
51.725653,0.434851	No

CLUB POLICIES AND PROCEDURES BEING FOLLOWED

YES NO

SAFEGUARDING CHILDREN	Yes	
ADULTS AT RISK		
SOCIAL MEDIA USE	Yes	
USE OF PHOTOGRAPHY AND FILMING	Yes	
ANTI-BULLYING		
CODE OF CONDUCT, INCLUDING ACCEPTABLE BEHAVIOUR	Yes	
EQUALITY, DIVERSITY AND INCLUSION		
MANAGING CHALLENGING BEHAVIOUR		
PARENT/CARER CONSENT	Yes	

EMERGENCY PROCEDURES

Emergency Action Plan:	
Location of nearest defibrillator:	Sports & Social Club, Outside Hall
Name of designated runner to bring defibrillator to incident site:	
Location of any access barrier keys:	N/A
Emergency vehicle access:	Yes
Air ambulance landing station:	Lancaster Way, Earls Colne Business Park Airfield, Earls Colne, Colchester, CO6 2NS

INSURANCE COVER:

YES NO

Personal Accident and Public Liability insurance cover	Yes	
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Parents briefed on activity and have given informed written consent to participate – 8.2#	Yes, must have parent/carer consent.	Possibly, it depends on the disability or impairment. Discuss with participants to assess this.	Moves to green once details have been provided	Parents/carers to be advised of Covid-19 arrangements prior to consenting for their child to participate.	Parent Information Pack circulated along with Informed Consent Email	
Data Privacy Policy/Notices updated to cover data handling of attendees to aid NHS Test and Trace	None identified	None identified		Update policy as required	Policy updated and published on club website. Parents/coaches informed.	
Clear procedures for referring safeguarding concerns and managing allegations against staff – 2.1 & 2.2#	Yes, coaches must be clear on additional safeguarding concerns. Parents need to be advised.	Possibly. Discuss with participants to assess this.	Moves to green once details have been provided	Coaches are reminded of their safeguarding obligations and additional Covid-19 risks	Provide separate safeguarding update to coaches. Provide CWO details in parent and coaches info packs.	
Children and parents/carers given DSO/CWO details and how to raise concerns – 7.1#	Yes, ensure details are available to all parents/carers and coaches	Yes, ensure details are available to all parents/carers and coaches	Moves to green once details have been provided	Communicate details in parent and coaches information packs	Provide separate safeguarding update to coaches. Provide CWO details in parent and coaches info packs.	

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These numerical references refer to downloads on the safeguarding section of TheFA.com

* Risk ratings: Red (serious issues and risk/interventions needed immediately); Amber (some issues/being managed/needs monitoring); Green (on track)



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Travel Arrangements	None identified	None identified	Needs ongoing monitoring to ensure compliance	Inform parents and coaches of requirements.	Included in Parent and Coaches Information Pack	
Coaching Ratios: - Clearly defined lead and support roles.	Yes, lack of safeguarding and increased overall risk	Yes, lack of safeguarding and increased overall risk	Needs ongoing monitoring to ensure compliance	Ensure coaches are aware of the requirement	Included in Team Risk Assessment	
Guidance - Coach conduct: - Signed code of conduct - Clarity re: acceptable/unacceptable practice. - CWO (5.2); 10.12#	Possibly, increased overall risk to health	Possibly, increased overall risk to health	Needs ongoing monitoring to ensure compliance	Coaches provided with separate communication on extended code of conduct	Provide coaches with Code of Conduct communication	
Covid-19 protocols and briefings shared with committee	None identified	None identified		Communicate club documents with Committee for approval	Club, Coaches and Parent documents shared with the Committee	

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Covid-19 briefings done with club members	None identified	None identified	Moves to green once Parent and Coaches Information Packs are shared	Provide Information Pack to parents. Provide details of club contacts.	Ensure Parent Information packs are communicated by coaches	
Participant - Additional Needs	Possibly	Possibly	Needs ongoing monitoring by coaches	Coaches to speak with parents to ensure there are no additional requirements	Inform coaches of the need to check with parents. Coaches Information Pack.	
Site boundaries e.g. - Public Access - Location of Facilities - Car Park & Pitch Access	Possibly, if traffic flow arrangements are necessary	Possibly, if traffic flow arrangements are necessary	Needs monitoring. Site access is good no specific action to be taken at this stage.	Management of numbers on site will help to mitigate this risk. Needs ongoing monitoring.		
Drop off/pick up arrangements explained	Possibly, if traffic flow arrangements are necessary	Possibly, if traffic flow arrangements are necessary	Needs monitoring	Travel arrangements and post-match/training session requirements explained	Included in Parent and Coaches Information Pack	

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Toilets - Access - Hygiene - Cleaning	Yes, more likely to not practice appropriate hygiene	Possibly, depending on disability or impairment	Cleaning arrangements must be confirmed to allow opening	Keep closed until appropriate cleaning arrangements are in place	Closure mitigates risk but is not a long term option. Needs Committee action.	
Emergency contact numbers for participants – 8.2#	Yes, parental consent may be required for medical treatment	Yes, consent may be required for medical treatment or to manage additional needs	Needs ongoing monitoring by coaches	Advise coaches to ensure emergency contact details are up to date.	Included in Coaches Information Pack and Team Risk Assessment	
Relevant medical information for participants - 8.2#	None identified	None identified	Needs ongoing monitoring by coaches	Advise coaches to ensure medical information details are up to date	Included in Coaches Information Pack and Team Risk Assessment	
Register of those in attendance at sessions (to aid NHS Test and Trace if needed)	None identified	None identified	Needs ongoing monitoring by coaches	Coaches to use Matchday App to record all sessions/fixtures and attendees	Included in Coaches and Parents Information Pack; Data Privacy policy updated	

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Playing Area: - Clearly marked to support social distancing	Yes, increased risk to health if designated areas are not marked out	Yes, increased risk to health if designated areas are not marked out	Needs ongoing monitoring	Coaches to consider marking out areas with cones and communicating to players and parents	Coaches to plan training sessions with consideration given to social distancing requirements	
Players notified to bring their own named: - Water Bottle - Hand Sanitiser - Sun Cream - Medication	Yes, increased risk of Covid-19 transmission if equipment is shared	Yes, increased risk of Covid-19 transmission if equipment is shared	Needs ongoing monitoring	Communicate requirement to Parents and Coaches	Include in Parent and Coaches Guidance Packs	
Training equipment: - Cleaning - Limit Sharing - Hand hygiene	Yes, increased risk of Covid-19 transmission if equipment is shared	Yes, increased risk of Covid-19 transmission if equipment is shared	Needs ongoing monitoring	Communicate requirement to Coaches	Include in Coaches Guidance Pack	
Group Size limitations	Yes, lack of appropriate safeguarding and increased risk of Covid-19 transmission	Yes, lack of appropriate safeguarding and increased risk of Covid-19 transmission	Needs ongoing monitoring	Communicate requirement to Coaches	Include in Coaches Guidance Pack	

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Planned Activity: - Age appropriate - Considers Covid-19 e.g. social distancing/group size	Yes, increased risk of Covid-19 transmission	Yes, increased risk of Covid-19 transmission	Needs ongoing Monitoring	Communicate requirement to Coaches	Include in Coaches Guidance Packs	
Boot Laces – parents to tie laces if children unable to do so themselves	Yes, increased risk of Covid-19 transmission	Yes, increased risk of Covid-19 transmission	Needs ongoing Monitoring	Communicate requirement to parents and Coaches	Include in Parents and Coaches Guidance Packs	
Kit – Players use only their own kit: - Avoid use of bibs - Goalkeeper Gloves - Team kit	Yes, increased risk of Covid-19 transmission if equipment is shared	Yes, increased risk of Covid-19 transmission if equipment is shared	Needs ongoing Monitoring	Communicate requirement to Coaches	Include in Coaches Guidance Packs	
No spitting; no chewing gum: - Hygiene protocols - Disciplinary procedures	Yes, increased risk of Covid-19 transmission	Yes, increased risk of Covid-19 transmission	Needs ongoing Monitoring	Communicate requirement to Parents and Coaches	Include in Parent and Coaches Guidance Packs	

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Self-Health Check procedure communicated to parents/carers	Yes, increased risk of Covid-19 transmission	Yes, increased risk of Covid-19 transmission	Needs ongoing monitoring	Inform Parents and Coaches of the requirement	Include in the Parent and Coaches Guidance Packs. Provide Self-Assessment checks as a separate document	
Managing someone who becomes symptomatic	Yes, increased risk of Covid-19 transmission	Yes, increased risk of Covid-19 transmission	Ongoing	Provide First Aid Guidance Pack to coaches	First Aid Guidance pack prepared	
Managing Injuries: - Guidance communicated - Major - Minor	Yes, increased risk of Covid-19 transmission	Yes, increased risk of Covid-19 transmission	Ongoing	Provide First Aid Guidance Pack to coaches	First Aid Guidance pack prepared	
Access to Personal Protective Equipment (PPE) for First Aiders	None identified	None identified	Ongoing	Club to fund and source PPE. Coaches may provide their own.	In progress	

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Emergency evacuation procedures	No additional risk	Possibly, depends on the disability or impairment		Procedure needs to be put in place		
Appropriate Insurance cover in place and active (public liability and personal accident cover)	No additional risk	No additional risk		Confirm insurance has been renewed from 1 st July 2020. Appropriate Covid-19 actions have been put in place		

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