

LINGFIELD FC - RISK ASSESSMENT

ASSESSMENT DETAILS:							
Name of Assessor:	Mike Moore	Notes:	None	Date of Assessment/ Review:	July 2020	Review Period:	Yearly

SCOPE OF ASSESSMENT:	
Description of activities covered under the scope of this risk assessment:	This risk assessment covers all football activity under the authorisation and jurisdiction of Lingfield FC. These such activities are: - Training Sessions. - Matches (Home and Away)
People who might be harmed under the scope of this risk assessment:	Players, coaches, helpers, committee members, parents/guardians, referees.
Frequency of activities undertaken covered under the scope of this risk assessment:	At least twice a week; 1 match and 1 training session.
Exclusions:	The following activities are not covered by this risk assessment and shall be covered by a separate assessment where required: - Social events (even if they are exclusive to members of Lingfield FC). - Activities (including football) that are not authorised nor fall under the jurisdiction of Lingfield FC. - Non playing related activities (e.g. matches played in the tournament are covered by the risk assessment, but operating a catering facility is

IDENTIFICATION OF RISKS AND HAZARDS:											
Hazard Identification		Risk Assessment			Risk Mitigation Measures					Actions	
Identify the hazard or risk during activities covered by the scope of this assessment	Affected Persons	Likelihood without mitigation measures in place:	Severity without mitigation measures in place:	Risk Rating without mitigation measures in place:	What measures and actions are in place to mitigate risk?	Likelihood with mitigation measures in place?	Severity with mitigation measures in place?	Risk rating with mitigation measures in place?	Is risk rating acceptable and sufficient?	Actions required to in the event of incident or occurrence or to stop an immediate risk.	Action reporting or completion timeframe.
Slips, trips and falls at training and match day venues.	Players, Coaches, Referees, Helpers, Parents/Guardians, Committee Members	3	3	9	<p>What measures and actions are in place to mitigate risk?</p> <p>Inspection of venue prior to commencing an activity by coaches and/or referees and/or committee members.</p> <p>Removal of objects that pose a slip, trip or fall hazard where possible. Where this is not possible, the area of hazard should be clearly marked and avoided (use of cones, safety signage and barriers could be acceptable). Should it not be practically possible to remove objects or mark and avoid area of hazards then the activity shall not commence.</p> <p>Removal of litter, animal waste, mounds, lumps and bumps. Holes and divits are to be filled in with soil and levelled.</p> <p>Pitches or training surfaces must be in safe playing condition - they must not be frozen, they must not be waterlogged or have standing water present, they must be in a condition whereby the ball can safely bounce in all areas of the pitch, there must be no cracks caused by dry weather that cause holes and divits that cannot be safely filled.</p> <p>Players, coaches and referees are to wear correct and suitable footwear for the surface they are playing on. Coaches shall make every effort to inform players (including opposition sides) of any specific footwear requirements (e.g. if playing on artificial turf).</p> <p>Players, coaches and referees should change or remove their footwear where appropriate when changing between surfaces (e.g. a player should remove studded boots when moving from a soft grass pitch to hard flooring often found in changing rooms).</p> <p>Changing rooms to be equipped with non-slip flooring. Spillages are to be cleared up immediately and suitable signage (e.g. "Caution - Wet Floor") is displayed until the spillage has dried up and the hazard no longer exists.</p> <p>All injuries and accidents must be recorded.</p>	1	3	3	Yes	<p>Record and report all accidents to the club welfare officer.</p> <p>Report all defects to the club management committee and venue/pitch owner to be rectified.</p>	As soon as possible but no later than 24 hours after incident.
Goalposts collapsing, falling or contain sharp edges/hooks.	Players, Coaches, Helpers, Parents/Guardians, Committee Members	2	4	8	<p>Goals must be inspected prior to use, specifically checking:</p> <ul style="list-style-type: none"> - Goal is sufficiently anchored to the ground (excessive movement, slanting are indicators of insufficiently anchored goalposts). - Excessive bowing of the crossbar. - Rust or corrosion that compromise the strength and integrity of the goal post structure. (paint corrosion does not necessarily indicate any compromise to the strength or integrity of the goal post structure). - Metal cup hooks must not be used. Matches must not commence with metal cup hooks in place. Plastic hooks, velcro or plastic tape shall be used only. - No sharp edges are present on any part of the goal. - Evidence of modifications (that impact the strength and integrity of the goal post structure). <p>In the event of the goal post being deemed unsafe after inspection, it must not be used. Matches must not proceed or the goal post used for training purposes until rectified.</p> <p>Non-permanent, freestanding goal posts (e.g. plastic Samba goals) shall be erected as per the manufacturer's instruction and inspected to the same criteria as above (where applicable). These must be anchored with pegs, use weight blocks or be of the type that can be self supported.</p> <p>Where self support goals are used, they should be moved into place using the wheels attached to the goal posts. Once in place, they shall be anchored by lifting all wheels with the handles so that the metal base frame (as opposed to the wheels) is touching the ground.</p> <p>Care must be taken when erecting freestanding portable goals to avoid causing injury (e.g. dropping parts on toes). A two-person lift shall be used to transport goals from storage containers to the pitch. Persons under 18 shall not be used to assist with erecting and dismantling goalposts.</p> <p>All goal posts used and purchased by the club shall conform to BSEN 748 (2004), BS 8462 (2005) and BS8461 (2005). There is no standard available for wooden goal posts and the club shall not use nor purchase wooden goal posts.</p>	1	3	3	Yes	<p>Report all defects to the club management committee and venue/pitch owner to be rectified.</p>	As soon as possible but no later than 24 hours after incident.



Manual handling and transport of equipment	Coaches, Helpers, Committee Members, Parents/Guardians	4	2	8	<p>Equipment should first be assessed prior to manual handling the best approach to use and any safety considerations that need to be taken. Ideally, persons shall consider:</p> <ul style="list-style-type: none"> - Weight/Load of equipment to be handled. - Shape of equipment to be handled (awkward or obscure shapes may require uncomfortable carrying positions). - Presence of carry aids (e.g. handles). - Loose or unsecured parts. <p>For heavy items, a two or more person lift and carry should be used. Heavy items should be stored appropriately such as on shelving at a suitable height to minimise the amount of back bend required. For items that are too heavy for a multiple person lift and carry or where it is not possible to conduct a multiple person lift and carry should use a lifting and carrying aid (e.g. trolley).</p> <p>Items of awkward and obscure shape should utilise a two or more person lift and carry to minimise any strain on the body. Again, where this is not possible, a lifting and carrying aid shall be used.</p> <p>Where carry aids such as handles or wheels exist, these must be used.</p> <p>Loose or unsecured parts should be removed or secured prior to any manual handling commencing.</p> <p>The route of which the manual handling will occur over shall be assessed beforehand to remove any obstacles that pose a risk and determine the safest and most suitable route. Whilst the shortest route is ideal, this may not always be the safest.</p> <p>Persons under 18 shall not participate in the manual handling of heavy items.</p> <p>All injuries and accidents must be recorded.</p>	2	2	4	Yes	Record and report all accidents to the club welfare officer.	As soon as possible but no later than 24 hours after incident.
Injury caused by incorrect or absence of suitable player's equipment.	Players, Coaches, Referees	2	4	8	<p>All participants must wear shin pads for training and matches.</p> <p>Metal blades and studs must not be sharp or worn so that they can potentially cause a cut or wound on impact with another player.</p> <p>All jewellery must be removed for training and matches.</p> <p>Whilst not compulsory, goal keepers are advised to wear goalkeeper gloves where possible to minimise the risk of injury during impact between the hand and the ball.</p> <p>Coaches and referees should inspect and ensure players have the correct equipment before playing or participating in matches and training.</p> <p>All player injuries and accidents must be recorded.</p>	1	1	1	Yes	Record and report all accidents to the club welfare officer. Players with incorrect equipment are not to participate in the activity.	As soon as possible but no later than 24 hours after incident.
Physical injuries caused by normal training and play	Players, Coaches, Referees	5	2	10	<p>Whilst injuries are a common place, use of the correct playing equipment in most cases minimises the severity of any injury. Therefore, players, coaches and referees shall ensure players have the correct playing equipment.</p> <p>All teams shall carry a first aid kit at all times. At least one coach with a valid, in-date and FA recognised first aid qualification shall be present at all times.</p> <p>Where possible, qualified referees shall be used during matches where they can execute the laws of the game effectively to ensure it is played in a safe manor. When this is not possible, then any person acting in the capacity of a match referee shall be competent with the laws of the game such that they can ensure the match is played in a safe manor.</p> <p>At least one FA Level 1 (or better) qualified coach must be present. Coaches who have undertaken this qualification are taught how to deliver training sessions in a safe manor that seeks to avoid the risk of injury.</p> <p>All teams must have access to a working telephone where they can contact emergency services if required (this can be a coach's own mobile phone). Coaches must know the full address of the ground they are at and their training venue.</p> <p>Coaches must have at least 1 emergency contact detail for each player and player medical conditions readily available.</p> <p>All player injury and accidents must be recorded.</p>	4	1	4	Yes	Record and report all accidents to the club welfare officer.	As soon as possible but no later than 24 hours after incident.
Dehydration and Exhaustion	Players, Coaches, Helpers, Parents/Guardians	3	3	9	<p>Players should ensure they bring sufficient fluids (water, squash etc.) to ensure they don't get dehydrated. Where players are under the age of 18, parents/guardians should ensure this. Sufficient should be interpreted as enough to last for the duration of the session taking into consideration factors including session intensity, weather conditions and temperature.</p> <p>Whilst water filling facilities are available at some of our venues, many do not, therefore players should arrive to training and match venues with sufficient fluids. It is advisable for coaches to confirm and check with players when they arrive that they have sufficient fluids.</p> <p>In the event of continued occurrences to fail to bring sufficient (if any) fluids, for a player under the age 18, to training or matches, then the coach shall raise a concern with the parent/guardian with further repeated occurrences after this reported to the club welfare officer.</p> <p>Coaches shall plan their sessions to allow for frequent drink and rest breaks for players to prevent exhaustion and dehydration. Coaches must honor a players request to have a drink or a rest outside of a break.</p> <p>During matches, coaches should listen to player requests to have rest or be substituted even in cases where they may not have sufficient subs as a replacement.</p> <p>When planning training sessions, coaches shall take into consideration the players ability, weather conditions, temperature and the intensity of previous training sessions to best determine a suitable level of intensity. Coaches should constantly monitor for signs of exhaustion and dehydrations throughout.</p> <p>At least one FA Level 1 (or better) qualified coach must be present whereby they will have been taught how to plan challenging yet safe training sessions and matches.</p>	4	1	4	Yes	Players are not to be allowed to participate if they are deemed not to have sufficient fluids for a session or coach(es) make provisions to ensure sufficient fluids. Frequent and repeated occurrences are to be reported to the club welfare officer.	As soon as possible after a frequent and repeat occurrence and no later than 24 hours.



Extreme weather conditions	Players, Coaches, Referees	2	4	8	<p>Matches and training shall only take place when weather conditions are suitable and safe. When determining if weather conditions are suitable and safe, coaches shall consider:</p> <ul style="list-style-type: none"> - Current and Forecasted Weather Conditions. - Met Office and/or Government Warnings and Advisories. - FA and League Notices or Statements. - Travel Warnings and Restrictions. - Venue Closures or Restrictions. - Referee Decision. <p>A match or training session shall be postponed if the pitch is deemed unsafe. Where available, referees will have the final decision on whether a pitch is playable and safe. Coaches should also ensure they consider any external factors such as road conditions (e.g. where a pitch at a location might be playable but the roads mean the pitch is unaccessible or extremely dangerous to access due to flooding).</p> <p>Players (or parents/guardians for players under 18) shall ensure they are dressed suitably for the current and potential weather conditions.</p> <p>In cold and wet weather, they should ensure they have sufficient layers to stay warm and dry.</p> <p>In hot weather, they should ensure they have suitable protection to sun exposure (e.g. sun hat and sunscreen) and sufficient fluids to avoid dehydration.</p> <p>Coaches shall ensure sessions are planned appropriately to the weather conditions with allowances for drink and rest breaks.</p>	1	2	2	Yes	<p>Postponement of all games and training in extreme and unsafe weather conditions.</p> <p>Abandonment of sessions where conditions deteriorate such that it becomes unsafe.</p>	N/A
Medical Emergency	Players, Parents/Guardians, Coaches, Committee Members	3	4	12	<p>All players must be registered with the club in order to participate in any footballing activities. When registering, players (parent/guarding for under 18s) must declare any medical conditions that they have alongside emergency contact details and their consent.</p> <p>Coaches must not allow players who are not correctly registered to participate in any footballing activities.</p> <p>Coaches shall have access to a player's medical and emergency contact details in the event of a medical emergency. Coaches shall only have access to these details for players in the team they coach only. Coaches must have a valid and in-date Enhanced DBS certificate in order to access these details.</p> <p>Teams must carry a first aid kit to all training sessions and matches. At least one coach must be present at all times with an FA recognised first aid qualification.</p> <p>There must be access to a working telephone so that emergency services can be contacted at all times (a coach's mobile phone is acceptable).</p> <p>Coaches should know the full address of their training venue and the pitches they play at to assist the emergency services in the event of a medical emergency.</p>	3	2	6	Yes	<p>Record and report all accidents to the club welfare officer.</p> <p>Players, parents/guardians and coaches to ensure medical conditions are up to date.</p> <p>Players, coaches and parents/guardians to ensure participant has any required medication or aids (e.g. inhalers). They are to be instructed not to participate without these they are required.</p>	<p>All accidents to be reported as soon as possible and no later than 24 hours after incident.</p> <p>Parents to update medical conditions in the event of changes prior to commencing the next activity.</p>
Safeguarding of children and vulnerable adults	Players, Parents/Guardians, Helpers, Coaches, Committee Members	2	5	10	<p>All people working with children (under 18s) and vulnerable adults must undertake and maintain a valid Enhanced DBS check. The Enhanced DBS check is re-applied for every 3 years in line with the FA Safeguarding policy.</p> <p>Each youth (under 18) team must have at least one FA Level 1 (or better) qualified coach who has an in-date FA Safeguarding Children and First Aid qualification.</p> <p>Each adult open age team must have at least one coach who has an in-date FA Safeguarding qualification. Where an adult open age team has players under the age of 18 (due to being able to register at the age of 16 with these teams), then all coaches and helpers must undertake and maintain a valid Enhanced DBS check. In addition, at least one coach must possess a valid and in-date FA Safeguarding Children qualification.</p> <p>If an adult open age team contains players who are classed as vulnerable adults then all coaches and helpers must undertake and maintain a valid Enhanced DBS check. In addition, at least one coach must possess a valid and in-date FA Safeguarding Adults qualification.</p> <p>Coaches and helpers must be on the team's list of authorised people and linked to the team on the FA Whole Game System in order to coach or assist with running a team.</p> <p>A helper who does not work with children or have the potential for any close or unsupervised with children (e.g. only helps put up or take down the goals) does not require an Enhanced DBS certificate but coaches must ensure that they notify the club should this status change such that an Enhanced DBS certificate becomes required.</p> <p>For youth (under 18) teams, only coaches and helpers who possess a valid Enhanced DBS check, are on the list of authorised people and are linked to the team on the FA Whole Game System, shall be allowed to enter the perimeter of the training pitch (all non-authorised coaches and helpers must remain outside of the fence) and the coaches area on match days.</p> <p>All committee members shall possess a valid Enhanced DBS certificate and have completed the FA Safeguarding for Committee Members qualification.</p> <p>The club shall have at least one welfare officer who has undertaken the FA Welfare Officers Workshop qualification.</p> <p>Players, coaches, helpers and parents/guardians shall be made aware of how to contact the club welfare officer, the Surrey FA and FA welfare officers and know where to find the FA Whistleblowing Policy.</p> <p>The club shall maintain and regularly review a club safeguarding policy.</p>	1	4	4	Yes	<p>All incidents and concerns to be reported to the club welfare officer, the Surrey FA welfare officer or the FA welfare department.</p> <p>Serious incidents to be reported to the police.</p> <p>Coaches to share with players and parents/guardians the club welfare policy and who to contact in the event of a welfare incident or concern.</p>	<p>Immediately where there is imminent danger to the child or vulnerable adult.</p> <p>Other instances reported as soon as possible and no later than 12 hours after an incident or concern.</p> <p>Welfare policy read and acknowledged upon registering.</p>



Issues with the conduct of members.	Players, Coaches, Helpers, Parents/Guardians, Committee Members	4	2	8	<p>The club shall adopt and maintain a code of conduct for players, coaches, parents/guardians and spectators.</p> <p>The club shall be governed by a constitution which provides a mechanism to remove committee members for bad conduct.</p> <p>The club shall support the FA Respect campaign and display signage reminder people of the campaign where possible.</p> <p>All youth (under 18) matches shall have use a respect barrier. Coaches and spectators must be clearly separated (ideally on opposite side of the pitch).</p> <p>The club are responsible for controlling their own spectators as per FA rules. Coaches shall ensure parents/guardians and spectators are aware the code and conduct alongside any disciplinary measures and sanctions for non-compliance.</p> <p>Players, coaches, parents/guardians and spectators shall report all instances to the appropriate people - this can be the league (through the Full-Time match reporting facility), the club secretary, the club welfare officer and the Gloucestershire FA.</p> <p>Where there is a child welfare concern, the club welfare officer or the Gloucestershire FA welfare officer shall be informed as soon as possible.</p> <p>Players, coaches, parents/guardians and spectators shall respect and protect the referee at all times. They must not harm, attempt to harm or threaten a referee. Any such incidents shall be reported to the Gloucestershire FA, and where the referee is under the age of 18, then the welfare officer at both the Gloucestershire FA and the league shall be notified.</p> <p>In the event that a person is in imminent danger and risk from the misconduct of another person or people, then they shall contact the police. Coaches shall have access to a working telephone and know the address of the venue they are playing at.</p>	2	1	2	Yes	<p>All incidents and concerns to be reported to the club welfare officer, the Surrey FA welfare officer or the FA welfare department.</p> <p>Serious incidents to be reported to the police.</p> <p>Coaches to share with players and parents/guardians the club code of conduct.</p>	<p>Immediately where there is imminent danger to the welfare of child or vulnerable adult.</p> <p>Other instances reported as soon as possible and no later than 12 hours after an incident or concern.</p> <p>Club code of conduct read and acknowledged upon registering.</p>
Data protection and fraud	Players, Coaches, Helpers, Parents/Guardians, Committee Members	2	3	6	<p>The club shall adopt a General Data Protection Regulation (GDPR) policy.</p> <p>Data shall be collected, transmitted and stored in a secure manor so that the risk of unauthorised or accidental release of data is minimised.</p> <p>Access to physical data (e.g. paper forms) shall be restricted so that only those who are authorised to access the data can do so (e.g. locked cupboard).</p> <p>Access to electronic data (e.g. online registration) shall be restricted by password and data encrypted. Coaches, players, parents/guardians and committee members shall only have access to data they need to know. A persons password should be changed regularly and shall be changed immediatly should it be compromised.</p> <p>Any instances of breaches and non-compliance to GDPR shall be reported to the Information Commissioners Office (ICO).</p> <p>Teams shall report as accurately as possible any expenditure and retain receipts where possible.</p> <p>Teams shall record and report any income received outside of the standing order and Direct Debit facilities the club uses (e.g. payments made by cash).</p> <p>The use of personal bank accounts to facilitate the payment of subs or other fees on behalf of the club shall not be permitted. (e.g asking players and parents/guardians to pay their subs directly into a personal account not able to be accessed or controlled by the club).</p> <p>Cheques and electronic bank transfer payments must be authorised by at least 2 signatories.</p> <p>The club shall have no obligation to reimburse payments where they have not be authorised beforehand and/or are deemed unreasonable by the club management committee.</p> <p>Club members shall not commit any obligation to any contract or service in the club's name without authorisation from the club management committee. It is acceptable to obtain quotes and information about products and services without authorisation from the club management committee first however it shall be made clear that no commitment, financial obligation or contract can be agreed until the club management committee approve.</p> <p>The club accounts shall be audited every 3 years. Yearly accounts shall be presented annually at the club AGM.</p>	1	3	3	Yes	<p>Report any data privacy concerns to the club secretary.</p> <p>Report any fraud or suspicious activity to the club management committee or the Surrey FA.</p>	<p>As soon as possible but no later than 24 hours after incident.</p>
Photography and video, social media and communications	Players, Coaches, Helpers, Parents/Guardians, Committee Members	4	2	8	<p>The club shall adopt and maintain a photography and video policy.</p> <p>Players, coaches and parents/guardians shall provide their consent upon registration each year to allow photography and videoing of themselves or their child. This consent can be revoked at any time during the course of the season.</p> <p>When photos and videos are taken, they should not be published with the name or any other personal details about the person so that they can be identified.</p> <p>The club shall adopt a social media policy in alignment with the FA social media policy.</p> <p>Access to the club social media accounts shall be controlled such that authorised people only are able to make statements through them (e.g. Tweets, Facebook posts).</p> <p>Players, coaches and parents/guardians shall not communicate (including "Following" (Twitter) or being "Friends" (Facebook) or in a Whatsapp group) directly to players under 16 in alignment with the club and FA safeguarding policies. Coaches can however, use such platforms to communicate with parents or guardians.</p> <p>Players and coaches shall be mindful and careful of making statements on behalf of the club including statements which may be perceived to be on behalf of the club even if that is not to original intention. Statements may be misinterpreted and not represent the hollistic view of club and it's members.</p> <p>The club shall not be used as a communication platform for political campaign activities which could falsely imply an endorsement of a particular political party or lobbying group.</p>	1	2	2	Yes	<p>Report all breaches of the club photo and video policy to the club management committee.</p> <p>Report any welfare concerns relating to social media and online activity to the club welfare officer, Surrey FA welfare officer or the FA safeguarding department.</p> <p>Report all instances where the clubs name is being used inappropriately and without correct authorisation to the club management committee.</p>	<p>Immediately where there is imminent danger to the welfare of child or vulnerable adult.</p> <p>Other instances reported as soon as possible and no later than 12 hours after an incident or concern.</p>



RISK ANALYSIS MATRIX

RISK SCORE IS DETERMINED BY LIKELIHOOD MULTIPLIED BY SEVERITY

		LIKELIHOOD (1 = Unlikely, 5 = Very Likely)				
	Score	1	2	3	4	5
SEVERITY (1 = negligible/not serious; 5 = serious/severe)	1	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3	3 LOW	6 LOW	9 MEDIUM	12 HIGH	15 HIGH
	4	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	5	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

