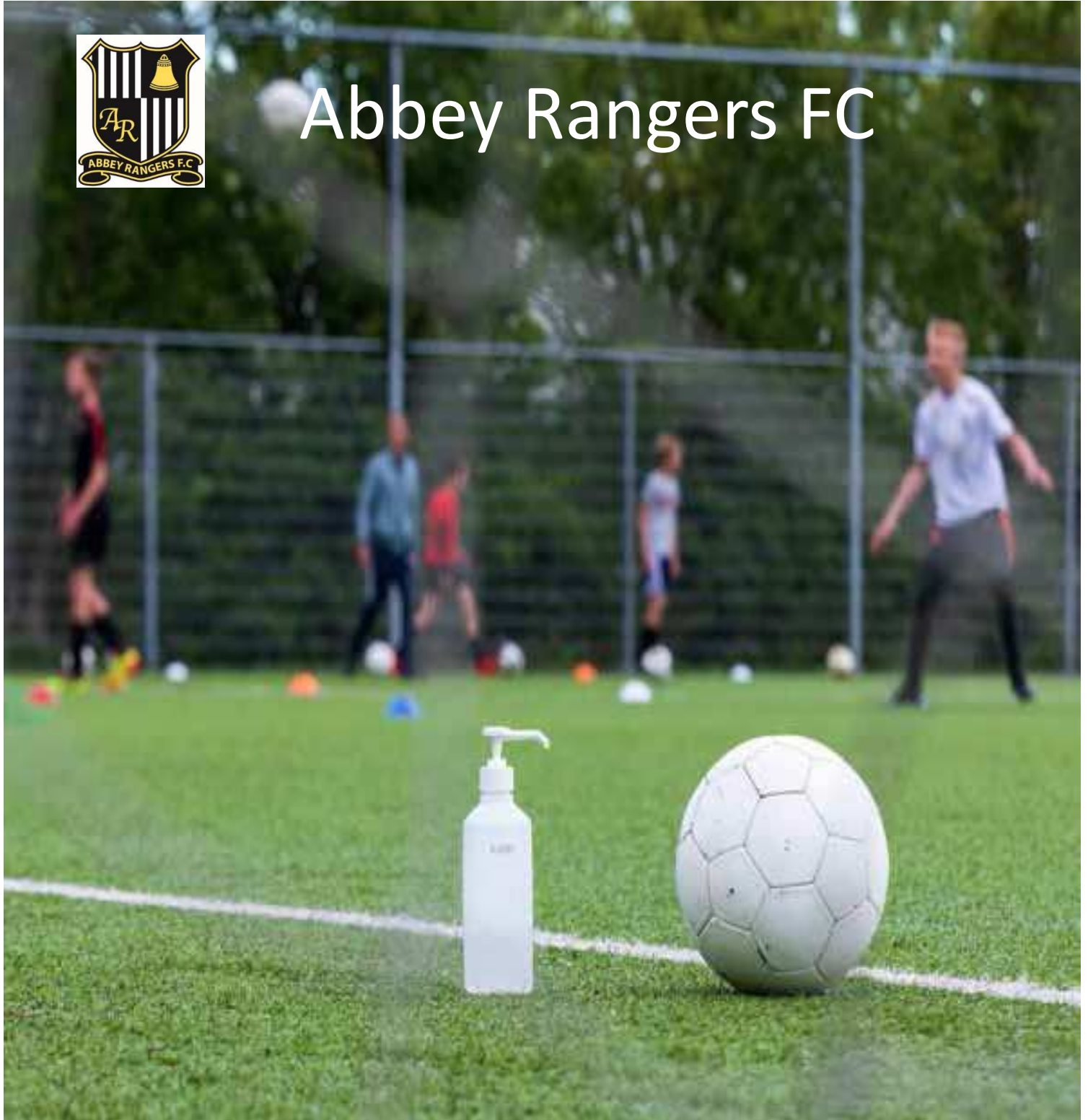




Abbey Rangers FC



COVID-19

SAFEGUARDING RISK

ASSESSMENT – v1: 11th Aug 20

The purposes of this document is to make sure the enjoyment, participation and support of training and matches held at Abbey Rnagers FC is a safe environment for all.

This is even more important in 2020 as we all coupe with the Covid-19 Pandemic, it is expected that all attendees to our facilities abide by the Government guidelines that can be found below, and Surrey FA and The FA guidelines. The content of this Safety and Risk assessment is correct at the time of when published but does not remove and responsibilities of all associated with taking part in football activities that may change as the Government and The FA guidelines change.

The club will manage the club house facilities and apply the guidance and rules with the full power of the committee, especially as it relates to anyone not complying to the requirements.

For Training or Matches, it is always the responsibility of the Abbey Rangers FC Manager/Coach and the visiting teams Manager/Coach to use and operate our facilities within the guidelines set out by the Government and The FA . This includes match officials, players, spectators or guests to the event.

To meet Track and Trace requirement, a complete list of names and a lead contact person who has access to the full contacts is handed into the club on arrival.

For Abbey Rnagers FC team operating its Pitchero tools, all players must be confirmed prior to the event they will attend and are safe to do so by reviewing on each occasion not to have had any symptoms, and prior to the session starting use the tool to confirm attendance. If not using this please provide the list as mentioned above. Failure to provide records to the club will mean no events can take place and until the club is satisfied the requirements are met will not be able to participate/attend the club.

Link to FA guidelines:

<http://www.surreyfa.com/news/2020/jul/18/return-of-outdoor-competitive-grassroots-football---18th-july>

<https://www.gov.uk/coronavirus>

<http://www.thefa.com/news/2020/jul/03/grassroots-football-covid-19-update-030720>

HEALTH CHECKS, INJURIES AND ILLNESS

Please refer to medical training and check if a current Medical Emergency Action Plan (MEAP) has been written for the event or venue. See also The FA First Aid Guidance.

If there is a first aider or other medical personnel present, they should be equipped with the appropriate Personal Protective Equipment (PPE) before treating anyone to protect themselves and others should they need to compromise social distancing guidelines to provide medical assistance during training or matches. They should have updated themselves on any changes in first aid procedure that will be required as a result of the pandemic. This should be obtained from their training organisation or from Resuscitation Council guidance.

1. HEALTH CHECKS AND INSURANCE

Before travelling to the session

Clubs should request that each participant undertakes the following self-screen check list before travelling to a training session or other football activity. If they answer 'yes' to any one of them they should not travel to the training session and follow all applicable Government Guidance (e.g. call NHS 111). It is important to remember some people can pass on the virus before they develop symptoms, or never have symptoms despite being infectious. Despite everyone's best efforts, these cannot be screened out of training.

Each participant should self-screen prior to arrival at training to ensure they do not have any of the following symptoms (confirmed by a parent for those under age 18), as these are potential indicators of Covid-19 infection.	Check negative	Check positive
A high temperature (above 37.8°C) <ul style="list-style-type: none">Some clubs may include on-site temperature checking of participants as part of their SOP, this is more relevant to clubs who employ medical staff.		
A new continuous cough.		
Shortness of breath.		
A sore throat.		
Loss of or change in normal sense of taste or smell.		
Feeling generally unwell.		
Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.		

Abbey Rangers FC Safety and Risk Assessment

Managers/Coaches/Club House Management must complete the below and hand the Club Lead for the event, prior to the event taking place;

EVENT DETAILS

EVENT: (e.g. Under-10s coaching sessions)

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 (e.g. Club)

VENUE NAME AND ADDRESS:

Abbey Rangers FC, Addlestone Moor, Addlestone, Surrey KT15 2QH

VENUE LEAD CONTACT NAME:

CONTACT NUMBER:

Abbey Rangers FC Safety and Risk Assessment – continued

Managers/Coaches/Club House Management must complete the below and hand the Club Lead for the event, prior to the event taking place;

Club Policies and Procedures Being Followed	Yes	No
Safeguarding Children	Yes	
Adults at Risk	Yes	
Social media use	Yes	
Use of photograph and filming	Yes	
Anti-bullying	Yes	
Code of Conduct, including acceptable behaviour	Yes	
Managing challenging behaviour	Yes	
Other (s): e.g. parent/career consent	yes	

Emergency Procedures		
Emergency Action Plan:	Yes: YES	No:
Location of nearest defibrillator	Club House, outside kitchen window in wall mounted enclosure	
Name of Designated runner to bring defibrillator to incident site:		
Location of any access barrier keys:	Club House	
Emergency Vehicle access:	Via main entrance, and will be guided by club official	
Air Ambulance lading station:	Yes: Yes, open fields within club demise	No:

INSURANCE COVER	Abbey Rangers FC	Visiting Team
Personal Accident and Public Liability insurance cover Abbey Rangers / Visiting Teams - Yes / No	Yes	

Abbey Rangers FC Safety and Risk Assessment – continued

Managers/Coaches/Club House Management must complete the below and hand the Club Lead for the event, prior to the event taking place;

BELOW IS A NON-EXHAUSTIVE LIST OF ISSUES CLUBS MAY WANT TO CONSIDER WHEN PREPARING A RISK ASSESSMENT DURING THE COVID-19 PANDEMIC:

Area of Risk	Is there an Additional risk to children?	Is there an Additional risk to disable or impairmen-specific participants (children/Adults)	Risk Rating: Red, Amber, Green (RAG)	Soltution/Mitigation (consider what if.....)	Solution/mitigation RAG rating	Review post acitvty and by whom
Parents briefed on activity and have given informed written consent to do activity Consent to be photographed/filmed	Yes, must have parent/ carer consent. Additional risks, e.g. younger age groups – understanding of social distancing is limited.	Possibly, 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 adult participants.	Amber as not been done before. Implement in line with guidance, note impact and review.	Majority of children managed social distancing(see Gov update) work with relevant parents to reinforce with a handful.
Consent for contact via social media and to have info on/be visible on social media	Must have consent from all particiates	not if all consent provided	Amber	N/A	Amber as not been done before. Implement in line with guidance, note	review if required
Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace	must provide and record all participants details to support track & Trace	no	Green	all Abbey Teams to track ueithr using Pitchero or list and hand into club, all visitors to hand in list with key contact provided	Green	all lists and data to be stored safely within te club house
Clear procedures for referring safeguarding concerns and managing allegations against staff	all staff to understand and referr any concern to committee	all staff to understand and referr any concern to committee	Green	Details of concerns recorded including names, dates and details	Green	if a concern is raised committee to review and action
Children and parents/ carers given DSO details & how to raise concerns	all staff to understand and referr any concern to committee	all staff to understand and referr any concern to committee	Green	Details of concerns recorded including names, dates and details	Green	if a concern is raised committee to review and action
Staffing ratios: - Clearly defined lead and support roles. • Defib lead/support roles; • Supervision under-18	Yes, club house staff and lead manager/coach briefed both 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	Review learning and share across club.

Area of Risk	Is there an Additional risk to children?	Is there an Additional risk to disable or impairment-specific participants (children/Adults)	Risk Rating: Red, Amber, Green (RAG)	Soltution/Mitigation (consider what if.....)	Solution/mitigation RAG rating	Review post acitivity and by whom
Guidance re staff conduct: <ul style="list-style-type: none"> Signed Code of Conduct. Clarity re: acceptable/unacceptable practice. CWO & Respect Codes	All club officiaals signed up to all codes of conducts, clubs rules and constitution	All club officiaals signed up to all codes of conducts, clubs rules and constitution	Green	All club and team officials have access to the club requirements	Green	Reviewd as needed and at club AGM
Risk assessments done for anyone carrying out high risk roles/tasks	Yes, inline with all risk assessments	Yes, inline with all risk assessments	Green	All club and team officials have access to the club requirements	Green	Reviewd as needed and at club AGM
Covid-19 protocols briefing shared and ppractised with committee/volunteers	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and	Green	All club and team officials have access to the club requirements	Green	Reviewed on a regualr basis of Government and The FA announcements
Covid-19 protocols briefing done with club members	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and	Green	All club and team officials have access to the club requirements	Green	Reviewed on a regualr basis of Government and The FA announcements
Participants trained to do self-screen checks before travelling to session	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and	Green	All club and team officials have access to the club requirements	Green	Reviewed on a regualr basis of Government and The FA announcements
Coaches trained to check that self-screen checks have been done and were all negative	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and guidelines	Yes, all club and team officials have been share the protocols to meet Covid-19 best practices and guidelines	Green	All club and team officials have access to the club requirements	Green	Reviewed on a regualr basis of Government and The FA announcements
Travel arrangements	Yes, travel only with household members or your support bubble. Managing groups of parents.	Yes, travel only with household members. Avoid public transport if possible/or wear a face covering.	Amber	Ensure parents/carers and adults are aware of Government guidance re travel.	Green	Review after session and share learning
Drop off pick up arrangements e.g.: <ul style="list-style-type: none"> Accessible parking; Signage; Social distancing; Managing parents. 	Yes, provision available for all to observe	Yes, provision available for all to observe	Green	all Abbey Rangers FC members aware of the requirements and facilities available	Green	Reviewd as needed and at club AGM
Changing/showers: <ul style="list-style-type: none"> Aligned to FA guidance based on level of football i.e.NLS Arrive already changed 	Yes, provision available for all to observe	Yes, provision available for all to observe	Green	all Abbey Rangers FC members aware of the requirements and facilities available	Green	Reviewed on a regualr basis of Government and The FA announcements

Area of Risk	Is there an Additional risk to children?	Is there an Additional risk to disable or impairment-specific participants (children/Adults)	Risk Rating: Red, Amber, Green (RAG)	Soltution/Mitigation (consider what if.....)	Solution/mitigation RAG rating	Review post acitivy and by whom
Access to toilets, e.g.: <ul style="list-style-type: none"> Supervision; Hand-washing and/or rub 'washing' facilities; Paper towels and sealed bins or double- bagged3. 	Yes, provision available for all to observe	Yes, provision available for all to observe	Green	all Abbey Rangers FC members aware of the requirements and facilities available	Green	Reviewed on a regualr basis of Government and The FA announcements
Site boundaries, e.g.:Site boundaries, e.g.: <ul style="list-style-type: none"> - Public access; - Roads; - Location of facilities. Drop-off point and access to pitches/ training areas.	Yes, supervision to use toilets/cross roads whilst social distancing.	Unknown – review with all players and coaches. Specifically the Pan-disabalitlity team	Red	Agree and communicate protocols with children & parents.	Amber	Review after practice and share learning.
Participant additional needs, e.g.: <ul style="list-style-type: none"> Deaf players (BSL signers); Blind players; Wheelchair accessibility; Learning disability; Autism; ADHD; Pan-disability; Impairment-specific Interpreters where English not spoken. 	Yes, supervision to use toilets/cross roads whilst social distancing.	Unknown – review with all players and coaches. Specifically the Pan-disabalitlity team	Red	Agree and communicate protocols with children & parents.	Amber	Review after practice and share learning.
Playing area, e.g.; <ul style="list-style-type: none"> Clearly marked to support social distancing 	Yes, support children to maintain social distancing (inline with most recent governmanet gudelines)	Yes, support adults to maintain social distancing.	Amber	areas are assigned as required and marked if necessary	Green	Review with players and coaches and share learning.
Register of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)	Yes, a previously stated to provide list of all attendees including children	Yes, a previously stated to provide list of all attendees including children	Amber	if no suh data is provided, future entry use or entry will be suspended	Amber	Committee to revie case by case and untl statisfied considtions will be met continue to suspend
Players own named, e.g.: <ul style="list-style-type: none"> Water bottle; Hand gel; Sun cream; Medication. 	All to be names and used by that individual only, all managers/coaches aware of requirement	All to be names and used by that individual only, all managers/coaches aware of requirement	Amber	each manager/coach to check each session that this is adhered to	Amber	Repeat offenders to be raised to committee for disciplinary action

Area of Risk	Is there an Additional risk to children?	Is there an Additional risk to disable or impairment-specific participants (children/Adults)	Risk Rating: Red, Amber, Green (RAG)	Soltution/Mitigation (consider what if.....)	Solution/mitigation RAG rating	Review post acitivity and by whom
Equipment, e.g.: • Cleaning. • Limit sharing. • Hand hygiene.	Yes, all are aware of the need to meet Covid-19 guidelines	Yes, all are aware of the need to meet Covid-19 guidelines	Green	each manager/coach to check each session that this is adhered to	Green	Repeat offenders to be reminded regiuarly of the requirments
Planned activity, e.g.: • Age-appropriate; • Covid-19 – follow Government Guidance re: group size; • Social distancing.	All activity has to booked with the club, thereby details of what, why and attendees required	All activity has to booked with the club, thereby details of what, why and attendees required	Amber	no booking, event will be allowed and if found ask to leave the club immediately	Amber	Details of offenders shared and all reminded of their responsibilities
Relevant medical information in respect of participants	Yes, if information is unknown.	Yes, if information is unknown.	Red	Gather info prior to activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly.	Amber	Review and implement any learning.
Emergency contact numbers for participants	All managers/coaches/staff aware of requirement to have at hand contact details, rf to Trk and Trace requirements perviously	All managers/coaches/staff aware of requirement to have at hand contact details, rf to Trk and Trace requirements perviously	Amber	regular (ramdon) checks and reminder to all, participants	Green	Review and implement any learning.
Self-Health check procedure (see Health checks & insurance notes)	All to meet the requirements of the Health checks layout in this Safety and Risk assesment	All to meet the requirements of the Helath checks layout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.
No spitting, e.g.: • Hygiene protocol; • Disciplinary procedures.	All to meet the requirements of the Health checks layout in this Safety and Risk assesment	All to meet the requirements of the Helath checks layout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.
No chewing gum, e.g.: • Hygiene protocol; • Club disciplinary procedures.	All to meet the requirements of the Health checks layout in this Safety and Risk assesment	All to meet the requirements of the Helath checks layout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.
Managing injuries (see First Aid guidance notes)	All to meet the requirements of the Health checks layout in this Safety and Risk assesment	All to meet the requirements of the Helath checks layout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.

Area of Risk	Is there an Additional risk to children?	Is there an Additional risk to disable or impairment-specific participants (children/Adults)	Risk Rating: Red, Amber, Green (RAG)	Soltution/Mitigation (consider what if.....)	Solution/mitigation RAG rating	Review post acitvty and by whom
Access to Personal Protective Equipment (PPE) for First Aiders (see First Aid guidance notes)	All to meet the requirements of the Health checks laidout in this Safety and Risk assesment	All to meet the requirements of the Helath checks laidout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.
Managing someone who becomes symptomatic (see First Aid guidance notes)	All to meet the requirements of the Health checks laidout in this Safety and Risk assesment	All to meet the requirements of the Helath checks laidout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.
Local medical centres/fi aid arrangements (see First Aid guidance notes)	All to meet the requirements of the Health checks laidout in this Safety and Risk assesment	All to meet the requirements of the Helath checks laidout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.
Emergency evacuation procedures	All to meet the requirements of the Health checks laidout in this Safety and Risk assesment	All to meet the requirements of the Helath checks laidout in this Safety and Risk assesment	Amber	regualr reminders issued to all club members and hirers to meet the requirement	Green	Review and implement any learning.

Data Privacy Policy Notices updated in line with any changes to data handling

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

1 Disability is a protected characteristic, under the Equality Act, 2010. Clubs should champion inclusive football activity in line with their equality and/or inclusion policy

2 These numerical references refer to downloads on the safeguarding section of The FA.com

Football is for all and we hope this provides a clear understanding of the Safety and Risks Assessment to allow us all to enjoy the game

Risk Assessment Completed by:	Checked by Club Committee member:
Name: Graham Keable	Name: Denis Healy
Club role: Hon Club Secretary, Covid officer	Club role: Chairman
Signature: 	Signature: 
Date: 11 August 2020	Date: 11 August 2020