

GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT

EVENT DETAILS

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

Ramsbury FC Coaching & Matches

DATE:

26 Aug 20

CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:

SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:

Chris Roberts - Vice Chair and CWO - Mob: 07825 941407

DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:

Jon Symon Club Welfare Officer - Mob: 07802413246

VENUE DETAILS (e.g. Club)

VENUE NAME AND ADDRESS:

Ramsbury FC
Recreation Centre
RAMSBURY SN8 2RD

VENUE LEAD CONTACT NAME:

Jon Symon

VENUE GPS CO-ORDINATES:

CONTACT NUMBER:

07802413246

WIFI ACCESS:

CLUB POLICIES AND PROCEDURES BEING FOLLOWED

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

EMERGENCY PROCEDURES

Emergency Action Plan:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Location of nearest defibrillator:	Tennis Club 200 yards away	
Name of designated runner to bring defibrillator to incident site:	Jon Symon or LEVEL 1 Coaches	
Location of any access barrier keys:	na	
Emergency vehicle access:	Yes	
Air ambulance landing station:	Yes	

INSURANCE COVER

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

GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

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 disabled* or impairment-specific participants (children and adults)?	Risk rating: red, amber, green (RAG)†	Solution/mitigation (if possible what it is)‡	Solution/mitigation RAG rating	Review post-activity and by whom
EXAMPLE Informed written consent to participate	EXAMPLE Yes, must have parent/ carer consent. Additional risks, e.g. younger age groups – understanding of social distancing is limited.	EXAMPLE Possibly, it depends on the disability or impairment. Discuss with participants to assess this.	EXAMPLE Amber	EXAMPLE Parent/ carers to be advised of Covid-19 arrangements prior to consenting for their child to participate. Discuss with adult participants.	EXAMPLE Amber as not been done before. Implement in line with guidance, note impact and review	EXAMPLE Majority of children managed social distancing, work with relevant parents to reinforce with a handful
Parents briefed on activity and have given informed written consent to do activity 8.2 ¹	Yes - all parents informed	No	GREEN	All parents aware	GREEN	Training managed well
Consent to be photographed/filmed 8.2 and 8.3	Yes on club forms	No	GREEN	All parents aware	GREEN	Consent provided
Consent for contact via social media and to have info on/be visible on social media 6.1 and 6.2	Yes on club forms	No	GREEN	All parents aware	GREEN	Consent provided

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

† These numbers of references refer to questions on the safeguarding section of The FA.com bag

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

GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled* or impairment-specific participants (children and adults)?	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace	No - policy to be updated	No	AMBER	Update policy	AMBER	Jon Symon
Clear procedures for referring safeguarding concerns and managing allegations against staff 2.1 & 2.2	In place	No	GREEN	Policy in place	GREEN	NA
Children and parents/ carers given DSO details & how to raise concerns 7.1	On Club web site	No	GREEN	All coaches aware	GREEN	NA
EXAMPLE Staffing ratios - Clearly defined lead and support roles	EXAMPLE Yes - lead coach and 2nd adult. Brief both on roles and responsibilities.	EXAMPLE Yes - check individual understanding with staff and adult players.	EXAMPLE Red	EXAMPLE Follow Government Covid-19 and FA guidance. Discuss risks and how being managed.	EXAMPLE Green	EXAMPLE Review learning and share across club.
Staffing ratios: • Defined lead/support roles; • Supervision under-18 volunteers 5.5	All aware of FA Guidance	No	GREEN	All coaches aware	GREEN	NA

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GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled'or impairment-specific participants (children and adults)	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Guidance re staff conduct: • Signed Code of Conduct • Clarity re acceptable/unacceptable practice. 5.2 (CWO); 10.12 (Respect Codes)	Policy on Club web site	No	GREEN	All coaches aware	GREEN	NA
Risk assessments done for anyone carrying out high risk roles/tasks	Yes	No	GREEN	All aware	GREEN	NA
Covid-19 protocols briefings shared and practised with committee/volunteers	Yes	No	GREEN	All aware	GREEN	NA
Covid-19 protocols briefings done with club members	Yes	No	GREEN	All aware	GREEN	NA
Participants trained to do self-screen checks before travelling to session	No but informed	No	AMBER	All aware	AMBER	Coaches briefed
Coaches trained to check that self-screen checks have been done and were all negative.	Yes	No	GREEN	All aware	GREEN	NA

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GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled* or impairment-specific participants (children and adults)	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
EXAMPLE Travel arrangements	EXAMPLE Yes, travel only with household members or your support bubble. Managing groups of parents.	EXAMPLE Yes, travel only with household members. Avoid public transport if possible or wear a face covering.	EXAMPLE Amber	EXAMPLE Ensure parents/carers and adults are aware of Government guidance re travel.	EXAMPLE Green	EXAMPLE Review after session and share learning.
Travel arrangements (see page 7) ¹ 5.4	Travel is as directed	No	GREEN	All aware	All briefed	NA
Drop off/pick up arrangements e.g.: • Accessible parking; • Signage; • Social distancing; • Managing parents. (see page 7)	Yes	No	GREEN	All aware	All briefed	NA
Changing/showers: • Closed – Covid-19; • Arrive already changed. (see page 7) 8.4	Yes - closed	No	GREEN	All aware	All aware	NA

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GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

	If there is an additional risk to children?	If there is an additional risk to disabled or non-alternative participants (children and adults)?	Risk rating (red, amber, green (RAO)) ¹	Solution/mitigation (Consider what if...?)	Solution/mitigation (RAO rating)	Review post-activity and learning
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-bagged². (see page 6)	Yes - need paper towels	No	GREEN	Do not use toilets	GREEN	NA
EXAMPLE Site boundaries, e.g.: <ul style="list-style-type: none"> Public access, Roads; Location of facilities 	EXAMPLE Yes, supervision to use toilets/cross roads whilst social distancing	EXAMPLE Unknown – review with adult players and coaches.	EXAMPLE Red	EXAMPLE Agree and communicate protocols with children & parents.	EXAMPLE Amber	EXAMPLE Review after practice and share learning.
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. 	Multi use site	No	GREEN	All aware	GREEN	NA

¹ Double bag in line with Government Guidance, if there is concern that someone may have been symptomatic or infected with Covid-19.

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GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled* or impairment-specific participants (children and adults)?	Risk rating: red, amber, green (RAG)*	Solution/mitigation (if consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Group size 5-5	Small groups / team bubble	No	GREEN	Minimise training	GREEN	NA
Participant additional needs, e.g.: <ul style="list-style-type: none"> • Deaf players (BSA signers); • Blind players; • Wheelchair accessibility; • Learning disability; • Autism; • ADHD; • Pan-disabling; • Impairment-specific; • Interpreters where English not spoken. 7.2 and 10	All additional needs met	No	GREEN	support as required	GREEN	NA

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GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled* or impairment-specific participants (children and adults)?	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
EXAMPLE Playing area, e.g.: • Clearly marked to support social distancing	EXAMPLE Yes, support children to maintain social distancing.	EXAMPLE Yes, support adults to maintain social distancing.	EXAMPLE Amber	EXAMPLE Cones to de-mark zones.	EXAMPLE Green	EXAMPLE Review with players and coaches and share learning.
Playing area, e.g.: • Clearly marked to support social distancing	Yes - team areas allocated	No	GREEN	Minimise area use	GREEN	NA
Register* of those who pre-book attendance at sessions (to aid NHS test and Trace if needed)	Coaches Team Sheets	No	GREEN	All contact details held	GREEN	NA
Players own named, e.g.: • Water bottle; • Hand gel; • Sun cream; • Medication	All parents requested	No	AMBER	All personal kit separate	AMBER	NA
Equipment, e.g.: • Cleaning; • Limit sharing; • Hand hygiene	Coaches to manage	No	GREEN	Parents to support	GREEN	NA
Planned activity, e.g.: • Age-appropriate; • Covid-19 – follow Government Guidance re: group size; • Social distancing	Yes in place	No	GREEN	All aware	GREEN	NA

* Data Privacy Policy. Notes updated in line with any changes to data handling

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GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled or impairment specific participants (children and adults)?	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post activity and by whom
EXAMPLE Relevant medical information in respect of participants.	EXAMPLE Yes, if information is unknown.	EXAMPLE Yes, if information is unknown.	EXAMPLE Red	EXAMPLE Gather info prior to activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly.	EXAMPLE Amber	EXAMPLE Review and implement any learning.
Relevant medical information in respect of participants 8.2	Yes - hold by Club	No	GREEN	Coaches also know	GREEN	NA
Emergency contact numbers for participants 8.2	Yes - hold by Club / Coaches	No	GREEN	Coaches also know	GREEN	NA
Self health check procedure (see Health checks & insurance notes)	Yes	No	GREEN	Insurance cover	GREEN	NA
No spitting, e.g.: • Hygiene protocol; • Disciplinary procedures	Yes	No	GREEN	All aware	GREEN	NA
No chewing gum, e.g.: • Hygiene protocol; • Club disciplinary procedures	Yes	No	GREEN	All aware	GREEN	NA

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EXAMPLE Managing injuries (see First Aid guidance notes for returning to outdoors competitive grassroots football).	EXAMPLE Yes, member of household to manage unless life- or limb-threatening.	EXAMPLE Yes, member of household to manage unless life- or limb-threatening.	EXAMPLE Red	EXAMPLE Risk assess, discuss scenarios and protocols.	EXAMPLE Amber	EXAMPLE Review and implement any learning.
Managing injuries (see First Aid guidance notes)	Qualified Coaches	No	GREEN	Club Physio	GREEN	NO
Access to Personal Protective Equipment (PPE) for First Aiders (see First Aid guidance notes)	Yes - gloves & masks	No	GREEN	Extra in clubhouse	GREEN	NO
Managing someone who becomes symptomatic (see First Aid guidance notes)	Follow Club policy	No	GREEN	Parents to assist	GREEN	NO
Local medical centres/first aid arrangements (see First Aid guidance notes)	Follow Club policy	No	GREEN	Parents to assist	GREEN	NO
Emergency evacuation procedures	Follow Club policy / MEAP	No	GREEN	Parents to assist	GREEN	NO

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GRASSROOTS CLUB RISK ASSESSMENT (CONTINUED)

RISK ASSESSMENT COMPLETED BY:

NAME: JON SYMON

CLUB ROLE: OUTGOING CHAIR AND CWO

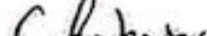
SIGNATURE: 

DATE: 25 /08/ 2020

CHECKED BY CLUB COMMITTEE MEMBER:

NAME: Chris Roberts

CLUB ROLE: Vice Chair and CWO

SIGNATURE: 

DATE: 25 /08/ 2020

NAME: Andy Knowles

CLUB ROLE: INCOMING CHAIR

SIGNATURE: _____

DATE: 26 /08/ 2020

END NOTE:

Clubs are advised to undertake regular risk assessments of the clubs activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are "living documents" and should be updated and reviewed regularly, and kept in active use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.