



# COVID-19 SAFEGUARDING RISK ASSESSMENT GUIDANCE

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**For Clubs**



# COVID-19 SAFEGUARDING RISK ASSESSMENT GUIDANCE

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**Important: If anyone shows symptoms of Covid-19 or has been in contact with someone displaying symptoms within the last two weeks, then they should stay at home and follow Government advice.**

## **UPDATES TO THIS GUIDANCE**

As of the 19th August, this guidance has been updated to provide clarification on the test and trace information on page 10.

The Government has provided information on what to do if a member of your household has symptoms and it is essentially that everyone follows this guidance. The information on the NHS Test and Trace and how it works can be found [here](#).



# COVID-19 SAFEGUARDING RISK ASSESSMENT GUIDANCE (continued)

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## *Carrying out risk assessments during the Covid-19 pandemic*

*Guidance for FA affiliated grassroots clubs, September 2020*

### INTRODUCTION

Affiliated clubs organising and/or hosting football activities have a legal duty to take reasonable care to avoid acts or omissions which are a reasonably foreseeable risk. A risk assessment is a systematic review of the tasks, jobs or processes involved when your club organises, facilitates and/or hosts football activities. The purpose is to identify the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.

Risk assessments should cover all risks, including those associated with the Covid-19 pandemic and how the club intends to ensure that its members and activities will operate within the Government guidance.

The public health crisis is constantly developing and so should clubs' response to it. Clubs are responsible for ensuring that risk assessments are completed, continually reviewed in light of changing Government guidance, feedback and observations from staff. For example, Government guidance in respect of certain 'at risk' groups and what activities are permitted may change. This may significantly impact clubs' practices and what measures need to be in place.

### RISK ASSESSMENTS – FIVE KEY STEPS

Club officials and coaches should keep the below five steps in mind at all times to ensure the safety of participants. Clubs should review the measures implemented in response to these regularly, particularly when Government advice or guidance changes.

- 1.** Keep up to date with Government and FA guidance. Please ensure that they are followed at all times and communicate the guidelines to all individuals connected with your club.  
Please see the latest FA Guidance on Permitted Grassroots Activity During Covid-19 for more details click [here](#).
- 2.** Contact the club's insurance provider to ensure that your club is suitably covered to undertake activities in the current public health crisis. See additional notes below.
- 3.** Undertake regular risk assessments of the club's activities, ensuring that each one is named, signed and dated by those completing and approving it – see below for more details. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.
- 4.** Adapt activities and update the club's policies in light of steps 1-3. Policies to be updated include: Health and Safety Policy; and Data Privacy Policy to cover the handling of data where clubs capture data about attendees at sessions to aid the NHS Test and Trace service.
- 5.** Ensure that everyone – board/committee members, coaches, first aiders, volunteers, parents and players – is aware of the club's Covid-19 protocols.
- 6.** Do not undertake an activity if the club has any concerns about the safety of club officials and/or participants.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT

## COMMUNICATIONS WITH PARENTS/CARERS RE ACTIVITY FOR CHILDREN

Coaching children during the current public health crisis will have its challenges, particularly with younger children.

Below is a non-exhaustive list of issues clubs may want to consider when preparing a risk assessment during the Covid-19 pandemic:

1. Communication with parents and carers is key when resuming the coaching of children. For The FA's guidance that has been published for parents and carers, see [here](#).
2. Gaining informed written consent for involvement in any activity.
  - a. Where a child is aged 15 years or younger then parents/carers must give informed written consent via a consent form or e-mail trail, before their child can take part in football activity. Clubs need to decide how they retain a record of those parents who have given consent (e.g. retain email, log consent form). NB: While The FA supports informed written self-consent from those aged 16 and 17 years of age – in these unusual times clubs may wish to seek parent/carer consent for these two age groups as well.
  - b. Clubs need to ensure that parents/carers are fully informed about any football activity being considered and the measures that are in place to ensure that the activity follows current Government guidance. Identify how the club will do this e.g. by providing written information to parents/carers outlining the activity being offered and measures being taken to manage risks via and inviting permission via a consent form (see [FA safeguarding Guidance Notes 8.2](#) for an example form), or via an e-mail.

If consent is sought via e-mail, clubs will need to ensure they use wording such as:

requires parental consent before your child takes part in any football activities.

By replying to this e-mail and stating **“I consent for my child to take part”**, you are confirming that you have read and understood the activities being offered to your child and agree with the measures the club has put in place to manage any risks, including its Covid-19 measures in line with current Government guidance.

A copy of the club's risk assessment/management documentation (**can be found here/is attached to this email**)

If your child has any specific medical conditions, please ensure that you discuss these with the club welfare officer and or coach and agree the best way to support your child's needs e.g. you staying to watch nearby and taking responsibility to administer the medication. For your information the club may use a form such as the one in

[FA safeguarding Guidance Notes 8.2](#) to gather any relevant information from you. If your child has Covid-19 symptoms they must stay at home and follow Government advice.

If you wish to withdraw consent to your child participating in any or all activities, please notify

in advance, or as soon as possible.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (continued)

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3. Parents should be told to ensure that their child has their own water bottle, hand sanitiser, sun cream and any necessary medication (e.g. inhaler). All items belonging to their child should be labelled with their name and should not be used by anyone else.
4. The period of isolation may have caused some children to become anxious or unsure about resuming activity. Clubs should only support their return to football when they and their parents/carers feel confident for them to do so. Clubs should offer to speak to parents of children about potential issues if needed and make gradual introductions if needed, particularly when needing to incorporate new protective measures.
5. For more information on safeguarding children and the suitability of staff and volunteers please see The FA's guidance found [here](#).



# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (continued)

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## VENUE

Key considerations for clubs when drafting a risk assessment:

### 1. ARRANGEMENTS REQUIRED TO MAINTAIN SOCIAL DISTANCING

- If the venue is open to the public, consider how this will be managed in relation to the Club activity to maintain social distancing;
- Signage to direct the flow of people to assist social distancing;
- Ground markings to remind people of social distancing;
- Reduce congestion at entrances and exits;
- Access to and from toilet facilities;
- One-way systems in/out;
- Consider how parking arrangements will be affected.

### 2. FACILITIES

- Clubs should ensure that they provide accessible facilities and comply with health and safety legislation;
- Ensure access is still provided to accessible toilets, accessible parking bays and accessible access into facilities;
- Changes to toilet facilities, their location and accessibility including access to hand-washing facilities. Consider the possibility that individuals may not be able to access a toilet to wash their hands and what alternative access to clean water could be put in place;
- Ensure participants arrive changed and ready to exercise and leave immediately after the activity.

### 3. PROMOTE GOOD HYGIENE AND REGULARLY CLEAN FACILITIES

- Facilities and equipment must be kept clean – if the club has its own venue, ensure regular daily cleaning of the facilities. In particular, identify high contact touch points for which should be cleaned on multiple times across the day more regular cleaning (e.g. door handles, grab rails and vending machines). Follow the Public Health England guidance [here](#) for cleaning in non-healthcare settings and if a Covid-19 case is reported at the facility;
- Direct people to where they can wash their hands;
- Provide signage to remind people of the importance of washing their hands thoroughly;
- Players should be informed that spitting should be avoided, as the main mode of transmission of the virus is in respiratory secretions. In addition, clubs should consider enforcing a complete ban on chewing gum, as it is either spat out or rolled into a ball and taken out and thus poses a high risk of cross contamination. Club officials may wish to put a disciplinary measure in place in relation to spitting and chewing gum;
- Ensure participants bring their own named hand sanitiser for when soap and water is not available (use alcohol-based hand sanitiser);
- Provide paper towels for drying hands and sealed bins for placing paper towels and tissues in. If there is any concern that someone may have had symptoms of, or been infected with Covid-19, ensure these are double-bagged in line with Government guidance;
- If hiring a facility, ask for details on how the facilities are compliant with the Government's guidance and ensure club officials are familiar with the procedures that should be followed.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (continued)

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## 4. TRAVELLING TO AND FROM THE VENUE

- Encourage socially-distant forms of transport (e.g. cycling and walking). All other forms of transport should be considered before public transport;
- Government guidance should be followed at all times;
- Adults and children should only travel with a member of their household or someone within their 'support bubble'. Please note that separated parents, living in different households and those in 'support bubbles' announced by Government on 10 June 2020, can also car share.

## 5. PARENTS ATTENDING

- Discuss with club officials and parents the options of how best to manage social distancing amongst parents who bring their children to the activity, e.g. staying in their own cars, or in separate social-distancing 'gatherings' of up to six people.



# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (continued)

## 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
<b>A high temperature (above 37.8°C)</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A new continuous cough.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shortness of breath.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A sore throat.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loss of or change in normal sense of taste or smell.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling generally unwell.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.</b>	<input type="checkbox"/>	<input type="checkbox"/>



# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (continued)

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## Arrival at the venue

Coaches at the club should check that each participant completed the self-screen check list before attending and if so, if the self-screen checks were negative for all participants. Ensuring everyone understands the importance of this simple process being completed before travelling is essential to avoid potential transmission.

If a participant says they forgot to self-check before their arrival, then the coach should ask them the health check questions before they join any group at the facility. If they answer 'yes' to one or more of the questions, participants must not take part in the activity and should be told to safely return home.

## During the session

Please refer to The FA First Aid guidance, for how to manage the situation if anyone appears to be symptomatic during the session. You can find this guidance [here](#).

## 2. INJURIES

If a player gets injured, a member of their household or support bubble, can aid them if for example they are watching from their car, but others will still need to socially distance unless a life threatening, or serious injury necessitates compromising guidelines to provide emergency care.

In all cases, NHS guidance on further management should be followed.

## 3. INSURANCE

- Clubs must ensure that the relevant Insurance provisions (public liability and personal accident cover) are in place and that there is suitable cover for training sessions and other football activities taking place during the Covid-19 pandemic. See footnote 1.
  - Even with the insurance cover, clubs must still follow Government guidance, to ensure that they do not risk invalidating their insurance cover.



# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (continued)

## PLANNING TRAINING SESSIONS AND OTHER FOOTBALL ACTIVITIES

### 1. EQUIPMENT

Please refer to the 'Useful information' section below for Government guidance on cleaning in non-health care settings.

Key considerations for clubs:

- Clean equipment between uses:
  - Identify who will regularly maintain the equipment hygiene e.g. balls, cones, goalposts and bibs;
  - Thoroughly clean the equipment e.g. balls, cones, goalposts, etc.;
  - Bibs should not be used unless they can be washed between sessions.
- Limit sharing of equipment where possible:
  - Ensure equipment is handled as little as possible by as few people as possible;
  - Each participant should bring to training their own water bottles, sun cream and medication each of which should be clearly labelled with their name.
- Have strict hand hygiene:
  - If individuals are going to share equipment, including balls, always ensure the individuals' hands are thoroughly cleansed using alcohol-based hand gel, if clean running water and soap are not available, before and after use.

### 2. FOOTBALL AND TRAINING ACTIVITY

- You may choose to keep a register on a voluntary basis, of anyone attending sessions, to help manage 'NHS Test and Trace', if an infection is reported to someone present. If you do choose to do this, any information collected for the register must (i) only be shared with the NHS in the event that it is requested for test and trace purposes and must relate to the match or training in which the player or supporter tested positive (ii) be deleted after 21 days and (iii) you must ensure that you comply with the Data Privacy Policy whilst it is being held.

- Clubs should carefully plan each training session or football activity and ensure that they are structured to ensure that the Government guidance are maintained.
- Consider whether pitch markings or cones can be put in place to ensure that social distancing is maintained.
- Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches). Ensure activities follow the latest guidance.
- If space allows, increase social distancing between players during heavy exertion.

## USEFUL INFORMATION RELATING TO COVID

- The CDC (Centres for Disease Control and Prevention) provides information on how to wash your hands, both with soap and water and hand gel, link [here](#);
- [Government guidelines on handwashing](#);
- See The FA First Aid guidance for infographics on hand washing and hand rubbing;
- Follow Public Health England guidance for cleaning in non-healthcare settings and if a Covid-19 case is reported at the facility [here](#);
- [Government's guidance on the return of sport](#).

**NB: This risk assessment does not include travel, trips and tournaments for teams or overnight accommodation as these are currently not allowed under Government guidance.**

# COVID 19 RISK ASSESSMENT

CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
Safeguarding children	Y	
Adults at risk	Y	
Social media use	Y	
Use of photograph and filming	Y	
Anti-bullying	Y	
Code of Conduct, including acceptable behaviour	Y	
Equality, diversity and inclusion	Y	
Managing challenging behaviour	Y	
Other(s): e.g. parent/carer consent	Y	

EMERGENCY PROCEDURES	
Emergency Action Plan:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Location of nearest defibrillator:	Football storage garage next to pavilion or side wall of Ashington Community Centre
Name of designated runner to bring defibrillator to incident site:	Team assistant coach – for all teams
Location of any access barrier keys:	Meter cupboard in pavilion kitchen. Team manger knows door code.
Emergency vehicle access:	Barrier to the far right of the ground. Access from Church Lane. Keys to barrier in meter cupboard in pavilion kitchen or contact Derek 07543 552009 – 01903 892773
Air ambulance landing station:	Recreation ground

INSURANCE COVER	YES	NO
Personal Accident and Public Liability insurance cover	Y	

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (continued)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled <sup>1</sup> 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
Parents briefed on activity and have given informed written consent to do activity 8.2 <sup>2</sup>	Yes – need to be aware that younger children in particular may not fully understand the rules and may find them harder to adhere to.	Yes – our Covid 19 guidelines include specific advice for parents/guardians of children with conditions which might put them at greater risk.	Amber	Our standard registration form includes parental consent. We have, in addition, instituted a specific statement of consent to confirm that parents have read and understood the additional measures in place for Covid 19 risks. This includes guidance on ensuring children understand their role in managing risks.  We hold a brief/debrief with children before/after the game to remind them of the key messages.  Also design training sessions to minimize the need for players to be in close proximity.	Amber/Green	Reviewed by coach and assistant after each session. What went well? Any problems? Changes for next session?
Consent to be photographed/filmed 8.2 and 8.3	No additional risks as a result of Covid 19.	No additional risks as a result of Covid 19.	Green	Consent provided in our standard player registration forms.	Green	N/A consent is valid for all sessions
Consent for contact via social media and to have info on/be visible on social media 6.1 and 6.2	No additional risks as a result of Covid 19. However coaches are asked to be alert to 'discussions' on Covid 19 may take place on social media amongst the players	No additional risks as a result of Covid 19.	Green	We follow FA guidelines on club use of social media. Our Safeguarding procedures would be followed if we became aware of issues of social media 'chatter' within the team.	Green	No specific action post session unless an incident arises.

<sup>1</sup> 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

<sup>2</sup> These numerical references refer to downloads on the safeguarding section of The FA.com [here](#)

\* 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 <sup>1</sup> 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.	Yes – need to ensure data collection does not compromise security of player information.	Yes – need to ensure data collection does not compromise security of player information.	Amber	Use of QR code with NHS tracking app removes the need for special attendance registers. Parent/Guardian will scan the QR code for themselves and the players.  Where no QR code is available at an away venue, each of our teams will have a Covid 19 officer (usually the manager) who would be the initial point of contact for tracing attendees at the match – attendee data would only be shared with the relevant authorities	Green	Part of pre and post match check that QR code has been scanned.
Clear procedures for referring safeguarding concerns and managing allegations against staff 2.1 & 2.2	Coaches need to be aware of additional anxieties caused by lockdown and by concerns about the virus.	Players with special needs may have been more affected by lockdown measures.	Amber	All coaches up to date on FA Safeguarding Guidelines including recent updates on issues surrounding Covid-19	Green	N/A ongoing coach education
Staffing ratios: <ul style="list-style-type: none"> <li>Defined lead/support roles;</li> <li>Supervision under-18 volunteers.</li> </ul> 5.5	Coaching ratios unchanged by covid 19. Max groups size is 20. Minimum two adults. Minimum one lead coach and one assistant.	Additional coaching support may be needed	Green – coaching ratios always maintained at this level	N/A	N/A	N/A

\* 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 <sup>1</sup> 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: <ul style="list-style-type: none"> <li>Signed Code of Conduct.</li> <li>Clarity re: acceptable/unacceptable practice. 5.2 (CWO); 10.12 (Respect Codes)</li> </ul>	Additional measures needed to manage Covid 19 risk.	Additional measures needed to manage Covid 19 risk.	Amber	As well as our standard code of conduct which all coaches sign, coaches were asked to confirm that they had read and understood FA guidelines and the additional measures we have put in place for Covid-19	Green	Coaches asked to review procedures weekly and to flag up any concerns. Review of procedures carried out at committee at least monthly.
Risk assessments done for anyone carrying out high risk roles/tasks	N/A	N/A	N/A	N/A	N/A	N/A
Covid-19 protocols briefings shared and practiced with committee/volunteers	Additional measures needed to manage Covid 19 risk	Additional measures needed to manage Covid 19 risk	Amber	Protocols and procedures agreed at committee prior to the restart of training. Coaches and Parents guides produced, circulated to all coaches and published to a shared document site. All coaches to confirm they have read the guidelines..	Green	Coaches asked to review procedures weekly and to flag up any concerns. Review of procedures carried out at committee at least monthly.
Covid-19 protocols briefings done with club members	Additional measures needed to manage Covid 19 risk	Additional measures needed to manage Covid 19 risk	Amber	All parents issued with guidelines and asked to confirm that they have read and understood them.	Green	Parents encouraged to report any concerns to the team manager or to the club welfare officer
Participants trained to do self-screen checks before travelling to session	Parents will need to carry out check for younger children	These players may need additional support to carry out self screen checks.	Red	Guidelines include self-screen checklist. Coaches to confirm checks done before starting training.	Amber	Coaches asked to review procedures weekly and to flag up any concerns. Review of procedures carried out at committee at least monthly.

\* 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 <sup>1</sup> 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
Coaches trained to check that self-screen checks have been done and were all negative.	Coaches have a responsibility to ensure checks were carried out	Red	Amber	Included in coaches guidelines	Amber	Coaches asked to review procedures weekly and to flag up any concerns. Review of procedures carried out at committee at least monthly.
Travel arrangements (see page 7) 5.4	No specific additional risk for children. Parents are responsible for managing travel arrangements.	No specific additional risk although may create additional travel difficulties..	Amber	Restrictions on travel arrangements (sharing transport between households) included in guidelines to parents	Green	Review of adherence to procedures carried out at committee at least monthly.
Drop off/pick up arrangements e.g.: <ul style="list-style-type: none"> <li>• Accessible parking;</li> <li>• Signage;</li> <li>• Social distancing;</li> <li>• Managing parents.</li> <li>• (see page 7)</li> </ul>	We need to ensure coaches are visible so that parents can safely see their children join the coaching group. This is because we ask parents not to gather in groups in the car park, or at pitch-side so visibility is key.	May be more challenging for disabled or impairment specific players to join the training group individually rather than wait with the group in the car park.	Amber	Guidelines for training include drop off & pick up instructions. Match day instructions issued to home and away parents and include a map showing available parking areas, one way system etc. Guidelines include spectators being in groups of no more than 6	Green	Review of adherence to procedures carried out at committee at least monthly.

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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 <sup>1</sup> 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
Changing/showers: <ul style="list-style-type: none"> <li>• Closed – Covid-19;</li> <li>• Arrive already changed.</li> </ul> (see page 7) 8.4	No specific additional risk for children	No specific additional risk.	Amber	Parents/guardians are advised to that changing rooms will be closed. This information also included in match day information issued to opposition teams	Green	Review of adherence to procedures carried out at committee at least monthly
Access to toilets, e.g.: <ul style="list-style-type: none"> <li>• Supervision;</li> <li>• Hand-washing and/or rub 'washing' facilities;</li> <li>• Paper towels and sealed bins or double-bagged<sup>3</sup>.</li> </ul> - (see page 6)	Yes, children will need to be supervised to ensure they follow the protocols	Yes, players may need additional support managing the new protocols	Red	Toilets are open with a one in one out rule. This is clearly communicated in our guidelines. Since the entrance to the toilet block is hidden from sight of the pitch, each training/match group needs to ensure a responsible adult is available, with the toilet key, to open up, wait outside and supervise the one our one in rule. Cleaning of toilets is part of our post match checklist.	Amber	Review of adherence to procedures carried out weekly. Managers are asked to confirm that cleaning has been completed at the end of training/match days.

<sup>3</sup> Double bag in line with Government Guidance, if there is concern that someone may have been symptomatic or infected with Covid-19.

\* 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 <sup>1</sup> 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
Site boundaries, e.g.: <ul style="list-style-type: none"> <li>• Public access;</li> <li>• Roads;</li> <li>• Location of facilities;</li> </ul> Drop-off point and access to pitches/training areas.	Small additional risk for children. In order to allow space on match days, parking areas are further away from the pitch so parents will need to accompany children to the pitch. Drop off areas have adequate space and easy access for players to join training/ match groups.	Small additional risk since parking area is further away from pitch.	Amber	Clear instructions on parking, with map, are issued to all home players and to the away team manager so that it is clear what the arrangements will be.	Green	Review of adherence to procedures carried out at committee at least monthly
Group size 5.5	No specific additional risk for children	No specific additional risk	Green	If maximum permitted group sizes were to be lowered, new procedures would be needed to manage training groups.	Green	Review group size is guidelines change.

\* 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 <sup>1</sup> 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
Participant additional needs, e.g.: <ul style="list-style-type: none"> <li>• Deaf players(BSL signers);</li> <li>• Blind players;</li> <li>• Wheelchair accessibility ;</li> <li>• Learning disability;</li> <li>• Autism;</li> <li>• ADHD;</li> <li>• Pan-disability;</li> <li>• Impairment-specific;</li> <li>• Interpreters where English not spoken.</li> </ul> 7.2 and 10	Yes. Additional support in following Covid 19 guidelines may be needed for any in these categories. .	Yes. Additional support in following Covid 19 guidelines may be needed for any in these categories.	Amber	Guidelines are clearly written and managers fully briefed to ensure they consider additional difficulties that may be face by players and adults in understanding and/ or following the guidelines.	Green	Review of procedures carried out at committee at least monthly. Managers encouraged to highlight any issues they may have encountered.
Playing area, e.g.: <ul style="list-style-type: none"> <li>• Clearly marked to support social distancing</li> </ul>	Yes. Need to ensure all players properly understand the need to respect their 'zones'.	Yes. Need to ensure all players properly understand the need to respect their 'zones'.	Amber	Pitches clearly marked on the maps issued to both teams. Cones/barriers are used to mark out zones for spectators. Covid 19 Officer present at matches to encourage adherence to guidelines. Cones used for training. Players briefed before each session to ensure understanding of zones.	Green	Review of adherence to procedures carried out at committee at least monthly

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).

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (continued)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled <sup>4</sup> 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
Register <sup>4</sup> of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)	Need to have parent/guardian contact details	No specific additional risk	Amber	Register taken for training. Team sheet used for match days. NHS QR code visible and advertised for all those attending match day and (winter) training	Green	Review of adherence to procedures carried out at committee at least monthly
Players own named, e.g.: <ul style="list-style-type: none"> <li>• Water bottle;</li> <li>• Hand gel;</li> <li>• Sun cream;</li> <li>• Medication.</li> </ul>	Yes. Players may need reminding not to share items	Yes. Additional measures may be needed to ensure no sharing of items	Red	Guidance includes instruction to bring own, named, items. Managers and coaches asked to be vigilant at training and matches that this guidance is adhered to.	Amber	Review of adherence to procedures carried out at committee at least monthly
Equipment, e.g.: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• Limit sharing.</li> <li>• Hand hygiene.</li> </ul>	Yes. Players may need reminding of protocols.	Yes. Players may need reminding of protocols.	Red	Manager guidance includes instruction to clean items before and after sessions and to allow breaks for hand cleaning. Parental guidance includes instruction that players should not touch equipment and to clean hands regularly. Spare, cleaned, footballs available pitch-side so that balls can be cleaned regularly during matches.	Amber	Review of adherence to procedures carried out at committee at least monthly
Planned activity, e.g.: <ul style="list-style-type: none"> <li>• Age-appropriate;</li> <li>• Covid-19 – follow Government Guidance re: group size;</li> <li>• Social distancing.</li> </ul>	No specific additional risk for children	No specific additional risk	Green	If maximum permitted group sizes were to be lowered, new procedures would be needed to manage training groups.	Green	Review group size is guidelines change.

<sup>4</sup> 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).

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (continued)

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled <sup>1</sup> 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
Relevant medical information in respect of participants 8.2	Possible additional risk if child or someone in their household is considered as shielding or at risk.	Possible additional risk if player or someone in their household is considered as shielding or at risk. .	Amber	Ensure all parents guardians feel comfortable discussing possible risks and manage player attendance accordingly.	Green	Review of adherence to procedures carried out at committee at least monthly
Emergency contact numbers for participants 8.2	No additional risks as a result of Covid 19. Holding emergency contact details already part of our player registration process.	No additional risks as a result of Covid 19. Holding emergency contact details already part of our player registration process.	Green	No additional action needed	Green	Remind coaches regularly of the need to have quick access to emergency contact details.
Self-Health check procedure (see <i>Health checks &amp; insurance notes</i> )	Parents will need to carry out check for younger children	These players may need additional support to carry out self screen checks.	Red	Guidelines include self-screen checklist. Coaches to confirm checks done before starting training.	Amber	Coaches asked to review procedures weekly and to flag up any concerns. Review of procedures carried out at committee at least monthly.
No spitting, e.g.: <ul style="list-style-type: none"> <li>Hygiene protocol;</li> <li>Disciplinary procedures.</li> </ul>	Yes. Coaches are responsible for making sure that this policy is strictly adhered to.	Yes. Coaches are responsible for making sure that this policy is strictly adhered to.	Amber	Parental guidance includes reference to no spitting. Coaches will remind players of the rules before the session and be alert to any breaches during the session.	Green	Review and remind players at post session briefing. Parents will be advised of any breaches and players may be asked to miss a session or match.
No chewing gum, e.g.: <ul style="list-style-type: none"> <li>Hygiene protocol;</li> <li>Club disciplinary procedures.</li> </ul>	Yes. Coaches are responsible for making sure that this policy is strictly adhered to.	Yes. Coaches are responsible for making sure that this policy is strictly adhered to.	Amber	Coaches to include a check of 'no gum' in the pre-session briefing.	Green	Review and remind players at post session briefing if necessary.

\* 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 <sup>1</sup> 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
Managing injuries <i>(see First Aid guidance notes)</i>	Yes – coaches unable to attend to minor injuries – players need someone from their own household available to support	Yes – coaches unable to attend to minor injuries – players need someone from their own household available to support	Amber	Parents/Guardians informed that they will need to attend training sessions	Green	Review of adherence to procedures carried out at committee at least monthly
Access to Personal Protective Equipment (PPE) for First Aiders <i>(see First Aid guidance notes)</i>	Yes – there is a risk to players if coaches need to attend to a major injury but there is no PPE available	Yes – there is a risk to players if coaches need to attend to a major injury but there is no PPE available	Amber	PEE purchase for all coaches to be stored in their 1 <sup>st</sup> Aid kits.	Green	Review purchase of additional equipment at least monthly.
Managing someone who becomes symptomatic <i>(see First Aid guidance notes)</i>	Yes – risk to players if symptomatic person not isolated	Yes – risk to players if symptomatic person not isolated	Red	Guidelines include protocols for managing someone who becomes symptomatic during training or match.	Amber	Review of protocols carried out at committee at least monthly
Local medical centres/first aid arrangements <i>(see First Aid guidance notes)</i>	No additional risks as a result of Covid 19. Medical centre details already displayed at all venues. Do however need to understand Government procedures for Covid related issues.	No additional risks as a result of Covid 19. Medical centre details already displayed at all venues. Do however need to understand Government procedures for Covid related issues..	Amber	Ensure all coaches are aware of any changes to local health centre arrangements because of Covid-19	Green	Review of information carried out at committee at least monthly
Emergency evacuation procedures	No additional risks as a result of Covid 19.	No additional risks as a result of Covid 19.	Green	Emergency procedures already displayed at all training venues.	Green	Review of emergency procedures carried out twice yearly or whenever there are any changes to venues.

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

# GRASSROOTS CLUB RISK ASSESSMENT (continued)

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## RISK ASSESSMENT COMPLETED BY:

NAME: SARAH OSBORNE

CLUB ROLE: SECRETARY

SIGNATURE: *Sarah Osborne*

DATE: //

## CHECKED BY CLUB COMMITTEE MEMBER:

NAME: TONY FRASER

CLUB ROLE: CHAIR

SIGNATURE: *Tony Fraser*

DATE: //

NAME: \_\_\_\_\_

CLUB ROLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE:  / /

## 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.

**DISCLAIMER:**

This guidance is for general information only and does not constitute legal advice, nor is it a replacement for such, nor does it replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. Affected organisations should therefore ensure that they seek independent advice from medical practitioners, or healthcare providers, prior to implementing any re-opening plan, as required. Independent legal advice should be sought, as required and depending on your, or relevant circumstances.

While efforts have been taken to ensure the accuracy of this information at the time of publication, the reader is reminded to check the Government website to obtain the most up-to-date information regarding social distancing and any other Government measures.



**FOR ALL**

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