

## Oundle Town Football Club - Safeguarding Risk Assessment

### Venue Details

<b>Name and Address</b>	Oundle Town Football Club, Station Road, Oundle, Peterborough, PE8 4BZ
<b>Venue lead contact name:</b>	Club Chairman: Cameron Holmes
<b>Contact details:</b>	01832 270976 chairman@oundletownfc.co.uk
<b>Additional Contact</b>	Club secretary: Michael Hamill
<b>Contact details:</b>	07734 897320 secretary@oundletownfc.co.uk
<b>Safeguarding Lead:</b>	Peter Hadfield
<b>Contact details:</b>	welfare@oundletownfc.co.uk
<b>Club and FA policies used:</b>	Safeguarding children, social media use, use of photograph and filming, anti-bullying, Code of Conduct (incl. Respect), Parental consent, Inclusion.

### Emergency Procedures

<b>Location of nearest defibrillator</b>	Across the road from the club at Pick Arthy
<b>Emergency vehicle access:</b>	Via the Wharf entrance to OTFC
<b>Air ambulance landing station:</b>	OTFC

### Insurance Cover

<b>Personal Accident and Public Liability insurance cover</b>	
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	What are the Hazards?	Area of Risk	Is there additional risk to children?	Risk Rating (RAG)	Solution/Mitigation (What if.....?)	Solution mitigation RAG rating	Review post-activity and by whom	
<b>Before any football commences</b>	<b>Safeguarding</b>	Informed written consent to participate	Yes - must have parent/carer consent. Additional risks for younger age groups - limited understanding of social distancing	Amber	Parents/carers to be advised of COVID-19 arrangements before consent is obtained. All adult participants have discussed	Amber - Parents and carers were communicated with via email from coaches outlining procedures. Consent obtained and logged by welfare team.	Lisa and Laura to check against player register	
		Photographing/filming of participants	Yes - consent must be obtained from a parent/carer especially in younger age groups.	Amber	Parents/carers to be asked for permission and to be informed where it will be shared - e.g. closed club messaging app/TEAM APP	Amber -	Liase with coaches to ch	
		Contact via social media	Minimal - younger age groups use TEAM APP and not social media for communication. Parent and not child is key point of contact.	Green (low risk)				Laura to confirm with youth teams and update where necessary
		Procedures for referring safeguarding concerns	Minimal	Amber	OTFC website has designated safeguarding lead contact details. All participants aware through RESPECT and safeguarding details of who to report concerns to.	Green		Pete and Emily to monitor and guide Laura/Lisa to review and update links to league/FA safeguarding and whistleblowing where necessary
		Staffing ratio's	Yes - all teams have a Lead and 2nd adult.	Amber	Any session where staffing ratios can not be adhered to should be cancelled and the committee informed.	Green		
		Travel arrangements	Yes - children without a parent/guardian present	Amber	Coaches should not be expected to transport individual children to/from sessions. Parents may choose to share transport but should provide consent and be clear about the risks posed to the driver of the vehicle. Children unrelated to the adult should be seated in the rear of the car and adhere to highway code (seat belts). Coaches should be informed of alternative travel arrangements by the parent and should monitor any change in behaviour of the child, seeking support from OTFC welfare team as required.	Green		

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	<b>Spread of COVID-19</b>	COVID-19 protocols	Yes -	RED	Briefings shared with committee and club members, as well as team leads. Coaches share protocols with team members/parents and carers of team members	Amber - not completed before. Teams will not be allowed to commence matches without evidence of protocols being shared with teams etc.	Laura Pleszko & Lisa Ward Holmes to schedule Zoom briefings and track attendance.
		Self screening by participants/ members	Yes - younger aged will need parental support in completing and submitting self-check	RED	Participants trained to complete and share self-screen checks with their coach before each training/match session. Participants ensure they are accurate	Amber - Untested. Teams will need to individually decide how to complete and share self checks (WhatsApp, Team App, email etc). Coaches need support in refusing members to train/ participate without having completed these checks.	Coaches to liaise with Laura and Lisa to update on method of communication. Laura to monitor and spot check system.
		Participant becoming symptomatic either prior to or during any session	Yes	Red	If a participant or member of the participants household should display any of the following symptoms (continuous cough, a high temperature, a loss of or change to their normal sense of taste or smell) they should NOT attend any training or match and should instead follow government guidance on isolating, Should symptoms develop during training, the coach will require the participant to leave promptly and arrange for a COVID-19 test (government guidelines). Coach to be informed of result. This will support, if necessary, track and trace.	Green	
		Travel arrangements	Yes - confined spaces	Red	Participants should not car share with people from outside of their household/bubble. Should this be unavoidable, occupants of the vehicle should wear face coverings and windows be opened to allow good ventilation. Car sharing with more than one other group should be strongly discouraged. Public	Green - some children will be in the same social bubble through school etc. Ensure parents/carers and other members are aware of government guidance re: travel.	Coaches to review after sessions and advise/share learning with the committee.
		Drop of/ collection zones and parking	Yes - car parks clearly signed and	Amber	Parking at the Wharf end of OTFC grounds. Clear signage and route to the club. Ensure parents, carers etc are aware of government guidance re: social distancing and	Green	Review after sessions
		Changing/ showers		RED	Currently the showers and changing facilities remain CLOSED as government guidance cannot be adhered to under current circumstances. Players should arrive already changed.		Committee to seek guidance on how club could become compliant and open these facilities ASAP
		Toilet facilities	Yes	Red	One person to use male/female toilets at a time. A waiting area with signage has been arranged. Face coverings to be worn anywhere inside the clubhouse including toilet areas. Cleaning schedule increased and logged, hand wash, hand sanitiser provided. Bins to be "double bagged" when emptying. Facilities will be available for half an hour before sessions up to half an hour after the session has ended or when the clubhouse closes.	Green	
		Clubhouse		Red	One way system marked out and 2m social distancing reminders. Currently the clubhouse will remain shut pending completion of renovations to enable COVID-19 guidance to be adhered to.		
<b>During and after football sessions</b>	<b>Safeguarding</b>	Group size	Yes	Amber	All sessions to stick to minimum adult to pupil ratios, In line with government guidance, no session should exceed 30 participants including coaching staff.	Green.	

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<b>Spread of COVID-19</b>	Participant additional needs	Yes - language barriers for EAL	Amber	Parental/participant consent form to highlight any additional needs or support required. Coaches to seek support from the committee, as and when required, to support inclusion and participation for all.	Green	
	Playing area including RESPECT Line	Yes	Amber	Spectators to stand behind respect line and adhere to expectations outlined in RESPECT guidance. Government guidance on social distancing should be adhered to - 6 people in a group and groups 2m apart. Team Covid support member to encourage good practice and address where necessary	Amber - untested.	
	Medical	?	Amber	Medical details collected with consent to participate forms. Coaches to have a list as well as emergency contact details at all sessions.	Green	
	Referee - payments to and sharing of paperwork	Yes - many referees are young adults	Red	All payments to be cashless (bank transfer etc) and paperwork to be shared electronically - photograph of the team sheet messaged or emailed.	Amber - to be reviewed.	
	Register of attendees		Red	Coaches to keep a register of attendees to support test and trace. Data for each session must be kept for 21 days.	Amber - not completed before. The data should only be shared with NHS test and trace and upon their request only	Coaches to review and share learning.
	Warm up/cool down/training	Yes	Red	Social distancing should be adhered to. No spitting and good hygiene promoted. Participants should sanitise their hands before and at the end of each session. Members should be encouraged to use their own ball/one provided to them to minimise contact between players.	Green	
	Planned training	Yes	Red	Bibs to be only worn once and by one individual at each session. Bibs should then be cleaned following current government guidance.	Green	
	Match including half time.	Yes - younger children will have difficulty maintaining social distancing	Red	Following FA guidance, social distancing need not apply during gameplay. At any interval, team talk or break in play, coaches should actively encourage the social distancing of their players inline with government and FA guidance,	Amber - untested.	Coaches to review and share best practice.
	Player equipment	Yes - children should be encouraged to not share equipments	Red	Players to bring their own water bottle, suncream, medication and hand sanitiser to each session. These should be clearly labelled. Coaches to communicate this to parents/carers to remind them of best practice.	Green	
	Match equipment	Yes - younger children will need support in not touching/sharing equipment	Red	Goal posts, corner flags and used footballs should be wiped down before, at half time and at the end to training and matches. Each team must arrange and nominate an adult who will be responsible for this protocol (covid-19 support member).	Amber - teams to share Covid-19 support member name with committee	
First aid and managing injuries	Yes	Red	First aid kits updated with sanitiser and PPE. Younger aged children will have a parent present throughout to provide first aid. U15's and above have been asked to provide coaches permission to treat if they attend unsupported by a member of their household.	Amber - to review.		
Hygiene protocols		Red	No spitting, kit should not be shared or "group washed".	Green		

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		Spectators		Red	Spectators should view training/ matches in designated areas and should adhere to the latest government guidance on social distancing and sizes of groups. Each teams "covid-19 support member" should, where necessary, remind spectators of the expectation for social dist	Amber - untested	
<b>Risk assessment completed by:</b>	Laura Pleszko	Use of Clubhouse		Red	The clubh renovation protocols ensure a s	<b>Risk assessment shared with:</b> Cameron Holmes (Chairman), Lisa Ward-Holmes (Treasurer), Michael Hamill (Secretary) Peter & Emily Hadfield (Safeguarding and Welfare).	
<b>Club role</b>	OTFC Covid-19 officer				<b>Leagues</b>	ted to PDFL, PJAL, Weetabix youth League, Hunts league	
<b>Date</b>	26th August 2019 (Version 1)				<b>Date</b>	26th August 2019 (Version 1)	
		Participant recieving a positive covid test result		Red	The participant must inform their coach of the result at their earliest opportunity to support track and trace. The coach will liase with the committee (who in turn seek guidance from the local health protection team). Possibilities include cancelling all sessions for the affected team for two weeks (in line with government self isolation routines).		
		Local lockdown	Potentially		OTFC will take guidance from the leagues regarding play in the event of a local lockdown. Any change in schedule will be communicated to participants via their coaches.		