

Oundle Town Football Club - Safeguarding Risk Assessment

Venue Details

Name and Address	Oundle Town Football Club, Station Road, Oundle, Peterborough, PE8 4BZ
Venue lead contact name:	Club Chairman: Cameron Holmes
Contact details:	01832 270976 chairman@oundletownfc.co.uk
Additional Contact	Club secretary: Michael Hamill
Contact details:	07734 897320 secretary@oundletownfc.co.uk
Safeguarding Lead:	Peter Hadfield
Contact details:	welfare@oundletownfc.co.uk
Club and FA policies used:	Safeguarding children, social media use, use of photograph and filming, anti-bullying, Code of Conduct (incl. Respect), Parental consent, Inclusion. FA return to grassroots football, Gov.uk Covid-19 specific organised sports and other relevant sections.

Emergency Procedures

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

Insurance Cover

Personal Accident and Public Liability insurance cover	Additional Zurich policy for the clubhouse. Sportguard policies for both Personal accident and public liability. Certificates checked September 2020.
---	---

	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
Before any football commences	Safeguarding	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 and provided consent to their coach.	Green - Parents and carers consulted via email from coaches outlining procedures. Consent obtained and logged by welfare team. FA registration checks players consent.	Lisa and Laura to check against player register

	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
		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 - Coaches aware of which players must not be photographed. Coaches advised to identify which do/do not have consent on an emergency contact list/register.	Liaise with coaches to check this is complete.
		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 confirmed with youth teams. Continue to monitor and update where necessary - completed.
		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	

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
	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	
Spread of COVID-19	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. Players informed of the FA 'code' and agree to adhere to it. COVID briefings provided to both teams prior to match commencement	Amber - Club must ensure that COVID briefings are shared with both teams prior to match commencement and players agree to the 'code'.	All coaches aware of FA guidance and protocols. Updated guidance reissued prior to 29th March.
	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 If a player has experienced COVID symptoms for more than 7 days (including any asymptomatic time if they tested positive before symptoms developed), they need to have full medical clearance before returning to football (including training)	Green - Teams have continued to complete and share self checks (WhatsApp, Team App, email etc) before any session. Where necessary, coaches have checked with LP when they've received a self assess symptom query.	Coaches to liaise with Laura and Lisa to update on method of communication. Laura continuing to monitor and support coaches. Spot check to be carried out.

	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
		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	Amber	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	Coaches to review after sessions and advise/share learning with the committee.
		Drop of/ collection zones and parking		Amber	Single route traffic flow in place. Enter at club and exit via wharf end. Clear signage and route to the club. Communicated to players/away teams via "covid briefing".	Green - coaches liased with Lisa and Michael Re:match day and parking. No congestion zones identified.	Review after sessions in light of continually changing government guidelines.

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
	Changing/showers		RED	Currently the showers and changing facilities remain CLOSED as per government and FA guidance. Players should arrive already changed.	March 2021: current guidance under step 1 and additional restrictions mean the changing rooms/showers remain closed.	Guidance awaiting from FA/gov regarding how the club could become compliant and open these facilities under step 2/3 24/3/21
	Referee Facilities	No	RED	The changing facility is not open for the referee to use as per step 1 guidelines. However, sanitiser, wipes etc provided within the room for the referee should an emergency medical or disability need arise in line with FA & government requirements. Facility to be sanitised should use occur and sessions staggered to reduce 'change over' cross contamination risk.	Amber - emergency use only as per government and FA guidance.	
	Toilet facilities	Yes	Red	One person to use male/female toilets at a time. An outside 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.	Green	
	Clubhouse		Red	One way system marked out and 2m social distancing reminders. Currently the clubhouse will remain shut (except for access to toilets and referee facilities) in line with government step 1 restrictions.		

	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
During and after football sessions	Safeguarding	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.	
		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	Respect code of conduct disseminated to teams. All players/parents to be made aware of the 'Code of Behaviour'. Safeguarding contact information available of club website as well as whistleblowing/links to FA report it (abuse of referees).	Green - NHS track and trace and hand sanitiser provided near to the respect line.	
		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	
	Spread of COVID-19	Referee - payments to and sharing of paperwork Player sub payments	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. Paypal/electronic banking being trialled for full roll out next season to limit/remove handling of cash.	Amber - some coaches requesting cash payments. If the request is made in advance, sterile cash payments in sealed envelopes provided via Lisa/Michael to coaches.	Lisa and Michael have monitored and implementing new system for collecting subs and to potentially include referee payments for 21/22 season

	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
		Register of attendees		Amber	Coaches to keep a register of attendees to support test and trace. Data for each session must be kept for 21 days.	Green -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 and hygiene breaks	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. Hygiene breaks/natural breaks in play should allow for frequent hydration and hygiene purposes. During these moments players should be socially distanced.	Green - each participant should be encouraged to have a 'spot' for their personal equipment and to go to for hygiene/hydration breaks. These should be socially distanced in line with government guidance/restrictions.	
		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, competitive gameplay is allowed but that youth teams should be encouraged to socially distance where possible (avoid 3 on 1 scenarios). 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,	Green - use of spots and other ideas have worked well in some teams. Ongoing.	Coaches to review and share best practice.

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
	Player equipment	Yes - children should be encouraged to not share equipments	Red	Players to bring their own water bottle, 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 should arrange and nominate an adult who will be responsible for this protocol (covid-19 support member).	Green	Most teams adhering to. Inline with new FA guidance, repeat offenders to be reported to local FA should guidance be flagrantly ignored.
	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. All first aiders to review updated FA guidance and recommendations on PPE usage and protocols for treating injuries.	New first aid document (March 21) shared with coaches and first aiders.
	Hygiene protocols		Red	No spitting, kit should not be shared or "group washed". No handshakes at the start/end of games or team huddles at any point. Shouting should be positively discouraged as per the FA 'code of behaviour"	Green	

Risk assessment completed by:	Laura Pleszko
Club role	OTFC Covid-19 officer

Risk assessment shared with:	Cameron Holmes (Chairman), Lisa Ward-Holmes (Treasurer), Michael Hamill (Secretary) Peter & Emily Hadfield (Safeguarding and Welfare).
Leagues	

Date	Hazardous?	Area of Risk	Is there additional risk to children?	Risk Rating (RAG)	Solution	Date	21st/25th	Match obligation RAG rating	Review post-activity and by whom
		Spectators		Red	Under current guidelines, the only spectators permitted is one parent/ carer per youth player and these should be socially distanced in designated areas and should adhere to the latest government guidance on social distancing and sizes of groups. Mask wearing may be encouraged based on numbers. Each teams "covid-19 support member" should, where necessary, remind spectators of the expectation for social distancing. There should be no spectators at adult/seniors training or matches.			Green - singable and regular reminders over the latest government guidance issued including the "rule of 6"	
		Use of Clubhouse		Red	The clubhouse building remains closed in line with government restrictions. Any person accessing the clubhouse to use the toilet facilities must wear a mask to protect themselves and others.			Green - NHS track and trace QR code displayed in multiple locations. Any who are non compliant must be asked to leave the premises.	
		Participant receiving 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 liaise 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).			Green.	

	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
		Participant becoming symptomatic during or after any session		Red	<p>During - player should be immediately removed from the session and sent home (via parent in youth member) where they should seek a COVID test. Coaches should make a note of anybody who would be considered a 'close contact' should the player test positive.</p> <p>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).</p>	Green.	
		Dug out/ substitution area		RED	<p>Managers/coaches/support staff and any subs should remain socially distanced along their line at all times. Where this isn't possible, masks should be worn at all times.</p>	Green.	