

GREAT NOTLEY FOOTBALL CLUB COVID-19 RISK ASSESSMENT

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled1 or impairment-specific participants (children and adults)	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating
Written Consent					
Parents briefed on activity and have given informed written consent to do activity 8.2	Parents/guardians are required to submit consent form to managers' prior to any Club activity and therefore should not create any additional risk.	Potential, managers to discuss with parents for any child with a disability/impairment or other medical condition any additional needs prior to consent being given.	Amber	Club Covid-19 procedure posted to Club website for parents to read prior to consent. Update registration form to include consent for any new signings	Amber
Consent to be photographed/ filmed 8.2 and 8.3	All consent stored by team manager electronically	No additional risk	Green	No additional action	Green
Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace	Storage of information will be restricted to spectators names and the opposing team's contact mobile number	No additional controls required	Green	If NHS Test and Trace contact is required then a message will be circulated via the teams normal contact routine (i.e. WhatsApp). For any additional person present not on the routine messaging system then contact will be made via personal contact.	Green
Clear procedures for referring safeguarding concerns and managing allegations against staff 2.1 & 2.2	Procedures to be posted to the Club's website for handling all safeguarding concerns. Club to reiterate instruction that no one team official may take training unless a parent agrees to remain for the duration of the session	No additional risk	Green	Committee members to attend training sessions to ensure compliance to safeguarding rules	Green
Children and parents/ carers given DSO details & how to raise concerns 7.1	Procedures to be posted to the Club's website for handling all safeguarding concerns.	No additional risk	Yellow	All safeguarding issues raised will follow protocol by FA	N/A
Staffing Ratios					

Staffing ratios: • Defined lead/support roles; • Supervision under-18 volunteers. 5.5	Each team has defined roles of Manager and Coaches and registered as team officials in the WGS with clear understanding of their roles and responsibilities.	Should not involve additional risk in this area	Green	Ensure that team official movements are continuously monitored to ensure adequate staffing ratios		
Guidance re staff conduct: • Signed Code of Conduct. • Clarity re: acceptable/unacceptable practice. 5.2 (CWO); 10.12 (Respect Codes)	No permanent staff requiring a signed code of conduct but all team officials are aware of acceptable and unacceptable practices	Should not involve additional risk in this area	Green	Discussions within the team official meetings to highlight any practice that may have developed that may be deemed unacceptable	Yellow	
Risk assessments done for anyone carrying out high risk roles/tasks	There are no identified high risk roles or tasks within the Club	There are no identified high risk roles or tasks within the Club		No mitigation required		
Covid-19 protocols briefings shared and practised with committee/ volunteers	Covid-19 Club Procedure posted to the Club website	Managers/Coaches briefed to be aware of any additional risks to disabled or impaired players and review with parents	Yellow	Managers to confirm that discussions with parents have been completed	Yellow	
Covid-19 protocols briefings done with club members	Covid-19 Procedure posted to Club website	Procedure covers all players	Green	No mitigation required	N/A	
Participants trained to do self-screen checks before travelling to session	Simple checklist to be completed by parents/guardians before attending sessions. Checklist self explanatory	The additional training required	Green	If a player arrives without a self assessment being forwarded then the manager must complete one prior to any activity	Green	
Coaches trained to check that self-screen checks have been done and were all negative.	Manages and coaches check the self assessment and discuss any negative items with parents/guardians	The additional training required	Green	If a player arrives without a self assessment being forwarded then the manager must complete one prior to any activity	Green	
Tavel Arrangements						
Travel arrangements (see page 7) 5.4	Recommended travel arrangements are documented the Club's Covid-19 procedure and stored on the Club's website	No additional requirements over and above Government guidelines	Green	No mitigation required	N/A	

Drop off/pick up arrangements e.g: - Accessible Parking - Signage - Social Distancing - Managing Parents (see page 7)	<u>Notley Green</u> Parking for home games at Notley Green is the Tesco Car Park opposite the Green. Controls over signage, social distancing etc over parking are the responsibility of Tesco's who comply with Government Policy. <u>Discovery Centre</u> Parking for home games at The Discovery Centre is the Car Park operated by Braintree District Council. Controls over signage, social distancing etc over parking are the responsibility of BDC who comply with Government Policy.	No additional risk	Green	No mitigation required	N/A	
Changing/Showers: - closed Covid -19 - arrive already changed (see page 7) 8.4	No facilities at any age group. All players arrive already changed.	No additional risk	Green	Monitor any changes re away games where facilities are provided and potential cup finals at stadiums	Green	
Access to toilets, e.g: - supervision - Hand washing and/or rub 'washing' facilities - paper towels and sealed bins or double bagged (see page 6)	No access to toilets on site but use of Tesco's toilets would be subject to their Covid-19 requirements and toilet visits should be supervised for younger players. Teams to carry hand sanitiser gel for players use	Would present an additional risk for disabled players albeit Tesco's facilities do cater for disabled people	Red	Request Parish Council provide a key to the Parish Hall toilets area	Red	
Site Boundaries						
Site boundaries, e.g: - public access - roads - location of facilities - drop off point and access to pitches/training areas	<u>Notley Green</u> Notley Green pitches are a public space owned by Braintree District Council. There are no facilities on the Green and parking is across a road where care should be taken when crossing albeit it is not a main road <u>Discovery Centre</u> Discovery Centre is a public park with a chargeable parking area. Once parked there are no roads to cross or facilities available	No additional risk	Green	Due to the vicinity of the playing area no further mitigation or other solutions are available	Green	

Group size 5.5	All teams comply with group size Government guidelines	No additional risk	Green	Team squads determine that any mitigation is not presently envisaged	Green	
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. 7.2 and 10	Managers and Coaches are to discuss any additional needs of their players and documents those additional needs	Same process as all other players	Red	Currently no physically disabled or seriously impaired players registered so allows time for managers to undertake/ develop processes for any other impaired players to be reviewed	Red	
Playing Area						
Playing area, e.g.: <ul style="list-style-type: none"> • Clearly marked to support social distancing 	Playing areas are public spaces for all age groups. For those spectators standing behind the “Respect” barrier signs will be established to reiterate social distancing	No additional risk	Amber	Team officials will advise spectators behind the “Respect” barrier if social distancing issues arise	Green	
Register of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)	Managers retain self assessment forms for 21 days for players attending matches and training. For spectators, a parent will maintain a list of home spectators and request a contact number of the visiting team to enable test and trace	No additional risk	Green	Due to the limited number of attendees at matches no further mitigation is envisaged	Green	
Players own named, e.g.: <ul style="list-style-type: none"> • Waterbottle • Handgel • Suncream • Medication 	Communication to managers to notify all parents/guardians of this requirement	No additional risk	Yellow	Hand gel to be available within the team bag for any player not bringing their own	Yellow	

Equipment, e.g.: • Cleaning. • Limit sharing. • Hand hygiene.	Managers/Coaches are to clean all equipment prior to use including between matches. Cleaning materials to be provided prior to any matches. Managers are to take personal responsibility for cleaning during training sessions	No additional risk	Yellow	Notices to be added to storage area reiterating requirements	Yellow
Planned activity, e.g.: • Age-appropriate; • Covid-19–follow Government Guidance re: group size; • Social distancing.	No planned activities envisaged as a club	N/A	N/A	N/A	N/A
Relevant Medical Information					
Relevant medical information in respect of participants 8.2	Club registration forms requires notification of any medical conditions so only risk relates to a condition that materialises after registration. Managers to discuss with parents/guardians any associated risks with their child's participation	No further risk	Amber	Request parents/guardians to confirm no changes to their child's medical condition at start of 2021	Green
Emergency contact numbers for participants 8.2	Managers retain emergency contact numbers for all players and Registration Secretary has all emergency contact numbers as part of the registration process	No additional risk	Green	The Club has all necessary information. Web site to provide facility to advise of any changes to contact numbers	Yellow
Self-Health check procedure (see Health checks & insurance notes)	Self Assessment procedure implemented. Managers are responsible for reviewing self assessment forms prior to any activity	No additional risk	Green	Managers are advised that full compliance is essential	Green
No spitting, e.g.: • Hygiene protocol; • Disciplinary procedures.	Communication of hygiene protocol notified to managers/coaches and included on Club website	No additional risk	Green	Club Committee will review any reported instance of spitting and implement appropriate penalties	Green

No chewing gum, e.g.: • Hygiene protocol; • Club disciplinary procedures.	Communication of hygiene protocol notified to managers/coaches and included on Club website	No additional risk	Green	Club Committee will review any reported instance of chewing gum and implement appropriate penalties	Green
Managing Injuries					
Managing injuries	Parent or guardian of the injured player to attend to the injury if present or secondly, an adult that may be part of the players "bubble". If the injury is more serious, social distancing may need to be compromised to provide first aid	No additional risk	Green	No mitigation required	N/A
Access to Personal Protective Equipment (PPE) for First Aiders	Managers and coaches to have mask and disposal gloves available if required to attend to an injured player	No additional risk	Green	Club to provide PPE as necessary. Bulk purchase for all teams	Yellow
Managing someone who becomes symptomatic	Any player who becomes symptomatic will be required to refrain from participating in any activity for 21 days	an additional risk if the player has underlying medical conditions that may increase the risk	Green	Managers should discuss with parents and guardians if any underlying medical condition could increase the risk to the child	Green
Local medical centres/first aid arrangements	Every team has at least one trained first aider and Broomfield Hospital is less than 10 miles away with an A&E dept.	No additional risk	Green	No mitigation required	N/A
Emergency evacuation procedures	Open spaces no requirement	N/A	N/A	N/A	N/A

Review post-activity and by whom
Registration Secretary to confirm consent obtained for any new signings
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Managers/Coaches to advise the Club Secretary where any NHS Test and Trace has been instigated to determine effectiveness
Update procedures when required. Committee meeting to include safeguarding as a permanent agenda item
Update procedures when required

On going monitoring within the WGS
Team meeting scheduled
Committee to monitor in case situation changes
Update procedures when required
No further action

No further action
No review unless facilities become available
Club Secretary to request a key
No further action

Club secretary continually monitors squad sizes within WGS
On going monitoring by manager and coaches
Committee members to monitor social distancing actions by spectators
Committee members to monitor the situation on going
Managers to share experiences of players behaviour in this area

Monitoring by all team officials
Review controls as part of any planning for Club activities ie Trophy Day
Managers to review any changes and advise Club
Annual registration process ensures details are reviewed
Managers responsibility to comply
Club Secretary will review FA advised breaches of hygiene protocol and implement club disciplinary actions

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On going monitoring by Committee members

Managers to advise where a child becomes symptomatic to the CWO who will ensure that all appropriate protocols are followed

N/A

