



RISK ASSESSMENT 2019 -2020 (v2.0 20/07/2020)



CHARTER STANDARD
COMMUNITY CLUB

CLUBHOUSE, SHOP, EQUIPMENT STORE AND CAR PARK				
TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Opening and closing the car park, All Weather Pitch (AWP) and clubhouse	Security of gates, doors & windows	High	<ul style="list-style-type: none"> • First manager/coach to arrive each day is responsible for unlocking the car park gates (if required), AWP and clubhouse (keys in safe to rear of clubhouse) • Last manager/coach to leave each day is responsible for locking the clubhouse and AWP, replacing keys in safe to rear of clubhouse 	If leaving after 20:00 the manager/coach should also lock the car park gates
The tuck shop	<ul style="list-style-type: none"> • Potential for burglary • Potential for lone person to carry out this task 	Low	<ul style="list-style-type: none"> • Money and stock not kept in tuck shop when closed • Several people arrive at same time 	Where possible do not carry out this task alone
Serving in tuck shop	Hot urn or kettle used for drinks with risk of scalding	Medium	Under sixteens not allowed to serve hot drinks in tuck shop, but can assist with general service under adult supervision	Instruction available if individuals not clear on how to use equipment
Equipment Store	Children accessing equipment store unsupervised	Low	Store locked outside of training / matches and kept tidy	Responsible adult to supervise any children helping with equipment
Goal storage area	Children accessing and/or theft of wheeled goals	Low	Goals "parked" tidily and padlocked when not in use	Responsible adult to supervise any children helping with equipment
Car parking on match days	Interface of cars and pedestrians, especially children	Medium	<ul style="list-style-type: none"> • Car parking briefing document for parents and officials in place 	"No parking" cones to be placed 10m either side of the car park entrance on Lenborough Road, also on the verges of the 'entry triangle'
Emergency access point	Access for emergency vehicles should always be maintained	Medium	Emergency access point to the field coned-off and checked every session	See also Safety and Emergency Procedures
Checking for animals	Dogs or other animals brought into the grounds	Medium	<ul style="list-style-type: none"> • All teams (home and away) notified that animals are not allowed within the grounds • Guide dogs permitted 	See also Safety and Emergency Procedures



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PLAYING AND TRAINING

TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Checking of playing areas	<p>The presence of following could cause injury or ill health</p> <ul style="list-style-type: none"> • Potholes • Animal faeces • Standing water • Other foreign objects • Ice / Snow • Uneven lighting under floodlights 	Medium	<ul style="list-style-type: none"> • Pitches inspected during winter months • Managers to check prior to starting each session or game 	Ensure supply of sand is available to fill potholes
Goalposts	<ul style="list-style-type: none"> • Goals could fall or be blown over • People could get injured if the goalposts are not used for their intended purpose • Fingers could become trapped in the net hooks and wheel mechanisms 	High	<ul style="list-style-type: none"> • Goals are assembled and used to manufacturer's recommendations • Prior to each game the manager should ensure that the goalpost is adequately secured to prevent toppling • People are forbidden from climbing, swinging, or playing on the structure 	<p>Before each game or session, the WUJFC manager should:</p> <ul style="list-style-type: none"> • Check each goal is securely in its place • Exert a significant downward force on the crossbar • Exert a significant backward force on both upright posts • Exert a significant forward force on both upright posts
Toilets – training sessions	<ul style="list-style-type: none"> • Unauthorised use of toilets and/or clubhouse during training sessions 	Low	<ul style="list-style-type: none"> • Managers and coaches are responsible for monitoring/controlling access to the toilets and clubhouse during training sessions • Manager/responsible adult to attend when toilets are in use • Secure door when not in use 	To prevent unauthorised access, the clubhouse door should not be left open if out of sight of a manager/coach



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PLAYERS, COACHING STAFF AND CLUB OFFICIALS				
TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Player protection and welfare	<ul style="list-style-type: none"> Ensuring the adults who meet children within the club are suitably checked and qualified Injuries to players Ill health of players Transporting players to games Photography Internet, social networks etc. 	High	<ul style="list-style-type: none"> Qualified Child Welfare Officer appointed by the club All managers and coaches to be CRB checked and must attend the FA Safeguarding course All teams to have at least one FA Level 1 qualified manager or coach All teams to have at least one first aid certificate holder (manager, coach or official) Football Association procedures followed Social Media policy in place 	<ul style="list-style-type: none"> Regular checks required to ensure information safeguarding checks are current. Ensure checks are carried out on new members CWO to distribute FA Guidelines on internet, social networking and contacting Under 18s CWO to perform random spot checks at training sessions and matchdays to monitor compliance CWO to investigate promptly any reports of non-compliance
Players with existing medical conditions	<ul style="list-style-type: none"> Player becoming ill during training or match 	High	<ul style="list-style-type: none"> Club to obtain player medical and contact details every season and pass these to the relevant manager Manager to familiarise themselves with emergency procedures Parent/player to ensure any medication that might be required (e.g. inhaler) are available at training and matches 	Manager to discuss with players at each session any changes in their existing conditions
Player equipment and attire at training and on match days	<ul style="list-style-type: none"> Player not wearing appropriate items or equipment Existing or change to weather conditions 	Medium	<ul style="list-style-type: none"> Manager or coaches to ensure players are wearing shin pads, suitable boots and are not wearing jewellery or other unsuitable items Manager to familiarise themselves with emergency procedures Managers to ensure players are adequately equipped to play in changing weather conditions, e.g. sun cream, water, jacket 	Changes required due to weather to be established by managers



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SAFETY AND EMERGENCY PROCEDURES

TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Safety of the visiting teams	Visiting teams not aware of procedures in case of emergency	High	<ul style="list-style-type: none"> • In the case of an emergency WUJFC manager or club official to provide support • All home teams to have at least one first aid certificate holder 	<ul style="list-style-type: none"> • Information to be available in the clubhouse • The Club will provide copies of matchday procedures to all visiting teams in advance so they are aware of what is expected – e.g. parking, dogs etc.
Emergency procedure	Lack of clarity in case of an emergency	High	<ul style="list-style-type: none"> • Emergency access points to be always kept clear • Club address to be displayed prominently in the clubhouse • Working phone to be available always • Emergency first aider available always • Defibrillator to be checked monthly and professionally tested annually 	Information to be available in the clubhouse
Health and welfare of adults and other visitors to the grounds	Injury or ill health of adult or other visitors	Low	<ul style="list-style-type: none"> • Working telephone to be available always • Emergency first aider available always 	Follow existing emergency procedures
Evacuation procedure	<ul style="list-style-type: none"> • Club house and / or changing rooms fire • Other threats to safety e.g. dangerous animals, severe weather conditions, threatening person 	Low	<ul style="list-style-type: none"> • Manager to co-ordinate evacuation of teams • Person(s) running tuck shop to evacuate tuck shop, club house and check changing rooms • Animals banned from the grounds 	<ul style="list-style-type: none"> • Evacuation Point to be established at car park entrance on Lenborough Road • One person to be nominated as person in charge, with this duty added to guidance notes on 'ground duties' • Person in charge or WUJFC manager to contact emergency services
Training Session	☒ Injuries or Incidents	Low	<ul style="list-style-type: none"> • Coach with FA First Aid cover available • Emergency procedure available 	<ul style="list-style-type: none"> • Responsible Adult to remain on site (with social distancing rules applying)



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ENHANCED COVID-19 REQUIREMENTS				
TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Compliance	Individuals refuse to comply with our "Enhanced Covid-19 Requirements"	High	<ul style="list-style-type: none"> Individual requested to comply by manager, coach, or official 	<ul style="list-style-type: none"> Individuals may be asked to leave the venue if they cannot comply
General hygiene	Individuals may transmit virus by poor levels of hygiene	High	<ul style="list-style-type: none"> Regular hand washing (for at least 20 seconds) or hand sanitising (min 70% alcohol sanitiser) is recommended Spitting, mouth rinsing and chewing gum are prohibited across the venue 	<ul style="list-style-type: none"> WUJFC to provide soap and hand sanitiser at the venue
Individuals Prior to Training or Matches	Individuals may have virus or symptoms of virus	High	<ul style="list-style-type: none"> Follow Government and Public Health England guidelines All individuals (including parents) to be briefed on specific requirements 	<ul style="list-style-type: none"> If in doubt individual should not attend training session or match Consent to attend session or match to be sent (by email or text) for all players
Team Equipment Prior to Training or Matches	Transfer of virus via equipment	High	<ul style="list-style-type: none"> All equipment to be cleaned before and after use (including bibs) 	<ul style="list-style-type: none"> Soap and water available for any additional cleaning Daily check of cleaning equipment to be carried out
Use of Club Held Training Equipment and Goals	Transfer of virus via training equipment or goals	Medium	<ul style="list-style-type: none"> Goals to be positioned in advance of sessions All equipment to be cleaned before and after use 	<ul style="list-style-type: none"> Soap and water available for any additional cleaning Daily check of cleaning equipment to be carried out
Player Drop Off and Collection	Players or drivers (responsible adult) may breach distancing guidelines	Medium	<ul style="list-style-type: none"> Players encouraged (where possible) to travel within their own household "bubble" and avoid public transport 	<ul style="list-style-type: none"> Hand Sanitiser available for all attendees - daily check of hand sanitiser levels to be carried out



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TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Allocation of Teams to Handle Capacity	Too many teams or players at venue	Medium	<ul style="list-style-type: none"> Teams’ training sessions and matches staggered Teams allocated specific pitches or areas to use 	<ul style="list-style-type: none"> Schedule in place to manage allocation
Use of Facilities	Individuals may transmit virus when using clubhouse	Medium	<ul style="list-style-type: none"> Clubhouse to be kept closed, with the exception of the toilets 	<ul style="list-style-type: none"> Responsible adult to be available to manage any toilet requests
Toilet facilities	Individuals may transmit virus when using the toilets	Medium	<ul style="list-style-type: none"> Access to the toilets to be restricted to a maximum of two people at a time Soap and hand sanitiser to be provided Use of paper towels mandatory Common surfaces and touchpoints to be wiped down with disinfectant wipes at the end of each session Waste bins to be emptied at the end of each session and all refuse to be removed from site daily 	<ul style="list-style-type: none"> Responsible adult to be available to oversee toilet access and control numbers Responsible adult to wipe-down surfaces and touchpoints Responsible adult to remove refuse



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Training and Matches	Individuals may transmit virus during training and/or matches	High	<ul style="list-style-type: none"> • Ensure maximum of 30 individuals per session, including coaches • Social distancing of 2 metres to be observed both before and after matches, and during breaks in play • Session groups/matches should be separated by 5 metres • Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a training session or game (every quarter) • Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play • Spitting, mouth rinsing and chewing gum are prohibited • Limit the persistent, close proximity of participants during match play and training • Goal celebrations should be avoided • Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training • Where possible, players, coaches and officials should arrive changed and shower at home • Clubs should keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace 	<ul style="list-style-type: none"> • Clubs will provide guidelines to ensure WUJFC is compliant with Government and FA requirements • Managers and coaches are responsible for enforcing the guidelines at training sessions and on match days • Training sessions to be designed to restrict contact • Use of home changing and shower facilities currently prohibited • Participants should follow best practice for travel including minimising use of public transport and walking or cycling if possible. People from a household or support bubble can travel together in a vehicle • Parents may congregate in groups of six at training and matches, observing 2 metre social distancing where possible. Where this is not possible, suitable face coverings should be worn and 1 metre+ distancing should be observed • Groups of six should be spaced 5m apart where possible • Hand Sanitiser available for all attendees - daily check of hand sanitiser levels to be carried out