



SWCFC and SWPSG FC Venue Risk Assessment – Newport Recreation Ground

8 August 2020

1. Venues

Newport Recreation Ground, Frambury Lane, Newport, Saffron Walden, Essex, CB11 3PU

2. Club Insurance

SWCFC and SWPSGFC are covered by BlueFin public liability insurance policies. Schedule and policy documents can be provided on request from the SWCFC or SWPSGFC committee.

3. This risk assessment is valid at 8 August, in accordance with latest FA and government guidance to cover Covid-19 and other identified risks. It shall be updated when either (a) guidance and advice changes and/or (b) activities undertaken change.

4. Identified Risks

a. Communication with parents and stakeholders.

Special measures for running and organising a football training session, including contact training will be most effective if all stakeholders adhere to them. The club has produced its own guidelines and process, so that everyone knows what to expect and what is expected of them. These guidelines are based on the national guidance and best practice. Stakeholders will be asked to:

- i. Not attend if any of their household has shown covid-19 symptoms within the last seven days.
- ii. Bring their own water bottle & hand sanitizer
- iii. Adhere to safety rules as published by the club



- b. The club will take all consent and contact details from the player or parent/guardian as appropriate. This data will be stored safely to avoid any GDPR breaches. It shall be collected via email, with a clear consent statement to taking part in the activities and also that players nor participants have shown symptoms in the last 7 days.
- c. The facilities and equipment will be segregated between drop-off and playing areas. The club full guidance notes explains how this will be arranged to maintain 2 metres social distance. Special PPE equipment will be used in case of emergency first aid. Hand sanitizing facilities are also in place.
- d. The venue has space for car parking and drop off areas.
- e. Equipment use will be limited and rules for touching and sharing equipment will be read out to all stakeholders before each session.
- f. An individual Coaches' checklist (see template on club website) will be produced for each session. This will be available to parents and players on request from the coach.



Venue Risk Assessment		Date	08/08/2020	
Venue Address	Newport Recreation Ground, Frambury Lane, Newport, Saffron Walden, Essex, CB11 3PU.	Insurance provider	BlueFin insurance	Policy – (SWPSGFC) Policy Ref 24786662 Club Name: Saffron Walden Community FC Bluefin Sport Ref: 37409188
Event type	Training / match			
Age group	U14's & U15's			
Club Lead: Name and Role	Chris Coates SWCFC AGL U14			
Other Lead Adult	Darron Diggons SWCFC U14 Manager. Jo Wilkinson SWCFC U15 Manager.			
Safeguarding officer	(SWCFC) Sarah Mullins			

Risk	Additional risk to children?	Additional risk to less able or impaired players?	Risk rating (RAG)	Mitigation	Mitigation risk (RAG)	Post activity review
Parents informed of special procedures	None	N/A	G	Email guidance and procedures before session	G	None
Consent gained for participation	Yes	N/A	G	Parents confirm acceptance of conditions (by email)	G	None
Personal information security maintained	None	N/A	G	All PI is stored in accordance with GDPR regulations, and no additional data collected for the sessions	G	None
Clear Procedures for	Y	Y	G	Refer to Club Safeguarding	G	None



Risk	Additional risk to children?	Additional risk to less able or impaired players?	Risk rating (RAG)	Mitigation	Mitigation risk (RAG)	Post activity review
safeguarding concerns and allegations against coaches				policy. Correct PPE equipment to be used in specified situations, eg administering first aid		
COVID-19 infections	None	N/A	G	<p>No participant to take part if they have shown any of the current COVID-19 symptoms.</p> <p>All sessions to take place outside.</p> <p>All players to wash hands before session.</p> <p>All precautions taken according to FA and Government guidelines for competitive sport.</p> <p>All procedures shared with coaches, parents and other stakeholders.</p> <p>Participants to arrive and leave in their own kit and use personal water bottles</p> <p>Spitting not allowed.</p> <p>Unnecessary contact not allowed (e.g. handshake, celebration).</p> <p>Start times to be staggered to prevent congestion in car parks and other areas.</p> <p>For further details refer to club policies.</p>	G	None



Risk	Additional risk to children?	Additional risk to less able or impaired players?	Risk rating (RAG)	Mitigation	Mitigation risk (RAG)	Post activity review
Site and facilities maintenance	None	N/A	G	<p>NO Access will be allowed to the Pavilion for hand washing or toilet facilities. Only coaches to unpack and re-pack equipment. Equipment to be sanitised before and after use. Social distancing and staggered start times to allow flow of people while inside facilities. Storage facility will be wiped down with anti-bacterial wipes. Keys will be wiped down with antibacterial wipes.</p>	G	None
Playing area	None	N/A	G	<p>Separate areas of the ground will be used for specific age group. Spectators not allowed</p>	G	None
Sessions specific risks	None	N/A	G	<p>Advice provided to coaches on sessions planning, and points of contact within the club provided for additional advice. Coaches required to work through session specific checklist.</p>	G	None

Risk assessment completed by:		Checked by committee member:	
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Name	Chris Coates	Name	Tony Saward
Role	U14 AGL	Role	COVID 19 Planning Officer & SWCFC Vice Chairman
Name	Darron Diggons & Jo Wilkinson	Name	
Role	SWCFC U14 & U15 Managers	Role	