



## SWCFC and SWPSG FC Venue and Session Risk Assessment

16 Aug 2020

1. Venues  
Chesterfords Community Centre
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 as at 14 September 2020, in accordance with the latest FA and government guidance to cover Covid-19 and other identified risks  
<https://www.thefa.com/about-football-association/covid-19>. It shall be updated when either (a) the guidance and advice changes and/or (b) the activities undertaken change.
4. For more info and club policies, see <https://swcfc.club/info/>
5. 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 it's 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
    - 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 no 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 washing facilities are also in place.  
Both locations have space for car parking and drop off areas.
  - d. Equipment use will be limited and rules for touching and sharing equipment will be read out to all stakeholders before each session.
  - e. An individual risk assessment for each session will be produced.



Venue / Session Risk Assessment		Date of session			
Venue Address	Chesterfords Community Centre MUGA	Insurance provider	BlueFin insurance	Policy – (SWPSGFC) Policy Ref 24786662 Club Name: Saffron Walden Community FC Bluefin Sport Ref: 37409188 SW PSG FC Public Liability insurance SL1000599924/08	
Event type	Football Training				
Age group	5-18 yrs old				
Club lead name and role	Matthew Gill, Treasurer and Covid officer				
Other adults					
Safeguarding officer	(SWPSGFC) Sonia Moorey (SWCFC) Matt Clare				

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	n/a	n/a	G	Email guidance and procedures before session	G	
Consent gained for participation	n/a	n/a	G	Email responses of attendance and register taken on the day for Track n Trace.	G	
Personal information security maintained	n/a	n/a	G	All PID is stored in accordance with GDPR regulations, and no additional data collected for the sessions	G	
Clear Procedures for safeguarding concerns and allegations against coaches	Y	Y	A	Refer to Club Safeguarding policy. Correct PPE equipment to be used in specified situations, eg administering first aid	G	



Covid infections	n/a	n/a	A	<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 or sanitise hands before session</p> <p>All pre-cautions taken according to FA and govt 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 (eg handshake, celebration)</p> <p>Flow of people to be managed to enable social distancing guidelines to be applied.</p> <p>Parents/guardians are above to watch from outside the area whilst adhering to the latest social guidance from the government.</p>	G	
Site and facilities maintenance	n/a	n/a	A	<p>There is no access to facilities within the hall due to preventing persons from different activities/bookings mixing by accident and with no tracing.</p> <p>Only coaches to unpack and re-pack equipment</p> <p>Equipment to be sanitised before and after use</p> <p>Social distancing and staggered start times to allow flow of people while inside facilities</p>	G	
Playing area	n/a	n/a	G	<p>Cordoned off areas specific to each group.</p> <p>Spectators not allowed</p>	G	



<p>Location is in rural area. Though straight forward to find with good access.</p>	<p>n/a</p>	<p>When temperatures drop to the point that frost is a risk, the surface will become slippery.</p>	<p>A</p>	<p>Specific emergency procedures in place, such as location postcode and What Three Words location published.</p> <p>Training will not be held under these conditions.</p>	<p>G</p>	<p>Colleague. Trapdoor. personal</p>
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Risk assessment completed by:			Checked by committee member:		
Name	Matthew Gill	Name	Veronica Kane Dickson		
Role	Treasurer	Role	Covid Committee Officer		
Name					
Role					