



## SWCFC and PSG FC Venue and Session Risk Assessment

15<sup>th</sup> September 2020

### 1. Venue

Great Chishill Playing Fields, Hall Lane, Great Chishill, Royston SG8 8SH



### 2. Club Insurance

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

3. This risk assessment is valid as of 15<sup>th</sup> September 2020, in accordance with the latest FA and government guidance to cover Covid-19 and other identified risks. It shall be updated when either (a) the guidance and advice changes and/or (b) the 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
  - 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. A register of attendance will be collected and sent within 24hrs of each session to the club's Covid officer for NHS Track n Trace.
- d. A QR Card will be available at the venue for spectators to use in accordance with supporting the NHS Track n Trace.
- e. The facilities and equipment will be segregated between drop-off and playing areas. The club's full guidance notes explain 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.  
The Rec has space for car parking and drop off areas.
- f. Equipment use will be limited and rules for touching and sharing equipment will be read out to all stakeholders before each session.
- g. An individual risk assessment for each session will be produced.



Venue / Session Risk Assessment		Date of session			
Venue Address	Great Chishill Playing Fields, Hall Lane, Great Chishill, Royston SG8 8SH	Insurance provider	BlueFin insurance	Policy -	
Event type	Training / Match				
Age group	Under 13				
Club lead name and role	Daniel Condie (Red) Daniel Barden (Town) Managers				
Other adults	Leighton Mitchell (Red) Daniel Cinque (Red) Richie Salmon (Red) Andrew Jarvis (Red)				
Safeguarding officer	Helen Hever (Essex FA)				

<u>Risk</u>	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	G	
Track n Trace	n/a	n.a	G	A register of players in attendance at each session will be obtained and sent to club covid officer within 24 hours.	G	



				QR Card for the venue will be available for use by spectators.		
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	No participant to take part if they have shown any of the current covid-19 symptoms. All sessions to take place outside All players to wash hands before session All pre-cautions taken according to FA and govt guidelines for competitive sport All procedures shared with coaches, parents and other stakeholders. Participants to arrive and leave in their own kit and use personal water bottles Spitting not allowed <ul style="list-style-type: none"> <li>• Unnecessary contact not allowed (eg</li> </ul>	G	



				handshake, celebration) <ul style="list-style-type: none"> <li>• Start times to be staggered to prevent congestion in car parks and other areas.</li> <li>• For further details refer to club policies</li> </ul>		
Site and facilities maintenance (Pitches, toilet block, storage facility, key safe and keys)	n/a	n/a	A	<ul style="list-style-type: none"> <li>• Access only for hand washing.</li> <li>• Only coaches to unpack and re-pack equipment.</li> <li>• Equipment to be sanitised before and after use.</li> <li>• Social distancing and staggered start times to allow flow of people while inside facilities.</li> <li>• Toilets only have one entrance a sign will be put on the door "one in, one out policy, please call out to ensure no one is in the facility"</li> <li>• Toilets to be cleaned after each session.</li> <li>• Storage facility will be wiped down with anti-bacterial wipes.</li> </ul>	G	



				<ul style="list-style-type: none"> <li>Key safe and keys will be wiped down with antibacterial wipes.</li> </ul>		
Playing area	n/a	n/a	G	<p>Cordoned off areas specific to each group. Spectators to stay away from pitch until 10 minutes before kick-off and then behind the respect barrier which will be 5m away from the pitch giving a 2m separation for throw ins</p>	G	
What3words locator				<p>Skinning Probably pounds</p>		

Risk assessment completed by:		Checked by committee member:	
Name	Leighton Mitchell	Richard Hardy	
Role	U13 Coach	Vice Chairman	
		Matthew Gill	
Name		SW PSGF FC Covid Office	
Role			