

RISK ASSESSMENT 2020 -2021 (COVID-19 UPDATE)



CHARTER STANDARD
COMMUNITY CLUB

GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT

BEACON HILL JNR FC

EVENT DETAILS	
EVENT: (e.g. Under-10s coaching sessions)	DATE:
Training, Friendlies and League Games in 2020/21	12/08/2020
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
Dan O Boyle +447759693221, Antony Crossman 07790 317380	
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:	
Bridgett Booker Payne & Jemma Wisdom contact them - welfare@beaconhilljfc.com	

VENUE DETAILS (e.g. Club)	
VENUE NAME AND ADDRESS:	
Beacon Hill JFC - Hindhead Playing Fields, Cricket Close, Hindhead, Surrey, GU26 6RF	
VENUE LEAD CONTACT NAME:	CONTACT NUMBER:
Alex Gowing	07790 885457
VENUE GPS CO-ORDINATES:	WIFI ACCESS:
51.128643,-0.745496	NA

CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
Safeguarding children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adults at risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social media use	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of photograph and filming	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anti-bullying	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Code of Conduct, including acceptable behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Managing challenging behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other(s): e.g. parent/carer consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EMERGENCY PROCEDURES	
Emergency Action Plan:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Location of nearest defibrillator:	Pavilion Club House kitchen & PGL Reception
Name of designated runner to bring defibrillator to incident site:	TBC
Location of any access barrier keys:	NA
Emergency vehicle access:	Main Entrance, Cricket Close, GU26 6RF
Air ambulance landing station:	Pitches, Hindhead Playing Fields

INSURANCE COVER	YES	NO
Personal Accident and Public Liability insurance cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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CLUBHOUSE AND CAR PARK

TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Opening and closing of grounds and bar /food area.	Potential for lone person to carry out this task	Low	Money not kept in tbar and food area, minimal value of stock. Several people arrive at same time.	Where possible do not carry out this task alone
Serving in bar and food area	Hot urn or kettle used for drinks with risk of scalding	Medium	People under sixteen not allowed to serve hot drinks in tood area, but can assist with general service under adult supervision	Instruction available if individuals not clear on how to use equipment
Equipment contatiner	Children accessing equipment scontainer unsupervised	Low	Container locked outside of training / weekends and kept tidy	Equipment container to be closed when not in use
Marshalling of car parking on match days	Interface of cars and pedestrians, especially children	High	<ul style="list-style-type: none"> Separate car parking briefing documents in place 	See briefing documents
Emergency access points	Access for emergency vehicles should always be maintained	Medium	Emergency access points cordoned 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 off the lead within the grounds Guide dogs permitted Car parking marshals check for animals in cars upon entry 	

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PLAYING AND TRAINING AREAS

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	<p>Pitches are inspected during winter months</p> <p>Managers to check prior to starting each session or game</p>	<p>Ensure supply of sand is available to fill potholes</p>
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 	High	<p>Goals are installed to manufacturers recommendations</p> <p>Prior to each game the manager should ensure that the goalpost is adequately secured to prevent toppling</p> <p>People are forbidden from climbing, swinging, or playing on the structure</p>	<p>Before each game or session, the MJFC manager should</p> <ul style="list-style-type: none"> • Check each goal is anchored 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

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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 Managers and coaches to be CRB checked and attended 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 or coach Football Association procedures followed Social Media Policy in place 	<p>Regular check required to ensure information is up to date and checks carried out on new members</p> <p>FA Guidelines on internet, social networking and contacting Under 18's, provided on BHJFC website</p>
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/matches 	<p>Manager to discuss with players at each session any changes in their existing conditions</p>
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 the prevalent weather conditions, e.g. sun cream, water 	<p>Changes required due to weather to be established by managers</p>

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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 BHJFC manager or club official to provide support All home teams to have at least one first aid certificate holder 	Information to be available in clubhouse
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 	Information to be available in clubhouse Emergency Action Plan issued to all managers
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"> 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 running club house and check changing rooms 	<ul style="list-style-type: none"> One person to be nominated as person in charge, with this duty added to guidance notes on 'ground duties' Person in charge or BHJFC manager to contact emergency services

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ENHANCED COVID-19 REQUIREMENTS				
TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Managers Briefing	Managers not aware of or up to date with FA and government guidelines	High	<ul style="list-style-type: none"> Information issued to managers via email 	<ul style="list-style-type: none"> Training slots not allocated until information issued
Parents/Carers Briefing	Parents/Carers not aware of or up to date with FA and government guidelines	High	<ul style="list-style-type: none"> Information issued to managers via email for onward distribution Information added to club website and social media pages 	<ul style="list-style-type: none"> Managers to keep a register of players consent to participate
Individuals Prior to Training	Individuals may have virus or symptoms of virus	High	<ul style="list-style-type: none"> Follow Public Health England guidelines All individuals to be briefed on specific requirements 	<ul style="list-style-type: none"> If in doubt individual not to attend training Consent to attend session to be sent (by email or text) for all players
Team Equipment Prior to Training	Transfer of virus via equipment	High	<ul style="list-style-type: none"> All equipment to be disinfected 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
Equipment During Training	Transfer of virus via equipment	High	<ul style="list-style-type: none"> All equipment to be cleaned, as required, during the session Football balls should be disinfected during breaks 	<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"> All equipment to be disinfected 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 and congregate	Medium	<ul style="list-style-type: none"> Players encouraged (where appropriate) to travel on foot or by bike Drivers encourage to remain near car or in allocated spaces 	<ul style="list-style-type: none"> Hand Sanitiser to be available Teams to be advised of allocated timings

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TASK	HAZARDS IDENTIFIED	RISK: Low/ Medium/ High	CONTROLS REQUIRED	ADDITIONAL CONTROLS
Training Session	Individuals transmit virus during session	Medium	<ul style="list-style-type: none"> Social distancing (2m rules apply) when not physically training Sessions to be designed to restrict contact 	<ul style="list-style-type: none"> No equipment to be shared Individual named water bottles to be used, kept 2m apart No food allowed at sessions Handwash and cleaning fluids to be available
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)
Allocation of Teams to Handle Capacity	Too many teams or players in local area	High	<ul style="list-style-type: none"> Teams training days and times staggered Teams allocated specific pitches 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 use to be kept to a minimum Additional regular disinfecting of the clubhouse to be carried out 	<ul style="list-style-type: none"> Responsible adult to be available to manage any toilet requests

RISK ASSESSMENT COMPLETED BY:		CHECKED BY CLUB COMMITTEE MEMBER:	
NAME:	Alex Gowing	NAME:	Dan O'Boyle
CLUB ROLE:	Chair	CLUB ROLE:	Vice Chair
SIGNATURE:	<i>AWGowing</i>	SIGNATURE:	
DATE:	16 Aug 2020	DATE:	16 th Aug 2020