# COVID-19: SAFEGUARDING RISK ASSESSMENT GUIDANCE

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FOR CLUBS

The FA
FOR ALL

# COVID-19: STEP ONE GUIDANCE ON THE RETURN OF GRASSROOTS FOOTBALL

**EVERY PARTICIPANT MUST FOLLOW ALL FA AND GOVERNMENT ADVICE. THIS IS CRUCIAL TO ENSURE THE SAFETY OF EVERYONE INVOLVED IN THE GAME, AND SO WE CAN CONTINUE TO PLAY. ANY INCIDENTS OF NON-COMPLIANCE WILL BE REPORTED TO THE RELEVANT COUNTY FA FOR ACTION. THE LATEST GOVERNMENT GUIDANCE IS HERE.**

## WHAT YOU NEED TO KNOW ABOUT THE RETURN OF OUTDOOR GRASSROOTS FOOTBALL

On Monday 29th March, as part of the next step of the Government's roadmap out of national lockdown, outdoor sports facilities can open, and organised outdoor sport can take place**. This means that from 29th March, organised outdoor football, following all the protocols in The FA's guidance, can take place.** Organised outdoor disability football can take place, including under national lockdown. **This guidance document applies to all outdoor youth and adult football and futsal, including all formats of the game.**

## TRAVEL

The Government guidance on travel is that the 'stay at home' rule will end on 29th March, but many restrictions will remain in place. As organised sport can resume, all participants may travel to games but should avoid travel at the busiest times and routes, as well as minimising any unnecessary journeys where possible. All participants must follow the Government's guidance on **safer travel**. Participants should note that this guidance will be updated as we move through the different steps of the Government's roadmap. All participants should therefore regularly review this guidance to make sure they are following up to date information.

## CHANGING ROOMS

Changing rooms cannot be used as part of step one of the Government's roadmap out of lockdown and therefore must remain shut. **Changing facilities can only be used in emergency situations, or by disabled people who are taking part in organised sport and physical activity. Toilets will be allowed to open, 30 minutes before and 30 minutes after training and/or matches.**

## SPECTATORS

No spectators are allowed at grassroots sport as part of step one of the Government's roadmap. This means that at this stage, no spectators are allowed at grassroots football.

## PARENTS/CARERS

Where clubs and facilities can accommodate this safely, one parent/carer per youth player is permitted to be present at football activities although they must observe the relevant Government Covid-19 guidance.

## INDOOR FOOTBALL

Indoor sport is not currently allowed. This is planned to return no earlier than **Monday 12th April** for under 18s and **Monday 17th May** for adults, as part of steps two and three of the Government's roadmap. **Disability football is exempt and can take place indoors from the 29th March.**

Additional guidance for clubs with teams competing in the men's National League System and the Women's Football Pyramid (Tiers 3 to 6) will be available on TheFA.com.

The guidance you are reading is FOR ALL – players, coaches, club officials, club welfare officers, match officials, league officials, first-aiders, volunteers, parents/carers, spectators. It is also for clubs and football facility providers and should be read in conjunction with the updated additional guidance for providers of indoor and outdoor football facilities, which is available on TheFA.com.

Please remember anyone who is deemed vulnerable in respect of Covid-19 is reminded to follow the Government's specific guidance, only returning to football when it's right for them to do so. There is no pressure to return. Everyone's health, wellbeing and safety are the priorities.

# COVID-19: STEP ONE GUIDANCE ON THE RETURN OF GRASSROOTS FOOTBALL (CONTINUED)

Please also bear in mind the Public Health England (PHE) report published **here**, which has highlighted a greater risk from Covid-19 to people from BAME communities.

Before re-starting playing/training, clubs must carry out a risk assessment and record the procedures and checks put in place. It's essential everyone is clear about the restrictions and works together to manage social distancing, strict hand hygiene and the other protocols set out in this document.

Clubs should also update their medical emergency action plan around player care and strictly follow the first-aid guidance document published by The FA, without exception. This is both to protect players and any club member who is trying to aid the player if an emergency arises.

The FA is working with its recently-appointed official hygiene partner, Dettol, to support the return of the grassroots game.

Whenever this document refers to finding further information on TheFA.com, you'll find it **here**.

**AS WE MOVE THROUGH EACH NEW STEP OF THE GOVERNMENT'S ROADMAP, THE FA WILL UPDATE OUR GUIDANCE ACCORDINGLY. PLEASE NOTE THAT THIS GUIDANCE IS BASED ON THE INFORMATION PUBLISHED BY THE GOVERNMENT TO DATE, AND WILL BE UPDATED FOLLOWING ANY FURTHER UPDATES.**

# THE RETURN OF FOOTBALL AS PART OF THE GOVERNMENT'S ROADMAP OUT OF LOCKDOWN

The Government has published a roadmap setting out four steps for the easing of national lockdown restrictions in England. The FA's guidance will continue to strictly follow all Government guidance, as we have throughout the pandemic. The FA's guidance will be updated at each step to provide participants with the information needed to facilitate the safe return of the game.

The Government has been clear that the easing of restrictions set out in the roadmap is subject to review and could change if we see another surge in hospitalisations, if a new variant of concern is found or if there are any issues with the roll-out of the vaccination programme. As such we cannot confirm with certainty what the next steps for the return of football will look like over the coming months. We can instead point to what is in the Government's roadmap as an indication for what this return could looks like. This is summarised below:

| | STEP 1 | | STEP 2 | STEP 3 | STEP 4 |
|---|---|---|---|---|---|
| | 8th March | 29th March | No earlier than 12th April | No earlier than 17th May | No earlier than 21st June |
| UPDATE | Schools return, including play for school-age children as part of educational provision and wraparound care – following DfE guidance. | Outdoor grassroots football returns – following all FA guidance.<br>No spectators.<br>No changing rooms.<br>No hospitality. | Indoor football for under 18s returns – subject to Government approval.<br>Socially-distanced spectators permitted - in accordance with Government guidelines.<br>Changing rooms can be used – following strict Covid-19 protocols.<br>Outdoor food and drink allowed – following the rule of six or two households. | Organised indoor football returns – subject to Government approval.<br>Socially distanced spectators permitted - in accordance with Government guidelines.<br>Changing rooms can be uses – following strict Covid-19 protocols.<br>Indoor food and drink allowed – following the rule of six or two households. | No legal limits on gathering.<br>Larger events allowed. |

# COVID-19 SAFEGUARDING RISK ASSESSMENT GUIDANCE

*Carrying out risk assessments during the Covid-19 pandemic*

## CLUB RESPONSIBILITIES

Affiliated clubs organising and/or hosting football activities have a legal duty to take reasonable care to avoid acts or omissions which are a reasonably foreseeable risk. A risk assessment is a systematic review of the tasks, jobs or processes involved when your club organises, facilitates and/or hosts football activities. The purpose is to identify the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.

Risk assessments should cover all risks, including those associated with the Covid-19 pandemic and how the club intends to ensure that its members and activities will operate within the Government guidance.

The public health crisis is constantly developing and so should clubs' response to it. Clubs are responsible for ensuring that risk assessments are completed, continually reviewed in light of changing Government guidance, feedback and observations from staff. For example, Government guidance in respect of certain 'at risk' groups and what activities are permitted may change.

## RISK ASSESSMENTS – FIVE KEY STEPS

Club officials and coaches should keep the below five steps in mind at all times to ensure the safety of participants. **Clubs should review the measures implemented in response to these regularly, particularly when Government advice or guidance changes.**

1. Keep up to date with Government and FA guidance. Please ensure that they are followed at all times and communicate the guidelines to all individuals connected with your club. Please see the latest detailed FA guidance on grassroots football activity.
2. Contact the club's insurance provider to ensure that your club is suitably covered to undertake activities in the current public health crisis. See additional notes below.
3. Undertake regular risk assessments of the club's activities, ensuring that each one is named, signed and dated by those completing and approving it – see below for more details. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.
4. Adapt activities and update the club's policies in light of steps 1-3. Policies to be updated include: Health and Safety Policy; and Data Privacy Policy to cover the handling of data where clubs capture data about attendees at sessions to aid the NHS Test and Trace service.
5. Ensure that everyone – board/committee members, coaches, first aiders, volunteers, parents and players – is aware of the club's Covid-19 protocols.

Do not undertake an activity if the club has any concerns about the safety of club officials and/or participants.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT

## COMMUNICATIONS WITH PARENTS/CARERS RE ACTIVITY FOR CHILDREN

Coaching children during the current public health crisis will have its challenges, particularly with younger children.

Below is a non-exhaustive list of issues clubs may want to consider when preparing a risk assessment during the Covid-19 pandemic:

1. Communication with parents and carers is key when resuming the coaching of children. For The FA's guidance that has been published for parents and carers, see **here**.
2. Gaining informed written consent for involvement in any activity.
   a. Where a child is aged 15 years or younger then parents/carers must give informed written consent via a consent form or e-mail trail, before their child can take part in football activity. Clubs need to decide how they retain a record of those parents/carers who have given consent (e.g. retain email, log consent form). NB: While The FA supports informed written self-consent from those aged 16 and 17 years of age – in these unusual times clubs may wish to seek parent/carer consent for these two age groups as well.
   b. Clubs need to ensure that parents/carers are fully informed about any football activity being considered and the measures that are in place to ensure that the activity follows current Government guidance. Identify how the club will do this e.g. by providing written information to parents/carers outlining the activity being offered and measures being taken to manage risks via and inviting permission via a consent form (see **FA safeguarding Guidance Notes 8.2** for an example form), or via an e-mail.

If consent is sought via e-mail, clubs will need to ensure they use wording such as:

requires parental consent before your child takes part in any football activities.

By replying to this e-mail and stating **"I consent for my child to take part"**, you are confirming that you have read and understood the activities being offered to your child and agree with the measures the club has put in place to manage any risks, including its Covid-19 measures in line with current Government guidance.

A copy of the club's risk assessment/management documentation **(can be found here/is attached to this email)**

If your child has any specific medical conditions, please ensure that you discuss these with the club welfare officer and or coach and agree the best way to support your child's needs e.g. you staying to watch nearby and taking responsibility to administer the medication. For your information the club may use a form such as the one in **FA safeguarding Guidance Notes 8.2** to gather any relevant information from you. **If your child has Covid-19 symptoms they must stay at home and follow Government advice.**

If you wish to withdraw consent to your child participating in any or all activities, please notify

in advance, or as soon as possible.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (CONTINUED)

3. Parents should be told to ensure that their child has their own water bottle, hand sanitiser, sun cream and any necessary medication (e.g. inhaler). All items belonging to their child should be labelled with their name and should not be used by anyone else.
4. The impact of Covid-19 may have caused some children to become anxious or unsure about resuming activity. Concerns may relate to levels of fitness, skill or friendship groups, others will be delighted to be able to return to football. Clubs should only support their return to football when they and their parents/carers feel confident for them to do so. Clubs should offer to speak to parents/carers of children about potential issues if needed and make gradual introductions if needed, particularly when needing to incorporate new protective measures.
5. For more information on safeguarding children and the suitability of staff and volunteers please see The FA's guidance found **here**.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (CONTINUED)

## VENUE

**Key considerations for clubs when drafting a risk assessment:**

1. **ARRANGEMENTS REQUIRED TO MAINTAIN SOCIAL DISTANCING**
   - If the venue is open to the public, consider how this will be managed in relation to the Club activity to maintain social distancing;
   - Signage to direct the flow of people to assist social distancing;
   - Ground markings to remind people of social distancing;
   - Reduce congestion at entrances and exits;
   - Access to and from toilet facilities;
   - One-way systems in/out;
   - Consider how parking arrangements will be affected.
2. **FACILITIES**
   - Clubs should ensure that they provide accessible facilities and comply with health and safety legislation;
   - Unless someone has an exemption, face coverings are mandatory for all staff in retail/hospitality outlets (e.g. a clubhouse).
   - Ensure access is still provided to accessible toilets, accessible parking bays and accessible access into facilities;
   - Changes to toilet facilities, their location and accessibility including access to hand-washing facilities. Consider the possibility that individuals may not be able to access a toilet to wash their hands and what alternative access to clean water could be put in place;
   - Ensure participants arrive changed and ready to exercise and leave immediately after the activity.
3. **PROMOTE GOOD HYGIENE AND REGULARLY CLEAN FACILITIES**
   - Facilities and equipment must be kept clean – if the club has its own venue, ensure regular daily cleaning of the facilities. In particular, identify high contact touch points for which should be cleaned on multiple times across the day more regular cleaning (e.g. door handles, grab rails and vending machines). Follow the Public Health England guidance **here** for cleaning in non-healthcare settings and if a Covid-19 case is reported at the facility;
   - Direct people to where they can wash their hands;
   - Provide signage to remind people of the importance of washing their hands thoroughly;
   - Players should be informed that spitting should be avoided, as the main mode of transmission of the virus is in respiratory secretions. In addition, clubs should consider enforcing a complete ban on chewing gum, as it is either spat out or rolled into a ball and taken out and thus poses a high risk of cross contamination. Club officials may wish to put a disciplinary measure in place in relation to spitting and chewing gum;
   - Ensure participants bring their own named hand sanitiser for when soap and water is not available (use alcohol-based hand sanitiser);
   - Provide paper towels for drying hands and sealed bins for placing paper towels and tissues in. If there is any concern that someone may have had symptoms of, or been infected with Covid-19, ensure these are double-bagged in line with Government guidance;
   - If hiring a facility, ask for details on how the facilities are compliant with the Government's guidance and ensure club officials are familiar with the procedures that should be followed.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (CONTINUED)

**4. TRAVELLING TO AND FROM THE VENUE**

- Encourage socially-distant forms of transport (e.g. cycling and walking). All other forms of transport should be considered before public transport;
- Government guidance should be followed at all times;
- Adults and children should only travel with a member of their household or someone within their 'support bubble'. Please note that separated parents, living in different households and those in 'support bubbles' announced by Government on 10 June 2020, can also car share.

**5. PARENTS ATTENDING**

- Where clubs and facilities can accommodate this safely, one parent/carer per youth player is permitted to be present at football activities, although they must observe the relevant Government Covid-19 guidance.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (CONTINUED)

## HEALTH CHECKS, INJURIES AND ILLNESS

**Please refer to medical training and check if a current Medical Emergency Action Plan (MEAP, see page 21), which you will find on TheFA.com here, has been written for the event or venue. See also The FA First Aid Guidance.**

If there is a first aider or other medical personnel present, they should be equipped with the appropriate Personal Protective Equipment (PPE) before treating anyone to protect themselves and others should they need to compromise social distancing guidelines to provide medical assistance during training or matches. They should have updated themselves on any changes in first aid procedure that will be required as a result of the pandemic. This should be obtained from their training organisation or from Resuscitation Council guidance.

### 1. HEALTH CHECKS AND INSURANCE

**Before travelling to the session**

Clubs should request that each participant undertakes the following self-screen check list before travelling to a training session or other football activity. If they answer 'yes' to any one of them they should not travel to the training session and follow all applicable Government Guidance (e.g. call NHS 111). It is important to remember some people can pass on the virus before they develop symptoms, or never have symptoms despite being infectious. Despite everyone's best efforts, these cannot be screened out of training.

**TABLE 1:** SELF-SCREENING CHECK LIST PRIOR TO EACH TRAINING SESSION

| Each participant should self-screen prior to arrival at training to ensure they do not have any of the following symptoms (confirmed by a parent for those under age 18), as these are potential indicators of Covid-19 infection. | Check negative | Check positive |
|---|---|---|
| **A high temperature (above 37.8°C)**<br>• Some clubs may include on-site temperature checking of participants as part of their SOP, this is more relevant to clubs who employ medical staff. | | |
| **A new continuous cough.** | | |
| **Shortness of breath.** | | |
| **A sore throat.** | | |
| **Loss of or change in normal sense of taste or smell.** | | |
| **Feeling generally unwell.** | | |
| **Persistent tiredness** | | |
| **Been in close contact with/living with a suspected or confirmed case of Covid-19 in the previous two weeks.** | | |
| **Finally, are you or anyone in your household/bubble self-isolating whilst waiting for a test or test results for Covid-19?** | | |

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (CONTINUED)

**Arrival at the venue**

Coaches at the club should check that each participant completed the self-screen check list before attending and if so, if the self-screen checks were negative for all participants. Ensuring everyone understands the importance of this simple process being completed before travelling is essential to avoid potential transmission.

If a participant says they forgot to self-check before their arrival, then the coach should ask them the health check questions before they join any group at the facility. If they answer 'yes' to one or more of the questions, participants must not take part in the activity and should be told to safely return home.

**During the session**

Please refer to The FA First-Aid guidance, for how to manage the situation if anyone appears to be symptomatic during the session. You can find this guidance on The FA.com **here** .

### 2. INJURIES

If a player gets injured, a member of their household or support bubble, can aid them if for example they are watching from their car, but others will still need to socially distance unless a life threatening, or serious injury necessitates compromising guidelines to provide emergency care.

In all cases, NHS guidance on further management should be followed.

### 3. INSURANCE

Clubs must ensure the relevant insurance cover (public liability and personal accident) is in place.

Please note that even with insurance cover, clubs must still follow Government guidance at all times.

For details on the National Game Insurance Scheme cover during Covid-19 click **here**.

Please contact your County FA if you have any insurance cover-related queries.

## PLANNING TRAINING SESSIONS AND OTHER FOOTBALL ACTIVITIES

### 1. EQUIPMENT

Please refer to the 'Useful information' section below for Government guidance on cleaning in non-health care settings.

**Key considerations for clubs:**

- Clean equipment between uses:
  - Identify who will regularly maintain the equipment hygiene e.g. balls, cones, goalposts and bibs;
  - Thoroughly clean the equipment e.g. balls, cones, goalposts, etc.;
  - Bibs should not be used unless they can be washed between sessions.
- Limit sharing of equipment where possible:
  - Ensure equipment is handled as little as possible by as few people as possible;
  - Each participant should bring to training their own water bottles, sun cream and medication each of which should be clearly labelled with their name.
- Have strict hand hygiene:
  - If individuals are going to share equipment, including balls, always ensure the individuals' hands are thoroughly cleansed using alcohol-based hand gel, if clean running water and soap are not available, before and after use.

# COVID-19 SPECIFIC CONSIDERATIONS FOR A SAFEGUARDING RISK ASSESSMENT (CONTINUED)

## 2. FOOTBALL AND TRAINING ACTIVITY

You **must** now adhere to the NHS Test and Trace system. This means collecting name and contact information before all training sessions and matches

You must **register for an official NHS QR code** and display the official NHS QR poster from Thursday 24 September to help NHS Test and Trace to identify and notify people who may have been exposed to the virus.

In addition, there is an NHS Covid-19 app, which has a feature that allows users to quickly and easily 'check in' to your venue by scanning the code. The information stays on the user's phone. In England, you do not have to ask people who choose to 'check in' using the official NHS QR code to provide their contact details. If there is an outbreak associated with a venue, a message will be sent to the relevant app users with the necessary public health advice.

For those who do not have a smart phone, a manual process should be used to collect information.

This information should be collected, processed and stored in accordance with the Data Protection Act 2018 and GDPR principles for 21 days in line with the Government Recreational Team Sport Framework then deleted. It should be used only for the purpose of NHS Test and Trace and, where requested, to share with the NHS for Test and Trace purposes, the shared information should relate only to the match or training in which the player or supporter tested positive.

The Government's current NHS Test and Trace guidance is available **here**, with detail on how to maintain Test and Trace records **here**.

- Clubs should carefully plan each training session or football activity and ensure that they are structured to ensure that the Government guidance is maintained.
- Consider whether pitch markings or cones can be put in place to ensure that social distancing is maintained.
- If space allows, increase social distancing between players during heavy exertion.

## USEFUL INFORMATION RELATING TO COVID

- The CDC (Centres for Disease Control and Prevention) provides information on how to wash your hands, both with soap and water and hand gel, link **here**;
- **Government guidelines on handwashing**;
- See The FA First Aid guidance for infographics on hand washing and hand rubbing;
- Follow Public Health England guidance for cleaning in non-healthcare settings and if a Covid-19 case is reported at the facility **here**;
- **Government's guidance on the return of sport**.

Unless you have an exemption, face coverings are mandatory for all staff in retail/hospitality outlets (e.g. a clubhouse). See Government guidance **here**.

**NB: This risk assessment does not include tournaments for teams or overnight accommodation as these are currently not allowed under Government guidance.**

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT

| EVENT DETAILS | |
|---|---|
| **EVENT:** (e.g. Under-10s coaching sessions) | **DATE:** |
| | |
| **CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:** | |
| | |
| **SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:** | |
| | |
| **DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:** | |
| | |

| VENUE DETAILS (e.g. Club) | |
|---|---|
| **VENUE NAME AND ADDRESS:** | |
| | |
| **VENUE LEAD CONTACT NAME:** | **CONTACT NUMBER:** |
| | |
| **VENUE GPS CO-ORDINATES:** | **WIFI ACCESS:** |
| | |

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

| EMERGENCY PROCEDURES | |
|---|---|
| Emergency Action Plan: | YES NO |
| Location of nearest defibrillator: | |
| Name of designated runner to bring defibrillator to incident site: | |
| Location of any access barrier keys: | |
| Emergency vehicle access: | |
| Air ambulance landing station: | |

| INSURANCE COVER | YES | NO |
|---|---|---|
| Personal Accident and Public Liability insurance cover | | |

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

**BELOW IS A NON-EXHAUSTIVE LIST OF ISSUES CLUBS MAY WANT TO CONSIDER WHEN PREPARING A RISK ASSESSMENT DURING THE COVID-19 PANDEMIC:**

| **Area of risk** | **Is there an additional risk to children?** | **Is there an additional risk to disabled[1] or impairment-specific participants** (children and adults) | **Risk rating: red, amber, green (RAG)*** | **Solution/mitigation** (Consider what if...?) | **Solution/mitigation RAG rating** | **Review post-activity and by whom** |
|---|---|---|---|---|---|---|
| ***EXAMPLE*** *Informed written consent to participate.* | ***EXAMPLE*** *Yes, must have parent/ carer consent. Additional risks, e.g. younger age groups – understanding of social distancing is limited.* | ***EXAMPLE*** *Possibly, it depends on the disability or impairment. Discuss with participants to assess this.* | ***EXAMPLE*** *Amber* | ***EXAMPLE*** *Parents/carers to be advised of Covid-19 arrangements prior to consenting for their child to participate. Discuss with adult participants.* | ***EXAMPLE*** *Amber as not been done before. Implement in line with guidance, note impact and review.* | ***EXAMPLE*** *Majority of children managed social distancing, work with relevant parents to reinforce with a handful.* |
| Parents briefed on activity and have given informed written consent to do activity 8.2[2] | | | | | | |
| Consent to be photographed/filmed 8.2 and 8.3 | | | | | | |
| Consent for contact via social media and to have info on/be visible on social media 6.1 and 6.2 | | | | | | |

[1] *Disability is a protected characteristic, under the Equality Act, 2010. Clubs should champion inclusive football activity in line with their equality and/or inclusion policies*

[2] *These numerical references refer to downloads on the safeguarding section of The FA.com* **here**

**** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).***

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace | | | | | | |
| Clear procedures for referring safeguarding concerns and managing allegations against staff 2.1 & 2.2 | | | | | | |
| Children and parents/ carers given DSO details & how to raise concerns 7.1 | | | | | | |
| ***EXAMPLE*** *Staffing ratios: - Clearly defined lead and support roles.* | ***EXAMPLE*** *Yes – lead coach and 2nd adult. Brief both on roles and responsibilities.* | ***EXAMPLE*** *Yes – check individual understanding with staff and adult players.* | ***EXAMPLE*** *Red* | ***EXAMPLE*** *Follow Government Covid-19 and FA guidance. Discuss risks and how being managed.* | ***EXAMPLE*** *Green* | ***EXAMPLE*** *Review learning and share across club.* |
| Staffing ratios: • Defined lead/support roles; • Supervision under-18 volunteers. 5.5 | | | | | | |

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| Guidance re staff conduct:<br>• Signed Code of Conduct.<br>• Clarity re: acceptable/ unacceptable practice.<br>5.2 (CWO); 10.12 (Respect Codes) | | | | | | |
| Risk assessments done for anyone carrying out high risk roles/tasks | | | | | | |
| Covid-19 protocols briefings shared and practised with committee/ volunteers | | | | | | |
| Covid-19 protocols briefings done with club members | | | | | | |
| Participants trained to do self-screen checks before travelling to session | | | | | | |
| Coaches trained to check that self-screen checks have been done and were all negative. | | | | | | |

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| ***EXAMPLE***<br>*Travel arrangements* | ***EXAMPLE***<br>*Yes, travel only with household members or your support bubble. Managing groups of parents.* | ***EXAMPLE***<br>*Yes, travel only with household members. Avoid public transport if possible/or wear a face covering.* | ***EXAMPLE***<br>*Amber* | ***EXAMPLE***<br>*Ensure parents/carers and adults are aware of Government guidance re travel.* | ***EXAMPLE***<br>*Green* | ***EXAMPLE***<br>*Review after session and share learning.* |
| Travel arrangements<br>(see page 7)[3]<br>5.4 | | | | | | |
| Drop off/pick up arrangements e.g.:<br>• Accessible parking;<br>• Signage;<br>• Social distancing;<br>• Managing parents.<br>(see page 7) | | | | | | |
| Changing/showers:<br>• Closed – Covid-19;<br>• Arrive already changed.<br>(see page 7)<br>8.4 | | | | | | |

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| **Area of risk** | **Is there an additional risk to children?** | **Is there an additional risk to disabled[1]or impairment-specific participants** (children and adults) | **Risk rating: red, amber, green (RAG)*** | **Solution/mitigation** (Consider what if...?) | **Solution/mitigation RAG rating** | **Review post-activity and by whom** |
|---|---|---|---|---|---|---|
| Access to toilets, e.g.:<br>• Supervision;<br>• Hand-washing and/or rub 'washing' facilities;<br>• Paper towels and sealed bins or double-bagged[3].<br>(see page 6) | | | | | | |
| ***EXAMPLE***<br>*Site boundaries, e.g.:*<br>*- Public access;*<br>*- Roads;*<br>*- Location of facilities.* | ***EXAMPLE***<br>*Yes, supervision to use toilets/cross roads whilst social distancing.* | ***EXAMPLE***<br>*Unknown – review with adult players and coaches.* | ***EXAMPLE***<br>*Red* | ***EXAMPLE***<br>*Agree and communicate protocols with children & parents.* | ***EXAMPLE***<br>*Amber* | ***EXAMPLE***<br>*Review after practice and share learning.* |
| Site boundaries, e.g.:<br>• Public access;<br>• Roads;<br>• Location of facilities;<br>• Drop-off point and access to pitches/ training areas. | | | | | | |

[3] *Double bag in line with Government Guidance, if there is concern that someone may have been symptomatic or infected with Covid-19.*

**** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).***

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| Group size<br>5.5 | | | | | | |
| Participant additional needs, e.g.:<br>• Deaf players (BSL signers);<br>• Blind players;<br>• Wheelchair accessibility;<br>• Learning disability;<br>• Autism;<br>• ADHD;<br>• Pan-disability;<br>• Impairment-specific;<br>• Interpreters where English not spoken.<br>7.2 and 10 | | | | | | |

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| ***EXAMPLE***<br>*Playing area, e.g.:*<br>*- Clearly marked to support social distancing.* | ***EXAMPLE***<br>*Yes, support children to maintain social distancing.* | ***EXAMPLE***<br>*Yes, support adults to maintain social distancing.* | ***EXAMPLE***<br>*Amber* | ***EXAMPLE***<br>*Cones to de-mark zones.* | ***EXAMPLE***<br>*Green* | ***EXAMPLE***<br>*Review with players and coaches and share learning.* |
| Playing area, e.g.:<br>• Clearly marked to support social distancing | | | | | | |
| Register[4] of those who pre-book attendance at sessions (to adhere to NHS Test and Trace requirements) | | | | | | |
| Players own named, e.g.:<br>• Water bottle;<br>• Hand gel;<br>• Sun cream;<br>• Medication. | | | | | | |
| Equipment, e.g.:<br>• Cleaning.<br>• Limit sharing.<br>• Hand hygiene. | | | | | | |
| Planned activity, e.g.:<br>• Age-appropriate;<br>• Covid-19 – follow Government Guidance re: group size;<br>• Social distancing. | | | | | | |

[4] *Data Privacy Policy Notices updated in line with any changes to data handling*

**** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).***

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| ***EXAMPLE*** *Relevant medical information in respect of participants.* | ***EXAMPLE*** *Yes, if information is unknown.* | ***EXAMPLE*** *Yes, if information is unknown.* | ***EXAMPLE*** *Red* | ***EXAMPLE*** *Gather info prior to activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly.* | ***EXAMPLE*** *Amber* | ***EXAMPLE*** *Review and implement any learning.* |
| Relevant medical information in respect of participants 8.2 | | | | | | |
| Emergency contact numbers for participants 8.2 | | | | | | |
| Self-Health check procedure *(see Health checks & insurance notes)* | | | | | | |
| No spitting, e.g.:<br>• Hygiene protocol;<br>• Disciplinary procedures. | | | | | | |
| No chewing gum, e.g.:<br>• Hygiene protocol;<br>• Club disciplinary procedures. | | | | | | |

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

# GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT (CONTINUED)

| Area of risk | Is there an additional risk to children? | Is there an additional risk to disabled[1] or impairment-specific participants (children and adults) | Risk rating: red, amber, green (RAG)* | Solution/mitigation (Consider what if...?) | Solution/mitigation RAG rating | Review post-activity and by whom |
|---|---|---|---|---|---|---|
| ***EXAMPLE*** *Managing injuries (see The FA's First-Aid guidance notes for returning to outdoors competitive grassroots football).* | ***EXAMPLE*** *Yes, member of household to manage unless life- or limb-threatening.* | ***EXAMPLE*** *Yes, member of household to manage unless life- or limb- threatening.* | ***EXAMPLE*** *Red* | ***EXAMPLE*** *Risk assess, discuss scenarios and protocols.* | ***EXAMPLE*** *Amber* | ***EXAMPLE*** *Review and implement any learning.* |
| Managing injuries *(see The FA's First-Aid guidance notes)* | | | | | | |
| Access to Personal Protective Equipment (PPE) for First Aiders *(see The FA's First-Aid guidance notes)* | | | | | | |
| Managing someone who becomes symptomatic *(see The FA's First-Aid guidance notes)* | | | | | | |
| Local medical centres/first aid arrangements *(See The FA's First-Aid guidance notes and the Medical Emergency Action Plan. The latter is overleaf)* | | | | | | |
| Emergency evacuation procedures | | | | | | |

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).*

# MEDICAL EMERGENCY ACTION PLAN

## THIS MEDICAL EMERGENCY ACTION PLAN IS TAKEN INTO CAREFUL CONSIDERATION

| | |
|---|---|
| **CLUB NAME:** | |
| **CLUB ADDRESS:** | |
| **POSTCODE:** | |

| FIRST AIDER/HELPER INFORMATION | |
|---|---|
| Name | Mobile Number |
| | |
| | |
| | |
| | |
| | |

| FIRST AID EQUIPMENT AND FACILITY | |
|---|---|
| Item | Location |
| Defibrillator | |
| First-Aid kit | |
| Stretcher (if required and trained stretcher bearers present) | |
| First-Aid Room | |

| ACCESS ROUTES | | |
|---|---|---|
| 1. For Ambulance | 2. First Aid Room to Ambulance | 3. Pitch to Ambulance |

| OTHER INFORMATION | |
|---|---|
| Nearest Hospital address: (with Emergency Department) **Note**: Include contact no. | |
| Directions to hospital: | |
| Journey Time: | |
| Nearest Walk in Centre (WIA) address: | |

# GRASSROOTS CLUB RISK ASSESSMENT (CONTINUED)

**RISK ASSESSMENT COMPLETED BY:**

NAME: _____

CLUB ROLE: _____

SIGNATURE: _____

DATE: ____/____/____

NAME: _____

CLUB ROLE: _____

SIGNATURE: _____

DATE: ____/____/____

**CHECKED BY CLUB COMMITTEE MEMBER:**

NAME: _____

CLUB ROLE: _____

SIGNATURE: _____

DATE: ____/____/____

**END NOTE:**

Clubs are advised to undertake regular risk assessments of the clubs activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.

**DISCLAIMER:**

This guidance is for general information only and does not constitute legal advice, nor it is a replacement for such, nor does it replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. Affected organisations should therefore ensure that they seek independent advice from medical practitioners, or healthcare providers, prior to implementing any re-opening plan, as required. Independent legal advice should be sought, as required and depending on your, or relevant circumstances.

While efforts have been taken to ensure the accuracy of this information at the time of publication, the reader is reminded to check the Government website to obtain the most up-to-date information regarding social distancing and any other Government measures.

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