

HTJFC – COVID-19 SAFEGUARDING RISK ASSESSMENT

EVENT DETAILS	
EVENT:	DATE:
Covid-19 Risk Assessment	16/08/2020
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
Drew Wotherspoon 07887501711	
SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
Dave Chapman 07738044293	
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:	
Kathryn Thomas 07900088000	

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

VENUE DETAILS (e.g. Club)	
VENUE NAME AND ADDRESS:	
Hazlemere Recreation Ground Amersham Rd, Hazlemere, High Wycombe HP15 7QW	
VENUE LEAD CONTACT NAME:	CONTACT NUMBER:
Drew Wotherspoon	07887501711
VENUE GPS CO-ORDINATES:	WIFI ACCESS:
What 3 words code: dirt.bother.them	n/a

EMERGENCY PROCEDURES				
Emergency Action Plan:	YES	X	NO	
Location of nearest defibrillator:	Hazlemere Memorial Hall			
Name of designated runner to bring defibrillator to incident site:	Age group coach			
Location of any access barrier keys:	Combination Lock 5548			
Emergency vehicle access:	Trinity Road HP15 7QB			
Air ambulance landing station:	Hazlemere Recreation Ground			

INSURANCE COVER	YES	NO
Personal Accident and Public Liability insurance cover	X	

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RISK/ HAZARD	RISK AREA	WHO MAY BE IMPACTED	CONTROLS TO BE IMPLEMENTED	ACTION REQUIRED BY WHOM	COMMENTS	REVIEW DATE
Passing on/ contracting Covid-19	Consent	<ul style="list-style-type: none"> •Players •Parent / carer 	<p>By attending training and / or matches, it is assumed consent has been given by parent / carer.</p> <p>The Pre-Season Registration form will seek written consent and will be sent out alongside a document ‘Returning to Football at HTJFC’</p> <p>Parents will be directed to the latest Risk Assessment document on the clubs Website.</p> <p>HTJFC make it clear that despite the actions listed in this Risk Assessment, they cannot guarantee that any person present at the training sessions and matches will not contract Covid-19.</p> <p>HTJFC has taken actions to mitigate risks but cannot be held liable for illness.</p>	<p>Drew Wotherspoon as Club Registrations Secretary</p> <p>Kathryn Thomas as Covid-19 Officer</p>		
Passing on/ contracting Covid-19	Travel to venue	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Club Officials (Home) •Volunteers •Spectators 	<p>Where possible travel to training and games should not be made via public transport.</p> <p>Players, coaching staff, and volunteers should arrange to travel to venue independently wherever possible.</p> <p>If car share is unavoidable, where possible travel within your own support bubbles and take measures such as face coverings where applicable to mitigate the risk.</p>	HTJFC Coaches	Parents can then be directed to this Risk Assessment to be published on the club website: www.htjfc.org.uk	

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<p>Passing on/contracting Covid-19</p>	<p>Training</p>	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Club Officials (Home) •Volunteers •Spectators 	<p>Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches). Sessions may include multiple groups of 30 where groups can be socially distanced from each other.</p> <p>Any spectators at training sessions (including parents and carers) must be restricted to six-person group limits and spread out in a line following government guidance, ensuring space for officials, coaches and substitutes.</p> <p>Hand sanitiser should be used at the start and end of each training session. Players required to bring their own hand sanitiser (named) although club will also make sanitizer available for all at the entrance to the WDC pitches and HPC pitches.</p> <p>The sharing of kit and equipment should be avoided.</p> <p>Players should bring their own drinks or refreshments in named containers and avoid sharing.</p> <p>Coaches will ensure that names and contact details are obtained for all attending training sessions for NHS Test and Trace if required.</p> <p>At the start of training the coach will give a safety briefing to remind players that they should be following the procedures set out in this document.</p>	<p>All HTJFC coaches overseen by the Covid-19 Officer (KT)</p> <p>Drew Wotherspoon to ensure all contact details are up to date at the start of the season and distributed to all coaches in a timely manner.</p>	<p>Club to send the one page 'Returning to Football at HTJFC' document to parents with the new club registration forms.</p> <p>They can then be directed to this Risk Assessment to be published on the club website: www.htjfc.org.uk</p> <p>Will the Memorial Hall be providing hand sanitiser?</p>	

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Passing on/contracting Covid-19	Match Day - General	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) 	<p>As part of the team talk, the manager will give a safety briefing to remind players that they should be following the procedures set out in this document. Team talks must not be in a huddle.</p> <p>Coaches will ensure that names and contact details are obtained for all attending training sessions for NHS Test and Trace if required.</p> <p>Opposition to be reminded that they are responsible for recording names and contact details of all players, coaching staff and officials attending the match.</p>	HTJFC Coaches to remind opposition as part of the match confirmation process.	Could Kevin Bennett ensure that this is circulated to all club secretaries within the CCJFL to ensure we all follow the same protocol?	
Passing on/contracting Covid-19	Match Officials (registration documents)	<ul style="list-style-type: none"> •Match Officials •Club Officials (Home) •Club Officials (Away) 	<p>Where it is necessary to show opposition or officials a copy of any registration documents, this should be done electronically.</p> <p>Physical documents should not be shared unless PPE is worn and disposed of in accordance with the guidance set out in this document.</p>	HTJFC Coaches and officials.	<p>Coaches to ensure they have electronic version of documents available on match days.</p> <p>All PPE waste to be disposed of in tie handle bags provided and removed from the Rec to be placed in a lidded outside bin at home.</p>	
Passing on/contracting Covid-19	Match Officials (Payment)	<ul style="list-style-type: none"> •Match Officials •Club Officials (Home) 	Awaiting a FA review on moving to electronic payment to officials. Until this can be implemented, cash payments will continue, but hands should be sanitised before and after the handling of monies.	Katie Simon to monitor as Treasurer.		

RISK/ HAZARD	RISK AREA	WHO MAY BE IMPACTED	CONTROLS TO BE IMPLEMENTED	ACTION REQUIRED BY WHOM	COMMENTS	REVIEW DATE
Passing on/ contracting Covid-19	Pre-Match Handshake	<ul style="list-style-type: none"> •Players •Coaching staff (Home) •Coaching staff (Away) •Match Officials 	<p>Until further notice, pre/ post match handshake is suspended.</p> <p>Coaches to decide with their teams what gesture to use in place of the handshake to demonstrate respect for their opposition and the match officials (i.e. thumbs up)</p>	HTJFC coaches to decide on gestures at start of season.	Coaches to monitor gestures involving physical contact i.e. elbow bumps	
Passing on/ contracting Covid-19	Match Equipment (balls, bibs, cones, etc.)	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) •Match Officials •Club Officials (Home) •Club Officials (Away) •Volunteers •Spectators 	<p>Equipment (balls, cones, corner poles, goalposts & pitch railings) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly cleaned after every training session or match.</p> <p>Gloves must be worn when putting up goals and disposed of in accordance with this document.</p> <p>When handing out/ setting out equipment hands must be sanitised afterwards.</p> <p>Bibs must be washed between each session.</p> <p>Balls leaving the field of play should not be handled by spectators. Anyone handling the ball outside the field of play should sanitise their hands. Ideally the ball such be returned to the playing area by feet.</p> <p>Any ball leaving the field of play and touched by anyone other than players should be sanitised before re-use.</p> <p>Only coaches to collect equipment back in and again hands must be sanitised afterwards.</p>	Katie Simon to ensure adequate cleaning equipment and PPE for each team.	<p>See further guidance on equipment under the 'Shipping Container' Risk/ Hazard item in this document.</p> <p>All PPE and cleaning waste to be disposed of in tie handle bags provided and removed from the Rec to be placed in a lidded outside bin at home.</p>	

RISK/HAZARD	RISK AREA	WHO MAY BE IMPACTED	CONTROLS TO BE IMPLEMENTED	ACTION REQUIRED BY WHOM	COMMENTS	REVIEW DATE
Passing on/contracting Covid-19	First Aid	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) •Match Officials •Club Officials (Home) •Club Officials (Away) 	<p>If a player gets injured, a member of their household or support bubble can aid them, but others will still need to socially distance unless a more serious injury involves compromising guidelines to provide emergency care.</p> <p>If emergency care is necessary, coaches will have PPE available in the team's First Aid kit</p> <p>In all cases, NHS guidance on further management should be followed.</p> <p>All coaches to be with the familiar with the First Aid Guidance in the FA's Return to Grass Roots Football document:</p> <p>https://www.berks-bucksfa.com/news/2020/jul/18/the-fa-issues-guidelines-for-the-return-of-outdoor-competitive-grassroots-football</p> <p>All waste to be disposed of in accordance with this document.</p>	<p>Katie Simon to ensure adequate PPE for each team.</p> <p>Coaches must advise KS ASAP if their stocks require replenishment.</p>	All PPE waste to be disposed of in tie handle bags provided and removed from the Rec to be placed in a lidded outside bin at home.	
Passing On Covid-19	Covid-19 symptoms develop after attending venue (or attending an away match)	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) •Match Officials •Club Officials (Home) •Club Officials (Away) •Volunteers •Spectators •Parent / carer 	<p>If advised that anyone who has visited the club has developed Covid-19, the Covid-19 officer will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Coaches to keep a register of attendees for each session to support NHS Test and Trace.</p> <p>If a HTJFC Coach or player has a confirmed diagnosis of Covid-19 the club will contact all necessary parties who may have come into contact with the individuals in order that they might seek advice.</p>	<p>Kathryn Thomas</p> <p>Coaches to keep registers up to date.</p>	Committee to meet virtually to discuss if cases arise.	

RISK/ HAZARD	RISK AREA	WHO MAY BE IMPACTED	CONTROLS TO BE IMPLEMENTED	ACTION REQUIRED BY WHOM	COMMENTS	REVIEW DATE
Contracting or passing on Covid-19	Car parks	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) •Match Officials •Club Officials (Home) •Club Officials (Away) •Volunteers • Spectators 	<p>HTJFC have the use of two car parks – WDC side and HPC side.</p> <p>Parents advised to park and proceed immediately to pitches without lingering in groups in the car parks.</p> <p>Gaps in hedges not to be used – see comment under ‘pitches’ below.</p> <p>Hand sanitiser to be made available.</p> <p>After training/ matches all parents asked to leave the side as quickly as is practicable.</p>	<p>HTJFC to monitor and provide signage if necessary.</p> <p>HTJFC Coaches to liaise with away teams regarding the control measures.</p>	<p>Review after first home training session and match day.</p> <p>Club to send the one page ‘Returning to Football at HTJFC’ document to parents with the new club registration forms.</p> <p>They can then be directed to this Risk Assessment to be published on the club website: www.htjfc.org.uk</p>	
Contracting or passing on Covid-19	Toilets in Hazlemere Memorial Hall	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) •Match Officials •Club Officials (Home) •Club Officials (Away) •Volunteers • Spectators 	<p>Toilets are available in Hazlemere Memorial Hall.</p> <p>Toilets will be checked for supplies at the start and end of the sessions and matches at The Rec.</p> <p>It is the responsibility of Hazlemere Memorial Hall to provide adequate hand soap and ensure the cleaning, specifically of high traffic areas such as handles, light switches, taps and toilet flushes.</p> <p>The main door will be left open to provide ventilation.</p> <p>Signage needs to be displayed regarding hand washing and all bins are required to have lids to dispose of paper hand towels only.</p> <p>If the Covid-19 officer is not satisfied with the above, the toilets will be left locked.</p>	<p>The Trustees of Hazlemere Memorial Hall/ John Horton.</p> <p>Kathryn Thomas as Covid-19 Officer</p>	<p>Cleaning to be carried out by staff employed by Hazlemere Memorial Hall.</p>	

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Contracting or passing on Covid-19	Pitches	<ul style="list-style-type: none"> •Players (Home) •Coaching staff (Home) •Players (Away) •Coaching staff (Away) •Match Officials 	<p>Goal posts, corner poles, pitch railings should be wiped down before and after matches.</p> <p>Only HTJFC Coaches should handle equipment unless PPE used to mitigate risks.</p> <p>Team talk huddles should not take place.</p> <p>Participants must not spit and should avoid shouting or raising their voices when facing each other.</p> <p>During set plays, players are encouraged to avoid unnecessarily long set-up or close marking.</p> <p>Unnecessary contact during goal celebrations should be avoided.</p> <p>Players and coaches should bring their own water bottles, drinks, or refreshments and hand sanitiser in named containers.</p> <p>Persons should only move between HPC and WDC pitches using the car parks and main drive – keeping to the left.</p> <p>Gaps in the hedges not to be used as ‘pinch points’ where social distancing is reduced.</p>	HTJFC Coaches and Officials	<p>Club to send the one page ‘Returning to Football at HTJFC’ document to parents with the new club registration forms.</p> <p>They can then be directed to this Risk Assessment to be published on the club website: www.htjfc.org.uk</p>	
Contracting or passing on Covid-19	Shipping Container	<ul style="list-style-type: none"> • Coaching Staff (Home) • Club Officials (Home) • Volunteers 	<p>The Shipping Container is to be opened and closed by a member of the committee who will sanitise their hands or wear gloves and wipe down the locking mechanism.</p> <p>The doors are to both be left wide open to allow adequate ventilation.</p> <p>Only 2 people (no parents or players) are allowed in at any one time and must wear gloves when locating equipment and removing it.</p> <p>Other coaches/ officials will wait outside in groups of no more than 6 whilst maintaining a social distance.</p>	<p>HTJFC Coaches</p> <p>Katie Simon to ensure adequate PPE for the container – gloves only.</p> <p>Coaches must advise KS ASAP if their stocks require replenishment.</p>	<p>Could better shelving enable equipment for each team to be stored more clearly to minimise the risk of contamination whilst sorting through equipment.</p>	

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			<p>Coaches need to allow additional time to access the container at both ends of a session.</p> <p>Equipment should be wiped down prior to being packed away.</p> <p>Gloves need not be worn when replacing equipment.</p> <p>Coaches should only take the equipment for their age group unless supporting another coach in which case they should wear gloves.</p> <p>The other end of the Shipping Container will remain locked and only accessed if necessary by members of the committee.</p> <p>PPE needs to be disposed of in accordance with this document.</p>			

HTJFC – COVID-19 SAFEGUARDING RISK ASSESSMENT

RISK ASSESSMENT COMPLETED BY:

NAME:

CLUB ROLE:

SIGNATURE:

DATE:

CHECKED BY CLUB COMMITTEE MEMBER:

NAME:

CLUB ROLE:

SIGNATURE:

DATE:

SUBSEQUENT REVIEW BY:

NAME:

CLUB ROLE:

SIGNATURE:

DATE:

END NOTE:

Clubs are advised to undertake regular risk assessments of the club's 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.