



Annex A

SWCFC and SWPSG FC Venue and Session Risk Assessment

26 July 2020

1. Venues

Herbert's Farm in Saffron Walden and Wimbish Recreation Ground (Wimbish).

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 at 26 July, in accordance with latest FA and government guidance to cover Covid-19 and other identified risks. It shall be updated when either (a) guidance and advice changes and/or (b) 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 and published its own guidelines and processes, 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 and hand sanitizer.
 - iii. Adhere to safety rules as published by the club.
- b. The club will take consent and contact details from the player or parent/guardian as appropriate. This data will be stored safely, consistent with GDPR requirements. It shall be collected via email, with a clear consent statement to taking part in the activities, and also a clear policy 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 explain how this will be arranged to maintain 2 metres social distance. Special PPE equipment will be used in case of emergency first aid.
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 checklist will have been completed for each session.



Venue / Session Risk Assessment		Date of session	N/A		
Venue Address	Herbert's Farm Debden Road Saffron Walden	Insurance provider	BlueFin insurance	Policy – (SWPSGFC) Policy Ref 24786662	
Event type	Training / match				
Age group					
Club lead name and role					
Other adults					
Safeguarding officer	(SWPSGFC) Sonia Moorey (SWCFC) Sarah Mullins				

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	Parents confirm acceptance of conditions (by email)	G	
Personal information security maintained	n/a	n/a	G	All PI is stored in accordance with GDPR regulations, and no additional data collected for the sessions	G	
Clear Procedures for	Y	Y	A	Refer to Club Safeguarding	G	



Risk	Additional risk to children?	Additional risk to less able or impaired players?	Risk rating (RAG)	Mitigation	Mitigation risk (RAG)	Post activity review
safeguarding concerns and allegations against coaches				policy. Correct PPE equipment to be used in specified situations, eg administering first aid		
COVID-19 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 hands before session.</p> <p>All precautions taken according to FA and Government 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 (e.g. handshake, celebration).</p> <p>Start times to be staggered to prevent congestion in car parks and other areas.</p> <p>For further details refer to club</p>	G	



Risk	Additional risk to children?	Additional risk to less able or impaired players?	Risk rating (RAG)	Mitigation	Mitigation risk (RAG)	Post activity review
				policies.		
Site and facilities maintenance	n/a	n/a	A	Access only for hand washing and toilets. Only coaches to unpack and re-pack equipment. Equipment to be sanitised before and after use. Social distancing and staggered start times to allow flow of people while inside facilities.	G	
Playing area	n/a	n/a	G	Cordoned off areas specific to each group. Spectators not allowed.	G	
Sessions specific risks				Advice provided to coaches on sessions planning, and points of contact within the club provided for additional advice. Coaches required to work through session specific checklist.		



Risk assessment completed by:		Checked by committee member:	
Name	Tony Saward	Name	Martin Johnson
Role	Vice Chairman	Role	SWCFC Chairman
Name		Name	Veronica Kane-Dickson
Role		Role	SW PSG COVID-19 Officer