



## Horsham Tigers Safeguarding Risk Assessment Form (Covid-19)



Last reviewed: 1 October 2020

Next review: 5 November 2020

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

Item Number	Area of Risk	RAG Risk Rating (pre-solution)	Person Responsible	Solution / Mitigation	RAG Risk Rating (current)
1	Insurance	Red	Club Secretary	<ul style="list-style-type: none"><li>Club Secretary to contact Club's insurance provider to ensure that Club is suitably covered to undertake activities in the current public health crisis.</li></ul>	Green
2	Parents briefed on activity and have given informed written consent to do activity	Red	Team Managers	<ul style="list-style-type: none"><li>Horsham Tigers FC will create a consent form for players and parent(s) to sign.</li><li>Before re-commencing socially-distant and minimal / full contact training, each Team Manager must (a) hold a briefing with parents and (b) receive a signed consent form from a player's parent(s) that they are willing for their child to participate and that both the parent and player will obey the guidance.</li><li>Team Managers will confirm in writing to Chairman, Club Secretary, and Club Welfare Officer that parent briefing has been carried out.</li></ul>	Amber
3	Consent to be photographed / filmed	Amber	Team Managers	<ul style="list-style-type: none"><li>Team Managers must send the Use of Photographs handout when sending out registration forms.</li><li>Signature of the registration forms confirms parent(s) acceptance and consent for their child to be photographed and filmed and those assets to be posted on the Horsham Tigers FC website and social media channels.</li></ul>	Green
4	Privacy Notice updated to cover data handling of attendees to aid NHS Test and Trace	Red	Club Secretary	<ul style="list-style-type: none"><li>Club Secretary to amend Data Privacy Notice to cover data handling of attendees to aid NHS Test and Trace.</li></ul>	Green

5	Clear procedures for referring safeguarding concerns and managing allegations against staff	Green	Club Welfare Officer	<ul style="list-style-type: none"> <li>The Horsham Tigers FC website contains a dedicated Safeguarding Policy page and information on safeguarding for players and parents.</li> <li>This information contains the contact information for the Club Welfare Office.</li> </ul>	Green
6	Children and parents/ carers given CWO details & how to raise concerns	Green	Team Managers	<ul style="list-style-type: none"> <li>The Horsham Tigers FC website contains a dedicated page and information on safeguarding for players and parents.</li> <li>Team Managers must make all players and parent(s) aware of the safeguarding page, how to raise any concerns, and the Club Welfare Officer's details.</li> </ul>	Green
7	Staffing ratios	Amber	Team Managers	<ul style="list-style-type: none"> <li>Sessions must adhere to FA Guidelines – two FA DBS-checked adults must be in attendance for a session to take place.</li> <li>If for any reason one of the two FA DBS-checked adults will be absent, the session must be cancelled.</li> </ul>	Green
8	Guidance on staff conduct	Green	All Club Officials	<ul style="list-style-type: none"> <li>All Team Managers and Coaches sign up to the Coaches, Team Managers, and Club Officials Code of Conduct.</li> </ul>	Green
9	Risk assessments done for anyone carrying out high risk roles / tasks	Amber	All Club Officials	<ul style="list-style-type: none"> <li>No Club Official is deemed to be carrying out a high risk role / task at this present time.</li> <li>Monitor upon commencement of competitive football, especially in instances of first aid.</li> </ul>	Green
10	Covid-19 protocols briefings and documents shared with committee / volunteers	Amber	Chairman / Club Secretary	<ul style="list-style-type: none"> <li>Chairman or Club Secretary will share risk assessment and FA Covid-19 guidance documents and communications with all Club Officials.</li> <li>Club Officials must read the following documents and confirm to Chairman, Club Secretary, and Club Welfare Officer that they have done so: <ol style="list-style-type: none"> <li>Covid-19 Guidance on Re-starting Outdoor Competitive Grassroots Football.</li> <li>First Aid Guidance for Returning to Outdoor Competitive Grassroots Football.</li> </ol> </li> </ul>	Green
11	Covid-19 protocols briefings done with club members	Amber	Team Managers	<ul style="list-style-type: none"> <li>Before re-commencing socially-distanced and minimal / full contact training, Team Managers will share the Return to Training Guidance document and hold a briefing with players and parents.</li> <li>Team Managers will confirm in writing to Chairman, Club Secretary, and Club Welfare Officer that this has been done.</li> </ul>	Green

12	Participants trained to do self-screen checks before travelling to session	Amber	Team Managers	<ul style="list-style-type: none"> <li>Before re-commencing socially-distanced and minimal / full contact training, Team Managers will share the Return to Training Guidance document and hold a briefing with players and parents.</li> </ul>	Green
13	Coaches trained to check that self-screen checks have been done and were all negative	Amber	Covid-19 Officer	<ul style="list-style-type: none"> <li>Covid-19 Officer will brief all Team Managers on how to check that self-screen checks have been done and were all negative.</li> <li>Team Managers to pass this information on to coaches / helpers.</li> </ul>	Green
14	Travel arrangements	Amber	Team Managers	<ul style="list-style-type: none"> <li>Team Managers to inform all players and parent(s) that they should, where possible, travel alone to training and matches.</li> <li>Another parent may bring a child outside their family (following Government guidance on adults and older children wearing masks in cars) to football and act as their guardian for the duration of the match or training, if the child's own parent cannot attend for work or family reasons. This must be agreed between the two sets of parents, and the guardian must agree in writing to the team's manager that they are willing to administer basic first aid to the child in the event of an injury.</li> <li>If players / parents need to share a vehicle with players / parents outside their household in order to attend an Away match, they should do this at their own risk, and only by following Government advice: <ol style="list-style-type: none"> <li>Share the transport with the same people each time – with your existing household support bubble or with one player (and parent) who are in the same bubble at the same school.</li> <li>Keep to small groups of people at any one time;</li> <li>Open windows for ventilation.</li> <li>Face away from each other;</li> <li>Consider seating arrangements to maximise distance between people in the vehicle;</li> <li>Clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch;</li> <li>Ask the driver and all passengers to wear a face covering – this is compulsory if over 12 years of age.</li> </ol> </li> </ul>	Green
15	Drop-off & pick-up arrangements	Amber	Team Managers	<ul style="list-style-type: none"> <li>The Club will limit the number of teams training at any one time in one location.</li> </ul>	Green

				<ul style="list-style-type: none"> <li>• Team Managers must inform the Chairman, Club Secretary, and Club Welfare Officer of their intended training location and timings.</li> <li>• Team Managers will address parking, signage, social distancing, and parents, dependent on training location, and inform parents of procedures to follow.</li> <li>• Team Managers, players, and parents must adhere to training slot / location.</li> <li>• Players and parents must arrive and depart promptly.</li> <li>• Parents (or designated parental guardian) will be asked to remain on site for the duration of the session, socially distanced on the pitch, or in their car.</li> <li>• Team Managers will set timeslots for training, communicate these to parents and players, and leave at least 20 minutes between sessions to allow for cleaning of equipment.</li> <li>• Team Managers are to encourage separate entry and exit locations via wide points (avoid narrow walkways).</li> </ul>	
16	Changing rooms / showers	Green	Team Managers	<ul style="list-style-type: none"> <li>• There are no changing or shower facilities on any training sites.</li> <li>• Players must arrive already changed ready for training.</li> </ul>	Green
17	Access to toilets	Amber	Team Managers	<ul style="list-style-type: none"> <li>• There will be no toilet facilities on any training sites – players must use the toilet before coming to training.</li> <li>• Coaches should ensure parents are aware there will be no toilet or hand-washing facilities – each player must bring their own hand sanitizer for use after the session ends.</li> </ul>	Green
18	Site boundaries	Amber	Team Managers	<ul style="list-style-type: none"> <li>• All training sites are accessible by the public.</li> <li>• Team Managers are to ensure they set the correct boundaries for sessions to ensure public do not walk across training site.</li> </ul>	Green
19	Group size	Amber	Team Managers	<ul style="list-style-type: none"> <li>• Team Managers to ensure group sizes follow Government guidance at all times – current guidance is that group size can be no more than 30, including players and coaches.</li> </ul>	Green

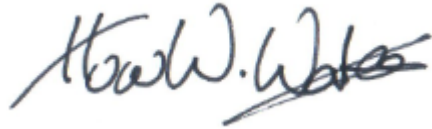
				<ul style="list-style-type: none"> <li>Spectators to remain on the side of pitch in socially-distanced groups of no more than 6, or remain in their car.</li> </ul>	
20	Participant additional needs	Amber	Team Managers	<ul style="list-style-type: none"> <li>Team Managers to assess whether additional assistance required for individuals within their teams who may require additional needs.</li> <li>Parents requested to speak to Team Managers if their child has additional needs.</li> </ul>	Green
21	Playing areas clearly marked to support social distancing	Amber	Team Managers	<ul style="list-style-type: none"> <li>All sessions must be designed around current Government social distancing rules.</li> <li>The Club will limit the number of teams training at the same place and time – Team Managers must confirm when and where they will be training to each other, Chairman, Welfare Officer, and Secretary before returning to training.</li> </ul>	Green
22	Register of those who attend sessions (to aid NHS Test and Trace if needed)	Amber	Team Managers	<ul style="list-style-type: none"> <li>Team Managers must keep a register of every person (players / spectators / coaches) who attends each training session and/or match, along with contact details, should they be needed at a later date for NHS Test &amp; Trace protocols.</li> <li>Club will create a self-check document for attendees to confirm that they are Covid-19 free, which will also capture contact details.</li> </ul>	Green
23	Players own named items	Amber	Players	<ul style="list-style-type: none"> <li>Players to bring their own water bottle / drink / medication / hand gel to training.</li> <li>Players must bring hand sanitizer to each session and, as a minimum, apply it at the start and end of each session, and at half time.</li> <li>Water bottles must remain with parent or on their individual cone in their designated waiting area.</li> <li>Medication, if required, to be left with parent during each session.</li> </ul>	Green
24	Equipment	Amber	Team Managers	<ul style="list-style-type: none"> <li>Bibs to be used at a minimum, under Team Manager's discretion.</li> <li>Players told to avoid touching balls, cones, poles, or any other equipment during the session.</li> <li>Coaches will disinfect all equipment thoroughly before any session begins, between sessions, and when all sessions have ended.</li> <li>Team Managers are responsible for ensuring they have a suitable method of disinfecting all equipment.</li> </ul>	Green

				<ul style="list-style-type: none"> <li>• Players will be asked to sanitize hands before and after, and at regular intervals.</li> </ul>	
25	Planned activity	Amber	Team Managers	<ul style="list-style-type: none"> <li>• Team Managers will follow the FA and Government guidance on training / contact / social distancing.</li> <li>• Coaches will mark out areas which make clear boundaries and areas for players and parents.</li> <li>• If a ball leaves an area, it can be passed back to the player if the 2 metre distancing can be maintained. If not, the player should only retrieve it with a Coach's permission – Coach may need to ask other players to move to do so.</li> <li>• Parents / spectators may not retrieve balls apart from the designated ball cleaner – Team Managers to communicate this to parents.</li> <li>• No touching is permitted amongst players – handshakes / high fives / celebrations.</li> <li>• Coaches will review each session and take any practical learning into the next session.</li> </ul>	Green
26	Relevant medical information in respect of participants	Amber	Team Managers	<ul style="list-style-type: none"> <li>• Team Managers must keep a record of all medical information for all players in their team – taking this information from registration forms.</li> <li>• This record must be kept with the first aid kit at all times.</li> </ul>	Green
27	Emergency contact numbers for participants	Amber	Team Managers	<ul style="list-style-type: none"> <li>• Team Managers must keep a record of all emergency contact numbers for all players in their team – taking this information from registration forms.</li> <li>• Team Managers must share this information with Coaches, in case of emergency when a Coach may need to make a call.</li> </ul>	Green
28	Self-Health check procedure	Amber	Players	<ul style="list-style-type: none"> <li>• All players and coaches must take temperature and wash hands thoroughly before coming to a session.</li> <li>• All parties must adhere to Government guidelines on self / household isolation and must not attend training if either they or someone in their household is displaying Covid-19 symptoms (temperature above 37.8C fever / new, continuous cough / loss of smell or taste) or have had a positive test.</li> <li>• Anyone displaying Covid-19 symptoms who has attended a training session in the last 7 days must notify the Team Manager, who must notify the Committee.</li> </ul>	Green

				<ul style="list-style-type: none"> <li>Anyone displaying symptoms at a training session must be asked to leave immediately with their parent, be encouraged to get tested, and the training session must be suspended.</li> </ul>	
29	No spitting	Amber	Team Managers	<ul style="list-style-type: none"> <li>Team Managers to inform players and parents, as part of the return to training briefing, that no spitting or chewing gum is permitted.</li> <li>Anyone breaking these rules will be asked to leave the session and may face club disciplinary procedures.</li> </ul>	Green
30	Managing injuries	Amber	Team Managers	<ul style="list-style-type: none"> <li>In the event of minor injury, Team Managers should assess from a distance, and assistance should be administered by a parent.</li> </ul>	Green
31	Access to Personal Protective Equipment (PPE) for First Aiders	Amber	Team Managers / Coaches	<ul style="list-style-type: none"> <li>Injuries which appear significant must be attended by a Team Manager / Coach, who will wear appropriate PPE – social distancing measures will be set aside in this instance.</li> <li>Team Managers must ensure they have PPE equipment with them during the session – disposable gloves, mask, apron, and goggles – and enough to cover multiple sessions.</li> <li>First Aid equipment is to be placed separately to all other equipment.</li> <li>The safety of the responder is paramount and no-one is expected to provide care which jeopardises their own personal health or safety. In an emergency situation, where suitable PPE is not available, the responder must consider the potential risks to both themselves and the player and decide what level of care they feel is reasonable, or what level of care they are able to provide in the absence of PPE3. This may include providing no assistance at all until the ambulance arrives or until appropriate PPE is made available.</li> </ul>	Amber
32	Managing someone who becomes symptomatic	Amber	Team Managers	<ul style="list-style-type: none"> <li>Team Managers will follow FA guidance in managing someone who becomes symptomatic, as follows:</li> <li>Separate the player immediately from the wider group.</li> <li>Determine if the players needs urgent medical attention and if so call for help (may include an ambulance) and manage any medical emergency,</li> </ul>	Amber

				<p>including correct use of Personal Protective Equipment.</p> <ul style="list-style-type: none"> <li>• If they are a child they should be taken home, or to seek medical attention if required, by a member of their household waiting in the car, and follow Government guidance for symptoms of Covid-19.</li> <li>• If they are an adult and symptoms are mild, advise them to return home and follow Government guidance for symptoms of Covid-19.</li> <li>• If they are an adult and if the symptoms are moderate-severe, advise they do not drive, but get support from a household member to return home, they should not be taken home by someone who is not a member of their household/social bubble. They should then seek medical attention as appropriate. Please refer to the NHS 111 website for further details on accessing medical care and when this is advisable.</li> <li>• If other players/coaches present have followed the social distancing protocols, they need not follow any specific advice unless they develop symptoms. If they develop symptoms they would then need to isolate as per Government guidance.</li> </ul>	
33	Local medical centres / first aid arrangements	Amber	Team Managers	<ul style="list-style-type: none"> <li>• Team Managers to prepare a first aid arrangements document, which states the location of the nearest defibrillator and A&amp;E.</li> <li>• Team Managers to keep this document with the first aid kit.</li> </ul>	Amber

**Risk Assessment Completed By:**

Name	Club Role	Date	Signature
Huw Waters	U10s Manager / Covid-19 Officer	1 October 2020	



**Risk Assessment Reviewed and Approved By:**

Name	Club Role	Date	Signature
Richard Harris	Chairman	1 October 2020	