



Wychwood Football Club Risk Assessment - 2021 2022

Key Contacts

Chair	Adam Arnell
Vice Chair	Chris Townsend
Secretary	Paul Kelly
Welfare Officer	Adrian Crispin
Treasurer	Mark Chalmers
Covid-19 Officer	Adam Arnell

Club Policies and Procedures in Place and Being Followed?

Document Name	Yes	No
Safeguarding Children Policy	√	
Code of Conduct and Consequences Policy	√	
Anti-Bullying Policy	√	
Equality, Diversity and Inclusion Policy	√	
Health and Safety Policy	√	
Use of Photographs, Video and Social Media Policy	√	
Emergency Action Plan (Shipton)	√	
Emergency Action Plan (Milton)	√	

Insurance

Insurance Company	Bluefin Sport
Insurance Type	Public Liability
Policy Number	SL1000599924/025
Policy Start Date	01 July 2021
Policy End Date	30 June 2022

Background

Affiliated clubs organizing and/or hosting football activities have a legal duty to take reasonable care to avoid acts of omissions which are a reasonably foreseeable risk. A risk assessment is a systematic review of the tasks, jobs or processes involved when the club organizes, 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 must be taken to reduce the risk to an acceptable level. Risk assessments should cover all risks, including those associated with the Covid-19 pandemic.

Risk Assessment Matrix

		Probability		
		Low	Medium	High
Impact	Low	Low	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	High

Risks and Control Measures

Grey boxes only apply in the event of additional Covid 19 measures being required.

Activity/Area of Risk	Severity	Control Measures
Affiliation	High	It must be confirmed that the club is affiliated with the Oxfordshire FA ahead of any match play.
Covid-19 officers	High	The club must identify a Covid-19 officer who will be responsible for developing a Covid-19 plan and risk assessment prior to the restart of any activity. The Covid-19 officer should continually monitor how compliance is being observed within the club. Adam Arnell is the club Covid-19 officer. The Covid-19 officers for each team is as follows: U13: Jamie Biles U11: Adam Arnell U8: Adrian Crispin U7: Paul Kelly
Fixtures	High	The head coach for each team in a league will contact the opposition coach in good time before a match to confirm that a) they can meet the requirements of the FA Covid guidance and b) that they want the fixture to go ahead.

Safety briefings	High	In competitive football activities the Covid-19 officer of each club must ensure a safety briefing is provided before the commencement of any fixture. This briefing will remind both sets of players and officials about their responsibilities in complying with the Code of Behaviour (Appendix 3). The head coach will send the 'Risk Assessment Checklist' to the opposition head coach and referee ahead of the match.
Track and Trace	High	NHS track and trace posters with QR codes must be on display during training and matches. The Covid-19 officer for each team must scan in at the beginning of each session.
Regular risk assessments	Medium	Undertake regular risk assessments of the club's activities, ensuring that each one is named, signed and dated by those complete and approving it. Review the risk assessment at committee meetings.
Update policies and protocols	Medium	Policies and protocols to be reviewed and updated on an annual basis. To be recorded in committee meeting minutes.
Awareness of policies and protocols	High	Ensure that everyone – committee members, coaches, volunteers, parents and players is informed about and has access to the club's policies and protocols. Upload policies and protocols to the club website.
Implementation of policies and protocols	High	Implementation of policies and protocols will be an agenda item at committee meetings.
Insurance validity	Medium	Confirm that personal accident and public liability insurance is in effect. Contact the club's insurance provider to ensure that the club is suitably covered to undertake activities.
Consent to participate in activities	Low	Players may not participate in club activities without given written consent by completing the club registration form. Players aged 16 or over may give self-consent. In the case of children aged 15 and younger, parents/carers must give written consent.
Consent to photographed/filmed	Low	Consent to allow players to be photographed or filmed will be sought from parents/carers as part of the registration process. Coaches will not photograph/film players without consent. Acceptable use of images is described in the 'Use of Photographs, Video and Social Media Policy'.
Safeguarding procedures	High	A safeguarding policy is in place. All coaches have undergone Criminal Record Checks. All coaches have attended FA Safeguarding training. Children and parents have been provided with details of how to raise any concerns with the designated safeguarding officer.
Emergency details	High	Contact details will be collected/updated at annual registration.

Medical needs	High	Details about medical issues will be collected/updated at annual registration. Coaches must check that all players who require medication, e.g. Asthma Inhaler, Epipen etc. have the medication on them at the beginning of the session. If they do not, they will not be able to play. Similarly all players will glasses must wear FA approved safety eyewear.
Additional Needs	Medium	The risk assessment will be amended to take account of any additional needs of players with e.g. hearing, vision, physical disability, learning disability, autism, etc. depending on the participants in a particular team.
Parent/Carer presence during training and matches	Medium	<p>The club policy is that a parent or carer needs to be present, or in the very near vicinity, during training and matches up until September in the year the players joins Year 5 in primary school, i.e. the end of the U9 season.</p> <p>If the parent or carer cannot be present they may make an arrangement with another responsible adult, possibly another parent, to be responsible for their child. They must inform a coach of the arrangement before they depart.</p> <p>Coaches will not release a player at the end of the session unless they are accompanied by a responsible adult.</p>
Venue hire	Low	When hiring a facility, the hirer must ask for details on how the facilities are compliant with the Government's guidance.
Personal items	Medium	Parents will be required to ensure that their child has their own water bottle, hand sanitizer, sun cream (if required) and any necessary medication (e.g. inhaler). All items must be labelled with the child's name and not used by anyone else.
Spitting	High	Players and parents to be informed that spitting is not allowed as the main mode of transmission of the Covid-19 virus is in respiratory secretions.
Chewing gum	Medium	Players and parents to be informed that chewing gum is not allowed, as it will either be spat out or taken out and thus poses a high risk of contamination.
Travel to and from venue	Low	Adults and children may only travel with a member of their household or someone within their 'support bubble', i.e. lift sharing is not allowed. This is in accordance with Covid restrictions for Tier 2.
Parents attending	Medium	<p>It is recommended that where possible only 1 parent or guardian or family member attends training or matches.</p> <p>Parents must practice social distancing, i.e. 1m plus, during training and matches. This might involve them staying in their own car, or they may watch in separate socially distant</p>

		<p>gatherings of up to 6 people. Groups of six must be a minimum of 1m from other groups.</p> <p>Silence ambassadors from each team will be responsible for reminding spectators to socially distance if necessary.</p> <p>Parents spectating at the Wychwood School all weather pitch must remain outside the 'cage'.</p>
Pre-travel health checks	Medium	All participants required to undertake a self-screen check list before travelling to a training session or match. See 'Self-Screening Checklist'.
Kit	Medium	Players must arrive in their kit and leave after the game in their kit. Changing rooms will not be used.
Parking	Low	People parking at venue to be encouraged to park with social distancing in mind. Where this is not possible exit from and entry to vehicles should be staggered.
Arrival at venue – self Screening	Medium	Coaches will 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. The coach will keep a record of the responses as part of the register.
Register of attendance	High	Coaches will keep a register of all participants for each training session and match. This register must be kept for a minimum of 21 days in line with the government Recreational Team Sport Framework. In practice, coaches will keep this information for up to a year in order to monitor attendance and participation at training and matches.
Social distancing	High	Players will be reminded that whenever possible, for example during breaks, they must remain socially distanced, i.e. 1 metre plus.
Symptomatic player	High	If a player becomes symptomatic during a training session or a match they should immediately remove themselves from the session and return home as soon as possible. NHS guidance on further management of symptoms should be followed. If an individual become symptomatic post activity they must follow the NHS Test and Trace guidance.
Data privacy	Low	The club will pass on the names and contact details of participants in order to support NHS Test and Trace System.
Access to hand washing facilities or alcohol based hand sanitiser	Medium	<p>Ensure access to handwashing facilities where possible.</p> <p>Advise parents to bring own hand sanitizer, labelled with child's name.</p> <p>Players', coaches' and officials' hands to be washed or sanitised at the beginning of each session.</p>

Toilet facilities	Medium	Toilets should be open pre-match, during the match and 30 minutes afterwards. One person at a time allowed in toilet area to ensure social distancing is adhered to. Hands must be washed before and after using facilities.
Technical Areas	Medium	Technical areas are to be marked out larger than specified in the rules to enable adequate social distancing for substitutes and team officials.
Pitch	Medium	The coaches are responsible for checking that the playing area is free from obstructions, sharp objects, animal waste and rubbish before play begins.
Equipment – General	Medium	We will ensure that equipment is handled by as few people as possible.
Equipment – Respect Barrier	Medium	Agree who will set up and take down the Respect Barrier at the beginning of the session. Ideally, the same person/s should set up and take down the barrier.
Equipment – Corner Flags	Medium	Agree who will set up the corner flags at the beginning of the session, ensuring social distancing. Once in position the flag poles must be wiped down with ‘Soluclear’ and disposable cloths. The flag poles will be disinfected again at half time and at the end of the session before they are returned, unless it is known that they will not be used again for at least 72 hours.
Equipment – Goals	Medium	Agree who will set up the goals at the beginning of the session, ensuring social distancing. Once in position the goalposts must be wiped down with ‘Soluclear’ and disposable cloths. The goals will be disinfected again at half-time and at the end of the session before they are returned/dismantled.
Equipment – Goals	Medium	Goals must be checked for any signs of damage at the beginning of every session. If they are damaged they must not be used. Goals must ALWAYS be pegged down with a minimum of 4 appropriate strength pegs before use – two pegs at the back, and two at the sides.
Equipment – Balls	Medium	In training, where possible, numbered balls will be used with each child using the same ball for the session. As a rule, balls will not be handled. At the end of the session balls will be disinfected with ‘Soluclear’ and disposable cloths, unless it is known that they will not be used again for at least 72 hours.
Equipment – Balls	Medium	In matches, handling the ball will be discouraged. If it is necessary to handle the ball, for a throw-on for example, the ball will be disinfected at an appropriate break in play.

		<p>When the ball goes out of play, it must be not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible.</p> <p>In the event that a non-participant handles the ball, the ball must be removed from play and replaced with a sanitised ball.</p> <p>During training matches, throw-ins will be replaced with 'kick-ins'.</p>
Equipment – Balls	Medium	In training, heading the ball will be discouraged and throw-ons may be replaced by 'kick-ons' to avoid handling the ball.
Equipment – Cones	Medium	When cones are used the same person who sets them out will collect them.
Equipment – Bibs	Medium	In the event that bibs are used they will only be used once by the same participant during the session. They will be washed between sessions.
Equipment – Goalkeeper Gloves	High	Since FA guidance encourages players to play in all positions ideally each player will have their own set of goal-keeping gloves. Only players with their own goal-keeper gloves may play in goal. Players may not share goal-keeper gloves.
Equipment – Goalkeeper Shirt	Medium	Goalkeepers may not share the same goal-keeper shirt. When the player in goal does not have a goal-keeper shirt they will wear a numbered bib which only they will wear during the session match. The bibs will be washed between sessions.
Training and match play	High	<p>Pre-match handshakes will not happen. Instead players will be asked to hand-sanitise before kick-off.</p> <p>Post-match handshakes will not happen.</p> <p>All deliberate physical contact during training and matches must be avoided, in particular players must not use their hands when making a tackle.</p> <p>Players must avoid shouting or raising their voices when facing each other.</p> <p>Players must be encouraged to avoid unnecessarily long set-ups (e.g. defensive walls) or close marking.</p> <p>Goal celebrations must be conducted in a socially distanced manner.</p>
Referees	Low	Referees, including those appointed by the league, are to be paid electronically, not in cash.
First Aid	High	All coaches must have successfully completed FA First Aid training.

First Aid Kits	High	<p>Each team will have a First Aid kit which will be available at all training and matches.</p> <p>First Aid kits will contain, as a minimum, the contents specified in Appendix 2, and will include appropriate PPE for administering First Aid.</p>
Shin pads and footwear	Medium	<p>Coaches will check that all players are wearing shin pads and footwear appropriate to the venue/conditions at the beginning of each session. Players without shin pads, worn inside socks, or with inappropriate footwear will not be able to participate. While Covid-19 restrictions are in place shin-pads will not be loaned by coaches.</p>
Injuries	Medium	<p>Sessions will begin with low intensity warm-ups to minimize potential muscle strains.</p> <p>While Covid-19 restrictions remain in place, if a player is injured, their parent/carer may aid them but all others, including coaches, must continue to socially distance unless a life-threatening or serious injury necessitates compromising guidelines to provide emergency care.</p>
Injuries requiring First Aid	High	<p>When an injury requires First Aid this will be administered by a First Aid qualified coach who will wear a fluid resistant surgical mask (Type IIR) and gloves. These will be bagged and disposed of immediately afterwards.</p>
Dehydration	Medium	<p>Coaches will build in regular drink breaks. Players must bring their own drink clearly labelled with their name. They must not share drinks.</p>

Declaration

Risk Assessment Completed by:

Name:	Adam Arnell
Club Role:	Chair
Signature:	<i>Adam Arnell</i>
Date:	1 September 2020

Risk Assessment Checked by:

Name:	Chris Townsend
Club Role:	Vice Chair
Signature:	<i>Chris Townsend</i>
Date:	1 September 2020

Appendix 1: Covid-19 Self-Screening Checklist

Each participant must self-screen prior to arrival at training to ensure they do not have any of the following symptoms or conditions (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)		
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		
Returned from an area which requires a quarantine period according to government guidance		
Is the player fit to train/play?		

Note: by participating in the session you agree that the club may pass on contact details as required to support the NHS Test and Trace system.

Appendix 2: First Aid Kit Contents Checklist

Item	Number of Items	Present and In Date
First Aid Kit Bag		
Disposable Gloves		
Face Mask (Type IIR)		
Gauze Swabs		
Sterile Dressings		
Bandage		
Wound Closing Strips		
Instant Ice Packs		
Mouth to Mouth Shield		
Foil Blanket		
Eye Wound Wash Pods		
Wound Wipes		
Dressing Pads		
Triangular Bandage		
Plasters		
Scissors		
Water Spray		

Appendix 3 – FA Code of Behaviour (Covid 19)

Covid-19 is a highly infectious and dangerous disease. A resumption of contact play is only achievable if those involved create and maintain a controlled environment that minimises the threat of infection. Risk in sport cannot be completely eradicated but with caution and care these risks can be reduced. Each player will need to decide when to return to contact football, based on their own circumstances and the arrangements that have been put in place for a safe return. This is particularly the case for players from BAME communities or those with underlying health conditions. All those returning to competitive grassroots football must adopt the following code of behaviour:

- Be aware of your own personal health. If you show any of the Covid-19 symptoms you must stay at home, inform NHS Test and Trace and seek medical advice.
- Be responsible. Read the guidance provided by The FA and by your club so that you are aware of the changes to the game and what is expected of you. This will include things like being prepared to wash your own kit, bringing your own labelled water bottle and being aware of changes to meet-up times.
- Practise good hygiene. Wash your hands regularly and before, during and after a game.
- Where possible maintain social distancing. This won't always be possible in a competitive match environment (for example when tackling an opponent) and that is acceptable. However, before, and after a game you should maintain social distancing.
- Support NHS Test and Trace. You're likely to be asked to provide your details so that in the event of a Covid-19 outbreak those potentially infected can be traced. This is to everyone's benefit so please cooperate.
- Do not spit. Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done. Avoid shouting or raising your voice if face to face with other players.
- After the game. Be aware that other users may be waiting to use the facilities. Changing rooms and showers are likely to be closed and any socialising must follow the Government's guidance on social distancing.