

COVID-19 RISK ASSESSMENT FOR COACHING FOOTBALL ACTIVITY

This risk assessment is designed to minimize risk during football activities to enable the phased return of football at Bedford Town FC - Youth Development

The risks highlighted in this document mainly focus on COVID-19 and its assumed that risk existing pre COVID-19 still apply if not specifically mentioned below.



DATE OF ASSESSMENT:	01/09/2020	TRAINING / MATCH LOCATION:	Kingsfield, Bedford	ASSESSED BY:	Dennis O'Meara	SIGNATURE:	
---------------------	------------	----------------------------	---------------------	--------------	----------------	------------	--

EVENT DETAILS			
Situations	Bedford Town FC Youth Development Training & Matches		
Club Lead Name, Role, Contact Number	Dennis O'Meara	Youth Chairman	07777 641900
Second Adult Name, Role, Contact Number	Steve Goodman	Coach	07976 383823
Designated Safeguarding Person Name & Contact Number	Jose Gomez	Child Welfare Officer	07523 949539
Venue Details:	Kingsfield, 1 Great Spur Great Ouse Way, Biddenham, Bedford MK40 4WG		
Venue Lead Contact Name:	Dennis O'Meara		07777 641900
Venue GPS	52°08'46.77"N 0°30'46.92"W		

CLUB POLICIES AND PROCEDURES BEING FOLLOWED		
POLICY / PROCEDURE	YES	NO
Safeguarding Children	✓	
Adults at risk		✓
Social media use	✓	
Use of photography and filming	✓	
Anti-bullying	✓	
Code of Conduct, including acceptable behaviour	✓	
Equality, diversity and inclusion	✓	
Managing challenging behaviour	✓	
Others, e.g. Parent Carer consent	✓	

EMERGENCY PROCEDURES		
Emergency Action Plan	✓ YES	NO
Location of nearest Defibrillator	Biddenham Pavilion, Bedfordshire MK40 4QP	
Name of designated runner to bring defibrillator to incident site	As identified by the Lead Coach on Site at the time	
Location of access Barrier keys:	Barrier Padlock Codes - All Coaches have been given the Top and Bottom Access Codes	
Emergency Vehicle Access	Via front gate off Great Ouse Way (A6)	
Air Ambulance Landing Site	Large field Adjacent to Fiona Way	
Personal Accident & Public Liability Insurance cover	Both Covered via Beds FA 2020-21 Affiliation -W-BED2015	

What are the Hazards?	Is there additional risk to children?	Is there additional risk to disabled or impairment specific participants	Risk Rating (RED, AMBER, GREEN)	Solution/Mitigation	Solution Mitigation (RED, AMBER, GREEN)	Review post-activity
Parents briefed on activity and have given consent	Yes, parents are required to provide consent, but children also need to be advised on requirements	None	AMBER	Provide parents with copy of FA guidelines and provide continuous education around the requirements. If consent is not provided, child will not be allowed to take part	AMBER	Ensure continuous re-enforcement of rules and requirements
Consent to be photographed/filmed	Risk of photo's being posted online by parents or visiting teams.	None	AMBER	Club require all parents to sign disclaimer before signing. Communication also to be sent out to visiting teams and anyone found taking photos should be requested to keep them private	AMBER	Ensure continuous re-enforcement of rules and requirements
Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS track and trace	None	None	GREEN	Online consent form for all visiting teams, requesting consent to keep details for 21 days. Data to be kept securely	GREEN	Monthly based on Gov guidelines
Clear procedures for referring safeguarding concerns and managing allegations against staff	Children and parents to be made aware of the CWO to ensure they have direct contact in case of issues	None	GREEN	In line with club policy, players and parents to talk to coach or CWO. CWO is accessible to all players and details are posted in website for easy access.	GREEN	Ensure any changes are updated.
Children and parents/Carers given DSO details and how to raise concerns						
Staffing Ratios: <ul style="list-style-type: none"> Defined lead/support roles; Supervision under 18 volunteers 	Numbers should not exceed 30 to keep number of adults low, as this can increase risk of infection. Both to Coaching staff and parents.	None	AMBER	No member of staff should attend if they have experiencing any COVID symptoms. Ratio's to be kept to maximum of 6 per coach.	AMBER	Coaches may be asymptomatic and ongoing review of cases in the area should be reviewed.
Travel Arrangements	Car, Bike, Walk, with household or immediate social bubble only.	None	GREEN	Parents / Carers / Coaches advised to travel in social bubbles.	GREEN	None
Drop Off/pickup arrangements. <ul style="list-style-type: none"> Accessible Parking; Signage Social Distancing Managing Parents 	Car parking can be limited Vs number of people attending training or matches. This means attendees may be required to park in non-designated parking areas. Additionally, for COVID - Clear guidance should be provided to ensure minimised risk of grouping. This could mean children may be required to cross roads in-between parked cars.	None - Disable parking is provided and facilities are available for the use of disabled persons.	AMBER	Clear signage is needed to ensure there is no ability for mass gathering and a 1 one system is introduced. Both Fiona Way & Kingfield have limited entrance points at barrier. At Kings Field. Parking may include parking in nearby estate, and parents should be encouraged to use under paths and not cross busy A6 bypass. At Fiona Way, there are several locations to park and parents are encourage not to let their children walk to ground on their own as this could involve crossing roads and long walks.	AMBER	Regular enforcement needed. – Possible need for steward on match days.
Staffing Ratios; <ul style="list-style-type: none"> Defined lead/support roles Supervision for under 18's 	Yes – lead coach and 2 nd Adult Brief both on roles and responsibilities	Yes – Check individual understanding with staff and adult players	RED	Follow Government Covid-19 and FA guidance. Discuss how risk and how being managed	GREEN	Ensure regular learning and share across club.

Guidance re staff conduct; <ul style="list-style-type: none"> Signed Code of conduct Clarity re: acceptable/unacceptable practice 	None. This is standard club practice and players and parents are not allowed to join, if this is not signed. Regular enforcement carried out	None	GREEN	Standard Practice	GREEN	Reviewed and updated as per FA Guidelines
Risk Assessments done for anyone carrying out high risk roles/tasks	None Standard club practice. All members of staff are DBS checked and maintained. Child Welfare Officer ensures regular checks and parents made aware. All members of staff have appropriate certificates and training	None	GREEN	None	GREEN	Regularly reviewed and updated
COVID-19 protocols briefings shared and practised with committee volunteers	None. Covid officer appointed and communication workflow created.	None	GREEN	None	GREEN	None
COVID-19 protocols briefing done with club members	None. Covid guidance regularly updated and share with all club members via Covid officer	None	GREEN	None	GREEN	None
Participants trained to do self-screen checks before travelling to session	Risk of parents/careers/support bubble not following guidance.	If guidance not followed exposes risk to vulnerable groups	AMBER	Self-certification form sent to all attendees and details kept for Test & Trace. Regular communication sent out to enforce message. Coaches also advised not to allow anyone to attend sessions.	GREEN	Ongoing enforcement needed.
Coaches trained to check that self-screens have been done and were all negative	None. Coaches will not allow anyone displaying symptoms to attend sessions	None	GREEN	None	GREEN	None
<ul style="list-style-type: none"> Changing / Showers Closed – Covid-19 Arrive Early 	None – Changing rooms are closed until further notice, all participants are required to arrive in kits	None	GREEN	None	GREEN	None
Access to toilets e.g. <ul style="list-style-type: none"> Supervision; Hand Washing and/or rub 'washing facilities Paper towels and sealed bins or double bagged 	Risk associated with poor hygiene from users and facilities left open due to covid-19 one way system. This means potentially losing site of children. Parents are required to accompany when using toilets for both hygiene and safe-guarding perspective	None	RED	<ul style="list-style-type: none"> Children not allowed to go to toilets on their own. Provide additional hand sanitisers throughout the Facility Clearly direct people to where they can wash their hands - Ensure hygiene facilities are in good working order and well stocked with soap or sanitiser - Provide hygiene standards posters and signage throughout the facility Provide and use disposable paper towels in the handwashing facilities - Staff preparing or serving food and drink to wash hands or use sanitiser every 30 minutes 	AMBER/GREEN	None

				<ul style="list-style-type: none"> - Staff serving food and drink directly to users to wear either a face mask or shield or both depending on location. - Appropriate disposal of waste by approved contractors. 		
Site Boundaries e.g. <ul style="list-style-type: none"> • Public Access • Roads • Location of facilities 	<p>These are private facilities, but they can easily be accessed by public.</p> <p>Fiona Way</p> <p>Is within a housing estate and is close to a public park. Children attending may be attracted to this. Parking restrictions means that it creates busy road and risk associated with passing between parked cars. Fiona Way is also lined with thorny bushes and children can be caught is seeking to retrieve balls</p> <p>Kingsfield</p> <p>Risk associated with being close to A6 which is a busy road. It is also adjacent to a private field, and players and club members may need to retrieve balls.</p>	None	AMBER	<ul style="list-style-type: none"> - Parents are reminded to keep close control of children. They are reminded that they enter play areas at their own risk as these are not associated with the club. - Care should be taken when entering private fields or bushes to retrieve balls. - Signage should be displayed to advise of private land. - 	GREEN	
Group Size	The club ensures that all government advice is followed regarding organised sporting activities and training rations for safeguarding	None	GREEN	- None	GREEN	None
Participant additional needs e.g. <ul style="list-style-type: none"> • Deaf player (BSL Signers) • Blind Players • Wheelchair accessibility • Learning disability • Autism • ADHD • Pan-disability • Impairment specific • Interpreters where English is not spoken 	Bedford Town has a policy for supporting people with additional needs and our policy can be found on our website.			-		
Playing Areas	NA	NA	NA	- NA	NA	NA

Register of those who pre-book attendance at sessions to aid test and trace	None – Cub has produced digital forms to ensure this is captured and kept for 21 days as per guidance		GREEN	- None	GREEN	None
COVID Guidance & Risk Assessment	None – See separate Published COVID Guidance & Risk Assessment		GREEN	- None	GREEN	Reviewed as par Government & FA Guidance