



CLUB SAFEGUARDING RISK ASSESSMENT

EVENT DETAILS	
EVENT: (e.g. Under-10s match day)	DATE:
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:	
THERESA COLE 07973239021	

VENUE DETAILS (e.g. Club)	
VENUE NAME AND ADDRESS:	
THE FRIARS PLAYING FIELD, BRAMBLE RIDGE, BRIDGNORTH, WV16 4SQ	
VENUE LEAD CONTACT NAME:	CONTACT NUMBER:
BRIDGNORTH TOWN JUNIORS	AS EVENT DETAILS
VENUE GPS CO-ORDINATES:	WIFI ACCESS:
52.541690, -2.414857	N/A

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

EMERGENCY PROCEDURES	
Emergency Action Plan:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Location of nearest defibrillator:	Bramble Ridge, WV16 4SQ
Name of designated runner to bring defibrillator to incident site:	Assistant Manager
Location of any access barrier keys:	Held by each manager
Emergency vehicle access:	Yes
Air ambulance landing station:	Yes

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



CLUB SAFEGUARDING RISK ASSESSMENT (continued)

Area of risk	Is there an additional risk to children? Is there an additional risk to disabled ¹ or impairment-specific participants (children and adults)	Risk rating: red, amber, green (RAG)*	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Parents briefed on activity and have given informed written consent to do activity 8.2 ²	If Parental consent is not given, parents unaware of where their child is if there is an accident/emergency/risk of Covid-19 infection. Child not picked up / child not attending the activity / parent's unaware child is attending activity / child at risk.	R	All parents have received pre activity instructions and consented via email for their child to participate.	A	
Consent to be photographed/filmed 8.2 and 8.3	Any media images or videos published without consent of a parent/guardian. Child subject to care, family or legal proceedings. Images used for malicious intent.	R	Pre: Parents/care's provides consent on their registration forms when registering the participant Pre: The FA Social media guidance is sent out to players parents before the start of the season in a parent's welcome pack. During: Any participant identified as not being able to have photos taken will be identified to the photographer.	A	

¹ Disability is a protected characteristic, under the Equality Act, 2010. Clubs should champion inclusive football activity in line with their equality and/or inclusion policies

² These numerical references refer to downloads on the safeguarding section of The FA.com [here](#)

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Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace	Yes – personal data could be out of date causing delayed action that may be necessary.	R	Parents are required to keep the club informed of any change of personal data, eg, emergency contact phone numbers. Club records are available and kept in lines with GDPR regulations.	G	
Children and parents/ carers given DSO details & how to raise concerns 7.1	Not knowing who to report concerns to could prevent concerns being reported.	R	Every parent of a registered child is provided with a parent's pack detailing contact details of all committee members and reporting procedures.	A	
Staffing ratios: <ul style="list-style-type: none"> Defined lead/support roles; Supervision under-18 volunteers. 5.5	Yes – too many children and not enough coaches could lead to children being unsupervised.	R	Always follow the FA guidelines on ratios of adults to children. If using young leaders (under-18) or coaches aged 16-17 they cannot be considered as adults. More FA DBS adults are needed not less to supervise because you have more under-18s in the group.	A	

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Guidance re staff conduct: <ul style="list-style-type: none"> Signed Code of Conduct. Clarity re: acceptable/unacceptable practice. 5.2 (CWO); 10.12 (Respect Codes)	Coaches who are not aware of the coaches' code of conduct could put a child at risk or expose them to experiences they should not be exposed too.	R	All coaches are provided with a copy of the coaches COC and are required to read and sign to state they will abide by the regulations.	A	
Covid-19 protocols briefings shared and practised with committee/volunteers	Yes - Managers at risk of contracting Covid-19 through ignorance.	R	All committee and coaches have practiced Covid-19 training sessions and friendly's, all are made aware of the RA and ensure that all government/FA guidelines are followed.	A	
Covid-19 protocols briefings done with club members	Yes – All coaches & children are at risk to Covid-19 if the coaches don't ensure government/FA guidelines are adhered to.	R	The club have held committee meetings to discuss RAs to ensure all club members are aware of the procedures. All coaches must relay this information on to parents and receive a consent form.	A	
Participants trained to do self-screen checks before travelling to session	Children are at risk of contaminating others if they arrive at an activity without completing a self-screen.	R	All parents are required to complete a self-screen before their child attends an activity. This will be confirmed by the parent to the team manager.	A	
Coaches trained to check that self-screen checks have been done and were all negative.	Children are at risk of contaminating others if they arrive at an activity without completing a self-screen.	R	All managers will be required to receive a confirmation from each parent that they have self checked their child prior to arriving at the activity. No confirmation.....No activity.	A	

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Travel arrangements (see page 7) ³ 5.4	A child could be lost or hurt and have no way of getting home or know how to get home. If sharing travel, the child could be at risk of contracting Covid-19	R	All parents have been informed of the government guidelines on sharing transport. Social distancing whilst travelling will be recommended.	A	
Drop off/pick up arrangements e.g.: <ul style="list-style-type: none"> • Accessible parking; • Signage; • Social distancing; • Managing parents. (see page 7)	Parking could cause congestion which may lead to children just been randomly 'dropped off', this could encourage close contact. No signage or social distancing will enhance the risk of contracting Covid-19. Non-management of parents could result in bigger bubbles which in turn would enhance a greater risk of infection.	R	This venue can facilitate drop off points and collection points by opening the barriers which will allow designated areas, this will be recommended by BTFC management. Whilst signage may be limited there will be an area that is visible to parents as a drop off and pick up point. Away teams along with home parents will be informed prior to the fixture of the venue protocol. All spectators will be reminded of the social distancing guidelines of up to 6 people in a social group prior to the activity and this will be monitored during the activity.		
Changing/showers: <ul style="list-style-type: none"> • Closed – Covid-19; • Arrive already changed. (see page 7) 8.4	Yes – Risk of Covid -19 infection	R	Players have been informed to arrive in their kit.	N/A	



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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-bagged³. (see page 6)	Yes, unsupervised toilet visits could result in a child becoming 'vulnerable'	R	No toilet facilities available at the venue. Hand sanitizer stations will be available for players.	A	
Site boundaries, e.g.: <ul style="list-style-type: none"> • Public access; • Roads; • Location of facilities; • Drop-off point and access to pitches/training areas. 	Risk of transmission to children by members of the public not social distancing or forming in large groups.	R	Areas of play to be cordoned off to restrict access for passersby. Organised drop off and pick up points will be communicated with parents before the activity takes place. Social distancing to take place prior to activity and after activity. Staggered arrival and departure times. Away teams will be asked to arrive at an appointed time to prevent congestion on arrival and they will depart before the home team.	A	

³ Double bag in line with Government Guidance, if there is concern that someone may have been symptomatic or infected with Covid-19.

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Playing area, e.g.: <ul style="list-style-type: none"> Clearly marked to support social distancing 	Yes – Support is needed to maintain social distancing to reduce the risk of infection between spectators and children.	A	Barriers and coned area will be present to maintain social distancing	G	
Register ⁴ of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)	Risk of infection	A	A Track and Trace register will be provided by each team. If a player becomes infected, then the opposition manager must be informed who then in turn inform their registered attendees.	G	
Players own named, e.g.: <ul style="list-style-type: none"> Water bottle; Hand gel; Sun cream; Medication. 	Yes – Shared equipment increases the risk of infection.	A	All players are informed to bring their own water and hand sanitizer along with any medication needed. These items will be left on their numbered station which will be 2m apart from others.	G	
Equipment, e.g.: <ul style="list-style-type: none"> Cleaning. Limit sharing. Hand hygiene. 	Yes – Shared equipment increases the risk of infection.	A	The ball is to be cleaned at regular intervals and is not to be picked up by players or spectators when it goes out of play. Players will be encouraged to sanitise their hands on a regular basis.	G	
Planned activity, e.g.: <ul style="list-style-type: none"> Age-appropriate; Covid-19 – follow Government Guidance re: group size; Social distancing. 	Yes – Risk of infection if not socially distanced	A	All activities to maintain social distancing when possible, on arrival, during warm ups, half time and when leaving. Government/FA guidelines will be adhered to.	G	

⁴ Data Privacy Policy Notices updated in line with any changes to data handling

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Relevant medical information in respect of participants 8.2	Yes – If information is not known	R	All player medical information is held with the managers	A	
Emergency contact numbers for participants 8.2	Yes – If information is not known	R	All player emergency contact details are held with the managers	A	
Self-Health check procedure (see Health checks & insurance notes)	Yes – Risk of passing on Covid-19 if the player is unaware they may have contracted it.	R	All players to self-screen before arriving at the activity using the health check provided to parents. This is to be confirmed by text/email to managers prior to arrival.	G	
No spitting, e.g.: <ul style="list-style-type: none"> Hygiene protocol; Disciplinary procedures. 	Yes – Risk of catching Covid-19 if the players do not adhere to strict hygiene measures.	R	A code of behavior will be read to all players and spectators before the activity. Anyone not adhering to the code of conduct will be subject to FA/Club disciplinary.	G	
No chewing gum, e.g.: <ul style="list-style-type: none"> Hygiene protocol; Club disciplinary procedures. 	Yes – Risk of catching Covid-19 if the players do not adhere to strict hygiene measures.	R	A code of behavior will be read to all players and spectators before the activity. Anyone not adhering to the code of conduct will be subject to FA/Club disciplinary.	G	

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Managing injuries (see First Aid guidance notes)	Yes – Risk of infection whilst administering 1 st Aid	R	1 st Aid procedures will be risk assessed and discussed. Players will be encouraged to administer their own 1 st aid if applicable, a parent if present will be required or PPE will be worn if there is a need to administer 1 st aid. See 1 st aid guidance issued to all players/parents; this must be adhered to.	G	
Access to Personal Protective Equipment (PPE) for First Aiders (see First Aid guidance notes)	Yes – Risk of infection whilst administering 1 st Aid	R	Each manager/coach will have access to PPE carried in their medical bag. The FA 1 st aid guidance will be followed.	G	
Managing someone who becomes symptomatic (see First Aid guidance notes)	Yes – Risk of infection to players that have come into close unprotected contact with someone who becomes symptomatic.	R	1 st signs of a player that becomes symptomatic should have a self-screen and be sent home and advised to call 101. Track and trace will be implemented and FA 1 st aid guidance will be followed.	G	
Local medical centres/first aid arrangements (see First Aid guidance notes)	Yes – If players/parents are not aware of the nearest medical Centre this could result in delayed treatment causing extra trauma for the child.	R	Bridgnorth Community medical centre is located at Northgate, WV16 4EU. Nearest hospital with A&E is Princess Royal Hospital, Apley Castle, Grainger Drive, Telford, Shropshire, TF1 6TF	G	

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CLUB SAFEGUARDING RISK ASSESSMENT (continued)

RISK ASSESSMENT COMPLETED BY:

NAME: _____

CLUB ROLE: _____

SIGNATURE: _____

DATE: // _____

CHECKED BY CLUB COMMITTEE MEMBER:

NAME: _____

CLUB ROLE: _____

SIGNATURE: _____

DATE: // _____

NAME: _____

CLUB ROLE: _____

SIGNATURE: _____

DATE: / / _____

END NOTE:

Clubs are advised to undertake regular risk assessments of the clubs 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.