



CHELTENHAM CIVIL SERVICE AFC RISK ASSESSMENT						Version 5.2
Area of Risk	Is There an additional risk to children	Is there an additional risk to disabled or impairment specific participants	Risk Rating	Solution Mitigation	Solution Mitigation Risk Rating	Review Post activity and by whom
Access to Clubhouse	Yes - All Children must be supervised by an adult.		Green	Clubhouse is currently closed due to Cheltenham being in Tier 4.	Green	Updated when clubhouse guidance changed. Alan Wakefield 2/12.
Changing and Showers.			Red	There will be a 6 in 6 out rule for the larger changing rooms and 3 in 3 out rule for the smaller ones. All pressure points (handles, hooks, shower buttons, toilet, taps etc) will be wiped down between and after groups have used. Showers will be 2 in 2 out in the Ladies/Away team changing room and will be 6 in 6 out in the home area of changing room. Referee's will be allocated a room in the home area of changing rooms but will need to share showers with teams. Anyone accused of verbal or physical abusing referees will face disciplinary action. All rubbish should be removed or put in the waste bins provided. Changing rooms, showers and toilets will be thoroughly cleaned before the next weekend.	Amber	
Access to toilets.	Yes - Children may need supervision by Parent / Carer	Yes - Individuals may need help by staff or Parent / Carer.	Amber	Changing room toilets will be available for players, Coaches and Managers. There is a portaloo available for supporters although we will allow changing room toilets to be used after teams have left changing rooms, although entry/exit this must be supervised by a club member. Only a max of 2 people can enter toilets at any one time. Facilities will be cleaned before and after use. There is no facility for disabled persons.	Green	Updated due to clubhouse closing. Alan Wakefield 2/12.
Temperature Checking		Yes - Individuals must inform tester of any reason why this can not be undertaken.	Amber	All players will be temperature checked before being allowed to take part in any activity. Anyone who is tested above 38c will be asked to either go home or sit in car which they travelled in until they can go home.		

Drop off / pick up arrangements. Accessible car parking. Signage Social Distancing Managing parents			Amber	Ensure all members follow club guidelines with regard to the club car park. Parents / Carers to be advised on behaviour of children in Car Park.	Green	
Spectators	Yes- Parents must observe the clubs rules on social distancing.	Yes- Individuals may need help from parents or carers.	Red	All Spectators must observe the social distancing rules and follow the rule of 6. NO Spectators must enter the Astro training area. TIER 4 Restrictions- Only 4 people per team (this will include Managers, Coaches and parents) can attend U18 games to provide supervision of children with regard to safeguarding. No spectators will be allowed.	Amber	Added guidance for Spectators. Alan Wakefield 2/12 Tier 4 restrictions added regarding spectators. Alan Wakefield 1/1/21.
Travel arrangements	Yes - travel only with household members or your support bubble. Managing groups of parents.	Yes - travel only with household members. If not possible then may need to wear face mask	Amber	Ensure all parents / carers and adults are aware of government guidance regarding travel. Masks to be worn when travelling in cars.	Green	
Participants trained to do self-screen checks before travelling to session	Yes - Parents / Carers instructed on what to check before travelling.	Yes - Check individual understanding with staff and adult players	Amber	Follow government Covid-19, FA and club guidance. Anyone who is unwell are not expected to attend any sessions. Where school years have been closed down due to Covid-19 infections, we expect the children not to attend games or training at the club.	Green	Added guidance for youth. Alan Wakefield 2/12
Coaches trained to check that self-screen checks have been done and were all negative.			Amber	Follow government Covid-19, FA and club guidance. Anyone who appears to be unwell will be sent home and not take any part in sessions.	Green	
Register of those attend sessions. Track and Trace guidance.			Green	EVERYONE must use the NHS QR Code system when attending games or training, If they do not have a smartphone then their name must be taken and it will be kept for 21 days. We will also expect the opposition to use the NHS QR Code system and they will be responsible for keeping their own list of players, coaches and management team who do not have a smartphone.	Green	Changed to include NHS QR Code system. Alan Wakefield 2/12
Players own named: Water Bottle Hand Gel Medication	Yes- Parents / Carers to make sure children are provided with their own bottles and gel. Club must be made aware of any medication being taken.	Yes - Individuals need to make sure the club is aware of any medication or assistance that would be required.	Amber	All Members instructed to bring their own drinks and sanitiser. Club will provide sanitiser also. Medication must be labelled clearly and lead coach made aware in case of help to take.	Green	Parent Permission Forms being Collected will include medical requirements. Alan Wakefield 11/9.
Equipment: Cleaning Limit sharing Hand hygiene.	Yes - Support children to maintain good hygiene behaviour.		Amber	Government, FA and Club guidance must be followed regarding hygiene before, during and after sessions. (See attachment)	Green	

Hygiene Protocol: No Spitting No Chewing Gum	Yes - Support to be given to Children maintain good Hygiene behaviour		Green	Members to be made aware of the guidance regarding spitting, chewing gum and urinating.		
Managing someone who becomes symptomatic	Yes - unsure children are treated sympathetic and not frightened by the situation	Yes - Ensure the individuals disability or impairment would not make the conditions worse.	Red	Follow the government guidance and ensure the person is removed from the session and advised to go home and self isolate. Children - ask parent / carer to collect child and advise to self isolate. Person involved must contact track and trace to advise of possible covid-19 infection.	Amber	
Covid-19 protocols briefings shared and practised with committee/volunteers.			Amber	Government, FA and club guidance is issued and updated regularly. Committee and managers/coaches informed of any changes. Any issues dealt with immediately.	Green	
Covid-19 protocols briefings done with club members.	Yes - Younger children may need extra guidance.		Amber	Government, FA and club guidance shared by team managers/coaches with members. Children- Any questions directed to Welfare Officer or Chairman who will deal with issues as a matter of urgency.	Green	
Site Boundaries: Public Access. Roads. Location of facilities. Drop-off point and access to pitches/training areas.	Yes - Children may need to be supervised when in car park to keep social distancing before and after sessions.		Amber	There is no public access to grounds as it is a private club. All of the facilities are off the car park along with access to Club. CACSSA rules should be adhered too.	Green	
Group Size	Yes - Staff ratio's must be maintained for the U18 groups.		Green	Government, FA and club guidance to be followed.	Green	
Playing Area.	Yes - Support children to maintain social distancing		Green	The 3g pitch is now in use from September and each team has its own slot for training. Matches will be played on the 2 available pitches.	Green	Update as fence surround not been erected. Alan Wakefield 2/12.
Informed consent to participate	Yes - Must have parent / carer written consent.	Possibly depending on disability or impairment. Need to discuss with participants to assess risk.	Red	Parents/carers to be advised of Covid-19 arrangements. Adults to be advised of arrangements.	Green	Parent Permission Forms being Collected. Alan Wakefield 11/9.
Parents briefed on activity and have given informed written consent to do activities.			Red	Parents/carers to be advised of Covid-19 arrangements.	Green	Parent Permission Forms being Collected. Alan Wakefield 11/9.
Consent to be photographed/filmed	Yes - Must have parent / carer consent.	Yes - Must have parent / carer consent.	Amber	Parents/carers asked for permission.	Green	Parent Permission Forms being Collected. Alan Wakefield 11/9.
Consent for contact via social media and to have info on/be visible on social media	Yes - Permission to be obtained from parent / carer to allow any social media activity. Any visible activity must be agreed by club as well	Yes - Permission to be obtained from parent / carer to allow any social media activity. Any visible activity must be agreed by club as well	Amber	Parents / Carers to be advised of club rules regarding social media and contact of children. Adults advised of club rules regarding social media.	Green	Parent Permission Forms being Collected. Alan Wakefield 11/9.

Data Privacy Policy Notices updated to cover data handling of attendees to aid NHS track and Trace.			Amber	Update Data Policy Notice to include track and trace	Green	
Clear procedures for referring safeguarding concerns and managing allegations against staff	Yes- Parents / Carers informed of the club safeguarding policy and who to contact if there is a problem.		Amber	Inform all members where to find the safeguarding policy and name of Welfare Officer or Chairman.	Green	
Staffing ratios Defined Lead/support roles. Supervision U18 Volunteers.	Yes - Lead Coach and 2nd adult must attend. Brief both on roles and responsibilities	Yes - Check individual understanding with staff and adult players	Red	Follow government Covid-19, FA and club guidance. Discuss risks and how to manage.	Amber	
Guidance regarding staff conduct. Code of conduct. Acceptable / unacceptable practice	Yes- Managers and Coaches should be made fully aware of their conduct when dealing with children.		Red	Direct all members to the club code of conduct and club rules. Children - parent / carer should be advised of how to raise any issues.	Amber	
Risk Assessment done for anyone carrying out high risk roles/tasks	Yes - Regular checks made on those supervising children.	Yes - Check individual understanding with staff and adult players	Amber	DBS must be carried out for all managers, coaches and committee members. Random attendance at activities undertaken by committee members.	Green	DBS being reviewed for all officials, managers and coaches. Update any out of date. Alan Wakefield 11/9.
Relevant medical information in respect of participants	Yes - Parents / Carers to provide essential information on any medical issues of the children.	Yes - Individuals to give details of medical information where it is essential	Amber	Essential medical information to be given to Team Manager and Club Welfare Officer.	Amber	
Emergency Contact numbers for participants			Green	Numbers are kept on WGS for use by GFA, FA and club.	Green	
Club Disciplinary Procedures	Yes- Parents / Carers should be made aware of the club disciplinary procedures		Green	Any member of the club found not following Government, FA or Club guidance could face disciplinary action as per club rules. Likewise if code of conduct or club rules broken disciplinary action could be taken.	Green	
Managing Injuries	Yes - Member of household to manage unless life of limb threatening.	Yes - Member of household to manage unless life or limb threatening	Amber	Risk Assess the injury with qualified first aider and decide on best action to be taken.	Amber	
Access to personal protective equipment for first aiders			Red	Club committee to decide on the purchase of PPE for the first aiders.	Amber	
Local medical centres/first aid arrangements			Amber	Following the club medical emergency plan	Green	

Risk Assessment completed by:	
Name	Alan Wakefield
Club Role	Chairman
Signature	AG Wakefield
Date	01/01/2021

Checked by Club Committee Member	
Name	Duncan Pardoe
Club Role	Welfare Officer + Covid Officer
Signature	D. Pardoe
Date	01/01/2021
Checked by Club Committee Member	
Name	Jill Williams

Club Role	Secretary
Signature	J. Williams
Date	01/01/2021

Covid-19 Risk Assessment Appendix

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who ?	Action by When ?
<p>Spread of Covid-19 Coronavirus</p>	<p>Club Officials Managers Coaches Players CACSSA Staff and Officers Spectators Vulnerable Groups Anyone else who physically comes in contact with you in relation to your business</p>	<p>Hygiene</p> <p>Gel sanitisers to be supplied.</p> <p>Players must bring adequate amounts of fluids (No alcohol) for the sessions as none will be supplied. Under no circumstances are you allowed to share your own water bottle with anyone else.</p> <p>Members must not spit out fluids, clear their noses, spit chewing gum out or urinate on the field.</p> <p>If they use the toilets then they must clean the facility with products supplied after use.</p> <p>All rubbish must be taken away and not left in changing rooms or on the field.</p>	<p>Hygiene</p> <p>All members to be reminded on a regular basis to wash their hands as soon as they are able to do so after training/matches with water and soap and proper drying with disposable towels.</p> <p>Players must use sanitiser before and after training/matches.</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. If you don't have a tissue readily available catch your cough or sneeze in your arm and avoid use of your hands at all times.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p>Information made available to members.</p>		
		<p>Cleaning</p> <p>Frequent cleaning and disinfecting of sports equipment after each training/match using appropriate cleaning products and methods.</p> <p>Changing room facilities must be wiped down between and after numbered groups using and will then be cleaned thoroughly between match days.</p>	<p>Cleaning</p> <p>Training equipment must not be touched or moved by any players.</p> <p>Goalposts must be cleaned after each game.</p> <p>Rigorous checks will be carried out by Club committee to ensure that the necessary procedures are being followed.</p>		

		<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any training/match group to comply with the 1 to 2-metre gap recommended by the Public Health Agency</p> <p>Only groups of thirty can train together and each group should be 5m apart with no changing from group to group.</p> <p>Parents/spectators/officials should stay in their cars where possible or stay 5m away from any groups training or matches being played.</p> <p>Teams will be training on the 3g pitch from September and each team will have a separate slot given to them and this should be adhered to.</p>	<p>Social Distancing</p> <p>Managers and Coaches reminded on a regular basis of the importance of social distancing at training and matches.</p> <p>Players must not conjugate around the car park before and after training/matches. They must leave the area as soon as possible after training/matches have ended.</p> <p>Committee representatives will conduct checks to ensure this is adhered to.</p>		
		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature during training and matches they will be sent home and advised to follow the stay at home guidance.</p> <p>Managers will maintain regular contact with members during this time.</p> <p>If advised that a member has developed Covid-19 and were recently at one of our training/matches the management team of the club will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Anyone detected having a high temperature on checking will not be allowed to take part in any activity and will be sent home.</p>	<p>Symptoms of Covid-19</p> <p>A health self-check must be conducted by every member before attending any training/matches this will consist of the following;</p> <ul style="list-style-type: none"> • Check for a High temperature (above 37.8C) • Have developed a new continuous cough • Have a shortness of breath or a sore throat • Loss of or change in normal sense of taste or smell • Feeling unwell <p>If any of these symptoms are present then the member must not attend training or matches.</p> <p>Internal communication channels and cascading of messages through managers and committee will be carried out regularly to reassure and support members in a fast changing situation.</p> <p>The club will offer support to members who are affected by Coronavirus.</p>		

		<p><u>Club Guidelines</u></p> <p>The Club will from time to time issue instructions to all members and they will expect full compliance of said instructions.</p> <p>Once CACSSA facilities start to re-open guidance to use the facilities will also need to be followed when using.</p>		<p><u>Club Guidelines</u></p> <p>The Club instructions will also include all of the FA guidelines issued for return to football.</p> <p>Particular notice with regard to safeguarding children should be taken. If anybody feels there is a problem then they should approach the Welfare Officer (Duncan Pardoe) or the Chairman (Alan Wakefield) with their concerns with the confidence it will be treated seriously and any help if needed will be sought.</p>		
		<p><u>Mental Health</u></p> <p>The Club will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support they can to help.</p>		<p><u>Mental Health</u></p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>		
		<p><u>Club Events</u></p> <p>As Above with additional procedures;</p> <ol style="list-style-type: none"> 1. Attendance log to be recorded and kept of everyone attending the presentation for track and trace purposes. 2. Testing of attendees temperature; anyone displaying a temperature of 38 degrees and above will not be permitted to enter. 3. Do not congregate around entrance to the bar or anywhere else inside. 4. Benches and tables to seat no more than 6 people and do not move any furniture closer. 5. No admission to anyone showing signs of Covid 19 or feeling unwell. 6. Children U10 not to be left unsupervised in clubhouse. 7. Reminder to everyone attending that this is not an outside disco even through there will be background music. 		<p><u>Club Events</u></p> <p>Regular patrols and observations will be carried out to ensure all measures are being adhered to. Anyone not complying with the guidelines will be asked to leave.</p>		