



CHELTENHAM CIVIL SERVICE AFC RISK ASSESSMENT						Version 6.1
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 will be open. Masks to be worn when stood at bar. CACSSA rules to be followed when using clubhouse.	Green	Updated when clubhouse guidance changed. Alan Wakefield 19/7.
Changing and Showers.			Amber	Changing rooms and showers can now be used without any restrictions but it is advisable to keep social distance minimal to aid this we advise no more than 11 people in large changing rooms and no more than 5 people in small changing rooms at any one time. 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 between matches.	Amber	Updated when covid rules changed Alan Wakefield 19/7.
Access to toilets.	Yes - Children may need supervision by Parent / Carer	Yes - Individuals may need help by staff or Parent / Carer.	Green		Green	Update when clubhouse rules changed. Alan Wakefield 19/7.
Close Contact and Self Isolation. Close Contact definition remains and they are as follows; 1. Face to Face contact under one metre for any length of time - including talking to someone or being coughed on. 2. Being within one metre of each other for one minute or longer. 3. Being within two metres of each other for more than 15 minutes in total in one day. 4. Travelling in the same vehicle.	Yes - Under 18s will not have to self isolate unless they test positive for Covid or develop symptoms.	Yes - Under 18s will not have to self isolate unless they test positive for Covid or develop symptoms.	Red	If a player tests positive on a team there is not a need for the other players to self-isolate, unless they were in close contact, have been contacted by Test and Trace, have developed symptoms or tested positive themselves. Therefore players and officials should consider how they can reduce the likelihood of close contact occurring. From the 16th August, those who are fully vaccinated and Under 18's will not have to self-isolate, unless they test positive for Covid or develop symptoms, in which case they must isolate.	Amber	Added along with new rules issued on the 19/7. Alan Wakefield

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- Individuals may need help from parents or carers.	Green	Spectators now allowed at matches but must follow CACSSA rules when using clubhouse. NO Spectators must enter the Astro training area.	Amber	Spectators are now allowed. Alan Wakefield 19/7.
Travel arrangements	Yes - Parents to ensure they are happy with travel arrangement and close contact rules.	Yes - Parents/Carers to ensure they are happy with travel arrangement and close contact rules. If not possible then occupants of vehicles may need to wear face mask.	Amber	Ensure all parents / carers and adults are aware of government guidance regarding travel. Masks may need to be worn when travelling in cars.	Green	Changed with covid rules issued on 19/7. Alan Wakefield 19/7.
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 or have Covid infection must not attend any sessions. A rapid lateral flow test or PCR test must be carried out and 2 negative results achieved before attending any training or matches.	Green	
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. A rapid lateral flow test or PCR test must be carried out and 2 negative results achieved before attending any training or matches.	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 to be filled in for new season. Alan Wakefield 1/8.
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 - Ensure 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. A rapid lateral flow test or PCR test must be carried out and 2 negative results achieved before attending any training or sessions.	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 to be supervised when in car park at all times.		Green	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	
Playing Area.			Green	The 3g pitch is in use for training sessions and each team has its own slot. Matches will be played on the 2 available pitches.	Green	
Informed consent to participate	Yes - Must have parent / carer written consent.	Depending on disability or impairment. Need to discuss with participants to assess risk.	Amber	Parents/carers to be advised of arrangements.	Green	Parent Permission Forms to be filled in for new season. Alan Wakefield 1/8.
Parents briefed on activity and have given informed written consent to do activities.			Amber	Parents/carers to be advised of arrangements.	Green	Parent Permission Forms to be filled in for new season. Alan Wakefield 1/8.
Consent to be photographed/filmed	Yes - Must have parent / carer consent.	Yes - Must have parent / carer consent.	Green	Parents/carers asked for permission.	Green	Parent Permission Forms to be filled in for new season. Alan Wakefield 1/8.
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 to be filled in for new season. Alan Wakefield 1/8.

Data Privacy Policy Notices updated to cover data handling of attendees to aid NHS track and Trace.			Green	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.	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	Amber	Follow government Covid-19, FA and club guidance. Discuss risks and how to manage.	Green	
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.	Yes- Managers and Coaches should be made fully aware of their conduct when dealing with disabled or impaired participants.	Amber	Direct all members to the club code of conduct and club rules. Children - parent / carer should be advised of how to raise any issues.	Green	
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.	Green	Parent Permission Forms to be filled in for new season. Alan Wakefield 1/8.
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	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	
Emergency Vehicle Access			Amber	Ambulance access to the site is available through the barrier at front of site by the top barrier being opened by club staff. Access to the field, if required, is through the gates by the side and back of clubhouse. Key is held by clubhouse staff.	Green	Ambulance access updated. Alan Wakefield 1/8.
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:

Checked by Club Committee Member

Name	Alan Wakefield
Club Role	Chairman
Signature	AG Wakefield
Date	04/08/2021

Name	Duncan Pardoe
Club Role	Welfare Officer + Covid Officer
Signature	D. Pardoe
Date	04/08/2021
Checked by Club Committee Member	
Name	Jill Williams
Club Role	Secretary
Signature	J. Williams
Date	04/08/2021

Covid Risk Assessment Appendix

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who ?	Action by When ?
Spread of Covid-19 Coronavirus	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>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>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 facility pressure points must be wiped down or sanitised between groups using and will then be cleaned thoroughly between match days.</p>	<p>Cleaning</p> <p>Training equipment must be cleaned after each session.</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>Although there is no rules in place for social distancing anymore, the rules for close contact are still in place and members should be aware of these rules as follows.</p> <ol style="list-style-type: none"> 1. Face to Face contact under one metre for any length of time - including talking to someone or being coughed on. 2. Being within one metre of each other for one minute or longer. 3. Being within two metres of each other for more than 15 minutes in total in one day. 4. Travelling in the same vehicle. 	<p>Social Distancing</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>We advise that close contact is kept to a minimum as much as possible.</p> <p>Committee representatives will conduct checks to ensure this is adhered to.</p>		

		<p><u>Symptoms of Covid-19</u></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 must take a lateral flow test or PCR test and provide club with 2 negative test results before being allowed to attend any further training or matches.</p> <p>Managers will maintain regular contact with members during this time.</p> <p>If a member has developed Covid the person involved will not be allowed to take part in any training or matches until they have completed the 10 day isolation period or recovered from Covid.</p> <p>If a player tests positive on a team there is no need for the other players to self-isolate, unless they were in close contact, have been contacted by Test and Trace, have developed symptoms or tested positive themselves.</p>		<p><u>Symptoms of Covid-19</u></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 • Is feeling unwell <p>If any of these symptoms are present then the member must not attend training or matches and must take a lateral flow test or PCR test. They must provide to the club 2 negative test results before being allowed to attend any further training or matches.</p> <p>From the 16th August, those who are fully vaccinated and Under 18's will not have to self-isolate, unless they test positive for Covid or develop symptoms, in which case they must isolate.</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>CACSSA facilities have reopened and any instructions issued by them must be adhered to.</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>Club Events</p> <p>As Above with additional procedures;</p> <ol style="list-style-type: none">1. NHS QR code to be used for everyone attending the event for track and trace purposes.2. Do not congregate around entrance to the bar or anywhere else inside.3. No admission to anyone showing signs of Covid or feeling unwell.4. Children U16 not to be left unsupervised in clubhouse.		<p>Club Events</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>		
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