



HWJFC

COVID Risk Assessment

Fixtures and Training

27th March 2021

This risk assessment covers all locations where Hartley Wintney Junior Football Club train and play matches – everyone visiting these locations must abide by the measures and controls in place at all times. Review will be undertaken regularly, and as a minimum every time Government and FA guidelines are amended.

Area of risk	Is there additional risk to children	Risk rating	Solution/mitigation	Solution/mitigation rating	Review post-activity and by whom
<p>Covid-19 protocols briefings provided as a minimum by email and via HWJFC Facebook Page. In addition they are reinforced when managers collect PPE, anti-bac sprays from the CWO.</p> <p>Covid folder set up in HWJFC Google docs to which all managers and club officials have access</p>	No additional risk	Green	<p>We will brief Managers/Coaches through regular electronic and verbal communication around any guidance and amended guidance issued by both FA and Government.</p> <p>All venues have hand sanitiser provided by use on arrival and exit</p>	Green	<p>HWJFC Committee/Managers and Covid-19 officers</p> <p>Continue regular briefings</p>
Participants to do self-screen checks before travelling to session	No additional risk	Green	Checklist provided to all managers and coaches before each match for onward sharing with ALL participants (including opposition)	Green	<p>Ensure that attendance is being continually tracked through use of active NHS Covid-19 app</p> <p>Parents/Carers/Spectators</p>
Coaches to check that self-screen checks have been done and were all negative prior to training and matches	No additional risk	Green	Coaches and Parents (including opposition team) are aware of the need to review all self-screen checks prior to the child participating in any match or training session	Green	<p>Link to self-screen checklist sent to all parents and onto club website Covid-19 tab</p> <p>HWJFC Committee/Managers</p>
Travel arrangements	Yes, travel only with household members or support bubble.	Amber	<p>Ensure parents/carers are aware of travel according to Government guidance</p> <p>Lift sharing to be discouraged - if lift sharing is the only option - all to wear masks and open windows and then ensure car occupant numbers kept to a minimum</p>	Green	<p>Managers/Parents</p> <p>Be mindful when organising matches</p>

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Arrival at venue arrangements <ul style="list-style-type: none"> • Accessible parking • Signage • Social distancing • Managing parents 	Yes – parking is limited at some sites; advice given to stay with children at all times. Experience has shown that not all parents social distance	Amber	Parents/carers and coaches issued with a Responsibilities Sheet reminding all about social distancing and what to do on arrival at venue Where possible, arrival times to be staggered at venues where multiple matches are taking place Face masks must be worn by all over 12s (players, coaches & spectators) from arrival at venue to being pitch side and appropriately social distanced	Green	Parents/Carers need to be reminded about social distancing Managers/Lead Coaches to ensure everyone, including visitors, aware of mandatory facemask requirement whilst moving around the venue/facility
Changing rooms/ showers	No these are closed	Green	Our teams do not use changing facilities and will arrive ready	Green	Reminder to all including visitors of no changing facilities. Managers
Access to toilets <ul style="list-style-type: none"> • Supervision • Hand washing • Paper towels/ hand driers 	Yes – if no adult supervision to ensure best practice	Amber	Access and egress limited in line with facility providers guidance and RA and/or best practice	Green	Managers & Assistants, Lead coaches and facility provider staff
Site boundaries <ul style="list-style-type: none"> • Public access • Roads • Location of facilities • Car parking • Access to pitches/training areas 	Yes – if no adult supervision to ensure best practice	Amber	Access and egress controlled in line with facility providers guidance and RA and/or best practice	Green	Facility provider staff

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Shared use of site by a number of teams Players, coaches and spectators arriving/ leaving at same time from a number of games/training sessions	Yes – if no adult supervision to ensure no mixing between teams	Red	Adjacent pitches to have arrival, kick-off and departure times staggered to ensure smooth entrance and egress from facilities. Curtains in place separating training activity on 3G facilities	Green	Pitch Manager, Facility Manager, Managers & Assistants, Covid-19 Officers
Participant additional needs <ul style="list-style-type: none"> • Deaf players • Blind players • Wheelchair accessibility • Learning disability • Autism • ADHD • Pan-disability • Impairment specific • Interpreters where English poor or not spoken 	Yes – if any additional provisions are not identified by parents in support of the understanding of coaches	Amber	Parents when registering their child must declare any health status that the club should be aware of including treatment and training if required. All coaches that oversee players with health conditions should hold the web collect report on the same	Green	Parents are duty bound to inform of any health conditions and update as appropriate whilst coaches should have an awareness of condition and any specific treatment requirements
Pitch boundary - Clearly marked to support social distancing Minimise or eliminate mixing of spectators No mixing of household bubbles	Yes, support children to maintain social distancing	Red	Coaches and team supporters to be together; each team groups to be on opposite sides of the pitch and separate at all times Markers/cones to be set out at 3 metre separation for each family bubble to stand to spectate. A respect line is clearly marked 2 metres from touch line for supporters and away from the linesperson	Green	Review with players and coaches and share learning Ensure all spectators followed mandatory guidelines – if not review how to improve Managers & Assistants, Covid-19 Officer, Pitch Manager

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<p>Register of those in attendance who are playing (to aid NHS Test and Trace if needed)</p> <p>All spectators 16 and over MUST actively use NHS Covid-19 application</p>	No, a register is in place for all playing attendees and kept for a minimum of 21 days	Green	<p>Ensure contact details are available for all playing attendees (each team to hold their own data).</p> <p>It is mandatory for all spectators to use the NHS Covid-19 application</p>	Green	<p>Review methods with coaches for maintaining their register which may vary between written and electronic</p> <p>Covid-19 Officers</p>
<p>Players must bring their own named</p> <ul style="list-style-type: none"> • Water bottle • Hand gel • Sun cream • Medication • Goalkeeper gloves 	No, the parents are asked to supply all personal needs and belongings to minimise contamination	Green	<p>Remind parents of the required belongings and the need to emphasise not to share water or individual equipment with others</p> <p>Remind players to regularly sanitise</p> <p>Individual cones for each player to put their belongings including any bibs</p>	Green	<p>Ensure the required belongings are being supplied</p> <p>Managers /Coaches/Covid-19 Officers</p>
<p>Equipment</p> <ul style="list-style-type: none"> • Cleaned • Limit sharing • Hand hygiene 	No additional risk	Amber	<p>Wipes and sanitisers have been provided, updated guidance re the use of additional equipment such as goals has been sent out. Sprays available for all teams.</p> <p>Players to bring their own hand sanitiser and use regularly – and at least before, half time and after a game</p>	Green	<p>Ensure guidance is being adhered to</p> <p>Managers/Coaches/ Covid-19 Officers – ALL</p>
<p>Planned activity</p> <ul style="list-style-type: none"> • Age appropriate • Covid-19 – follow Government Guidance, re: group size • Social distancing 	<p>Yes - original communication published to all Managers advising of the do's and don'ts and links from club website.</p> <p>PDF of FA check lists issued.</p>	Amber	<p>Communication sent to Managers/Parents/ Carers re Government Guidance</p> <p>Set clear expectations that only one family bubble is allowed to attend per player</p>	Green	<p>As and when Government / FA issue new guidance</p> <p>ALL</p>

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Relevant medical information in respect of participants	No, we know from our registration forms of any medical information and monitor risks from session health checks	Amber	Communication required to be sent to parents reminding them to advise of any medical conditions. Information required to be circulated to relevant Managers, so they are aware of any conditions	Green	Ensure information is updated as necessary HWJFC Committee
Emergency contact numbers for participants	No, this information is kept by the club for each participant	Green	Club Secretary and Managers all hold details of emergency contacts for all players. Parents to be reminded to update any changes	Green	Review and implement any learning Managers , Assistants and Coaches, Training Officer, CWO
Self-Health check procedure	No - self-health checks procedures are in place for all	Green	Re-iterate to parents/carers in regular communications to ensure ongoing compliance.	Green	Ensure form meets most up to date requirements Covid-19 Officers/ Managers
No spitting <ul style="list-style-type: none"> Hygiene protocol Disciplinary procedures 	Yes, this must be regularly emphasised	Amber	Reminder sent out to all managers/parents/carers around hygiene protocol. Zero Tolerance towards anyone breaching this	Green	Review to ensure guidance is being adhered to Managers , Assistants and Coaches, Training Officer, CWO
Managing injuries of players	Yes, member of household or support bubble to manage unless life or limb threatening	Amber	Continue to send reminders to parents for protocols and ensure guidance is followed. Ensure FA kit is fit for purpose including PPE	Green	Review to ensure communications sent to parents Managers , Assistants and Coaches, Training Officer, CWO
Access to Personal Protective Equipment (PPE) for all Managers and Coaches in First Aid kits	Yes – as cross contamination could occur	Red	Ensure the PPE is located with First Aid kits and that parents/guardians are aware. Managers to order replacements from CWO	Green	Lead coaches to ensure accident reporting and FA Kits/PPE well stocked

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Managing someone who becomes symptomatic	Yes - relies on immediate individuals' feedback or diagnosis and immediate separation from all other participants	Red	Guidance issued to parents/carers and coaches regards procedures to follow so the advice would be to remove them from the session immediately and ask parents/carers to follow Government advice	Green	Covid-19 Officers to ensure guidance is up to date. Managers & Assistants, Covid-19 Officers
Emergency evacuation procedures – Emergency Access Plan (EAP)	Yes – none present	Red	Emergency action plan (EAP) to be implemented for each site which is caged in as per facility providers RA guidance. Consider EAP for grass pitches if required in liaison with parish councils	Green	Ensure that any changes to emergency action plans of caged in facilities are conveyed to the club. Review any EAP that are in place with Parish Councils. Exec Committee
Play areas at venues	Yes – high risk cross contamination could occur	Red	Parents/Carers and Coaches sent guidance advising that children's hands must be sanitised before and after using equipment and not to visit play park areas during the match day warm up to cool down	Green	Managers & Coaches to remind parents/carers. Covid -19 Officers to observe where possible Coaches and Covid-19 Officers