

PHOENIX YOUTH FC FC RISK ASSESSMENT – COVID-19 – UPDATED 30/07/20

Key points from FA guidance (18/07/20):

Until 31 July – When ready, you can begin competitive training, with the overall group size (inclusive of coaches) being limited to 30 people;

From August – Competitive matches to begin, for example pre-season fixtures, festivals and small sided football competitions;

From September – Grassroots leagues, men’s National League System, Women’s Football Pyramid tiers 3 to 6, and FA Competitions can commence.

A SUMMARY OF KEY POINTS TO CONSIDER FROM THE FA’S GUIDELINES ARE LISTED FOR EASE BELOW:

- Everyone should self-assess for COVID-19 symptoms before every training session or match. If you are symptomatic or living in a household with possible or actual COVID-19 infection you must not participate or attend;
- Clubs and facility providers should ensure that their facility is compliant with current Government legislation and guidance related to COVID-19;
- Competitive training is now permitted, with groups limited to a maximum of 30 people, including coaches;
- Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play;
- Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session;
- Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play;
- Youth football coaches are encouraged to limit persistent close proximity of participants during match play and training;
- Goal celebrations should be avoided;
- Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training;
- Where possible, players, coaches and officials should arrive changed and shower at home. Use of changing and shower facilities must follow government advice on the use of indoor facilities;
- Participants should follow best practice for travel including minimising use of public transport and walking or cycling if possible. People from a household or support bubble can travel together in a vehicle
- Clubs should keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace;
- Clubs should ensure they are affiliated with their **County Football Association**.
- At this stage, indoor football and futsal is not permitted.

LISTENING TO CHILDREN

You may be one of the first people outside the family unit that a child has met in recent times. It's important that you know some children may be struggling for various reasons: lacking confidence, being confused and stressed about social distancing, they or someone they care about may have been or may still be unwell; they may be grieving; they may be worried about their particular vulnerabilities; they may have experienced neglect; children with learning difficulties may find it particularly confusing as their routine has changed. During lockdown there has been an increase in domestic violence, online grooming of children, cyberbullying. Coaches must remain vigilant because of your important role in safeguarding. If you are concerned for the welfare of a child, contact your Club Welfare Officer, County FA designated Safeguarding Officer or the NSPCC on 0808 800 5000. If it is an emergency because a child is at immediate risk, call the police on 999.

GRASSROOTS CLUB SAFEGUARDING RISK ASSESSMENT

EVENT DETAILS			
Phoenix Youth FC Training sessions and friendly matches			
VENUE		EMERGENCY PROCEDURES	
VENUE ADDRESS	Ferndown Leisure Centre	EMERGENCY ACTION PLAN:	As per website
VENUE LEAD CONTACT NAME	Jez Horgan, Club Secretary	LOCATION OF NEAREST DEFIBRILLATOR	Leisure Centre Reception
CLUB WELFARE OFFICER	Jez Horgan	LOCATION OF ANY ACCESS BARRIER KEYS, EMERGENCY VEHICLE ACCESS	Leisure Centre Reception
CLUB COVID-19 OFFICERS	Jez Horgan		

CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
Safeguarding Children	Yes	
Social Media Use	Yes	
Use of photography and filming	Yes	
Anti-bullying	Yes	
Code of conduct, including acceptable behaviour	Yes	
Other: GDPR/Privacy Notice	Yes	
Personal Accident and Public Liability Insurance Cover	Yes	

AREA OF RISK	Is there an additional risk to children or other participants?	Risk rating: red, amber, green (RAG)	Solution/mitigation	Solution/mitigation RAG rating	Review post activity and by whom
Parents briefed on activity and have given written consent to do activity 8.2	Yes – must have parent/carer consent. Additional risk for younger children who may not understand social distancing.	Amber	Parents/carers to be advised of Covid-19 arrangements prior to consenting for their child to participate. Discuss with adult participants	Amber – as not been done before. Implement in line with guidance	<i>Observation of training sessions to assess proportion of players maintaining social distancing, any advice given to spectators/parents</i>
Consent to be photographed/filmed 8.2 and 8.3	Parent/carer consent required	Amber	Consent included in online registration form – list of non-consenting players provided to team managers	Green	<i>Confirmation that list is shared with managers</i>
Consent for contact via social media and to have info on/be visible on social media 8.1 and 8.2	Parent/carer consent required	Amber	Consent included in online registration form – list of non-consenting players provided to team managers	Green	<i>Confirmation that list is shared with managers</i>
Data Privacy Policy/Notices updated to cover data handling of attendees to aid NHS Test and Trace	Data collected for this reason must not be used or shared for any other reason	Amber	Attendance lists to be maintained by coaches for all training and matches will be submitted to Club Secretary after each session for data retention (28 day period)	Amber – as has not been done before.	<i>Secretary to monitor return of all attendance registers; data to be kept securely</i>
Clear procedures for referring safeguarding concerns and managing allegations against staff 2.1 & 2.2	Parents and children to be aware of CWO contact details	Amber	CWO details shared during online registration, available via website	Amber	

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Children and parents/carers given DSO details and how to raise concerns 7.1	Parents and children to be aware of contact details	Amber	Contact details on website (CWO is CFA DDSO)	Green	
<p>Staffing ratios:</p> <ul style="list-style-type: none"> • Defined lead/support roles • Supervision under 18 volunteers 5.5 		Amber	<p>Minimum of 2 FA DBS checked coaches to be present at each session (U18 coaches do not count in this ratio)</p> <p>For 4-8 years – 1:8 ratio</p> <p>For 9-12 years – 1:8</p> <p>For 13-18 years – 1:10</p>	Green	
<p>Guidance re staff conduct</p> <ul style="list-style-type: none"> • Signed code of conduct • Clarity re acceptable/unacceptable practice <p>5.2 (CWO); 10.12 (Respect codes)</p>		Amber	Coaches and committee members to sign FA code of conduct document at start of each season, club policies circulated	Green	
Risk assessments done for anyone carrying out high risk roles/tasks		Amber	Advice and equipment for first aiders shared with managers, first aid kits updated before relaunch	Green	

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Covid 19 protocols briefings done with club members		Amber	Covid-19 officers to circulate risk assessments and answer queries, physical presence on site during first return sessions to offer assistance and guidance	Green	
Participants trained to do self-screen checks before travelling to session		Amber	<p>Coaches to text participants/parents prior to each session with agreed standard text reminding of need to stay home if symptomatic or asked to do so by NHS test and trace</p> <p>Any player who has had Covid-19 symptoms should be cleared by their own doctor before returning to training. As an absolute minimum those players who have had symptoms lasting more than seven days during their illness, even if asymptomatic at the time of returning to football, should have full medical clearance before returning to training</p>	Green	

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Coaches trained to check that self screen checks have been done and were all negative	Children may not be able to articulate symptoms clearly – coaches need to engage with children and parents	Amber	Self screen check included on mandatory session register to be completed by coach for each session and forwarded to secretary	Amber – as not done before	
Travel arrangements 5.4		Amber	Advice given to parents/players about safe travel and precautions if lifts are being shared	Green	
Drop off/pick up arrangements, e.g.: <ul style="list-style-type: none"> • Accessible parking • Signage • Social distancing • Managing parents (page 7) 		Amber	Council to ensure recreation ground car park is open for planned sessions to afford sufficient space for parking and social distancing. Coaches to reinforce to parents the need for social distancing to be maintained	Amber – gate is not always open	
Changing/showers: <ul style="list-style-type: none"> • Closed – Covid-19 • Arrive already changed (see p7) 8.4 		Green	All players to arrive changed and ready to play	Green	

AREA OF RISK	Is there an additional risk to children or other participants?	Risk rating: red, amber, green (RAG)	Solution/mitigation	Solution/mitigation RAG rating	Review post activity and by whom
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 (see p6) 	Children require supervision to ensure hygiene	Amber	Leisure Centre toilets are available – One way system in place – hand sanitiser in place on exit, electric hand dryers will not be in use. Players to be advised to use the toilet at home before attending sessions in order to avoid use of toilet facilities.	Amber	
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 		Amber	Zones for different teams to be marked off using cones or respect barriers, cones to be used to demarcate 2m intervals		

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Group size 5.5		Amber	No training groups to exceed 30 (including coaches), while maintaining FA ratios (see above)	Green	
Playing area, e.g: <ul style="list-style-type: none"> Clearly marked to support social distancing 		Amber	Zones for different teams to be marked off using cones or respect barriers, cones to be used to demarcate 2m intervals	Amber – as not done before	
Register of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)		Amber	NHS test and trace attendance register made mandatory for all sessions to be completed by coaches and forwarded to secretary. Formal guidance from FA re GDPR/Privacy Notices not yet issued – club to advise participants that info gathered will be held for 21 days by club secretary	Amber – as not done before	
Players own named, e.g. <ul style="list-style-type: none"> Water bottle Hand gel Sun cream Medication 	Children must not share drinks and must maintain distance during breaks	Amber	Marked zones (2 metres apart using cones) for each child to store their equipment – to return to these zones during drink breaks. Children/parents to be reminded to bring their own hand gel to sessions	Amber – children may struggle to comply, not done before	

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Equipment, e.g. <ul style="list-style-type: none"> • Cleaning • Limit sharing • Hand hygiene 		Amber	Coaches to clean all shared equipment (balls, cones, goal posts) before and after each session Pre-session briefing to remind all to sanitise hands No sharing of goalkeeper gloves	Amber – new procedures	
Planned activity, e.g. <ul style="list-style-type: none"> • Age appropriate • Covid-19 – follow government guidance re group size • Social distancing 		Amber	Warm up and cool down activities to be socially distanced (2m) Competitive training/matches – set plays to be completed without delay, no handshakes, no goal celebrations	Amber – as coaches need to adjust usual warm up/cool down activities for social distancing	
Relevant medical information in respect of participants 8.2		Amber	Details gathered during online registration process and shared with relevant coaches – only registered players can take part in activities	Green	
Emergency contact numbers for participants 8.2		Amber	Details gathered during online registration process and shared with relevant coaches – only registered players can take part in activities	Green	

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Self-Health check procedure (see Health checks & insurance notes)		Amber	Coach to send text prior to each session to remind players/parents of self health check procedures, health check included in mandatory attendance register	Green	
No spitting, e.g.: <ul style="list-style-type: none"> • Hygiene protocol • Disciplinary procedures 		Amber	Pre session briefing to outline expectations, code of conduct signed by all participants	Amber	
No chewing gum, e.g.: <ul style="list-style-type: none"> • Hygiene protocol • Club disciplinary procedures 		Amber	Pre session briefing to outline expectations, code of conduct signed by all participants	Amber	
Managing injuries (see First Aid guidance)		Amber	Injured players to be treated by parent/family member in first instance, if club first aider required they will utilise PPE to ensure safety	Amber	
Access to PPE for First Aiders		Amber	All coaches provided with PPE to be included in first aid bags at all sessions	Amber – check first aid kits are fully equipped	

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Managing someone who becomes symptomatic	Children may struggle to verbalise symptoms	Amber	Parents to be present at all sessions in order for symptomatic player to be sent home immediately	Green	
Emergency evacuation procedures		Amber	Emergency plan published by club	Green	

Risk assessment completed by:

Name: Jeremy Horgan

Club Role: Secretary & CWO – Covid-19 Officers

Signature: *Jer Horgan*

Date: 30/07/20

Checked by Club Committee:

Name: Nigel Phillips, Dave Whiteman, Craig Richmond-Cole, James Baldwin

Club Role: Committee

Signature: *Nigel Phillips, Dave Whiteman, Craig Richmond-Cole, James Baldwin*

Date: 30/07/20

Guidance for End of season celebrations/presentation events

Due to Covid-19 restrictions, the club is unfortunately unable to hold a presentation day event this year to mark the end of the 2019/20 season. Individual teams have now taken delivery of club trophies for each squad. Managers are asked to consider the latest FA and Government guidance detailed in this risk assessment to inform planning of any celebratory events. Current guidance states that you should “not hold or attend celebrations (such as parties) where it is difficult to maintain social distancing” <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

- Training sessions are currently limited to a maximum of 30 attendees (including coaches) – the club’s risk assessment has been completed to cover training and matches for distinct groups of no more than 30 players at the Recreation ground. On this basis we cannot, therefore, authorise any events that will be attended by larger numbers of people or held at other venues.
- FA guidance outlines that although there is a return to competitive training and matches, social distancing should be maintained outside of these situations – any presentation event needs to comply with current Government guidance regarding social distancing – maintaining 2 metre distancing wherever possible (1+metres as a minimum). Presentations should not, therefore, involve traditional handshakes, etc.

We recognise that these limitations are disappointing but urge all managers to arrange presentations in accordance with established guidance.

**Covid-19 Guidance on Restarting Outdoor Competitive Grassroots Football – SUMMARY GUIDANCE
Guidance for Coaches**

THE DAY BEFORE ANY PLANNED ACTIVITY

1. Send template Whatsapp message to all players asking them to complete self check for symptoms (see Appendix 1)

BEFORE ACTIVITY

1. Make sure you have read the club's updated risk assessment and discussed it's implications with the club's Covid-19 officer – Jez Horgan – who will monitor compliance across the club
2. Prior to each session, check for symptoms of Covid-19 – if you are symptomatic and/or living in a household with a possible Covid-19 infection you should remain at home and follow Government guidance. If you have been asked to isolate by NHS Track and Trace because you are a contact of a known Covid-19 case, you must not exercise outside your home or garden and must not exercise with others.
3. On arrival at venue, please ensure social distancing in and around the car park and before and after training/match sessions – this should be a distance of 2 metres whenever possible (1+ metres as a minimum)
4. Prior to each session, complete a safety briefing to remind both sets of players and officials about their responsibilities in complying with the code of behaviour (see Appendix 2)
5. Each player should be allocated a spaced area (marked with cones) to store equipment, refreshments, etc – 2m spacing between each player's zone
6. Maintain an accurate register of each session and forward this information to Secretary, Jez Horgan, to store information in order to support NHS test and trace efforts. Competitive training can take place in groups of no more than 30 people (including coaches)
7. Goal posts, slalom poles etc should be wiped down before the session starts
8. If you are arranging a friendly match please ensure that the other team are FA affiliated, inform Secretary (Jez Horgan) of your intentions (date, time and location of match) and ask the opposing team to provide details of their club's covid-19 officer. If an Away game, the away club's Covid-19 officer must attest that they have ensured their club and facilities are compliant with all elements of guidance and all Risk Assessments have been completed

DURING ALL FOOTBALL ACTIVITY

1. Before and after the session, and in any breaks, all participants should practise social distancing, in line with guidance on 2 metres or 1 metre plus.
2. No pre-match handshakes
3. No team talk huddles – socially distanced team talks only
4. Bibs should not be used unless you intend to allocate named bibs to individual players for them to take home and wash after each session
5. Warm ups and cool downs must observe social distancing
6. Coaches and substitutes must observe social distancing on touchlines
7. During matches, set plays should be taken without unnecessary delay to limit prolonged close marking
8. Goal celebrations should be avoided
9. Small sided football should be modified to provide more regular hygiene breaks (4 quarters rather than 2 halves)
10. Any payments in relation to the session (e.g. minis and wildcats) should, where possible, be made in a cashless manner.
11. Avoid the sharing of equipment – if it is shared it should be cleaned before use by another person. Players should take their own kit home to wash themselves, rather than have one person was the team kit.
12. When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using feet rather than hands
13. There is additional risk in close proximity situations where people are shouting or conversing loudly – avoid shouting or raising voices when facing each other during, before or after games
14. No spitting
15. If a player is injured, a member of their household can assist if present. If a first aider is required, they should be equipped with PPE (including face coverings) to protect themselves if they need to compromise social distancing to provide medical assistance. After contact, first aider should sanitise hands.
16. If a player becomes Covid-19 symptomatic during the activity, they should immediately go home and follow NHS guidance.

AFTER THE SESSION

1. After matches where team kit has been worn, each player should take their kit home to be washed separately.
2. Wash your hands at the earliest opportunity and wipe down any personal equipment with disinfectant
3. Identify who will be responsible for cleaning all shared equipment - ensure that all equipment is collected from the field, thoroughly clean the equipment (balls, cones, goalposts). Maintain a record of regular cleaning of club or team equipment (see attendance register document)
4. Maintain social distancing when leaving the venue
5. Send Track and Trace attendance register to Secretary, Jez Horgan

Guidance for parents of youth players

1. Prior to each session, check for symptoms of Covid-19 – if you are symptomatic and/or living in a household with a possible Covid-19 infection you should remain at home and follow Government guidance. If you have been asked to isolate by NHS Track and Trace because you are a contact of a known Covid-19 case, you must not exercise outside your home or garden and must not exercise with others.
2. We recognise that the period of isolation caused by lockdown may have caused some children to become anxious or unsure about resuming activity. Please speak to your team coach of this is an area of concern so that we can work with you to manage gradual introductions if needed.
3. If you choose for your child to take part, you will need to give your written/email consent to the club and or coach. Ensure that you are comfortable with the club's Covid-19 planning arrangements before you do so.
4. Your child must arrive changed and ready to play. Toilets will be available if needed, but children should be encouraged to use the toilet before leaving home.
5. Ensure your child takes their own water bottle and their own hand sanitiser, sun cream and any medication (e.g. inhaler), all clearly marked with their names. They must not share these with anyone else.
6. Please ensure your child knows how to maintain good hygiene and hand washing – no spitting, chewing gum, maintaining social distance.
7. On arrival at venue, please ensure social distancing in and around the car park and before and after training/match sessions – this should be a distance of 2 metres whenever possible (1+ metres as a minimum)
8. Any spectators at training sessions must be restricted to discrete 6 person gathering limits, spread out. Parents must remain within sight of the session as you will be called upon to undertake any first aid treatment in the first instance – you can watch the session from your car or can stand at the side of the pitch whilst observing social distancing
9. There is additional risk in close proximity situations where people are shouting or conversing loudly – spectators should avoid shouting or raising voices when facing each other during, before or after games
10. If a football goes out of play, it should not be retrieved by non-participants and should be retrieved using the feet rather than hands where possible.

Appendix 1 – WHATSAPP MESSAGE SENT PRIOR TO EACH SESSION

Standard Message to be sent to all players by team managers via Whatsapp groups prior to each session (see template shared on Managers Group)
FOOTBALL SELF SCREEN CHECK LIST REMINDER

BEFORE you come to your next Phoenix session, ask yourself/your child whether you have:

- A high temperature (above 37.8C)?
- A new continuous cough?
- Shortness of breath?
- Sore throat
- Loss of or change in normal sense of taste and smell
- Do you feel generally unwell?
- Have you been in close contact/living with a suspected or confirmed case of COVID-19 in the previous two weeks?

If you answer YES to any of these questions, you should not attend training/friendlies and should follow all applicable Government Guidance (e.g. call NHS 111)

Appendix 2 – SAFETY BRIEFING TO BE DELIVERED BY THE COACH BEFORE EACH SESSION

To remind players and spectators before each session of the following points:

- Everyone should maintain social distancing of 2 metres wherever possible – this includes before and after the session, during any warm up or cool down activities.
- Ask everyone to wash/hand gel their hands before the session, during any break and at the end of the session
- If you need to retrieve a ball, do so with your feet rather than your hands – it's good practice!
- Do not share your drink bottle, hand gel or goal keeping gloves with anyone else. Keep all of your equipment in your designated zone
- No spitting or chewing gum
- If you feel unwell, tell your coach
- When the session is over, please leave the venue quickly, maintaining social distancing