

ALNWICK TOWN CLUB SAFEGUARDING RISK ASSESSMENT

Event Details	DATE:	VENUE DETAILS (Seniors)	
EVENT: All senior and junior training and playing of matches	August 2020	St James' Park, Weavers Way, Alnwick, Northumberland, NE66 1BG	
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:		VENUE DETAILS (Juniors)	
Stephen Patterson, Head Coach Seniors and Juniors, 07827 011661		Greensfield Pitches (grass and 3G), Taylor Drive, Alnwick, NE66 1FF	
2nd LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:		VENUE LEAD CONTACT NAME:	CONTACT NUMBER:
James Milligan, Foundation Phase Lead Coach, 07795 025708		Mick Keane, Junior & Senior Club Secretary	07751 920503
3rd LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:			
Andrew Campbell, PDP Lead Coach, 07902 858395			
4th LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:			
Mark Scott, Girls & Ladies Football Lead Coach, 07712 336696			

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

Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled 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/Adult Players briefed on activity and have given informed written consent to do activity.	Yes, must have parent/ carer consent. Additional risks, e.g. younger age groups understanding of social distancing is limited.	Possibly, it depends on the disability or impairment. Discuss with participants to assess this.	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, note impact and review	Majority of children managed social distancing, work with relevant parents to reinforce with a handful
Consent to be photographed/filmed	Yes, must have parent/carers consent (player consent for adults)	Possibly, it depends on the disability or impairment	Amber	Club requirement is for all players to give or refuse consent upon registration	Amber as club aware but other spectators could take photos without permission	Constantly monitored by all club officials
Consent for contact via social media and to have info on/be visible on social media	Yes, coaches informed they are not to directly contact players u18	Yes, coaches informed they are not to directly contact players u18	Amber	Requirement for all coaches to maintain up to date safeguarding qualification and information	Amber	DSO consistently monitors up to date qualifications and information
Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace	Yes, as information is held by club for a period of time	Yes, as information is held by club for a period of time	Amber	Constantly monitored by club to ensure GDPR principles are adhered to	Green	Information is destroyed after 21 days by GDPR officer
Clear procedures for referring safeguarding concerns and managing allegations against staff	No, these procedures help limit the risk to all children. Parents and players made aware of club procedure	Possibly, depends on disability or impairment	Amber	Constantly monitored by club and DSO	Green	DSO regularly reviews and liaises with County FA where required

Risk ratings: **Red** (serious issues and risk/interventions needed immediately); **Amber** (some issues/being managed/needs monitoring); **Green** (on track).

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Children, parents/ carers and adult players given DSO details & how to raise concerns	No	No	Green	Upon registration, contact details are provided and also feature on club website	Green	DSO ensures contact details are up to date at all times
Staffing ratios: • Defined lead/support roles; • Supervision under-18 volunteers.	Yes – lead coach and 2nd adult. Brief both on roles and responsibilities.	Yes – check individual understanding with staff and adult players.	Amber	Follow Government Covid-19 and FA guidance. Discuss risks and how being managed.	Green	Review learning and share across club
Guidance re staff conduct: • Signed Code of Conduct. • Clarity re: acceptable/unacceptable practice	No, all players and coaches (including adults) have to confirm they have read COC during registration process	No	Green	Any new players or coaches joining the club mid-season follow the same procedure	Green	DSO and Club Secretary consistently monitor
Covid-19 protocols briefings shared and practised with committee/ volunteers	Yes, if protocols are not adhered to. Information is shared with all personnel involved	Yes	Red	All sessions/games monitored by club officials. Protocols updated constantly to adhere to changing guidelines/circumstances	Red	All club members monitor and provide feedback to club officials
Participants trained to do self-screen checks before travelling to session	Yes, all adult players/parents directed to carry out relevant checks before travelling to club	Yes	Amber	Coaches attain verbal communication that checks have taken place. If not, it must take place immediately	Amber	Constant review by team officials during training and games

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Coaches trained to check that self-screen checks have been done and were all negative	Yes, if protocols are not adhered to	Yes, if protocols are not adhered to	Amber	Constant monitoring	Amber	Club officials and DSO monitor situation
Travel arrangements	Yes, travel only with household members or your support bubble. Managing groups of parents. Travel separately unless absolutely necessary; then follow current government guidelines	Yes, travel only with household members. Avoid public transport if possible/or wear a face covering	Amber	Ensure parents/carers and adults are aware of Government guidance re travel	Green	Review and share learning.
Drop off/pick up arrangements e.g.: <ul style="list-style-type: none"> • Accessible parking; • Signage; • Social distancing; • Managing parents 	Possibly due to potential congestion within car park if social distancing is not adhered to	Possibly due to potential congestion within car park if social distancing is not adhered to	Amber	Training/match times are staggered where possible to avoid congestion and crowding	Amber	Constantly monitored
Changing/showers: <ul style="list-style-type: none"> • Closed – Covid-19; • Arrive already changed. 	Yes, only if used for essential purposes eg youth changing clothes. For adults, yes if social distancing measures are not followed	Yes, only if used for essential purposes eg changing clothes. For adults, yes if social distancing measures are not followed	Red	Ensure only small groups of adults, Youths in changing rooms at any one time, maintaining social distancing at all times. Ensure all SG protocols carried out	Amber	Constantly monitored and learning shared

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Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled 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
Access to toilets, e.g.: • Supervision; • Hand-washing and/or rub 'washing' facilities; • Paper towels and sealed bins or double bagged	Yes, if procedures are not adhered to.	Yes, if procedures are not adhered to.	Amber	Hand sanitising stations located within area and other materials available.	Amber	Club officials monitor volume of hand sanitising equipment
Site boundaries, e.g.: • Public access; • Roads; • Location of facilities; • Drop-off point and access to pitches/ training areas.	Yes, supervision to use toilets/crossroads whilst social distancing.	Unknown – review with adult players and coaches.	Red	Agree and communicate protocols with children, parents and adult players	Amber	Review after practice and share learning
Group size	Yes, although groups limited to match government and FA guidance	Possibly, depends on disability or impairment	Amber	Club officials monitor coach/player ratios and group sizes, ensuring social distancing is observed	Amber	Coaches and club officials share learning following each practice/game
Participant additional needs, e.g.: • Deaf players (BSL signers); • Blind players; • Wheelchair accessibility; • Learning disability; • Autism; • ADHD; • Pan-disability; • Impairment-specific; • Interpreters where English not spoken.	No	Possibly, if protocols are not followed	Amber	Constantly monitor any situations arising	Amber	Club officials to share learning

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Playing area, e.g.: • Clearly marked to support social distancing	Yes, support children to maintain social distancing.	Yes, support adults to maintain social distancing	Amber	Cones to mark zones.	Green	Review with players and coaches and share learning.
Register of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)	Possibly, if attendance is not recorded	Possibly, if attendance is not recorded	Amber	Constantly monitor to ensure coaches are briefed with up to date protocols	Green	Club officials ensure up to date attendance registration is kept for 21 days
Players own named, e.g.: • Water bottle; • Hand gel; • Sun cream; • Medication.	Possibly, if not adhered to. No individuals should be sharing equipment	Possibly, if not adhered to. No individuals should be sharing equipment	Red	Players and parents constantly reminded of latest guidance and urged to follow protocol	Amber	Constantly monitored by team officials and learning shared
Equipment, e.g.: • Cleaning. • Limit sharing. • Hand hygiene	Yes, equipment can be touched during a session (through habit of players)	Yes	Red	Players reminded at the start of each session/game not to touch equipment with their hands	Amber	Constantly monitored by team officials and learning shared

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Relevant medical information in respect of participants	Yes, if information is unknown or not declared	Yes, if information is unknown or not declared	Red	Gather info prior to activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly	Amber	Review and implement any learning.
Emergency contact numbers for participants	Yes, if not provided or up to date	Yes, if not provided or up to date	Red	Gather info prior to activity; risk assess; agree with relevant parties who needs to know any confidential info and share accordingly	Amber	Review and implement any learning.
Self-Health check procedures.	Yes, if not carried out and this checked by coaches	Yes, if not carried out and this checked by coaches	Red	Coaches confirm with parents/players before each session or game that checks have been carried out. If not, they are carried out immediately	Amber	Review and implement any learning.
No spitting, e.g.: • Hygiene protocol	Yes, if guidelines not followed	Yes, if guidelines not followed	Red	Players constantly reminded of hygiene protocols	Amber	Review and implement any learning.
No chewing gum, e.g.: • Hygiene protocol; •	Yes, if guidelines not followed	Yes, if guidelines not followed	Red	Players constantly reminded of hygiene protocols	Amber	Review and implement any learning.

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Managing injuries	Yes, member of household to manage unless life- or limb-threatening.	Yes, member of household to manage unless life- or limb-threatening.	Red	Risk assess, discuss scenarios and protocols.	Amber	Review and implement any learning
Access to Personal Protective Equipment (PPE) for First Aiders	Yes, if not used suitably and protocols are ignored	Yes, if not used suitably and protocols are ignored	Red	Ensure protocols are followed and First Aid equipment is up to date	Amber	Reviewed and equipment levels monitored
Managing someone who becomes symptomatic	Yes, if individual has been in close contact with others	Yes, if individual has been in close contact with others	Red	Individual isolated from the group. If junior player, next of kin informed immediately and advised to follow government guidelines	Amber	Implement test and trace procedures if required
Local medical centres/first aid arrangements	Possibly, if details not available	Possibly, if details not available	Red	Ensure team and club officials are aware of all locations	Amber	Reviewed and learning shared
Emergency evacuation procedures	Yes, if directions not followed	Yes, if directions not followed	Red	Ensure team and club officials are aware of protocol	Amber	Reviewed and learning shared

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RISK ASSESSMENT COMPLETED BY:

NAME: Mick Keane

CLUB ROLE: Club Secretary

SIGNATURE: (agreed electronically)

DATE: 27 Jul 20

NAME: Stephen Patterson

CLUB ROLE: Head Coach

SIGNATURE: (agreed electronically)

DATE: 27 Jul 20

END NOTE:

Alnwick Town will regularly review and update this risk assessments and action accordingly.

DISCLAIMER:

This guidance is for general information only and does not constitute legal advice, nor it is a replacement for such, nor does it replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. Affected organisations should therefore ensure that they seek independent advice from medical practitioners, or healthcare providers, prior to implementing any re-opening plan, as required. Independent legal advice should be sought, as required and depending on your, or relevant circumstances. While efforts have been taken to ensure the accuracy of this information at the time of publication, the reader is reminded to check the Government website to obtain the most up-to-date information regarding social distancing and any other Government measures.

CHECKED BY CLUB COMMITTEE MEMBER:

NAME: Paul Davison

CLUB ROLE: Chairman

SIGNATURE: (agreed electronically)

DATE: 27 Jul 20

ALNWICK TOWN JUNIORS (Greensfield) ACTION PLAN FOR ALLOWANCE OF SPECTATORS

Number of Spectators – Maximum of 50 at 3G and side of grass pitches.

Arrival procedures – Grassed area access is open and easily accessible. The 3G will have appropriate signage on entry and exit. Hand sanitiser equipment will be available near access of grass pitches and entrance to 3G. Coaches are responsible in ensuring test and trace information is obtained from opposition and passed on to Covid 19 officer. Please note Alnwick teams use an app to record their test and trace details.

During Game – 3G pitch barrier has been marked with tape 2m apart to ensure appropriate distancing is maintained. For grass pitches attendees will be advised to maintain social distance.

Club Officials will patrol the area to ensure social distancing measures are adhered to. If spectators persist in ignoring the guidelines, they will be asked to leave.

Toilets – Available on site with hand washing facilities.

Exit procedures – For 3G, spectators to follow signage.

Medical Guidelines – Signage will be displayed informing spectators as they arrive, if they are experiencing any symptoms of Covid 19, they are to leave immediately and follow Government guidelines.

Anyone falling ill during games, will be isolated and depending on the severity of the situation, appropriate medical help will be sought.

If anyone has concerns, they are to contact a Club Official.

These procedures will be reviewed weekly.

M J Keane
Covid 19 Officer
Alnwick Town

ALNWICK TOWN AFC (St James' Park) ACTION PLAN FOR ALLOWANCE OF SPECTATORS

Number of Spectators – Maximum of 200

Arrival procedures - Spectators are to use turnstile to enter ground, where hand sanitiser equipment will be available, and test and trace forms located. Please note Alnwick teams use an app to record their test and trace details. No unaccompanied children 14 years old and under will be allowed access to the ground. Once game is underway, turnstile will be secured, and main gates opened.

During Game - Ground pitch barrier has been marked with tape 2m apart and seating taped off to ensure appropriate distancing is maintained.

No spectators will be allowed to stand/sit directly in front of Clubhouse and to a distance of 5m either side. Club Officials will patrol the ground to ensure social distancing measures are adhered to. If spectators persist in ignoring the guidelines, they will be asked to leave the ground.

Children must be accompanied by the family group at all times.

Toilets – Spectators wishing to use the facilities will have access to hand sanitisers on entrance.

Bar – There will be a one-way system operated to access the bar and tape has been laid to ensure social distancing.

Exit procedures – The double gates will be open at the end of the game and Club Officials will be present to ensure social distancing

Medical Guidelines – Signage will be displayed informing spectators as they arrive, if they are experiencing any symptoms of Covid 19, they are to leave immediately and follow Government guidelines.

Anyone falling ill during the game, will be isolated and depending on the severity of the situation, appropriate medical help will be sought.

If anyone has concerns, they are to contact a Club Official.

These procedures will be reviewed weekly.

M J Keane
Covid 19 Officer
Alnwick Town