

CHELSEA FC FOUNDATION RISK ASSESSMENT FORM

This form is to be completed at the beginning of every course, please ensure all risks (staff, participants, public) are identified and actioned. For every subsequent session please date and sign if no changes. **If there are any changes please action and specify where session took place each day delivery takes place.** Please ensure you complete for every session and complete the form fully.

VENUE:		ACTIVITY:	AFTER SCHOOL CLUBS	DATE:	18/9/2020
COMPLETED BY:	MARC PLUMBLEY	CONTACT NUMBER:	07590780604	LINE MANAGER	BEN MITCHELL

POTENTIAL RISK – this list is not exhaustive	RISK IDENTIFIED	ACTION TAKEN	DATE	SIGNATURE
VENUE/REGISTRATION POINT AREA				
Coach Signing into venue Participants arriving / being collected Completion of register Keeping distance while moving from room to room or outside Dangers on route– roads, busy corridors	1. Be aware of shared equipment when signing in 2. Keep players apart when moving or welcoming players 3. Passing of papers and pens for register to be completed	1. Bring own pen, wear gloves before entering school venue and opening doors. Or wash hands after touching door handles or sign in equipment 2. Use cones to mark where players stand when they arrive, keep instructions clear for players to understand 3. CFCF staff to complete register for CFCF ASC's booked through Sports Fusion		
CHANGING ROOMS				
Support for players to change into sports clothing Players washing hands	1. Close contact with players is advised against where possible 2. Players arrival and Coaches time in school 3. Keeping players hygiene a top priority throughout the day 4. Keep players apart, in separate bubbles 5. Fire and evacuation procedures	1. Players will need to change themselves, if any close contact support is needed, coaches are to wear a face covering and sanitize hands before and after. 2. CFCF coach to meet players in hall, ensuring they are there before players arrive to organize players in to bubbles. 3. Coach to always check and will use sanitizer where hand washing is not available		

	6. Footwear in hall	<p>4. Each year group to be kept in separate corners and spaced out to support school bubbles.</p> <p>5. Coach to check information held in school office and agree emergency process with school prior to session</p> <p>6.No boots to be worn in the hall, these must be put on outside, again in their age group bubbles.</p>		
INDOOR SPACE				
<p>Is the area safe to use, object at perimeter of area</p> <p>Enough space for all players to be 2M apart</p> <p>Keep an access route for players who need to leave session</p> <p>Keep space for coach and teachers to be 2M apart</p> <p>Surface safe, foreign objects, uneven surface</p> <p>Evacuation Route, Fire extinguishers and call point</p>	No Indoor space available	Coaches must not use indoor space for activity.		
POTENTIAL RISK – this list is not exhaustive	RISK IDENTIFIED	ACTION TAKEN	DATE	SIGNATURE
PITCH/OUTDOOR SPACE				
<p>Is the area safe to use, object at perimeter of area</p> <p>Enough space for all players to be 2M apart</p> <p>Keep an access route for players who need to leave session</p>	<p>1. Objects in room to be assessed</p> <p>2. Keeping players 2M apart when not taking part in the activity</p> <p>3. Access Routes for players who may need toilet</p> <p>4. Space for coach to teach from and</p>	<p>1. All objects to be moved away from active area, nothing left on the floor near players active areas</p> <p>2, 3, 4. Session to be set up before players arrive, using session planning guidance to ensure players will be kept apart and adequate space for all reasonable</p>		

<p>Keep space for coach and teachers to be 2M apart</p> <p>Surface safe, foreign objects, uneven surface</p> <p>Use an outdoor space where possible</p>	<p>move to show different angles and for all participants to see</p> <p>5. Playing surface safe and without dangers</p> <p>6. Outdoor space should be used as a preference</p>	<p>eventualities</p> <p>5. Surface checked before set up with active areas all safe to use</p> <p>6. Assess space in school and use space outdoor where possible</p>		
<p>CONDUCT/WELLBEING OF STAFF/PLAYERS</p>				
<p>Staff must be presentable, polite and use appropriate language at all times.</p> <p>Known medical conditions of players</p> <p>Coaches to be Covid safe</p> <p>Players to be Covid safe</p> <p>Travel arrangements</p> <p>Safeguarding of players</p> <p>Player ratios</p>	<p>1. Current kit worn and correct footwear for delivery</p> <p>2. CFCF ASC medical data collected by SF</p> <p>3. Coaches to be aware of current guidance for protecting self and others in Covid</p> <p>4. Latest guidelines to keep all participants safe. Including what they should do before sessions, in any breaks and not to touch equipment.</p> <p>5. Make appropriate travel arrangements within current guidelines</p> <p>6. Coach to be vigilant to safeguarding issues at all times</p> <p>7. X2 CFCF Staff required for CFCF led ASC</p> <p>8. Coaches will be free of Covid-19 symptoms and not enter a school if they have them</p>	<p>1. Coaches to refer to their guidelines and be in line with requirements for this session</p> <p>2. Coach to ask teacher in charge for any players with additional or specific needs, should also be noted on the register</p> <p>3. Coach to have checked current code of conduct and contact line manager if unsure</p> <p>4. Coaches to have checked if guidance has been updated before session and instruct players clearly and concisely at the beginning of each session, reminding them during if needed</p> <p>5. Coaches to travel on their own in their own vehicle, plan ahead if public transport is only option</p> <p>6. Coaches must speak to their line manager as soon as possible and within timeframes set if any issues occur</p> <p>7. 2 staff: maximum 32 players. Player size dependent on area and age group</p> <p>8. In line with the coaches Code of Conduct, if a coach has any symptoms of Covid-19 they will inform their Line Manager and not attempt to go to a school</p>		
<p>GOALS AND EQUIPMENT</p>				

<p>Coaches and players must only use school items/equipment which have been sanitized and are safe.</p>	<ol style="list-style-type: none"> 1. Equipment in correct condition for use 2. Equipment to be cleaned prior to session 3. No equipment to be touched by players in or around the session 4. Ensuring no cross contamination by cleaning during session as necessary 	<ol style="list-style-type: none"> 1. Coach to check during set up that all equipment is safe to use 2. Coach to clean equipment themselves using disinfectant spray when they set up. Coaches will deep clean their equipment using buckets at the beginning and end of ever development center session. 3. Coach to set up each players break area prior to players arriving. Players to be reminded not to touch the ball with their hands. 4. Coach to have disinfectant spray to hand to clean the ball as required and any other equipment being used. 		
FIRST AID PROVISION AND PROCEDURE				
<p>First aid kit Who is responsible for administering first aid Emergency contacts for participants Process for reporting accident</p>	<ol style="list-style-type: none"> 1. Coach to have fully stocked first aid kit and to be present at each session 2. If accident occurs, group coach or Head Coach will be responsible for administering any first aid 3. Sports Fusion booking system will hold emergency contact details for participants, the register will be the primary source for the coach 4. Coach to follow school reporting lines and CFCF reporting lines 5. Nearest A&E 	<ol style="list-style-type: none"> 1. Coach to check bag prior to session, and report any usage as it occurs to ensure a full bag at all times 2. If incident needs more than one coach, Head Coach to support while group coach is responsible for the remainder of the group 3. Head Coach will have access to the sports fusion register which holds relevant information. Any further information should be asked for from the parent or line manager informed. 4. Coach to check with teacher responsible / office to ensure all school reporting has been carried out. CFCF form to be completed and submitted to line manager within deadlines set out in handbook. 5. Frimley Park Hospital 		
FOOTWEAR/CLOTHING				
<p>Players wearing correct footwear and</p>	<ol style="list-style-type: none"> 1. Coaches to ensure players are 	<ol style="list-style-type: none"> 1. Information sent to parents prior to 		

clothing No jewelry to be worn	changed prior to session 2. Players to take off jewelry before session	signing up and Coach to check as players change that footwear and clothing are suitable 2. Coach to check players before session starts		
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SIGN OUT/COLLECTION PROCEDURE				
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School responsible for registering and signing players back into class Players washing hands	1. Coach to check the amount of players is correct at beginning and end of session 2. Keeping players hygiene a top priority throughout the day 3. Parent late or does not arrive	1. Coach to tick players in/out at the beginning and end of each session 2. Players to be taken to wash hands after each session– sanitizer may be provided if washing hands is not available 3. If parents have not collect after 4.20 coaches will use information on the attendees sheet to contact parents.		
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WEATHER				
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Sunny, hot Cold, wet Windy Forecast	1. Extreme hot weather 2. Cold or wet 3. Windy weather 4. Coach to be aware of potential change in forecast and have a contingency	1. Sun cream, hats and water bottles to be checked before session 2. Jumpers and coats to be worn as appropriate 3. Remind players not to chase equipment if it gets blown away 4. Coach to speak to School before session if concerns of weather changing are there		
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STAFF				
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Coaching staff are expected to be professional, smart, and represent the Foundation well at all times Coaches Qualifications Covid safe practice	1. Representing the Club and the Foundation in a good manner at all times 2. Staff responsible for ensuring all qualifications are kept in date. No staff member will be used if any qualifications are out of date	1. Check guidance in handbooks and speak to line manager if unsure 2. Coaches should make their line manager aware if their qualifications are set to expire in the coming three months 3. Coaches are encouraged to report any		
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	<p>3. Staff unsure or unhappy with any aspect of their work or experience in or around a session</p> <p>4. Staff in the clinically vulnerable category</p>	<p>issues or thoughts to their line manager as soon as possible</p> <p>4. Where applicable, an individual risk assessment has been completed in relation to staff members identified as clinically vulnerable. This individual risk assessment is held by the head coach and/or line management to ensure appropriate control measures are implemented during each activity.</p>		
EMERGENCY VEHICLE ACCESS				
<p>Emergency route to playing area clear</p> <p>Relevant people in school aware</p>	<p>1. Are all access areas clear in case of emergency vehicle access needed</p> <p>2. Are the school able to contact emergency services and be contacted by the coach</p>	<p>1. Coach to check on way into venue and speak with office to check if anything has changed</p> <p>2. Coach to contact reception via radio that is provided to inform reception an emergency vehicle will need access. Access will be given to main car park.</p>		
GENERAL				
<p>Toilet procedure and responsibility</p>	<p>1. Players who need toilet while session is on</p> <p>2. Players/staff</p>	<p>1. Coaches to check that players have been before session starts. Which toilets can be used for each age group?</p> <p>2. Coaches to remind players of key principles of Covid-19 hygiene.</p> <ul style="list-style-type: none"> . Clean frequently touched surfaces . Wash hands frequently . Stay 2M apart . Cough or sneeze into a tissue and dispose of immediately into an appropriate bin. 		
OTHER POTENTIAL RISKS				

