

SALTFORD FOOTBALL CLUB.

CLUB POLICIES AND PROCEDURES BEING FOLLOWED				
CLUB POLICIES AND PROCEDURES BEING FOLLOWED	SENIORS		JUNIORS	
Safeguarding children	N/A		Yes	
Adults at risk	Yes		Yes	
Social media use	Yes		Yes	
Use of photography and filming	Yes		Yes	
Anti-bullying	Yes		Yes	
Code of conduct including acceptable behaviour	Yes		Yes	
Equality, diversity and inclusion	Yes		Yes	
Managing challenging behaviour	Yes		Yes	
Parent / Carer consent	N/A		Yes	

EMERGENCY PROCEDURES		
Emergency action plan	Yes	
Location of nearest defibrillator to incident site	In front of Village Hall	
Name of designated runner to bring defibrillator to incident site	To be assigned by Head Coach at incident.	
Location of access barrier keys	Not applicable.	
Emergency vehicle access	Onto pitches.	
Air ambulance landing site	On pitches.	

INSURANCE COVER		
Personal accident insurance cover	Yes	
Public liability insurance cover	Yes	
Public liability held by Saltford Sports Club as pitch lease holders.		

Risk Assessment.

Area of Risk	Who may be affected?	Risk rating: Red, Amber, Green. (RAG)	Control measures to allow for football related activity to take place	Who is responsible for enacting these measures	Solution / mitigation RAG rating.
Within this register “player*” refers to any players at Under 17 or above plus the parent / carer of any player who plays at Under 16 level or below. Where just “player” is shown this relates just to actual players. - Coach refers to any coach, assistant coach, or volunteer helper with any team.					
Risk category: Safeguarding / Consent.					
Lack of consent to participate in football related activity	All players		All players* must provide written consent to be able to participate in football activities. That consent will include confirmation that all players* have read all necessary guidance, processes and procedures. All players* to complete a registration form at outset of season. All players* are briefed before each activity confirming what it entails, reminders of processes and procedures.	Club Secretary / Coaches / Players*	
Photography and video, social media and communications	All players and club officials		The club shall adopt and maintain a photography and video policy. Players* shall provide their consent upon registration each year to allow photography and videoing of themselves or their child. This consent can be revoked at any time during the course of the season. When photos and videos are taken, they should not be published with the name or any other personal details about the person so that they can be identified without that person’s consent. Players, coaches and parents / guardians shall not communicate (including "Following" (Twitter) or being "Friends" (Facebook) or in a WhatsApp group) directly to players under as per FA safeguarding policies. Coaches can however, use such platforms to communicate with parents or guardians. Players* and coaches should be mindful and careful of making statements on behalf of the club including statements which may be perceived to be on behalf of the club even if that is not to original intention. The club shall not be used as a communication platform for political campaign activities which could falsely imply an endorsement of a particular political party or lobbying group.	All club officials / Players*	
Clear procedures for referring safeguarding concerns and managing allegations against staff	All players - (particular risk to youth players)		Must have clear and transparent reporting process. Ensure Club adheres to FA Safeguarding Rules and Guidance and all players* are aware of the Club’s Safeguarding Reporting Procedure and FA Whistleblowing Procedure. Ensure players* are aware of the reporting process regarding safeguarding concerns as well as ensuring all are aware of the Club’s Child Welfare Officer’s contact details.	Coaches / CWO	
Volunteer / Participant Conduct	All players		Ensure all players* together with all coaches complete and sign relevant Codes of Conduct (e.g. FA RESPECT). All players* together with volunteers should always be briefed and receive training and guidance to behave appropriately at all times.	Coaches	

Safeguarding of children.	All players - (particular risk to youth players)		All people working with children (under 18s) and vulnerable adults must undertake and maintain a valid Enhanced DBS check. Each youth team must have at least one FA Level 1 (or better) qualified coach who has an in-date FA Safeguarding Children and First Aid qualification. Coaches must be on the team's list of authorised people and linked to the team on the FA Whole Game System in order to coach or assist with running a team. A helper who does not work with children or have the potential for any close or unsupervised with children does not require an Enhanced DBS certificate but coaches must ensure that they notify the club should this status change. For youth (under 18) teams, only coaches who possess a valid Enhanced DBS check, are on the list of authorised people and are linked to the team on the FA Whole Game System, shall be allowed to enter the perimeter of the training pitch. The club shall have at least one Club Welfare Officer who has undertaken the FA Welfare Officers Workshop qualification. Players* and coaches shall be made aware of how to contact the club welfare officer, the Somerset FA and know where to find the FA Whistleblowing Policy. The club shall maintain and regularly review a club safeguarding policy.	Coaches / CWO	
Staffing Ratios	Youth players		Ensure all Youth Teams have a Lead Role and Support Role (e.g. at least two FA DBS-checked coaches). Ensure volunteers are briefed on their roles and responsibilities.	Coaches	

Poor Communication means that players do not follow the Guidance	All players*		The Club will provide all documents (or links to documents) including this risk assessment to all coaches for them to forward to their players*. Each player* is required to sign and submit the Club's COVID Declaration Form along with (prior to each training session / match) confirmation in writing (by text, email etc) to the team coach that they still adhere to it and can answer "Check Negative" to all the questions on the Self-Screen Check List.	Coaches / Players*	
<u>Risk category: Health and Safety / First Aid.</u>					
Slips, trips and falls at training and match day venues.	All players		Inspection of venue prior to commencing an activity by coaches and / or referees and / or Club Officials. Removal of objects that pose a slip, trip or fall hazard where possible. Where this is not possible, the area of hazard should be clearly marked and avoided. Should it not be practically possible to remove objects or mark and avoid area of hazards then the activity shall not commence. Removal of litter, animal waste, mounds, lumps and bumps. Pitches / training surfaces must be in a safe playing condition. Players, coaches and referees are to wear correct and suitable footwear for the surface they are playing on. Coaches shall make every effort to inform players (including opposition sides) of any specific footwear requirements (e.g. if playing on artificial turf). All injuries and accidents must be recorded.	Coaches / Club Officials.	

Goalposts collapsing, falling or containing sharp edges / hooks.	All players		Goals must be inspected prior to use, specifically checking that - •Goal is sufficiently anchored to the ground (excessive movement / slanting are indicators of insufficiently anchored goalposts). •No excessive bowing of the crossbar. •Rust or corrosion that compromise the strength and integrity of the goal post structure. (paint corrosion does not necessarily indicate any compromise to the strength or integrity of the goal post structure). •Metal cup hooks must not be used. Matches must not commence with metal cup hooks in place. Plastic hooks, Velcro or plastic tape shall be used only. •No sharp edges are present on any part of the goal. •Evidence of modifications (that impact the strength and integrity of the goal post structure). In the event of the goal post being deemed unsafe after inspection, it must not be used. Matches must not proceed or the goal post used for training purposes until rectified. Non-permanent, freestanding goal posts shall be erected as per the manufacturer's instruction and inspected to the same criteria as above. These must be anchored with pegs, use weight blocks or be of the type that can be self-supported. Where self-supporting goals are used, they should be moved into place using the wheels attached to the goal posts. Once in place, they shall be anchored by lifting all wheels with the handles so that the metal base frame (as opposed to the wheels) is touching the ground. Care must be taken when erecting freestanding portable goals to avoid causing injury. A two person lift shall be used to transport goals from storage containers to the pitch if required. Persons under 16 shall not be used to assist with erecting and dismantling goalposts.	Coaches / Club Officials.	
Injury caused by incorrect or absence of suitable player's equipment.	All players / Coaches		All participants must wear shin pads for training and matches. Metal blades and studs must not be sharp or worn so that they can potentially cause a cut or wound on impact with another player. All jewellery must be removed for training and matches. Whilst not compulsory, goal keepers are advised to wear goalkeeper gloves where possible to minimise the risk of injury. Coaches and referees should inspect and ensure players have the correct equipment before playing or participating in matches and training. All player injuries and accidents must be recorded.	Coaches / Players	
Emergency Evacuation Procedures	All players		Coach to ensure they are aware of the Emergency Action Plan of any venue they hire. Coach will make dynamic risk assessments when attending a venue to ascertain best evacuation protocol etc when using a public area.	Coach	

Physical injuries caused by normal training and play	All players		All teams shall carry a first aid kit at all times. At least one coach / volunteer with a valid, in-date and FA recognised first aid qualification shall be present at all times. Players and coaches should ensure players have the correct playing equipment. Any person acting in the capacity of a match referee shall be competent with the laws of the game such that they can ensure the match is played in a safe manor. At least one FA Level 1 (or better) qualified coach must be present at youth matches / training sessions. All teams must have access to a working telephone where they can contact emergency services if required. Coaches must know the full address of the ground they are at. The club must have at least 1 emergency contact detail for each player and have player medical conditions readily available to the team coaches. All player injury and accidents must be recorded.	Coaches / Players.	
Risk category: Miscellaneous.					
Site Boundaries	All players* - additional risk to youth players		For venues other than the club's home pitches the team coach is to risk assess, but also find out the venue's process and procedures in respect of entering, exiting, if there is a one-way system etc. When at the club's home pitches the coaches are to ensure adherence to Saltford Sports Club's COVID-19 processes when using the club house. Keep up to date with Government and FA Guidance together with Venue's Risk Assessments and Procedures.	Coaches	
Access to toilets / changing areas	All participants* - additional risk to youth players		For venues other than the club's home pitches the team coach to find out from venue if there is any access to toilets, changing rooms etc and any procedures that need to be followed to use them. When at the club's home pitches the coaches are to ensure adherence to Saltford Sports Club's COVID-19 processes when using the club house and attached facilities. Keep up to date with Government and FA Guidance together with Venue's Risk Assessments and Procedures.	Coaches	

Extreme weather conditions	All players		Matches and training shall only take place when weather conditions are suitable and safe. When determining if weather conditions are suitable and safe, coaches shall consider: - • Current and Forecast Weather Conditions. • Met Office and/or Government Warnings and Advisories. • FA and League Notices or Statements. • Travel Warnings and Restrictions. • Venue Closures or Restrictions. • Referee Decision. A match or training session shall be postponed if the pitch is deemed unsafe. Where available, referees will have the final decision on whether a pitch is playable and safe. Coaches should also ensure they consider any external factors such as road conditions e.g. where a pitch at a location might be playable but the roads mean the pitch is inaccessible. Participants* shall ensure they are dressed suitably for the current and potential weather conditions. Coaches shall ensure sessions are planned appropriately to the weather conditions with allowances for drink and rest breaks.	Coaches / Players	
Issues with the conduct of members.	All club members		The club shall adopt and maintain a code of conduct for players, coaches, parents / guardians and spectators. The club shall be governed by a constitution which provides a mechanism to remove committee members for bad conduct. The club shall support the FA Respect campaign and display signage reminder people of the campaign where possible. The club are responsible for controlling their own spectators as per FA rules. Coaches shall ensure parents / guardians and spectators are aware of the code of conduct alongside any disciplinary measures and sanctions for non-compliance. Players, coaches, parents / guardians and spectators shall report all instances to the appropriate people - this can be the league, the club secretary, the club welfare officer and the Somerset FA. Where there is a child welfare concern, the club welfare officer or the Somerset FA shall be informed as soon as possible. Players, coaches, parents / guardians and spectators shall respect and protect the referee at all times. They must not harm, attempt to harm or threaten a referee. Any such incidents shall be reported to the Somerset FA, and where the referee is under the age of 18, then the welfare officer at both the Somerset FA and the league shall be notified. In the event that a person is in imminent danger and risk from the misconduct of another person or people, then they shall contact the police. Coaches shall have access to a working telephone and know the address of the venue they are playing at.	Players / Coaches / Club Officials	

Data protection and fraud	All club members.		The club shall adopt a General Data Protection Regulation (GDPR) policy. Data shall be collected, transmitted and stored in a secure manor so that the risk of unauthorised or accidental release of data is minimised. Access to physical data (e.g. paper forms) shall be restricted so that only those who are authorised to access the data can do so (e.g. locked cupboard). Access to electronic data (e.g. online registration) shall be restricted by password. Coaches, players, parents / guardians and committee members shall only have access to data they need to know. Any passwords should be changed regularly and shall be changed immediately should it be compromised. Any instances of breaches and non-compliance to GDPR shall be reported to the Information Commissioners Office (ICO). Teams shall report as accurately as possible any expenditure and retain receipts where possible. Teams shall record and report any income received outside of the standing order and Direct Debit facilities the club uses (e.g. payments made by cash). The use of personal bank accounts to receive the payment of subs or other fees on behalf of the club shall not be permitted. (e.g. asking players and parents / guardians to pay their subs directly into a personal account not able to be accessed or controlled by the club). The club shall have no obligation to reimburse payments where they have not been authorised beforehand and / or are deemed unreasonable by the club management committee. Club members shall not commit any obligation to any contract or service in the club's name without authorisation from the club management committee. It is acceptable to obtain quotes and information about products and services without authorisation from the club management committee first however it shall be made clear that no commitment, financial obligation or contract can be agreed until the club management committee approve. The club accounts will be made available to club members annually.	All club members.	
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Risk Assessment matrix – risk ratings.

Colour	Description
Red	Serious issues and risk / interventions needed immediately.
Amber	Some issues / being managed / needs monitoring
Green	On track