



Name of person completing the risk assessment: Position within Club:		Kevin Lorkins - Club Secretary & Covid Officer			Date risk assessment completed:	24 th March 2021
What are the hazards?	Who might be harmed and how?	What control measures are in place and are they sufficient?	What additional control measures are needed? (If any)	Action by who? (Who's responsible)	Action by when?	Risk rating: Red, Amber, Green
Covid 19 Infection	Players, Parents, Carers, Managers & Coaches, Match Officials – Catching Covid	All participants to use Self-Assessment checklist	Participants to stay at home if symptoms present	All participants, parents and carers	On going Checked on session Risk Assessments	Amber
		Managers will obtain parents' consent before children are permitted to take part in any session. Any child that comes from a household with any symptoms should stay at home	Parents to ensure child stays at home if any symptoms in the house	Managers/Parents/ Covid Officer	Before team can re-start	Red
		Details need to be taken of those present at training and matches for NHS test and trace. Include name and phone number.	Managers to use Club or venue QR Code or keep a Register	Managers/Covid Officer	Every training and match day	Amber
		Risk Assessments recorded for every session and match.	Managers to register on line form.	Managers/Covid Officer	For March 29 th restart	Red



		Risk Assessments and protocol on Facilities used	Managers to request when playing away. Main venue documents to be kept on-line	Managers Covid Officer	Every away match On going	Amber
Spectators	The Club – from not adhering to no spectators other than youth football where one parent or guardian per child is permitted. From 29 th March to 12 th April (at the earliest)	Signs around venues where HFC has some control otherwise it will be down to providers. Communication on Club website, newsletter and e-mails. Explicit instruction in Club facility protocols.	Further verbal communication on match day.	Club and Managers/Covid Officer	On going	Red
Operational		Parents, Carers, players, managers and coaches will be asked to hand sanitise before and after training and matches	Providing hand sanitisers	Parents and players	Before training and matches	Green
		Parents/Carers should ensure they are in groups of no more than six and are to be socially distanced at one meter + at all times. (Subject to spectator rules above)	Managers to communicate to parents/carers.	Managers	On going	Amber
		All Equipment including goal posts and corner flags should	Managers if at home. Venue providers if away.	Managers	Every training session and match	Green



		be wiped down before and after training and matches				
		Follow guidelines placed on Club Website	Covid Group to inform sections. Managers to inform all participants	Covid Group and Managers	On going	Red
First Aid Managing Injuries	Participants	FA First Aid Guidance sent out and located on the website.	Incident report forms to be filled out if necessary.	Managers and Parents/Carers	On going	Red
		First Aiders on hand	All Club Managers must have a valid FA First Aid qualification	Club Secretary & CWO	On going – Allowance for no available courses at present	Amber
Safeguarding	Children - physical and mental abuse	Are full DBS's and safeguarding training completed for all staff/volunteers?	Yes all are checked – subject to current FA process	CWO	updated in accordance with club policy and FA directives.	Amber
Consent to be photographed/Filmed	Children	Consent on Annual membership form	N/A	Registration Secretary	Annually	Amber
Codes of Conduct	Club members and Club reputation	Managers and Coaches to sign code of conduct annually	N/A	Club Secretary	Annually	Amber
Governance	Members of the football club – Not holding regular meetings and dealing with Club business	Hold meetings on-line and follow the Club calendar for holding these. Hold face to face meetings when permitted.	Checked for validity by the Trustees	Club Secretary Section Secretaries	On Going	Green



Club Policies	Out of date Policies – risks to membership	Schedule of Policy review. Review on Trustee Agenda.	Monitored by Trustees	Club Secretary & Trustees	On going	Green
Finance	Members of the Football Club – Additional costs associated with preparing the Club to deal with Covid	Claim grants when available. Cut costs where possible. Set budgets and stress test.	Finance Committee to review regularly	Finance Committee & Trustees	On Going	Yes
	Impact on Revenue from not using Club bar, café, loss of fee income	Limit losses eg selling stock not used. Ultimately fees will have to rise if shortfalls appear.	Finance Committee to review regularly	Finance Committee & Trustees	On Going	Yes

Hutton FC Covid Officer

Kevin Lorkins:

Date:

Hutton FC Trustee:

Name:

Date: