

# Guiseley Juniors FC



## Risk Assessment 2022-2023 v1

This Risk Assessment is undertaken and reviewed in accordance with available guidance from both the Football Association and The West Riding County Football Association.

This Risk Assessment is named, signed and dated in turn by those completing it and then those approving it on the final page.

**Any Team Specific Notes** .....

## GJFC Risk Assessment 2022 - 2023 v1

### EVENT DETAILS

EVENT: (e.g. Under-10s training and matches) Insert your team please	DATE: August 2022
NAME, ROLE FOR SESSION AND CONTACT NUMBER: Insert your name etc as team manager please	
SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER: Insert your full level 1 or DBS assistants/ coach(es) details please	
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:  Nicky Clarke Club Secretary and Child Welfare Officer 07818 455390 <a href="mailto:nicky@guiseleyjuniors.co.uk">nicky@guiseleyjuniors.co.uk</a>	


### VENUE DETAILS

VENUE NAME AND ADDRESS: <u>Training</u> Ben Rhydding Sports Club, Ben Rhydding, Ilkley, LS29 8AW. St Marys High School, All Weather Pitches, Bradford Road, Menston, Ilkley, West Yorkshire LS29 6AE Guiseley AFC, All Weather Pitch Nethermoor Park, Otley Rd, Leeds LS20 8BT Matches – (Grass) <b>INSERT FOR TEAM</b> For address if not known - <b>See GJFC Emergency Action Plan Guidance and please insert pitch address</b>	
VENUE LEAD CONTACT NAME: Ben Rhydding Sports Club, St Marys High School, Jackie Ash Guiseley AFC – Trudi Hannaford	CONTACT NUMBER: BR 01943 607497 St M 01943 883000 GAFC 07507750583

2

\* Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); green (on track).

## GJFC Risk Assessment 2022 - 2023 v1

EMERGENCY PROCEDURES	
<b>Emergency Action Plan:</b>	<b>YES</b> Yes 
<b>Location of nearest defibrillator:</b>	See Teams Specific Emergency Action Plan
<b>Name of designated runner to bring defibrillator to incident site:</b>	See Teams Specific Emergency Action Plan
<b>Emergency vehicle access:</b>	See Teams Specific Emergency Action Plan

CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
<b>Safeguarding children</b>	Yes	
<b>Social media use</b>	Yes	
<b>Use of photograph and filming</b>	Yes	
<b>Anti-bullying</b>	Yes	
<b>Code of Conduct, including acceptable behaviour</b>	Yes	
<b>Equality, diversity and inclusion</b>	Yes	
<b>Managing challenging behaviour</b>	Yes	
<b>Other(s): e.g. parent/carer consent</b>	Yes	

INSURANCE COVER	YES	NO
<b>Personal Accident and Public Liability insurance cover</b>	Yes	
GJFC have this via Sportsguard through WRCFA		

### 3

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## GJFC Risk Assessment 2022 - 2023 v1

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
<b>Extreme weather conditions – windchill, rain, temperature</b>	Extreme weather conditions can cause a huge variety of risks, such as flooding, Cold standing water, frost, snow	Possibly, it depends on the disability. Team Manager to check with players parents / carer to assess this and be prepared to take appropriate action when necessary	Amber	Referee and Team Manager or club officials will call off the fixture or training session, if extreme weather expected.  Less extreme weather eg very cold but clear and on AWP ensure clothing appropriate- warm ‘beanie‘ hats, gloves, tracksuits, limit standing esp goalkeepers	Green	Team Managers check weather and forecasts day before / evening before and few hours prior to matches and training and act accordingly
<b>Extreme weather conditions – heat, sun and humidity</b>	To some children yes – may be anything from asthmatic to more sun sensitive skin so more vulnerable in hot weather	Possibly, it depends on the disability. Team Manager to check with players parents / carer to assess this and be prepared to take appropriate action when necessary	Amber	Manager checks on individual cases if any more vulnerable. Own water and additional drinks (all personal) Regular rest and drinks breaks in shaded area where possible. Own Sun cream	Green	Team Managers to remind parents regarding information provided to ensure players have adequate drinks and sunscreen
<b>Consent to be photographed/filmed</b>	Safeguarding, in some cases a child may be a Ward of Court or other legal restriction	Possibly, it depends on the disability. Team Manager to check with players parents / carer to assess this and be prepared to take appropriate action when necessary	Amber	Consent given on the Players Annual Registration Form. Club Secretary & CWO/DSO follow up any concerns / issues and advises accordingly and as necessary	Green	Designated Safeguarding Officers (DSO) CWO check

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<b>Consent for contact via social media and to have info on/be visible on social media</b>	Safeguarding, in some cases a child may be a Ward of Court or other legal restriction	Possibly, it depends on the disability. Team Manager to check with players parents / carer to assess this and be prepared to take appropriate action when necessary	Amber	Consent given on the players Annual Registration Form. Club Secretary follows up any concerns / issues and advises accordingly	Green	Designated Safeguarding Officers (DSO) CWO check
<b>Conduct &amp; behaviour concerns abuse of match officials and the unacceptable behaviour by over competitive parents, spectators and coaches on the sidelines.</b>	Yes and could be higher in some cases– Team Manager support /advice DSO /CWO	Yes and could be higher in some cases– Team Manager support /advice DSO /CWO	Amber	GJFC follow The FA’s Respect programme aimed at tackling unacceptable behaviour & have specific Codes of Conduct for all to observe eg The Football Association’s Respect Code of Conduct for coaches, team managers and club officials and The FA’s Respect Code of Conduct for spectators and parents/carers and likewise for Players. So is clarity re: acceptable/ unacceptable practice and both Club and County FA disciplinary procedures to back up	Amber due continued monitoring	Full GJFC Management Committee supporting DSO /CWO or any volunteer raising issue. Ongoing.

## GJFC Risk Assessment 2022 - 2023 v1

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<b>Clear procedures for referring safeguarding concerns and managing allegations against GJFC Volunteers</b>	Yes, if these are not followed	Possibly yes if these are not followed and any further agreed reasonable adjustments	Amber	Promoting safeguarding awareness. Use of FA's Whole Game System by CWOs/ DSO and club secretary to keep track of safeguarding training and DBS Checks. Promotion of culture of listening to children throughout the club.	Green	Continued monitoring of FA's Whole Game System by CWOs/ DSO and club secretary to e keep track of safeguarding training and DBS Checks for all volunteers.
<b>Children and parents/ carers have DSO details &amp; how to raise concerns</b>	Yes, if these are not available	Possibly yes if these are not available	Red	CWOs/ DSO details and contacts on documentation and website. All made aware. All Managers and Committee DBS checked and complete FA Safeguarding training and are in date. Club has Child Welfare and Safeguarding Children Policy and Club Complaints & Disciplinary Procedure Separately Club has Whistle-blowing Policy inc links for the FA's safeguarding team, Police	Amber (as continuous monitoring)	Continued monitoring of by CWOs/ DSO and club secretary, any concerns to be dealt with immediately also to keep track of safeguarding training and DBS Checks for all volunteers.

## GJFC Risk Assessment 2022 - 2023 v1

				etc .		
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<b>Volunteer ratios: junior players</b>	Yes – lead manager and 2nd adult. Brief both on roles and responsibilities.	check individual understanding with requirements and support	Amber	Discuss risks and how being managed. Clearly defined lead Manager and support adult DBS roles. Always minimum 2 adults for GJFC at Football Activity	Green	Review learning and communicated across club.
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<b>Permanent goal posts. Temporary goal posts</b>	Goalposts may collapse, paint splinters caused by rust, members of the public climbing on them and falling/ damaging. Fixing nets with metal type ‘cup hooks’. Temp Goalposts have a greater possibility of collapse.	Same	Amber	BSI BS Standard goals used – BSEN 748 (2004) and BS 8462 (2005) and FA Goal Post Safety Guidelines must be followed at all times, clearly stated in GJFC H&S Policy and procedures. GJFC do not use goals with metal cup hooks, this is checked. Referee / Manager should clear the posts safe prior to play/ training. Temp goals when not in use are put	Green	All Goals with exception of some Temp goalposts used for matches that GJFC provide for younger age groups are part of facilities we hire from Leeds CC, Schools etc. Any concerns and Manager to report to GJFC Committee to follow up asap with facility provider. Ensure spares available for any temporary goal posts when needed.
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## GJFC Risk Assessment 2022 - 2023 v1

				away and stored safely and therefore checked safe when assembled for use.		
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<b>Grass Pitches Uneven ground, presence of pot holes/objects, surrounding area, nails, metal, litter, broken glass even inc Dog Excrement (&amp; any other animal faeces)</b>	Players, Officials, Members of the Public.	Officials, Parents/ Carers Siblings Members of the Public.	Amber	Check the pitch, sports hall, all weather surface or field for any obstacle, item or implement which may cause harm or discomfort to any player, official or spectator. Managers advised to have 'Dog Poo' bags in their Managers bag so when at grass pitches that are accessible to Dog Walkers (Shaw Lane, High Royds & certain school pitches we hire), Such bags also can be employed to remove other	Green	All 'home' venues used by GJFC for Training and Matches are hired from either Schools, Leeds City Council or other organisations. Hence it is the venue owner's responsibility to ensure pitch is appropriately assessed and continues to be fit for purpose. However, GJFC check on a week by week basis for hazards that can arise such as damaged facilities. If



## GJFC Risk Assessment 2022 - 2023 v1

				items listed.		issues arise from these checks then our Managers / Coaches must report things promptly to management committee. This is so they can be followed up with the owners of the facilities we use. If anything is unsafe and cannot be made safe then the match or training session should not take place.
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<b>Motor vehicles, parking areas or roads risk to pedestrians.</b>	Yes, if not considered and action not carried out	Yes, if not considered and action not carried out	Amber	All 'home' venues used by GJFC for Training and Matches are hired from either Schools, Leeds City Council or other organisations. So, Managers know and follow instructions and ensure all involved with their team – Players, Parents and families and Volunteers are communicated with and aware of Vehicle for facilities used.	Green	Any changes or communications regarding parking or access from facilities are clearly advised by Club Secretary to those concerned.  Additional social distancing requirements for these areas and arriving and departing have been briefed and advised and agreed to by Managers, Volunteers and Parents.

## GJFC Risk Assessment 2022 - 2023 v1

<b>Retrieval of balls during matches and training – any areas could be a hazard – bushes, trees, ditches</b>	Yes, if not considered and action not carried out	Yes, if not considered and action not carried out	Amber	Varies on Match pitch. (Not issue often on AWP 3G /4G due enclosure height). Manager to assess and agree a safe system involving Volunteers / Parents and not involving junior players. Spare match balls available. Due COVID 19 balls to retrieved with feet if possible / wiped down sanitizer after.	Green	Managers have system and ensure all involved with their team – Players, Parents and families and Volunteers are communicated with and aware of system. Due COVID 19 balls to retrieved with feet if possible / wiped down sanitizer after.
<b>Match / Training actual football too hard/ or damaged Someone injured by such a ball.</b>	Same	Same	Amber	Balls should be checked by Referee/Match Official/Coaches prior to games or training. Damaged balls not used disposed of and replaced	Green	Make sure all balls are pumped to correct pressure, as per the manufacturer’s guidelines. When leather/surface peels they should be destroyed.
<b>Area of risk</b>	<b>Is there an additional risk to children?</b>	<b>Is there an additional risk to disabled<sup>1</sup>or impairment-specific participants (children and adults)</b>	<b>Risk rating: red, amber, green (RAG)*</b>	<b>Solution/mitigation (Consider what if...?)</b>	<b>Solution/mitigation on RAG rating</b>	<b>Review post-activity and by whom</b>
<b>Players and coaches are wearing the correct footwear for the surface. Sharp /damaged studs or blades can cause lacerations and other injuries to others</b>	Same	Same	Amber	Managers check to make sure that studs their players are wearing appropriate footwear for the surface. Players/ parents should regularly check their studs. Should any footwear be a hazard then has to be changed before participation.	green	Manager to remind of this hazard and inform parents at training / matches Player’s boots and the ‘blades’ or ‘studs’ on them should be checked regularly for safety ‘blades’ with sharp worn edges and also ‘studs’ with sharp or exposed metal – players wearing such boots on concrete or gravel should therefore be actively discouraged as this can cause this problem)

## GJFC Risk Assessment 2022 - 2023 v1

						Referees do inspect player's boots accordingly (FIFA Laws of the Game and Guidelines for Referees)
<b>Jewelry causing strangulation if loose or injuries or lacerations to Players</b>	Same	Same	Amber	All items of jewelry (necklaces, rings, bracelets, earrings, leather bands, rubber bands, etc.) are strictly forbidden and must be removed. Using tape to cover jewelry is not acceptable. (As per Law 4 The FA/ FIFA Laws of the Game concerning Equipment)	Green	Manage to remind of this hazard and inform parents at training / matches

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<b>Accidental bodily harm- Injuries to players is a regular occurrence and should be taken very seriously. Injuries to members of the public on the sidelines are less common however still a fairly regular</b>	Siblings as spectators, perhaps younger than age group playing	Possibly – team Manager check	Amber	Football is a contact sport and injuries are often seen as part and parcel of participating. However, it is important that harm is reduced, for example by wearing shin pads Clubs and Coaches ensure that all precautions are taken in order to reduce the likely chances of an injury being sustained. Players warm up and cool down correctly. If a injury	Green	If in any doubt about the severity of an injury and believe it could be life threatening contact the emergency services on 999 As per Team's Emergency Action Plan. For all such accidents / incidents complete a GJFC Accident Report form and submit asap to GJFC Health and Safety Officer. Parents have been advised

## GJFC Risk Assessment 2022 - 2023 v1

occurrence.				should happen Managers and Volunteers have FA Emergency Aid training and each team has own First Aid Kit taken to every session in the Managers bag. Each team also has an Emergency Action Plan Any Head injury – if in doubt, FA concussion guidelines must be followed and GJFC Head Injury card issued as a minimum.		that they need to remain at all football activity for minor injuries. They have given consent for first aid though understand GJFC Managers etc as EA qualified volunteers will only give this in life or limb threatening situations.
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<b>Conduct of players could put any other person at risk including- other players, match officials, volunteers and spectators Dangerous Play, physical violence.</b>	Same	Same	Red	The referee should caution or send off an overly aggressive player. If it is believed violence could occur the offending players should be cautioned or sent off. Managers should be proactive and substitute such a player and speak to them before gets this far	Amber	The Manager should train players to tackle correctly and safely, avoiding dangerous play. The club should remove any player from the field of play if behaving in a violent or dangerous manner. Remind of Respect Code of Conduct Young Players they agreed too.
<b>Risks involved with dehydration and exhaustion (this is</b>	Possibly, in some cases– Team Manager check	Possibly – Team Manager check	Amber	Players / parents instructed to bring their own drinks and also additional water to games and training. This is	Green	If in any doubt about and believe it could be life threatening contact the emergency services on 999

**GJFC Risk Assessment 2022 - 2023 v1**

<p><b>in addition to hot weather)</b></p>				<p>to be checked. Managers aware and act in cases of specific vulnerability. Fainting / loss of consciousness contact the emergency services on 999 As per Team’s Emergency Action Plan and as could be life threatening</p>		<p>As per Team’s Emergency Action Plan . For any such incidents complete a GJFC Accident Report form and submit asap to GJFC Health and Safety Officer.</p>
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## GJFC Risk Assessment 2022 - 2023 v1

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<b>Proximity to the pitch. Players and spectators colliding: Players may collide with members of the club or public whilst running at speed</b>	Possibly, in some cases– Team Manager check	Possibly – Team Manager check	Amber	This should be reduced a lot by the use of RESPECT barriers for Spectator areas. The use of these barriers is GJFC Policy for all matches. Spectators not allowed on any 4G 3G AWP playing surfaces – must be off it and on any viewing areas socially distanced	Green	Use of RESPECT barriers checked by GJFC. Members of the public must be a minimum of 2 meters from the edge of the sidelines, further back than 3 meters is recommended at most clubs so there is a ‘run off’ The Referee can insist that members of the public are to move back to a distance of his/her choosing with full support from the club.
<b>Any loss of consciousness by anyone present. Breathing issues</b>	Possibly, in some cases– Team Manager check	Possibly – Team Manager check	Red	Managers aware and EA (First Aid) training includes importance and response for ‘Sudden Cardiac Arrest’ and actions inc use of Defibrillators. In any cases loss of consciousness contact the emergency services on 999 As per Team’s Emergency Action Plan and as could be life threatening. Defibrillator collected also as per Team’s Emergency Action Plan	Amber	Though in date for FA Emergency Aid Managers and Volunteers encouraged to complete FA online ‘Sudden Cardiac Arrest’ course as an important refresher. Ensure Team’s Emergency Action Plan is complete regarding Defibrillator locations and collecting asap just in case.

## GJFC Risk Assessment 2022 - 2023 v1

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<p><b>Bleeding injuries - as a contact sport, risk of picking up an injury or open wound during a fixture/ training although not common Blood loss big impact on life and risks associated with Blood, So safety of players, officials and volunteers too.</b></p>	<p>Possibly, in some cases, more fear &amp; upset than young people on average – Team Manager check</p>	<p>Possibly – Team Manager check</p>	<p>Red</p>	<p>First Aid kit provided to every team manager and managers bag with dressings, wipes, gloves etc Managers and Volunteers have FA Emergency Aid training and each team has own First Aid Kit taken to every session in the Managers bag. Each team also has an Emergency Action Plan Any bleeding injury First Aider to follow training re Hazards of Blood to injured person and others present including themselves. Yellow waste bags in First Aid kits.</p>	<p>Amber</p>	<p>If in any doubt about the severity of an injury so significant blood loss, can't be stopped by First Aid it could be life/ limb threatening contact the emergency services on 999 As per Team's Emergency Action Plan. For all such accidents / incidents complete a GJFC Accident Report form and submit asap afterwards to GJFC Health and Safety Officer.  Parents have been advised that they need to remain at all football activity for minor injuries. They have given consent for first aid though understand GJFC Managers etc as EA qualified volunteers will only give this in life or limb threatening situations.</p>

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## GJFC Risk Assessment 2022 - 2023 v1

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<b>Travel arrangements to Football activity</b>	Yes, players advised travel only with household members (support bubble). Parents advised and consented	Yes, travel only with household members. Avoid public transport if possible/or wear a face covering.	Amber	Remind parents/carers and adults are aware of Government guidance re travel.	Green	Managers Review after football sessions and respond to any concerns they have, possibly contacting specific parents direct.
<b>Changing/showers/toilets:</b>	Possibly, in some cases– Team Manager check	Possibly – Team Manager check	Amber	Parents and all Managers/ Volunteers advised for all training facilities currently used Toilets / changing etc closed due Covid-19; Instructed and reminded players to go to toilet beforehand and arrive already changed and ready. Training sessions are also shorter so less time / need for toilets.	Green	Pitches Officer / Managers concerned to review situation with facilities such as Shaw Lane, Bedquills and Yarnbury RFC for Matches in September and communicate.  Away fixtures September onwards, Manager to obtain information beforehand and advised all concerned.

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<p><b>Participant additional needs, CONSIDER</b></p> <ul style="list-style-type: none"> <li>• <b>Deaf players (BSL signers);</b></li> <li>• <b>Blind players;</b></li> <li>• <b>Wheelch air accessibility;</b></li> <li>• <b>Learning disability;</b></li> <li>• <b>Autism;</b></li> <li>• <b>ADHD;</b></li> <li>• <b>Pan-disability;</b></li> <li>• <b>Impairment-specific;</b></li> <li>• <b>Communication where English not spoken/ first language.</b></li> <li>• <b>ANY OTHERS</b></li> </ul>	<p>Possibly in some cases– needs etc advised by parents / carers appropriately on the players Annual Registration Form. Team Manager checks further and advises and is supported regarding Reasonable Adjustments requirements</p>	<p>See area of risk</p>	<p>Amber</p>	<p>GJFC is an inclusive organization with appropriate policies and procedures. Respect Codes of conduct at all levels, Child Welfare &amp; Safeguarding Children policy and procedures.</p>	<p>Amber as Monitoring ongoing</p>	<p>CWOs/ DSO and club secretary to monitor and keep track of any needs here as advised by a Team Manager and support also provide any safeguarding support.</p>

## GJFC Risk Assessment 2022 - 2023 v1

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<b>Relevant medical information in respect of participants</b>	Yes, if information is unknown.	Yes, if information is unknown.	Red	Gather info prior to football activity from Member forms, risk assess; agree with relevant parties- parents/carers & manager and DSO /CWO who needs to know any confidential info and share accordingly	Amber	Review and implement
<b>No spitting, Hygiene protocol; Disciplinary procedures.</b>	Yes	Yes	Red	This is expressly stated that it should not occur in all information and Re start declaration parents have made Disciplinary procedures can follow initial warnings.	Amber	Review and remind and reinforce
<b>No chewing gum, Hygiene protocol;</b>	Yes	Yes	Red	Not allowed anyway due choking risk during football Activity and AWP / 3G /4G rules. However more of issue and risk due COVID 19 Hygiene protocol; GJFC Disciplinary procedures	Amber	Review and remind and reinforce

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<b>Local medical centres/first aid arrangements</b>	N/A	N/A	Amber	Managers and Volunteers have FA Emergency Aid training and each team has own First Aid Kit taken to every session in the Managers bag. Each team also has an Emergency Action Plan they prepared with location, address, postcode and number for local medical centres.	Green	Managers to check their Teams Emergency Action Plan is up to date for 2022 – 2023 season and facilities they are using.
<b>Emergency evacuation procedures</b>	Possibly, in some cases– Team Manager check	Possibly – Team Manager check	Amber	Parents and all Managers/ Volunteers advised for all training facilities of these, inc assembly area etc.	Green	Managers to check their information up to date for 2022 – 2023 season and facilities they are using.

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## GJFC RISK ASSESSMENT

### **RISK ASSESSMENT COMPLETED BY:**

**NAME 1:** Insert your name etc as team manager please

**CLUB ROLE:** Insert your team & your role as manager please

**SIGNATURE:** please sign electronically (or print off and scan)

**DATE:** // please add date of signing

**NAME 2:** Ruth McGahan

**CLUB ROLE:** GJFC Health & Safety Officer

**SIGNATURE:** *Ruth McGahan*

**DATE:**

### **CHECKED BY CLUB COMMITTEE MEMBER:**

**NAME:** Nicky Clarke

**CLUB ROLE:** Club Secretary & COVID 19 Officer

**SIGNATURE:**

**DATE:** //

**(This is final signature to be added)**



**Contact: Nicky Clarke**

**Club Secretary**

**[nicky@guiseleyjuniors.co.uk](mailto:nicky@guiseleyjuniors.co.uk)**