



Abbeymead Rovers Football Club



www.abbeymeadroversfc.co.uk

Club Risk Assessment

Date of next Assessment/Review: July 2027

Review Period: Yearly

Hazard/Risk

1. Slips, trips, and falls at training and match day venues:

- Affected Persons: Players, Coaching Team, Referees, Spectators & Committee Members
- Likely without mitigation measures in place: Level 3 (Low Risk)
- Severity without mitigation measures in place: Level 3 (Low Risk)
- Risk Rating without mitigation measures in place: Level 9 (Medium Risk)

What measures and actions are in place to mitigate risk?

Inspection of the venue prior to commencing an activity by the Coaching Team and/or Referees and/or Committee Members.

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 (use of cones, safety signage and barriers could be acceptable). Should it not be practically possible to remove objects or mark and avoid area of hazards then the activity will not commence.

Removal of litter, animal waste, mounds, lumps, and bumps. Holes and divots are to be filled in with soil and levelled.

Pitches or training surfaces must be in safe playing condition - they must not be frozen, they must not be waterlogged or have standing water present, they must be in a condition whereby the ball can safely bounce in all areas of the pitch, there must be no cracks caused by dry weather that cause holes and divots that cannot be safely filled.

Players, the Coaching Team and Referees are to wear correct and suitable footwear for the surface they are playing on. The Coaching Team shall make every effort to inform

Players (including opposition sides) of any specific footwear requirements (e.g.: if playing on artificial turf).

Players, the Coaching Team and Referees should change or remove their footwear where appropriate when changing between surfaces (e.g. a player should remove studded boots when moving from a soft grass pitch to hard flooring often found in changing rooms).

Changing rooms to be equipped, where possible, with non-slip flooring. Spillages are to be cleared up immediately and suitable signage (e.g., "Caution - Wet Floor") to be displayed until the spillage has dried up and the hazard no longer exists.

All injuries and accidents must be recorded and reported to the Club Welfare Officer.

2. Goalposts collapsing, falling, or containing sharp edges/hooks:

- Affected Persons: Players, The Coaching Team, Spectators & Committee Members
- Likely without mitigation measures in place: Level 2 (Low Risk)
- Severity without mitigation measures in place: Level 4 (Low Risk)
- Risk Rating without mitigation measures in place: Level 8 (Medium Risk)

What measures and actions are in place to mitigate risk?

Goals must be inspected prior to use, specifically checking:

- Goal is sufficiently anchored to the ground (excessive movement, e.g. slanting are indicators of insufficiently anchored goalposts).
- 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. Only Plastic hooks, Velcro or plastic tape will be used.
- 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.

Neither Matches or Training must not proceed until rectified.

non-permanent, freestanding goal posts (e.g. plastic Samba goals) need to be erected as per the manufacturer's instruction and inspected to the same criteria as above (where applicable). These must be anchored with pegs or weight blocks or be of the type that can be self-supported (e.g., Abbeydale Sports and Community Centre Artificial Training Pitch goal posts).

Where self-support goals are used, they should be moved into place using the wheels attached to the goal posts. Once in place, they will 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 (e.g. dropping parts on toes). A two-person lift method will be used to transport goals from storage containers to the pitch. Persons under 18 shall not be used to assist with erecting and dismantling goalposts.

All goal posts used and purchased by the club shall conform to BSEN 748 (2004), BS 8462 (2005) and BS8461 (2005). There is no standard available for wooden goal posts and the Club will not use or purchase wooden goal posts.

3. Manual handling and transport of equipment:

- Affected Persons: The Coaching Team, Spectators & Committee Members
- Likely without mitigation measures in place: Level 4 (Low Risk)
- Severity without mitigation measures in place: Level 2 (Low Risk)
- Risk Rating without mitigation measures in place: Level 8 (Medium Risk)

What measures and actions are in place to mitigate risk?

Equipment should first be assessed prior to manual handling to ascertain the best approach to use and any safety considerations that need to be taken. Ideally, persons will consider:

- Weight/Load of equipment to be handled.
- Shape of equipment to be handled (awkward or obscure shapes may require uncomfortable carrying positions).
- Presence of carry aids (e.g., handles).
- Loose or unsecured parts.

For heavy items, a two or more people lift and carry method should be used. Heavy items should be stored appropriately such as on shelving at a suitable height to minimise the amount of back bend required. For items that are too heavy for a multiple person lift and carry method or where it is not possible to conduct a multiple person lift and carry method should use a lifting and carrying aid (e.g., trolley).

Items of awkward and obscure shape should utilise a two or more persons lift and carry method to minimise any strain on the body. Again, where this is not possible, a lifting and carrying aid shall be used.

Where carry aids such as handles or wheels exist, these must be used

Loose or unsecured parts should be removed or secured prior to any manual handling commencing.

The route to be taken should be assessed beforehand to remove any obstacles that pose a risk and determine the safest and most suitable route. Whilst the shortest route is ideal, this may not always be the safest.

Persons under 18 will not participate in the manual handling of heavy items.

All injuries and accidents to any participant must be recorded and reported to the Club Welfare Officer.

4. Physical injuries caused by normal training and play:

- Affected Persons: Players, The Coaching Team, Referees
- Likely without mitigation measures in place: Level 5 (Low Risk)
- Severity without mitigation measures in place: Level 2 (Low Risk)
- Risk Rating without mitigation measures in place: Level 10 (Medium Risk)

What measures and actions are in place to mitigate risk?

Whilst injuries are commonplace, use of the correct playing equipment in most cases, minimises the severity of any injury. Therefore, Players, The Coaching Team and Referees will ensure Players have the correct playing equipment.

All teams must always carry a first aid kit. All 'Introduction to Football' qualified Coaches must have a valid, in-date and FA recognised first aid qualification at least one of which must be always present.

Where possible, qualified Referees will be used during matches where they can execute the laws of the game effectively to ensure it is played in a safe manner. When this is not possible, then 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 manner.

At least one FA 'Introduction to Football' qualified Coach (or higher) must be present.

Coaches who have undertaken this qualification are taught how to deliver training sessions in a safe manner that seeks to avoid the risk of injury.

All teams must have access to a working telephone where they can contact emergency services if required (this can be a Coach's own mobile phone). Coaches must know the full address of the ground they are at and their training venue.

Coaches must have at least one emergency contact detail for each Player and information regarding Player medical conditions readily available.

All injury and accidents must be recorded and reported to the Club Welfare Officer.

5. Dehydration and Exhaustion:

- Affected Persons: Players, The Coaching Team, Spectators, Referees
- Likely without mitigation measures in place: Level 3 (Low Risk)
- Severity without mitigation measures in place: Level 3 (Low Risk)
- Risk Rating without mitigation measures in place: Level 9 (Medium Risk)

What measures and actions are in place to mitigate risk?

Participants should ensure they bring sufficient fluids to ensure they don't get dehydrated. Where participants are under the age of 18, Parents/Guardians should ensure this. Sufficient should be interpreted as enough to last for the duration of the session taking into consideration factors including session intensity, weather conditions and temperature. Whilst water filling facilities are available at some of our venues, many do not have them, therefore participants should arrive to training and match venues with sufficient fluids. It is advisable for The Coaching Team to confirm and check with participants when they arrive that they have sufficient fluids.

In the event of continued occurrences to fail to bring sufficient (if any) fluids, for a participant under the age 18, to training or matches, then the Lead Coach will raise a concern with the Parent/Guardian with further repeated occurrences after this reported to the Club Welfare Officer.

The Coaching Team shall plan their sessions to allow for frequent drink and rest breaks for participants to prevent exhaustion and dehydration. The Coaching Team must honour a participants request to have a drink or a rest outside of a break.

During matches, The Coaching Team should listen to player requests to have rest or be substituted even in cases where they may not have sufficient subs as a replacement.

When planning training sessions, The Coaching Team will take into consideration the Players ability, weather conditions, temperature, and the intensity of previous training sessions to best determine a suitable level of intensity. The Coaching Team should constantly monitor for signs of exhaustion and dehydrations throughout.

All Coaches will be 'Introduction to Football' qualified (or higher) and at least one must be present to ensure safe challenging, yet safe training sessions and matches.

6. Extreme weather conditions:

- Affected Persons: Players, Coaches, Referees, Spectators
- Likely without mitigation measures in place: Level 2 (Low Risk)
- Severity without mitigation measures in place: Level 4 (Low Risk)
- Risk Rating without mitigation measures in place: Level 8 (Medium Risk)

What measures and actions are in place to mitigate risk?

Matches and training will only take place when weather conditions are suitable and safe. When determining if weather conditions are suitable and safe, The Coaching Team shall consider:

- Current and Forecast Weather Conditions.
- Met Office and/or Government Warnings and Advisories.
- FA and League Notices or Statements.
- The Club's Thunderstorm Guidance
- Travel Warnings and Restrictions.
- Venue Closures or Restrictions.
- The Referee's Decision.

A match or training session will be postponed if the pitch is deemed unsafe. Referees will have the final decision on whether a pitch is playable and safe. The Coaching Team 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 or extremely dangerous to access due to flooding).

Players (or Parents/Guardians for Players under 18) should ensure they are dressed

suitably for the current and potential weather conditions.

In cold and wet weather, they should ensure they have sufficient layers to stay warm and dry.

In hot weather, they should ensure they have suitable protection to sun exposure (e.g. sun hat and sunscreen) and sufficient fluids to avoid dehydration.

The Coaching Team will ensure sessions are planned appropriately to the weather conditions with allowances for drink and rest breaks.

7. Medical Emergency:

- Affected Persons: Players, Coaches, Spectators, Committee Members
- Likely without mitigation measures in place: Level 3 (Low Risk)
- Severity without mitigation measures in place: Level 4 (Low Risk)
- Risk Rating without mitigation measures in place: Level 12 (High Risk)

What measures and actions are in place to mitigate risk?

All players must be registered with the Club to participate in any footballing activities.

When registering, Players (Parent/Guardians for under 18s) must declare any medical conditions that they have alongside emergency contact details. Consent to receive basic 1st Aid needs to be given.

The Coaching Team must not allow Players who are not correctly registered to participate in any footballing activities.

The Coaching Team must have access to a Player's medical and emergency contact details in the event of a medical emergency. The Coaching Team will only have access to these details for Players in the Team they coach. The Coaching Team must have a valid and in-date Enhanced DBS certificate to access these details.

Teams must carry a first aid kit to all training sessions and matches. All Coaches must hold an FA recognised first aid qualification and least one must be always present.

There must be access to a working telephone so that emergency services can be always contacted.

The Coaching Team must know the full address of their training venue and the pitches they play at to assist the emergency services in the event of a medical emergency.

8. Safeguarding of Children and Vulnerable Adults:

- Affected Persons: Players, Coaches, Spectators, Committee Members
- Likely without mitigation measures in place: Level 2 (Low Risk)
- Severity without mitigation measures in place: Level 5 (Low Risk)
- Risk Rating without mitigation measures in place: Level 10 (Medium Risk)

What measures and actions are in place to mitigate risk?

All people working with children (under 18s) and vulnerable adults must undertake and maintain a valid Enhanced DBS check. The Enhanced DBS check is re-applied for every 3 years in line with the FA Safeguarding policy.

All Coaches working with our U18 Teams must have a FA 'Introduction to Football' (or higher) qualification. All Coaches must also hold an in-date and (appropriate to the Team they are working with) FA Safeguarding Certificate. All Coaches must hold an in date FA First Aid qualification. All Assistant Coaches must have completed the FA Playmaker Course and hold an in-date Safeguarding Children Certificate.

All Coaches working with our Adult Open Age teams must have an in-date FA Player Welfare qualification and an in-date FA 1st Aid Certificate. Where an adult open age team has Players under the age of 18 (due to being able to register at the age of 16 with these teams), then in addition to the above, all Coaches and Assistants must undertake and maintain a valid Enhanced DBS check and hold a valid and in-date FA Safeguarding Children qualification.

If an Adult Open Age team contains Players who are classed as vulnerable adults, then

all Coaches and Assistant Coaches must undertake and maintain a valid Enhanced DBS check. In addition, Coaches must possess a valid and in-date FA Player Welfare qualification.

The Coaching Team must be on the team's list of authorised people and linked to the team on the England Football Club Portal 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 (e.g. only helps put up or take down the goals) does not require an Enhanced DBS certificate.

For youth (under 18) teams, only Coaches and Assistants who possess a valid Enhanced DBS check, are on the list of authorised people and are linked to the team on the England Football Club Portal FA will be allowed to enter the perimeter of the pitch. All non-authorised Coaches and helpers must remain outside of the fence or barrier and the Coaches area on match days.

All Committee Members will possess a valid Enhanced DBS certificate and have completed the FA Safeguarding for Committee Members qualification.

The Club shall have at least one Welfare Officer who has undertaken the FA Welfare Officers Workshop qualification.

Players, The Coaching Teams and Parents/Guardians will be made aware of how to contact the Club Welfare Officer, the Gloucestershire FA and FA Welfare Officers and know where to find the FA Whistleblowing Policy.

The Club will maintain and regularly review a Club Safeguarding Policy.

9. Issues with the conduct of members:

- Affected Persons: Players, The Coaching Team, Spectators, Parents/Guardians, Committee Members
- Likely without mitigation measures in place: Level 4 (Low Risk)
- Severity without mitigation measures in place: Level 2 (Low Risk)
- Risk Rating without mitigation measures in place: Level 8 (Medium Risk)

What measures and actions are in place to mitigate risk?

The Club will adopt and maintain a Code of Conduct (Grassroots Code) for Adults, Adults in Youth Football and Youth.

The Club is governed by a Constitution which provides a mechanism to remove Committee Members for bad conduct.

The Club supports the FA Respect campaign and displays signage reminding people of the campaign where possible.

All youth (under 18) matches shall use a respect barrier. The Coaching Team and Spectators must be clearly separated (ideally on opposite side of the pitch).

The Club are responsible for controlling their own Spectators as per FA rules. The Coaching Team will ensure Parents/Guardians and Spectators are aware of the Grassroots Codes alongside any disciplinary measures and sanctions for non-compliance.

Players, The Coaching Team, Parents/Guardians and Spectators should report all instances to the appropriate people - this can be the league (through the Full-Time match reporting facility), the Club Secretary, the Club Welfare Officer and the Gloucestershire FA.

Where there is a child welfare concern, the Club Welfare Officer or the Gloucestershire FA Welfare Officer should be informed immediately.

Players, The Coaching Team, Parents/Guardians and Spectators will respect and protect the Referee at all times. They must not harm, attempt to harm or threaten a Referee. Any such incidents will be reported to the Gloucestershire FA, and where the Referee is under the age of 18, then the Welfare Officer at both the Gloucestershire FA and the League will be notified.

In the event that a person is in imminent danger and risk from the misconduct of another person or people, then they should contact the Police. The Coaching Team will have access to a working telephone and know the address of the venue they are playing at.

10. Data protection and fraud:

- Affected Persons: Players, The Coaching Team, Spectators, Parents/Guardians, Committee Members
- Likely without mitigation measures in place: Level 2 (Low Risk)
- Severity without mitigation measures in place: Level 3 (Low Risk)
- Risk Rating without mitigation measures in place: Level 6 (Medium Risk)

What measures and actions are in place to mitigate risk?

The Club will adopt a General Data Protection Regulation (GDPR) policy.

Data will be collected, transmitted and stored in a secure manner so that the risk of unauthorised or accidental release of data is minimised.

Access to physical data (e.g. paper forms) will 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) will be restricted by a password and the data encrypted. The Coaching Team, Players, Parents/Guardians and Committee Members will only have access to data they need. A person's password(s) should be changed regularly and be changed immediately should it (they) be compromised.

Any instances of breaches and non-compliance to GDPR should be reported to the Information Commissioners Office (ICO).

Teams will report as accurately as possible any expenditure and retain receipts where possible.

Teams will record and report any income received outside of the standing order and Direct Debit facilities the Club uses via the LoveAdmin System (e.g. payments made by cash).

The use of personal bank accounts to facilitate the payment of subs or other fees on behalf of the Club is not 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).

Cheques and electronic bank transfer payments must be authorised by at least 2 signatories.

The Club will 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 will 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, however it will be made clear that no commitment, financial obligation or contract can be agreed until the Club Management Committee approve.

The Club Accounts will be audited every 3 years. Yearly Accounts will be presented annually at the Club AGM.

11. Photography and Video, Social Media and Communications:

- Affected Persons: Players, The Coaching Team, Spectators, Parents/Guardians, Committee Members
- Likely without mitigation measures in place: Level 4 (Low Risk)
- Severity without mitigation measures in place: Level 2 (Low Risk)
- Risk Rating without mitigation measures in place: Level 8 (Medium Risk)

What measures and actions are in place to mitigate risk?

The Club will adopt and maintain a photography and video policy.

Players, The Coaching Team and Parents/Guardians will 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 and only after

checking that consent has been given.

The Club will adopt a Social Media policy in alignment with the FA Social Media Policy. Access to the Club Social Media accounts will be controlled so that only authorised people are able to make statements through them.

Players, The Coaching Team and Parents/Guardians will not communicate directly with players under 18 in alignment with the Club and FA Safeguarding Policies. The Coaching Team can, however, use such platforms to communicate with Parents/Guardians.

Players and The Coaching Teams must 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. Statements may be misinterpreted and not represent the holistic view of Club and its Members.

The Club will 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.