


Newcastle Benfield Juniors FC General Risk Assessment

Assessed by:	Name:	Michael Delaney (CMIOSH)	Position:	Health & Safety Consultant	Date:	26/03/2021
	Signed:			RA001 Revision 04 – Newcastle Benfield Juniors FC General Risk Assessment		

Description of Work:	Junior Football Club
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Hazard	Potential Consequences & people affected	Risk Rating L/M/H	Existing Control Measures	Residual Risk Rating L/M/H	Additional Control Measures	Residual Risk Rating L/M/H
Volunteer fitness to work	Fatigue and/or stress due to pre-existing injuries or illnesses Volunteer(s) Member(s) of the public	H	<ul style="list-style-type: none"> <input type="checkbox"/> Health questionnaire to be completed by all volunteers prior to commencing duties. <input type="checkbox"/> Volunteers have a responsibility to inform the club chairman of health issues that could affect their ability to volunteer. Such as prescription medication, fear/phobia or specific health elements that could affect their ability to undertake a task safely. <input type="checkbox"/> Volunteers that require support should contact their GP, which gives access to advice, guided support and, if appropriate, treatment from experts in mental health and wellbeing. 	L	Monitor & Review	L
Training sessions with vulnerable people	Stress, anxiety and mental health issues.	H	<ul style="list-style-type: none"> <input type="checkbox"/> Training sessions should be pre-booked via the club secretary to restrict the volume of people attending the club at a time. <input type="checkbox"/> No entry to site until the specified training time, coaches may arrive earlier to set up sessions. <input type="checkbox"/> Sessions should be communicated by the coach 	L	Monitor & Review	L

	Volunteer(s) Member(s) of the public		<p>to all parents specifying the arrival time, location on the grass area (provided by the club secretary) and session content / duration.</p> <ul style="list-style-type: none"> ❑ Sessions should always have another adult present to be able to view the session for safeguarding. If this cannot be achieved the session should end immediately. ❑ Volunteers should wear club attire at all times whilst undertaking volunteering activities, so they are recognisable 			
Access & Egress	Struck by moving vehicles, Fatality, broken bones & bruising Volunteer(s) Member(s) of the public	H	<ul style="list-style-type: none"> ❑ Good housekeeping standards to be maintained. ❑ Designated parking bays. ❑ Designated parent waiting area for those attending training to keep segregation. ❑ 2m social distancing signage. ❑ All children should be supervised by a responsible adult whilst on site and not be left unattended. ❑ All sessions / fixtures should be conducted within daylight hours. If this is cannot be achieved, then a suitable site should be used with fixed permanent lighting. 	L	Monitor & Review	L
Slips, Trips & Falls	Serious injury, breaks, bruising, cuts. Volunteer(s) Member(s) of the public	M	<ul style="list-style-type: none"> ❑ Footwear with sufficient grip and no dangling laces. ❑ Good housekeeping standards to be maintained at all times. ❑ Floor area and pedestrian walkways to be kept clear. ❑ Leaks and spills to be cleaned up. ❑ Adequate lighting. ❑ Effective cable management 	L	Monitor & Review	L

Hazard	Potential Consequences & people affected	Risk Rating L/M/H	Existing Control Measures	Residual Risk Rating L/M/H	Additional Control Measures	Residual Risk Rating L/M/H
Manual Handling	Muscular strain, cuts, serious injury. Volunteers	M	<ul style="list-style-type: none"> ❑ Assess the manual handling activity through a TILE assessment: Task, Individual Load and Environment. ❑ Volunteers to be trained and competent in carrying out operations. ❑ Volunteers to follow manual handling training and guidance detailed in their manual handling risk assessment. ❑ Volunteers to carry out a Dynamic risk assessment of the route and ensure there are no slip, trip or fall hazards along the route or any other hazards that could cause personal injury to the Volunteer. ❑ Footwear with sufficient grip and no dangling laces. Under no circumstances shall open toed footwear be worn. ❑ Assess the following before attempting to move any load: Size – Shape – Rigidity – Weight – Resistance to movement – Body position – Frequency. ❑ Volunteer should carry out warm up exercises prior to undertaking any manual handling activities. ❑ Where team handling is required to load/unload vehicles or move equipment and social distancing cannot be maintained all persons involved with team handling must wear face masks to prevent the transmission of COVID-19. ❑ Any pre-existing injuries which may be affected by manual handling shall be discussed with the club chairman where applicable prior to carrying out any manual handling activities. It will then 	L	Monitor & Review	L

			<p>be decided if the manual handling tasks are safe to proceed with.</p> <ul style="list-style-type: none"> ❑ Where necessary break the load up in to smaller more manageable loads. ❑ Treat unfamiliar loads with caution. ❑ Sharp objects to be handled with extreme care. ❑ Never move anything that is too heavy, recognise your limitations and do not over exert yourself. ❑ When carrying and moving loads, lifting handles shall be utilised when available. ❑ Start in a good posture. At the start of the lift, slight bending of the back, hips and Knees is preferable to fully flexing the back (stooping) or fully flexing the hip and knees (squatting). ❑ Keep the load close to your core body. This will minimise the strain on your body and reduce risk of injury. ❑ Do not twist when carrying a load, turn with your feet not your body. 			
Falling Objects	<p>Serious injury, cuts, bruises & eye injury.</p> <p>Volunteer(s) Member(s) of the public</p>	M	<p>Controls listed in the manual handling section of this risk assessment shall be followed:</p> <ul style="list-style-type: none"> ❑ Footwear with sufficient grip and no dangling laces. Under no circumstances shall open toed footwear be worn. ❑ The responsible person shall be made aware of any dropped objects immediately to arrange cleaning if required. ❑ If there is broken glass, this shall be reported immediately to the responsible person so that they can arrange safe clean up and disposal. ❑ If liquids are present, this shall be reported immediately to the responsible person so that they can arrange safe clean up and disposal. ❑ Do not leave the area of a dropped object / spillage, make others aware and ask another volunteer to seek support. 	L	Monitor & Review	L

Hazard	Potential Consequences & people affected	Risk Rating L/M/H	Existing Control Measures	Residual Risk Rating L/M/H	Additional Control Measures	Residual Risk Rating L/M/H
Fire	Fire, fatality, serious injury, burns & property damage Volunteer(s) Member(s) of the public	H	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteers & public to follow emergency procedures. <input type="checkbox"/> Volunteers & public to familiarise themselves with site fire escape routes and assembly points. <input type="checkbox"/> Volunteer & public to familiarise themselves with fire safety signage around the site. <input type="checkbox"/> Fire risk assessment completed. <input type="checkbox"/> Escape routes are kept clear and free from obstructions. <input type="checkbox"/> Fire exits kept clear. 	L	Monitor & Review	L
Head injury	Concussion Volunteer(s) Member(s) of the public	H	<p>All volunteers have completed the FA Concussion Guidelines Course.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Go to A&E after a head injury if a player has: <ul style="list-style-type: none"> ○ Been knocked out but have now woken up. ○ Been vomiting since the injury. ○ A headache that does not go away with painkillers. ○ A change in behaviour, like being more irritable. ○ Problems with memory. ○ A blood clotting disorder (like haemophilia) or take blood-thinners (like warfarin). ○ Had brain surgery in the past. <input type="checkbox"/> Call 999 if a player has hit their head and has: <ul style="list-style-type: none"> ○ Been knocked out and has not woken up. ○ Difficulty staying awake or keeping their eyes open. ○ A fit (seizure). 	L	Monitor & Review	L

			<ul style="list-style-type: none"> ○ Problems with their vision. ○ Clear fluid coming from their ears or nose. ○ Bleeding from their ears or bruising behind their ears. ○ Numbness or weakness in parts of their body. ○ Problems with walking, balance, understanding or speaking. <p>☐ Also call 999 if you cannot get someone to A&E safely.</p>			
Weather & Conditions	<p>Dehydration, fatigue, sunburn, freezing, windy & wet conditions.</p> <p>Volunteer(s) Member(s) of the public</p>	H	<ul style="list-style-type: none"> ☐ In hot conditions volunteers / players should use sun protection with a minimum SPF15. ☐ Available Sources of drinking water made available i.e. tap / fountain ☐ Appropriate clothing should be worn relevant to the weather conditions. ☐ In extreme conditions with excessive heat or cold, training / matches should be postponed until safe to continue. Avoid planning sessions around midday. ☐ Water breaks should be made readily available. ☐ Long & short-range weather forecasts should be utilised when planning training or fixtures. ☐ If training commences a dynamic risk assessment shall be carried out during the session and postponed if unsafe to continue. 	L	Monitor & Review	L

Hazard	Potential Consequences & people affected	Risk Rating L/M/H	Existing Control Measures	Residual Risk Rating L/M/H	Additional Control Measures	Residual Risk Rating L/M/H
COVID-19	COVID-19 infection Volunteer(s) Member(s) of the public	H	<ul style="list-style-type: none"> ❑ Government & FA COVID-19 Guidelines to be adhered to at all times. ❑ Volunteers / Players / Parents who are vulnerable and shielding or living with persons who are vulnerable, and shielding shall not attend training / matches or undertake volunteering activities. ❑ Volunteers / Players / Parents who are self-isolating in line with government guidelines shall not attend training / matches or undertake volunteering activities. ❑ If you experience COVID-19 symptoms e.g. a new cough or high temperature during or after volunteering, report to club chairman & welfare officer immediately. ❑ Do not share a vehicle when volunteering with members outside of your household. ❑ Before attending a training session or other football activity each participant is required to complete a self-screen check list. If the answer is 'yes' to anyone of the questions they must not attend and should follow all applicable Government Guidance. ❑ Coaches check that each participant has completed the self-screen check list before attending and confirm the self-screen checks were negative for all participants. ❑ Hand sanitizer stations are available at entry and exit points. ❑ Maximum of 1 adults per junior (under 17) at games. ❑ Guardians to wear face coverings at all times 	L	Monitor & Review	L

- where possible.
- Adults to stand a minimum of 2 metres apart at all times
 - No shouting
 - Personal hand sanitiser to be carried
 - Do not attend if you or your child have any COVID-19 symptoms
 - Please ensure you follow all venue/facility COVID-19 guidelines
 - Personal hygiene - Wash your hands thoroughly with soap and water for 20 seconds before and after each training session / match and at regular intervals during the period or where this is not possible use hand sanitiser at regular intervals. Avoid touching your face with your hands.
 - Disposable gloves, these may be used as long as the volunteer has no allergies. If they are used ensure they are replaced after each session and disposed of correctly. Avoid touching face with your hands when wearing disposable gloves.
 - Facemasks may be worn to reduce potential spreading of COVID-19.
 - Parents have been informed that their child must have their own water bottle, sun cream and any necessary medication (e.g. inhaler). All items belonging to their child should be labelled with their name and should not be used by anyone else.
 - At the end of your session when you arrive home wash your hands thoroughly with soap and water for 20 seconds and wash your clothes.
 - Social distancing - follow government guidelines for social distancing at all times by staying at least 2 metres apart from other Volunteers or members of the public.
 - Participants are required to arrive changed and


ready to exercise and leave immediately after the activity.

- ❑ Players & parents have been informed that spitting and chewing gum are not permitted. Disciplinary action will be taking against anyone found to be spitting or chewing gum.
- ❑ The sharing of equipment is limited and handled as little as possible.
- ❑ Designated personnel to regularly clean the equipment with anti-bacterial spray e.g. goalposts, balls and cones.
- ❑ Bibs should not be used unless they can be washed between sessions.
- ❑ Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches).
- ❑ If at any point you feel unsafe due to a lack of social distancing then leave the area, report to club chairman and welfare officer.
- ❑ Access to welfare facilities & handwashing within the club are made available during coaching sessions.
- ❑ If a participant develops symptoms consistent with COVID-19 during a training session the Coach will separate the participant immediately from the wider group and will be told to self-isolate and follow Government Guidelines. determine if the participant requires urgent medical attention. How to manage any medical emergency is set out below.
- ❑ In event that a session has been attended by someone showing symptoms or confirmed diagnosis, alerts need to be sent immediately to possible effected persons.
- ❑ If you have any concerns or you feel stressed or anxious, please speak with the club chairman

			<p>and welfare officer.</p> <p>Further advice and guidance can you found: https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>			
<p>Administering First Aid</p>	<p>COVID-19 infection</p> <p>First Aider</p>	H	<ul style="list-style-type: none"> <input type="checkbox"/> Contact emergency services location - Benfield Football Club, Sam Smiths Park, Cherrywood, Newcastle Upon Tyne NE6 4NU. <input type="checkbox"/> If a player gets injured, a member of their household or support bubble, can aid them, but others will still need to socially distance unless a life threatening, or serious injury necessitates compromising guidelines to provide emergency care. <input type="checkbox"/> All coaches shall have access to a first aid kit whilst training & fixtures are conducted. <input type="checkbox"/> All First Aid / Accidents should be reported to Chairman & Welfare Officer and recorded. <input type="checkbox"/> First Aider must sanitize / wash their hands thoroughly before and after providing any first aid treatment. <input type="checkbox"/> Where practical, a first aider should avoid close contact and advise the injured party what steps to take in treating their own injury (cuts & abrasions). <input type="checkbox"/> Where practical, only one First Aid Responder to provide support/treatment. <input type="checkbox"/> PPE should be worn by the first aider when responding to first aid incidents where close contact cannot be avoided - Disposable gloves 	L	<p>Monitor & Review</p>	L

			<p>(nitrile / latex) and face mask.</p> <ul style="list-style-type: none"> ❑ Where practical, provide a face mask to the injured party to wear whilst the treatment is being carried out. ❑ No reusable equipment should be returned to the first aid box unless cleaned / disinfected. ❑ Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned / disinfected thoroughly. ❑ Replenish PPE stock as appropriate. ❑ If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear to the persons mouth. Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty. ❑ Start chest compressions only until help arrives. ❑ DO NOT GIVE RESCUE BREATHS. ❑ Any person presenting symptoms consistent with COVID-19 should be treated as a suspected case. ❑ In such cases move the individual to an isolated area to minimize the risk of infection to others. 			
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Potential x Severity = Level of risk	Low		Med		Med/High		High	
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Assessed by	Michael Delaney CMIOSH - 05/07/2020	Position	H&S Consultant
Reviewed by	Michael Delaney CMIOSH - 05/08/2020	Position	H&S Consultant
Reviewed by	Michael Delaney CMIOSH - 12/02/2020	Position	H&S Consultant
Reviewed by	Michael Delaney CMIOSH - 26/03/2021	Position	H&S Consultant
Date	26/03/2021	Signature	
Date for review	30/09/2021		

	Certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Rare	1	2	3	4	5
	Severity	Negligible	Minor	Moderate	Major	Catastrophic

