

AFC Westend at Xcel RISK ASSESSMENT FORM

Venue: Elmbridge Xcel Sports Complex – Football Training Session

Date: Thursday Evenings

Completed By: Keith Harris

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Responsible to: AFC Westend Management Team

HAZARD AND RISK	DATE/S	RISK IDENTIFIED	ACTION TAKEN/PERSON NOTIFIED
<p>Access around Venue/Registration Point Risk - Staff, Participants, Public</p> <ul style="list-style-type: none"> • Busy roads, site traffic • Blind spots/bends • Poor lighting • Slips, trips, falls from wet, obstructed or uneven surfaces • Other activities – being hit by balls • Public access to venue • Stranger Danger • Other 		<ul style="list-style-type: none"> • Route from carpark/leisure centre to the playing area • Uneven surface • Public Access – Stranger Danger • 	<ul style="list-style-type: none"> • Team Managers to remain vigilant at all times. • Team Managers to check the playing surface before the session begins. • All walkway and routes clear and safe in case of emergency. • Public Liability Insurance
<p>Changing Rooms Risk - Staff, Participants, Public</p> <ul style="list-style-type: none"> • Slips - wet floors • Trips and falls – obstructions, uneven/damaged floor surfaces • Fire alarm call point? • Fire extinguishers? • Evacuation route clear? • Who is responsible for supervising? • Damaged equipment and facilities • Other 		<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • All participants will arrive ready to take part in the activity. • Team Managers to check all participants are wearing appropriate gear (footwear) prior to the session beginning.

<p>Covid-19 Risk - Leaders, Participants, Public</p> <ul style="list-style-type: none"> • Catching Covid-19 from players • Catching Covid-19 from equipment • Catching Covid-19 from center staff • Other 		<ul style="list-style-type: none"> • Personal contact within social distancing defined spacing • Equipment not disinfected 	<ul style="list-style-type: none"> • All Players asked to self-assess before attending and not to attend if showing any symptoms. • All players are responsible for monitoring their own temperature prior to arrival at Xcel and not to attend if they are high. • Social distancing emphasized throughout. • Own water bottles, kit/bibs & gloves to be worn • Players asked to social distance when leaving bags by side of pitch in allocated spots • All sessions to take place outdoors on a 3G Football Pitch. • Clear entry and exit signage. • Equipment cleaned after use. • Current FA & Government guidelines followed.
<p>Pitch Risk - Staff, Participants, Public</p> <ul style="list-style-type: none"> • Security arrangements to prevent unauthorized access • Foreign objects – sharps, animal faeces • Astro turf – friction burns • Other 		<ul style="list-style-type: none"> • Security arrangements • Astro burns • Coach Equipment 	<ul style="list-style-type: none"> • AFCWE Team Managers are responsible for being vigilant at all times for any public access • AFCWE Team Managers to check the pitch prior to session for any harmful objects and remove them immediately. • Any 3G burns or spillages, all coaches are to alert the venue operations manager to remove hazards. • Should a session be cancelled due to weather, all participants will be notified prior to the session by the AFCWE Management Team. • AFCWE Team Managers to check all equipment at venue (goals) before use. • Prior to the start of the session make sure all AFCWE kit is put out safely and packed away after the session.
<p>Conduct/Wellbeing of Players and staff Risk - Staff, Participants, Public</p> <ul style="list-style-type: none"> • Confirm all contact details present • Aggressive/violent behavior • Weapons? • Other 		<ul style="list-style-type: none"> • Confirm all contact details of participants are reported • Registrations for the session are present • Aggressive / violent behaviour 	<ul style="list-style-type: none"> • All contact details and medical details are noted on register and briefed to coaches prior to the start of the session. • Code of conduct is briefed and issued to players prior to the start of the session by AFCWE Team Managers during signing in period. • In the event of aggressive/violent behavior, participant told to sit out of match/session to calm down. If participant does not calm down, they will be asked to leave, or assistance will be called. Member of staff at Xcel there to assist if needed.

<p>Goals & Equipment</p> <ul style="list-style-type: none"> • Check all parts of goals • Holes in nets – entanglement • Other 		<ul style="list-style-type: none"> • Equipment in good condition • Check all parts of goals • Holes in the nets – entanglement 	<ul style="list-style-type: none"> • Goals are checked by AFCWE Team Managers for any hazards. • Goals are checked to ensure they are weighted down and secure. • Nets are checked to not endanger the players during use. • AFCWE Team Managers are to check all equipment prior to the start of the session also.
<p>First Aid Provision & Procedure</p> <ul style="list-style-type: none"> • Kit contents full • All details of medical conditions known • Where kit and record book kept? • Nearest A&E • Other 		<ul style="list-style-type: none"> • First aid kit not fully stocked • Location of kit • Details of medical conditions known • Defibrillator provision? 	<ul style="list-style-type: none"> • First aid kits to be fully stocked by AFCWE at all times. • ALL first aid kits to be located nearby at all times and to use only when appropriate. • All contact details are noted on register and briefed to coaches prior to start of session • Defibrillator station within the main leisure centre building.
<p>Footwear/Clothing</p> <ul style="list-style-type: none"> • No Jewelry • What is the policy on shin pads etc. who brings PPE? • Other 		<ul style="list-style-type: none"> • Participants with inappropriate clothing such as loose clothing, slippery shoes, dangling jewelry • Appropriate footwear • Jewelry 	<ul style="list-style-type: none"> • Check all participants are appropriately clothed pre session and ask them to remove if need be. • No jewelry to be worn at any time during the session. • Astro footwear and molded stud football boots allowed only, communicated to all players by AFCWE Team Managers prior to the start of session. • Advice given to all players on correct attire prior to the session, including rain jackets, hats and gloves if adverse weather.
<p>Sign Out Procedure/Collection</p>		<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>Weather Extremes</p> <ul style="list-style-type: none"> • Heat, sun, wind, ice, snow, waterlogging, thunder, lightning • Other 		<ul style="list-style-type: none"> • Heat, sun, wind, ice, rain, snow, thunder, lightening • Waterlogged pitch 	<ul style="list-style-type: none"> • Correct attire communicated to all players prior to the start of the session for adverse weather and players advised to stay hydrated. Should the session be cancelled due to waterlogged pitch, players are notified before session by AFCWE Team Managers.

<p>Adequate Staff</p> <ul style="list-style-type: none"> Contact details, Staffing levels Who does toilet trips? Who would accompany an ambulance? Back-up plan Other 		<ul style="list-style-type: none"> Staff levels Role and responsibilities clearly defined Appropriate qualifications for role Contact details Emergency vehicle – who accompanies Ambulance 	<ul style="list-style-type: none"> Min of 1 AFCWE Team Manager always present Correct amount of AFCWE Team Managers needed at all times. AFCWE Team Managers aware of roles and responsibilities prior to start of the session. All contact details and medical details are noted on register and briefed to coaches prior to start of session. Team Managers to have mobile phone charged and nearby in case of need to contact emergency services. Main evacuation point is Main exit Member of AFCWE Team to attend hospital if no next of kin / support member available.
<p>Access for Emergency Services</p> <ul style="list-style-type: none"> Clear route Assembly point and evacuation details Staff and participants informed? Other 		<ul style="list-style-type: none"> Ambulance parking Assembly point in evacuation Family/ next of kin made aware of accident Clear route Relevant people at facility aware Staff and participants 	<ul style="list-style-type: none"> Available from carpark, access to pitch available Carpark signed area Have all required contact info
<p>General</p> <ul style="list-style-type: none"> Manual handling – carrying equipment Other 		<ul style="list-style-type: none"> Technique of participants during session 	<ul style="list-style-type: none"> Coaching / monitoring throughout
<p>Other Potential Risks</p>			