

# LITTLETON JUNIOR FC VENUE DETAILS, EMERGENCY ACTION PLAN & COVID RISK ASSESSMENT HENRY BEAUFORT SCHOOL

## DETAILS

**Address** Artificial Grass Pitch, The Henry Beaufort School,  
East Woodhay Road, Winchester, Hampshire, SO22 6JJ

(NB An alternative car park is available via the main entrance to the school on Priors Dean Road)

### GPS Coordinates

51.081835,-1.328952

### Search map for

Henry Beaufort School SO22 6JJ

**Event** Littleton Junior FC Training & Matches · July 2021 – June 2022

### Club Officials

Simon Fletcher, Chairman · 07810182276

Mike Knowles, Club Secretary · 07765250875

Paul Burgess, Vice Chair & Facilities Officer · 07976607126

Richard Wood, Club Welfare Officer · 07921158851

## CLUB INSURANCE, POLICIES & PROCEDURES

- ✓ Personal Accident & Public Liability insurance cover
- ✓ Safeguarding children
- ✓ Adults at risk
- ✓ Social media use
- ✓ Use of photography and filming
- ✓ Anti-bullying
- ✓ Code of conduct, including acceptable behaviour
- ✓ Equality, diversity and inclusion
- ✓ Managing challenging behaviour
- ✓ Other(s): e.g. parent/carer consent

## EMERGENCY PROCEDURES

### Nearest Defibrillator

Mounted on post by fence on left-hand side of main school entrance

### Emergency Vehicle Access

Through car park Via East Woodhay Rd

### Air Ambulance Landing

Grass pitch West of school

### Designated Runner

One of two supervising coaches

## SAFEGUARDING

Please inform team manager if any player cannot be photographed.

All visitors and players must respect the club's code of conduct.

Spectators must remain behind venue's respect line at all times.

### NO DOGS

### NO SMOKING / VAPING

### NO ALCOHOL

### Designated Safeguarding Person Name & Contact Number

Richard Wood, CWO · 07921158851 [cwo@littletonjuniorfc.com](mailto:cwo@littletonjuniorfc.com)

## PLAYING COLOURS

### Shirts

Light blue & white stripes

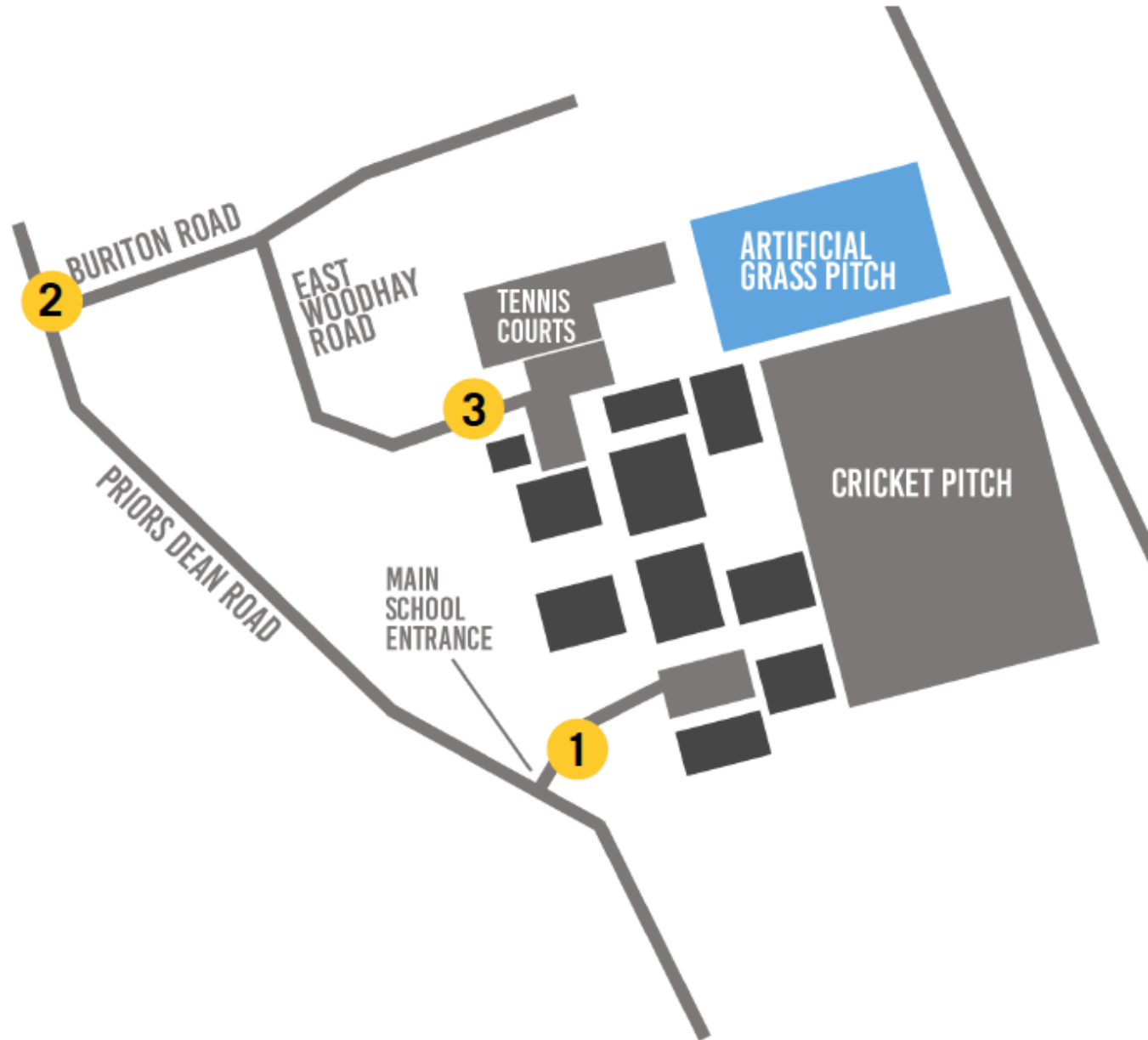
### Shorts & Socks

Light blue

### Goalkeepers

Yellow

MAP — HENRY BEAUFORT SCHOOL



## CALL 999 FROM THE PITCH

ADDRESS: ARTIFICIAL GRASS PITCH, THE HENRY BEAUFORT SCHOOL,  
EAST WOODHAY ROAD, WINCHESTER SO22 6JJ



## SEND PEOPLE TO ...

**PERSON 1** (WITH PHONE)  
RING 999 & GET DEFIB CODE,  
GO GET DEFIB FROM MAIN GATE

**PERSON 2**  
GO TO BURITON RD &  
DIRECT AMBULANCE

**PERSON 3**  
OPEN BARRIER GATE TO  
LOWER CAR PARK

AREA OF RISK	ADDITIONAL RISK IF NOT DONE?	OTHER RISK TO DISABLED PARTICIPANTS?	RISK RATING RED (IMMEDIATE ACTION), AMBER (URGENT), GREEN (BEING DONE)	SOLUTION / MITIGATION	SOLUTION / MITIGATION RAG RATING	REVIEW POST-ACTIVITY AND BY WHOM
<b>Risk assessments done for anyone carrying out high-risk roles/tasks</b>	Yes, failure to follow FA guidance especially around first aid provision could put children at unnecessary risk.	Depends on disability or impairment. Discuss with participant(s).	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with club officials and coaches, then share learning.  » Committee
<b>Covid-19 protocols briefings shared and practised with committee/volunteers</b>	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with club officials and coaches, then share learning.  » Committee
<b>Covid-19 protocols briefings done with club members</b>	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with club officials and coaches, then share learning.  » Committee
<b>Participants trained to do self-screen checks before travelling to session</b>	Yes, not doing so would put other players at risk.	None	● Amber	Ensure participants receive guidance on what is required.	● Green	Review with players parents, and coaches, then share learning.  » Committee
<b>Coaches trained to check that self-screen checks have been done and were all negative.</b>	Yes, not doing so would put other players at risk.	None	● Amber	Make sure coaches know what is required.	● Green	Review coaches, then share learning.  » Committee

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<b>Travel arrangements</b>	Inadequate measures in relation to travel could increase risk of catching Covid-19.	Stricter rules might prevent attendance, but depends on disability or impairment. Discuss with participant(s).	● Green	Follow government and FA guidance on travel. Where necessary, use masks and sanitiser to reduce risk.	● Green	Review with players parents, and coaches, then share learning.  » Committee
<b>Drop off/pick up arrangements e.g.:</b> • Accessible parking; • Signage; • Social distancing; • Managing parents.	Yes, having too many people arrive at Littleton Rec at once would compromise player safety.	Depends on disability or impairment. Current restrictions could create additional challenges. Discuss with participant(s).	● Green	Strict arrival and departure times are already in place. Players and parents already distancing.	● Green	Review with players parents, and coaches, then share learning.  » Committee
<b>Changing/showers:</b> • Closed – Covid-19; • Arrive already changed.	Unnecessary risk of catching Covid-19.	None	● Green	Players already arriving and departing changed for football.	● Green	Review with players parents, and coaches, then share learning.  » Committee
<b>Access to toilets, e.g.:</b> • Supervision; • Hand-washing and/or rub 'washing' facilities; • Paper towels and sealed bins or double-bagged.	Social distancing much harder to maintain.	Depends on disability or impairment. Discuss with participant(s).	● Green	Toilets are subject to distancing restrictions, depending on the venue, and on government and FA guidance.	● Green	Review with players parents, coaches and club, then share learning.  » Committee

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<b>Social distancing</b>	Increased risk of Covid-19 spread	Helpers and carers needed for safe-guarding purposes.	● Amber	Ensure everyone involved in the club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with coaches, then share learning.  » Committee
<b>Playing area, e.g.:</b> • Clearly marked to support social distancing	Yes, it would be harder to keep groups to maximum of 30.	None	● Green	Pitch markings in place.	● Green	Review with coaches, then share learning.  » Committee
<b>Register of attendance at sessions (to aid NHS Test and Trace if needed)</b>	Yes, we would not be able to trace all people who have come into contact with players.	None	● Amber	Players/parents must confirm participation in training and matches. Coaches must send register of attendance and self-assessment results to club Chairman and CWO after each session or match.	● Green	Review with players and parents, then share learning.  » Committee
<b>Players own named, e.g.:</b> • Water bottle; • Hand gel; • Sun cream; • Medication.	Risk of mixing up whose items are whose, potentially leading to sharing of germs.	None	● Green	All players are already bringing their own items and keeping them apart from others.	● Green	Review with players and parents, then share learning.  » Committee

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<b>Equipment, e.g.:</b> <ul style="list-style-type: none"> <li>• <b>Cleaning.</b></li> <li>• <b>Limit sharing.</b></li> <li>• <b>Hand hygiene.</b></li> </ul>	Unnecessary risk of catching Covid-19.	None	● <b>Amber</b>	Cleaning and hand sanitising already being done before and after sessions, but now need to clean equipment and encourage hand sanitising during breaks in sessions too.	● <b>Green</b>	Review with coaches, then share learning.  » Committee
<b>Planned activity, e.g.:</b> <ul style="list-style-type: none"> <li>• <b>Age-appropriate;</b></li> <li>• <b>Covid-19 – follow Government Guidance</b></li> <li>re: group size;</li> <li>• <b>Social distancing.</b></li> </ul>	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● <b>Amber</b>	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● <b>Green</b>	Review with coaches and parents. then share learning.  » Committee
<b>Self health check procedure</b>	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● <b>Amber</b>	Provide all participants with self-assessment checklist.	● <b>Green</b>	Await new government guidance, share learning if necessary.  » Committee
<b>Shouting and spitting</b>	Yes, shouting and spitting can spread germs unnecessarily.	None	● <b>Amber</b>	Discourage shouting. Ban spitting, with the threat of disciplinary action for persistent offenders	● <b>Green</b>	Review with coaches, then share learning.  » Committee

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<b>Managing injuries</b>	Yes, their injury is left untreated and possibly deteriorates.	Depends on disability or impairment. Discuss with participant(s).	● <b>Amber</b>	Parent or nominated carer to remain during entire session and administer First Aid under coaches' supervision.	● <b>Green</b>	Review with coaches and parents. then share learning.  » Committee
<b>Access to Personal Protective Equipment (PPE) for First Aiders</b>	Yes, lack of PPE could put children at unnecessary risk if they had to be treated for an injury.	None	● <b>Red</b>	Coaches must have necessary PPE before running a session.	● <b>Green</b>	Review with coaches, then share learning.  » Committee
<b>Managing someone who becomes symptomatic</b>	Virus would go unchecked and therefore spread faster than usual.	None	● <b>Amber</b>	Keep players separated as much as possible. Invite player to isolate and go home.	● <b>Green</b>	Review with coaches, then share learning.  » Committee

#### RISK ASSESSMENT COMPLETED BY

Mike Knowles, Club Secretary · 07765250875 · [secretary@littletonjuniorfc.com](mailto:secretary@littletonjuniorfc.com)  
 Simon Fletcher, Chairman · 07810182276 · [chairman@littletonjuniorfc.com](mailto:chairman@littletonjuniorfc.com)  
 Paul Burgess, Vice Chair & Facilities Officer · 07976607126 · [paul@burgeagency.com](mailto:paul@burgeagency.com)

**Updated Summer 2021**