

**RISK ASSESSMENT**  
**&**  
**INSURANCE CERTIFICATES PACK**



**2020/21 AFFILIATION NUMBER**

**W-LAN4588**

# CULCHETH ATHLETIC FC COVID-19 SAFEGUARDING RISK ASSESSMENT

This risk assessment has been developed following the FA COVID-19 Safeguarding Risk Assessment Guidance. The guidance on carrying out risk assessments during the Covid-19 pandemic for FA affiliated grassroots clubs with 16/17-year-olds and youth teams was published on 17 July 2020.

This risk assessment has been subsequently reviewed and updated in light of the new FA guidance on restarting grassroots football that was published on 24<sup>th</sup> March 2021. This reflects and aligned with the government roadmap out of lockdown which identified 4 clear steps. The implications to grassroots football for the 4 steps are summarised on page 4 of this risk assessment.

The guidance is provided below.

## INTRODUCTION

Affiliated clubs organising and/or hosting football activities have a legal duty to take reasonable care to avoid acts or omissions which are a reasonably foreseeable risk. A risk assessment is a systematic review of the tasks, jobs or processes involved when your club organises, facilitates and/or hosts football activities. The purpose is to identify the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.

Risk assessments should cover all risks, including those associated with the Covid-19 pandemic and how the club intends to ensure that its members and activities will operate within the Government guidance.

The public health crisis is constantly developing and so should clubs' response to it. Clubs are responsible for ensuring that risk assessments are completed, continually reviewed in light of changing Government guidance, feedback and observations from staff. For example, Government guidance in respect of certain 'at risk' groups and what activities are permitted may change. This may significantly impact clubs' practices and what measures need to be in place.

## RISK ASSESSMENTS – SIX KEY STEPS

Club officials and coaches should keep the below six steps in mind at all times to ensure the safety of participants.

Clubs should review the measures implemented in response to these regularly, particularly when Government advice or guidance changes.

1. Keep up to date with Government and FA guidance. Please ensure that they are followed at all times and communicate the guidelines to all individuals connected with your club. Please see the latest FA Guidance on Permitted Grassroots Activity During Covid-19 for more details click [here](#).
2. Contact the club's insurance provider to ensure that your club is suitably covered to undertake activities in the current public health crisis. See additional notes below.
3. Undertake regular risk assessments of the club's activities, ensuring that each one is named, signed and dated by those completing and approving it – see below for more details. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.
4. Adapt activities and update the club's policies in light of steps 1-3. Policies to be updated include: Health and Safety Policy; and Data Privacy Policy to cover the handling of data where clubs capture data about attendees at sessions to aid the NHS Test and Trace service.
5. Ensure that everyone – board/committee members, coaches, first aiders, volunteers, parents and players – is aware of the club's Covid-19 protocols.
6. Do not undertake an activity if the club has any concerns about the safety of club officials and/or participants.

## COMMUNICATIONS WITH PARENTS/CARERS RE ACTIVITY FOR CHILDREN

Coaching children during the current public health crisis will have its challenges, particularly with younger children.

Below is a non-exhaustive list of issues clubs may want to consider when preparing a risk assessment during the Covid-19 pandemic:

1. Communication with parents and carers is key when resuming the coaching of children. For The FA's guidance that has been published for parents and carers, see [here](#).
2. Gaining informed written consent for involvement in any activity.
  - a. Where a child is aged 15 years or younger then parents/carers must give informed written consent via a consent form or e-mail trail, before their child can take part in football activity. Clubs need to decide how they retain a record of those parents who have given consent (e.g. retain email, log consent form). NB: While The FA supports informed written self-consent from those aged 16 and 17 years of age – in these unusual times clubs may wish to seek parent/carer consent for these two age groups as well.
  - b. Clubs need to ensure that parents/carers are fully informed about any football activity being considered and the measures that are in place to ensure that the activity follows current Government guidance. Identify how the club will do this e.g. by providing written information to parents/carers outlining the activity being offered and measures being taken to manage risks via and inviting permission via a consent form (see [FA safeguarding Guidance Notes 8.2](#) for an example form), or via an e-mail.
3. Parents should be told to ensure that their child has their own water bottle, hand sanitiser, 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.
4. The period of isolation may have caused some children to become anxious or unsure about resuming activity. Clubs should only support their return to football when they and their parents/carers feel confident for them to do so. Clubs should offer to speak to parents of children about potential issues if needed and make gradual introductions if needed, particularly when needing to incorporate new protective measures.
5. For More information on safeguarding children and the suitability of staff and volunteers please see The FA's guidance found [here](#).

If consent is sought via e-mail, clubs will need to ensure they use wording such as:

By replying to this e-mail and stating **“I consent for my child to take part”**, you are confirming that you have read and understood the activities being offered to your child and agree with the measures the club has put in place to manage any risks, including its Covid-19 measures in line with current Government guidance.

A copy of the club's risk assessment/management documentation (**can be found here/is attached to this email**)

If your child has any specific medical conditions, please ensure that you discuss these with the club welfare officer and or coach and agree the best way to support your child's needs e.g. you staying to watch nearby and taking responsibility to administer the medication. For your information the club may use a form such as the one in [FA safeguarding Guidance Notes 8.2](#) to gather any relevant information from you. If your child has had Covid-19, or symptoms for more than seven days, you must seek medical approval from your family doctor before they can restart any football activity.

If you wish to withdraw consent to your child participating in any or all activities, please notify in advance, or as soon as possible.

## VENUE

### Key considerations for clubs when drafting a risk assessment:

#### 1. ARRANGEMENTS REQUIRED TO MAINTAIN SOCIAL DISTANCING

- If the venue is open to the public, consider how this will be managed in relation to the Club activity to maintain social distancing;
- Signage to direct the flow of people to assist social distancing;
- Ground markings to remind people of social distancing;
- Reduce congestion at entrances and exits;
- Access to and from toilet facilities;
- One-way systems in/out;
- Consider how parking arrangements will be affected.

#### 2. FACILITIES

- Clubs should ensure that they provide accessible facilities and comply with health and safety legislation;
- Ensure access is still provided to accessible toilets, accessible parking bays and accessible access into facilities;
- Changes to toilet facilities, their location and accessibility including access to hand-washing facilities. Consider the possibility that individuals may not be able to access a toilet to wash their hands and what alternative access to clean water could be put in place;
- Ensure participants arrive changed and ready to exercise and leave immediately after the activity.

#### 3. PROMOTE GOOD HYGIENE AND REGULARLY CLEAN FACILITIES

- Facilities and equipment must be kept clean – if the club has its own venue, ensure regular daily cleaning of the facilities. In particular, identify high contact touch points for which should be cleaned on multiple times across the day more regular cleaning (e.g. door handles, grab rails and vending machines). Follow the Public Health England guidance [here](#) for cleaning in non-healthcare settings and if a Covid-19 case is reported at the facility;
- Direct people to where they can wash their hands;
- Provide signage to remind people of the importance of washing their hands thoroughly;
- Players should be informed that spitting should be avoided, as the main mode of transmission of the virus is in respiratory secretions. In addition, clubs should consider enforcing a complete ban on chewing gum, as it is either spat out or rolled into a ball and taken out and thus poses a high risk of cross contamination. Club officials may wish to put a disciplinary measure in place in relation to spitting and chewing gum;
- Ensure participants bring their own named hand sanitiser for when soap and water is not available (use alcohol-based hand sanitiser);
- Provide paper towels for drying hands and sealed bins for placing paper towels and tissues in. If there is any concern that someone may have had symptoms of, or been infected with Covid-19, ensure these are double-bagged in line with Government guidance;
- If hiring a facility, ask for details on how the facilities are compliant with the Government's guidance and ensure club officials are familiar with the procedures that should be followed.

#### 4. TRAVELLING TO AND FROM THE VENUE

- Encourage socially-distant forms of transport (e.g. cycling and walking). All other forms of transport should be considered before public transport;
- Government guidance should be followed at all times;
- Adults and children should only travel with a member of their household or someone within their 'support bubble'. Please note that separated parents, living in different households and those in 'support bubbles' announced by Government on 10 June 2020, can also car share.

#### 5. SPECTATORS/PARENTS & GUARDIANS

- Discuss with club officials and parents the options of how best to manage social distancing amongst parents who bring their children to the activity, e.g. staying in their own cars, or in separate social-distancing 'gatherings' of up to six people.
- In line with Step 1 of the roadmap out of lockdown, no spectators are allowed at grassroots football (matches or training). However, for Junior football, one parent or guardian per child is permitted where clubs and facilities can safely accommodate this and follow appropriate guidance regarding social distancing and group limits.

		STEP 1		STEP 2	STEP 3	STEP 4
		8 <sup>th</sup> March	29 <sup>th</sup> March	No earlier than 12 <sup>th</sup> April	No earlier than 17 <sup>th</sup> May	No earlier than 21 <sup>st</sup> June
UPDATE		Schools return, including play for school-age children as part of educational provision and wraparound care – following DfE guidance.	Outdoor grassroots football returns – following all FA guidance. No spectators. No changing rooms. No hospitality.	Indoor football for under 18s returns – subject to Government approval.  Socially-distanced spectators permitted - in accordance with Government guidelines.  Changing rooms can be used – following strict Covid-19 protocols.  Outdoor food and drink allowed – following the rule of six or two households.	Organised indoor football returns – subject to Government approval.  Socially distanced spectators permitted - in accordance with Government guidelines.  Changing rooms can be used – following strict Covid-19 protocols.  Indoor food and drink allowed – following the rule of six or two households.	No legal limits on gathering.  Larger events allowed.

## HEALTH CHECKS, INJURIES AND ILLNESS

Please refer to medical training and check if a current Medical Emergency Action Plan (MEAP) has been written for the event or venue. See also The FA First Aid Guidance.

If there is a first aider or other medical personnel present, they should be equipped with the appropriate Personal Protective Equipment (PPE) before treating anyone to protect themselves and others should they need to compromise social distancing guidelines to provide medical assistance during training or matches. They should have updated themselves on any changes in first aid procedure that will be required as a result of the pandemic. This should be obtained from their training organisation or from Resuscitation Council guidance.

### 1. HEALTH CHECKS AND INSURANCE

Before travelling to the session Clubs should request that each participant undertakes the following self-screen check list before travelling to a training session or other football activity. If they answer 'yes' to any one of them they should not travel to the training session and follow all applicable Government Guidance (e.g. call NHS 111). It is important to remember some people can pass on the virus before they develop symptoms, or never have symptoms despite being infectious. Despite everyone's best efforts, these cannot be screened out of training.

Each participant should self-screen prior to arrival at training to ensure they do not have any of the following symptoms (confirmed by a parent for those under age 18), as these are potential indicators of Covid-19 infection.	Check negative	Check positive
<b>A high temperature (above 37.8°C)</b> <ul style="list-style-type: none"> <li>Some clubs may include on-site temperature checking of participants as part of their SOP, this is more relevant to clubs who employ medical staff.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A new continuous cough.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shortness of breath.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A sore throat.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loss of or change in normal sense of taste or smell.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling generally unwell.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.</b>	<input type="checkbox"/>	<input type="checkbox"/>

#### Arrival at the venue

Coaches at the club should check that each participant completed the self-screen check list before attending and if so, if the self-screen checks were negative for all participants. Ensuring everyone understands the importance of this simple process being completed before travelling is essential to avoid potential transmission.

If a participant says they forgot to self-check before their arrival, then the coach should ask them the

health check questions before they join any group at the facility. If they answer 'yes' to one or more of the questions, participants must not take part in the activity and should be told to safely return home.

#### During the session

Please refer to The FA First Aid guidance, for how to manage the situation if anyone appears to be symptomatic during the session. You can find this guidance [here](#).

## 2. INJURIES

If a player gets injured, a member of their household or support bubble, can aid them if for example they are watching from their car, but others will still need to socially distance unless a life threatening, or serious injury necessitates compromising guidelines to provide emergency care. In all cases, NHS guidance on further management should be followed.

## 3. INSURANCE

Clubs must ensure that the relevant Insurance provisions (public liability and personal accident cover) are in place and that there is suitable cover for training sessions and other football activities taking place during the Covid-19 pandemic.

Even with the insurance cover, clubs must still follow Government guidance, to ensure that they do not risk invalidating their insurance cover.



## PLANNING TRAINING SESSIONS AND OTHER FOOTBALL ACTIVITIES

### 1. EQUIPMENT

Please refer to the 'Useful information' section below for Government guidance on cleaning in non-health care settings.

Key considerations for clubs:

- Clean equipment between uses:
  - Identify who will regularly maintain the equipment hygiene e.g. balls, cones, goalposts and bibs;
  - Thoroughly clean the equipment e.g. balls, cones, goalposts, etc.;
  - Bibs should not be used unless they can be washed between sessions.
- Limit sharing of equipment where possible:
  - Ensure equipment is handled as little as possible by as few people as possible;
  - Each participant should bring to training their own water bottles, sun cream and medication each of which should be clearly labelled with their name.
- Have strict hand hygiene:
  - If individuals are going to share equipment, including balls, always ensure the individuals' hands are thoroughly cleansed using alcohol-based hand gel, if clean running water and soap are not available, before and after use.

### 2. FOOTBALL AND TRAINING ACTIVITY

- Keep a register of anyone attending sessions, to help manage 'NHS test and trace', if an infection is reported to someone present.
- Clubs should carefully plan each training session or football activity and ensure that they are structured to ensure that the Government guidance are maintained.
- Consider whether pitch markings or cones can be put in place to ensure that social distancing is maintained.

- 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). Ensure activities follow the latest guidance.
- If space allows, increase social distancing between players during heavy exertion.
- No spectators allowed under Step 1 of the roadmap. However, for Junior football, one parent or guardian per child is permitted where clubs and facilities can safely accommodate this and follow appropriate guidance regarding social distancing and group limits for safeguarding reasons.

### USEFUL INFORMATION RELATING TO COVID

- The CDC (Centres for Disease Control and Prevention) provides information on how to wash your hands, both with soap and water and hand gel, link [here](#);
- [Government guidelines on handwashing](#);
- See The FA First Aid guidance for infographics on hand washing and hand rubbing;
- Follow Public Health England guidance for cleaning in non-healthcare settings and if a Covid-19 case is reported at the facility [here](#);
- [Government's guidance on the return of sport](#).

**NB: This risk assessment does not include travel, trips and tournaments for teams or overnight accommodation as these are currently not allowed under Government guidance.**

# CULCHETH ATHLETIC JFC

## SAFEGUARDING RISK ASSESSMENT

EVENT DETAILS			VENUE DETAILS (e.g. Club)		
EVENT: (e.g. Under-10s coaching sessions)	DATE:		VENUE NAME AND ADDRESS:		
Training and matches for youth football (incl academy)	20/21 season		The Oaks Playing Fields 608 Warrington Road Risley, Warrington WA3 6BG		
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:			VENUE LEAD CONTACT NAME:		CONTACT NUMBER:
Phil Gaskell, CAFC Chairman – 07713 877556			David Wright		07762 037925
SECOND ADULT NAME, ROLE FOR SESSION AND CONTACT NUMBER:			VENUE GPS CO-ORDINATES:		WIFI ACCESS:
David Wright, CAFC Child Welfare Officer and venue owner – 07762 037925			53°26'37.0"N 2°31'23.8"W 53.443604, -2.523270		N/A
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:			<b>EMERGENCY PROCEDURES</b>		
David Wright (same as above)			Emergency Action Plan:		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
CLUB POLICIES AND PROCEDURES BEING FOLLOWED			EMERGENCY PROCEDURES		
Safeguarding children	YES	NO	Location of nearest defibrillator:		Inside 1 <sup>st</sup> equipment container
Adults at risk	✓		Name of designated runner to bring defibrillator to incident site:		N/A
Social media use	✓		Location of any access barrier keys:		N/A
Use of photograph and filming	✓		Emergency vehicle access:		Via main entrance to car park
Anti-bullying	✓		Air ambulance landing station:		On field
Code of Conduct, including acceptable behaviour	✓		<b>INSURANCE COVER</b>		
Equality, diversity and inclusion	✓		Personal Accident and Public Liability insurance cover		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Managing challenging behaviour	✓				
Other(s): e.g. parent/carer consent	✓				

# CULCHETH ATHLETIC JFC SAFEGUARDING RISK ASSESSMENT

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
Parents briefed on activity and have given informed written consent to do activity 8.2‡	Yes, all parents/carers to provide informed written consent to allow child to participate via email/WhatsApp (or other means) to team manager/coach.  Club to provide guidance and information to coaches to enable them to brief parents/carers on risks and steps taken by club to follow FA guidance and minimise risks.	Yes, possibly. Team managers/coaches are to discuss any particular concerns related to disabilities/impairments that may increase risks or make it hard to social distance.	RED	Parents/carers to be advised of clubs Covid-19 arrangements prior to consenting for their child to participate. No child will be able to participate without written (electronic) informed consent being received.  For academy, due to age child must have a parent/carer present at all times to help coaches to reinforce guidelines, in particular social distancing.	GREEN	Individual team managers/coaches will be responsible for monitoring and enforcing guidance. Majority of children social distancing and following guidance, manager/coach to take steps to reinforce with children their parents for any that persistently do not social distance/follow guidance. For academy, lead academy coach will take the lead role.
Consent to be photographed/filmed 8.2 and 8.3	Yes, all parents/carer are asked to provide informed consent to be photographed/filmed for safeguarding reasons.	N/A	RED	Parents/carers will be asked to provide consent in advance of any photographs or films being taken.	GREEN	No photographs or filming is undertaken without consent. Anyone doing so will be informed of the position by coach/manager.
Consent for contact via social media and to have info on/be visible on social media 6.1 and 6.2	Yes, all parents/carer are asked to provide informed consent for any website or social media post containing their child for safeguarding reasons.	N/A	RED	Parents/carers will be asked to provide consent in advance of any website or social media post containing their child, and no detail of individuals which may lead them to be identified is ever posted.	GREEN	Web & Social Media Officer volunteer polices website and all social media channels for the club. Any posts found to violate the policy are removed or reported.

\* Disability is a protected characteristic, under the Equality Act, 2010. Clubs should champion inclusive football activity in line with their equality and/or inclusion policies

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

‡ These numerical references refer to downloads on the safeguarding section of The FA.com [here](#)

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
<p>Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace</p>	<p>Yes, to reduce risk of further COVID-19 infection transmission (outbreaks).</p>	<p>Yes possibly, consent will be gained to obtain data to inform NHS test and trace but will extend to cover data requirements needed for this purpose only.</p>	<p>RED</p>	<p>An online protected solution which is GDPR compliant – venue tracker will be used to collate data. This secures data securely and automatically deletes records after 21 days.</p> <p>Access to this system will be restricted to club officials, therefore restricted to those with relevant safeguarding checks and training. Coaches/club officials will be briefed on this.</p> <p>Lead club officials for each team will be required to obtain details of all individuals present at matches and training, including players, spectators (parents/carers, other family members, club officials, football scouts etc)</p> <p>In addition, there will be clear signage at the home venue informing visitors to register on the tracker app before entering the site.</p>	<p>GREEN</p>	<p>Regular spot checks of the online system will be made by senior club officials to ensure it is capturing the relevant data, and disposing of it as per GDPR compliance.</p>

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Clear procedures for referring safeguarding concerns and managing allegations against staff 2.1 & 2.2 <sup>‡</sup>	Yes, especially in teams with less coach volunteers	No	AMBER	All coaching volunteers are introduced to the Child Welfare Officer on their induction. Parents/carers informed of CWO and safeguarding process through website and dedicated section in newsletter  COVID briefing note to parents to also include details on how to raise concerns during pandemic	GREEN	Child Welfare Officer reviews regularly and attends all home games.
Children and parents/carers given DSO (Designated Safeguarding Officer) details & how to raise concerns 7.1	Yes	Yes	AMBER	Club's DSO details hosted on club website. Dedicated section in newsletter to remind parent/carers of the club's DSO and how to escalate concerns  COVID briefing note to parents to also include details on how to raise concerns during pandemic	GREEN	CWO and Web & Social Media Officer to ensure adequate visibility of policies on website and in newsletters.
Staffing ratios: • Defined lead/support roles; • Supervision under-18 volunteers. 5.5	Yes, health and safety and safeguarding risk if insufficient ratios.	Yes, health and safety and safeguarding risk if insufficient ratios.	AMBER	Follow Government Covid-19 and FA guidance. Discuss risks and how being managed.	GREEN	Review learning and share across club.

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Guidance re staff conduct: <ul style="list-style-type: none"> <li>Signed Code of Conduct.</li> <li>Clarity re: acceptable/unacceptable practice. 5.2 (CWO); 10.12 (Respect Codes)<sup>‡</sup></li> </ul>	Possibly	Possibly	AMBER	Remind all club staff, in particular new volunteers, of their responsibility towards conduct and RESPECT code.  RESPECT code featured on website and in permanent section of newsletter	GREEN	Review quarterly by CWO
Risk assessments done for anyone carrying out high risk roles/tasks	Possibly, depending on role/task	Possibly, depending on role/task	AMBER	Ensure all volunteers are briefed to inform senior committee member before carrying out high risk roles/tasks	GREEN	Process will be kept under review to identify learning.
Covid-19 protocols briefings done with club members	Yes, club officials (lead coach and assistant briefed on roles and responsibilities and communication gone out to parents to gain informed consent.	Yes, individual understanding of club members checked through gaining informed consent.	RED	Coaches required to brief and gain informed consent from parents/carers for both contact training and matches (email, WhatsApp trail fine but does need to be given in writing).  On match days, COVID site briefings will be conducted by a lead coach or nominated person from team. A note on code of conduct and key points re: site will be provided by the COVID committee to aid this and ensure quality and consistency.	GREEN	Review monthly by COVID Committee and share learning across club.

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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
Covid-19 protocols briefings shared and practised with committee/ volunteers	Yes, if committee and volunteers are not aware of COVID protocols there is an increased risk of COVID infections in volunteers, children and family members. Everyone to be briefed on roles and responsibilities.	Yes, individual understanding of club officials to be checked.	RED	<p>Full FA guidance shared with all club officials, including coaches and committee.</p> <p>Government Covid-19 and FA guidance to be followed.</p> <p>To reduce risks, further targeted briefing highlighting key elements of approach including the roles responsibilities of coaches provided.</p> <p>Highlighting - First aid arrangements Self-assessment Track and trace Social distancing/infection control procedures.</p> <p>In addition, a specific procedure for match days at home venue, including note on cleaning procedures to be followed and also away match guidance.</p>	GREEN	Review monthly by COVID Committee and share learning across club.

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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
Participants trained to do self-screen checks before travelling to session	Yes, will reduce risk of infection by ensuring that children and club officials with symptoms do not attend. Lead coach (or nominated parent) briefed on roles and responsibilities.	Yes possibly, individual understanding to be checked.	RED	Manager/Lead coach or a nominated parent to contact parents prior to each training session and match to conduct self-screen checks with their child. Without confirmation of status child cannot participate.	GREEN	Review monthly by COVID Committee and share learning across club.
Coaches trained to check that self-screen checks have been done and were all negative.	Yes, will reduce risk of infection by ensuring that children and club officials with symptoms do not attend. Lead coach (or nominated parent) briefed on roles and responsibilities.	Yes possibly, will reduce risk of infection by ensuring that children and club officials with symptoms do not attend. Lead coach (or nominated parent) briefed on roles and responsibilities	RED	Coaches will be briefed on the importance of establishing procedures to check that all officials and children have self-screened prior to matches and training. The training will be via the provision of a briefing note detailing their role and responsibility and they will provide the COVID committee with confirmation that they understand their role. Additionally, coaches will be provided with the opportunity to contact the committee and/or COVID officer for clarifications	GREEN	Review monthly by COVID Committee and share learning across club.

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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
Travel arrangements (see page 7)‡ 5.4	Yes, travel only with household members or their own support bubble to reduce risk of COVID transmission.	Yes, travel only with household members or their own support bubble to reduce risk of COVID transmission.	RED	Parents/carers will be made aware that they should follow government guidance regarding travel. This is to be covered in policies being shared with parents for consent and reinforced by coaches.	GREEN	Monitor and review where possible by team coaches.
Drop off/pick up arrangements e.g.: <ul style="list-style-type: none"> <li>• Accessible parking;</li> <li>• Signage;</li> <li>• Social distancing;</li> <li>• Managing parents.</li> </ul> Apply no spectator limits as per roadmap and FA guidance (see page 7)	Yes, support social distancing by restricting close contacts to reduce risk of COVID transmission.	Yes, possibly, support social distancing by restricting close contacts to reduce risk of COVID transmission.	RED	Clearly marked one-way system in and out of The Oaks & staggered times will be used to support social distancing, plus signage reinforcing social distancing measures.  Coaches to advise parents/guardians about limits on attendance in line with government roadmap and FA guidance (e.g. step 1 maximum 1 parent or guardian per child)  Parents will be informed about the need to social distance at training and at matches and to follow guidance regarding groups of 6 and a minimum of 1m plus. Each team will nominate a responsible parent to facilitate this and encourage compliance on match days.	GREEN	Monitor and review where possible by team coaches.

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Changing/showers: <ul style="list-style-type: none"> <li>• Closed – Covid-19;</li> <li>• Arrive already changed. (see page 7) 8.4<sup>‡</sup></li> </ul>	Yes, but no access to showers and changing rooms at the Oaks	Yes, possibly but no access to showers and changing rooms at the Oaks.	RED	Players to continue to arrive changed and ready to play for both home and away matches.	GREEN	Monitor and review where possible by team coaches.
Access to toilets, e.g.: <ul style="list-style-type: none"> <li>• Supervision;</li> <li>• Hand-washing and/or rub 'washing' facilities;</li> <li>• Paper towels and sealed bins or double-bagged<sup>§</sup>. (see page 6)</li> </ul>	Yes, increased risk but as a temporary measure, toilets will be closed and inform opposition that shut. Sanitizer will be made available to support hand hygiene.	Yes, possibly if children or spectators have conditions that require access to toilets. Sanitizer will be made available to support hand hygiene.	RED	Temporary measure, toilets will be closed and the opposition to be informed. This can be reviewed if sufficient steps taken to implement regular cleaning and supply of products listed by FA in guidance.  Sanitizer will be made available at strategic locations to support hand hygiene.	AMBER	Review measures regularly by COVID Committee.

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<sup>§</sup> Double bag in line with Government Guidance, if there is concern that someone may have been symptomatic or infected with Covid-19

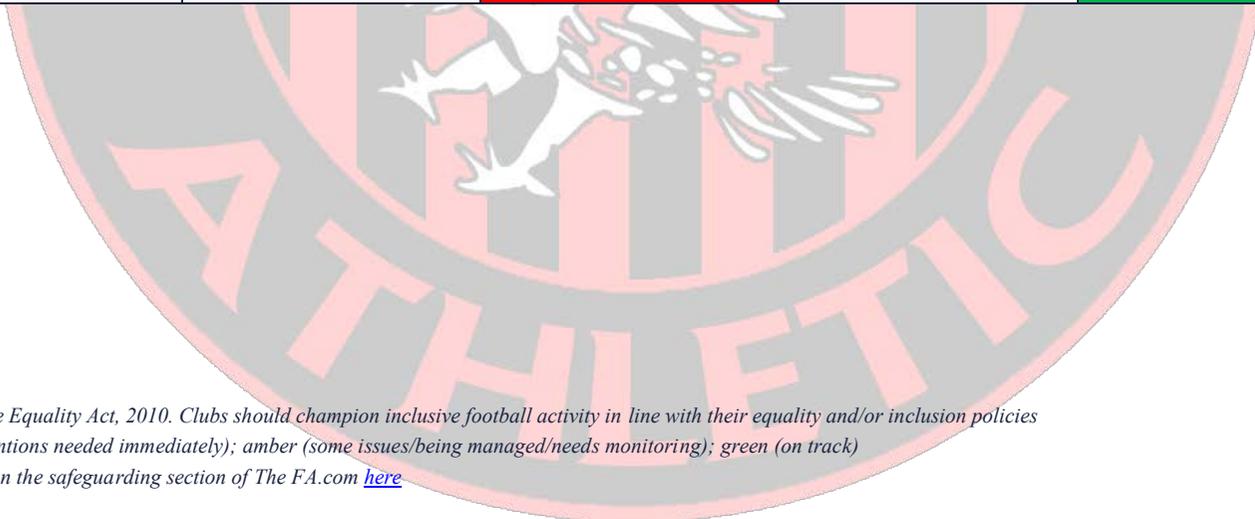
Area of risk	Is there an additional risk to children?	Is there an additional risk to disabled* or impairment-specific participants (children and adults)	Risk rating: red, amber, green (RAG) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Site boundaries, e.g.: <ul style="list-style-type: none"> <li>Public access;</li> <li>Roads;</li> <li>Location of facilities;</li> <li>Drop-off point and access to pitches/training areas.</li> </ul>	Yes, to aid social distancing measures to facilitate movement on site will be applied to reduce risk of COVID infection transmission.	Yes possibly, to be reviewed as necessary.	RED	Design layout for one-way system with areas roped off to facilitate this and clear signage. Signage: 1-way system and social distancing reminders. New system to be communicated to teams via usual mechanisms, plus coaches should advise opposition in notes provided in standard communication to opposition.	GREEN	Review measures regularly by COVID Committee.
Group size & Spectator limits 5.5 <sup>‡</sup>	Yes, coaches will apply the limits on groups sizes and spectator limits, as determined by FA guidance for safe guarding reasons and Government COVID-19 restriction limits.	Yes possibly, coaches will apply the limits on groups sizes and spectator limits, as determined by FA guidance for safeguarding reasons and Government COVID-19 restriction limits.	RED	Coaches will follow the latest FA guidance regarding group size and spectator limits, and numbers of coaches required for specific age groups. (see page 16)  Regarding spectators social distancing will be encouraged, with each team nominating a parent to take this role on match days and if relevant at training. The current group size limits detailed by government COVID guidance will be applied (currently 6)	GREEN	Review measures regularly by COVID Committee.  Review social distancing and group numbers weekly at home matches by CWO & Chairman

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Participant additional needs, e.g.: <ul style="list-style-type: none"> <li>• Deaf players (BSL signers);</li> <li>• Blind players;</li> <li>• Wheelchair accessibility;</li> <li>• Learning disability;</li> <li>• Autism;</li> <li>• ADHD;</li> <li>• Pan-disability;</li> <li>• Impairment-specific;</li> <li>• Interpreters where English not spoken.</li> </ul> 7.2 and 10 <sup>‡</sup>	Yes, possibly. Team managers/coaches are to discuss any particular concerns related to disabilities/impairments that may increase risks or make it hard to social distance.	Yes, possibly. Team managers/coaches are to discuss any particular concerns related to disabilities/impairments that may increase risks or make it hard to social distance.	RED	Coaches will adapt sessions to meet individual needs of children. In addition, parents are advised that if their child has any specific medical conditions, to ensure that they discuss these with the club welfare officer and or coach and agree the best way to support your child's needs e.g. you staying to watch nearby and taking responsibility to administer the medication.	GREEN	Monitor and review where possible by team coaches.



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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
Playing area, e.g.: <ul style="list-style-type: none"> <li>Clearly marked to support social distancing</li> </ul>	Yes, support children to maintain social distancing to reduce risk of infection transmission spread.	Yes, support children to maintain social distancing and may be other considerations to take account for should they have a disability requiring additional contact/support.	RED	Cones are to be used to de-mark zones for children during breaks in training/matches. Match and training spectators are to be placed beyond the respect barriers and be briefed to remain 1 metre plus away from each other.	GREEN	Review measures regularly by COVID Committee.  Review social distancing and group numbers weekly at home matches by CWO & Chairman
Register‡ of those who pre-book attendance at sessions (to aid NHS Test and Trace if needed)	Yes, should there be a COVID infection in team and/or person present will enable contact tracing.	Yes, should there be a COVID infection in team and/or person present will enable contact tracing.	RED	Coaches will be responsible for recording/registering all participants at their training sessions – players, coaches and spectators.  On match days, register of all players, coaches and spectators to be taken.  When playing at home, all details from opposition are to be recorded. When playing away, coaches are duty bound to provide information to opposition.	GREEN	Regular weekly spot checks of the online system will be made by senior club officials to ensure it is capturing the relevant data, and disposing of it as per GDPR compliance.

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‡ Data Privacy Policy Notices updated in line with any changes to data handling

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
Players own named, e.g.: <ul style="list-style-type: none"> <li>• Water bottle;</li> <li>• Hand gel;</li> <li>• Sun cream;</li> <li>• Medication.</li> </ul>	Yes, infection risks will be reduced though if player has own named items.	Yes, infection risks will be reduced though if player has own named items.	RED	Parents will be advised by coaches that children must supply their own water bottle, hand gel, sun-cream and medication. Water bottles to be marked/named. All other items to be labelled or kept with parent in the case of sun-cream and medication where possible.	GREEN	Monitor and review where possible by team coaches.
Planned activity, e.g.: <ul style="list-style-type: none"> <li>• Age-appropriate;</li> <li>• Covid-19 – follow Government Guidance re: group size;</li> <li>• Social distancing.</li> </ul>	Yes, activities will be planned to be age-appropriate to fit government and FA guidance and support children to social distance.	Yes possibly, activities will be planned to be age-appropriate to fit government and FA guidance and support children to social distance. This may also mean changes to ensure inclusive for all to accommodate any specific challenges that children with disabilities may need to overcome.	RED	Coaches will be required to read full FA guidelines issued by the club. Coaches will be required to confirm that they fully understand the following key elements before commencement of matches (and contact training); First aid arrangements <ul style="list-style-type: none"> <li>- Self-assessment</li> <li>- Track and trace</li> </ul> Social distancing/infection control procedures (in general and for the Oaks specifically – a note will be provided on this. Spot checks will be undertaken by committee members).	GREEN	Monitor and review where appropriate by CWO, COVID Officer, and Chairman.

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Equipment, e.g.: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• Limit sharing.</li> <li>• Hand hygiene.</li> </ul>	Yes, regular cleaning will of equipment, personal hygiene practices and limiting shared equipment will reduce risk	Yes possibly, regular cleaning will of equipment, personal hygiene practices and limiting shared equipment will reduce risk	<b>RED</b>	<p>FA guidance will be followed by coaches with specific additional information on specific protocols at the Oaks being issued to coaches.</p> <p>The additional guidance at the Oaks will highlight cleaning of touch points on goalposts, handles on rope reels, corner flags, procedures for cleaning balls during breaks in matches and location of appropriate cleaning materials to cover all of this. Sanitiser will be available on-site for hand hygiene practice.</p> <p>The overarching guidance will be shared with coaches on cleaning procedures, limiting sharing and importance of promoting hand hygiene with officials and players. Club policies on contact training and matches provided to coaches and parents.</p>	<b>GREEN</b>	Monitor and review where appropriate by CWO, COVID Officer, and Chairman.

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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
Relevant medical information in respect of participants 8.2‡	Yes, if information is unknown as particular conditions can result in worse outcomes from COVID if infected.	Yes, if information is unknown as particular conditions can result in worse outcomes from COVID if infected.	RED	Information is gathered and recorded via the club registration process. All coaches/managers have access to medical information for their players. A copy of this is kept with coach and accessible at training and matches. Parents are informed that they must inform coaches of any change to medical circumstances.	GREEN	Process will be kept under review to identify learning.
Emergency contact numbers for participants 8.2	Yes, if information is unknown.	Yes, if information is unknown.	RED	Emergency contact details are gathered and recorded via the club registration process. All coaches/managers have access to emergency contact details for their players. A copy of this is kept with coach and accessible at training and matches.	GREEN	Process will be kept under review to identify learning.

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Self-Health check procedure (see <i>Health checks &amp; insurance notes</i> )	Yes, if information is unknown, a player or official that has COVID-19 could be at a risk to others.	Yes, if information is unknown, a player or official that has COVID-19 could be at a risk to others.	RED	All coaches are to request that parents conduct a self-health check against the FA checklist prior to each training session and match. Assurance will be sought from parents. All children would be asked as part of briefing at training and prior to matches. Any child and/or official will not be allowed to participate if they say yes to any of the items on check list.	GREEN	Process will be kept under review to identify learning.
No spitting, e.g.: <ul style="list-style-type: none"> <li>Hygiene protocol;</li> <li>Disciplinary procedures.</li> </ul>	Yes, increased risk of infection if not applied.	Yes, increased risk of infection if not applied.	RED	Covered in club policies issued to parents and coaches regarding procedures.	GREEN	Monitor and review by all club volunteers.
No chewing gum, e.g.: <ul style="list-style-type: none"> <li>Hygiene protocol;</li> <li>Club disciplinary procedures.</li> </ul>	Yes, increased risk of infection and harm if not applied.	Yes, increased risk of infection and harm if not applied.	RED	See above	GREEN	Monitor and review by all club volunteers.

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Managing injuries (see <i>First Aid guidance notes</i> )	Yes, member of household to manage unless life- or limb-threatening. Where not possible, social distancing and/or use of PPE will be used.	Yes possibly, member of household to manage unless life- or limb-threatening. Where not possible, social distancing and/or use of PPE will be used.	RED	Nominated team first aiders/coaches will risk assess injuries applying social distancing rules where possible or asking a member of child's household to address minor injuries. Where injuries are significant requiring close contact or when household member not available, PPE will be used. All coaches/first aiders will be informed of the changes in the first aid procedures and confirm they understand process via coach briefing note	GREEN	Monitor and review where possible by team coaches.
Access to Personal Protective Equipment (PPE) for First Aiders (see <i>First Aid guidance notes</i> )	Yes, member of household to manage unless life- or limb-threatening. Where not possible, social distancing and/or use of PPE will be used.	Yes possibly, member of household to manage unless life- or limb-threatening. Where not possible, social distancing and/or use of PPE will be used.	RED	First aider /coach will be provided with a first aid kit with appropriate Personal Protective Equipment (PPE) to enable treatment where they need to protect themselves and others where they have to compromise social distancing guidelines to provide medical assistance during training or matches. See above for further details.	GREEN	Monitor and review where possible by team coaches.

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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) <sup>†</sup>	Solution/mitigation (Consider what if...?)	Solution/mitigation RAG rating	Review post-activity and by whom
Managing someone who becomes symptomatic (see <i>First Aid guidance notes</i> )	Yes, member of household should manage and remove the child, official or spectator.	Yes possibly, member of household should manage and remove the child, official or spectator	RED	To manage risk individual affected should be removed from training/matches preferably by member of household and/or emergency contact. The parent should be informed that they should follow all applicable Government Guidance (e.g. call NHS 111) arrange for a test and self-isolate.	GREEN	Monitor and review where possible by team coaches.
Local medical centres/first aid arrangements (see <i>First Aid guidance notes</i> )	Yes, member of household should manage and remove the child, official or spectator where appropriate.	Yes possibly, member of household should manage and remove the child, official or spectator where appropriate.	RED	Emergency plan displayed prominently on site.	GREEN	Process will be kept under review to identify learning.
Emergency evacuation procedures	Yes, social distancing in the event of an evacuation could be problematic.	Yes possibly, social distancing in the event of an evacuation could be problematic.	RED	Evacuation will need to follow one-way flow, and visitors should be advised to remain in their vehicles on the car park to support social distancing.	GREEN	Process will be kept under review to identify learning.

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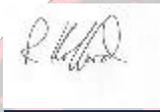
# CULCHETH ATHLETIC JFC COVID-19 RISK ASSESSMENT

## RISK ASSESSMENT COMPLETED BY:

NAME: Richard Holford

CLUB ROLE: COVID Officer

SIGNATURE:



DATE: 28 / 03 / 21

## CHECKED BY CLUB COMMITTEE MEMBER:

NAME: Phil Gaskell

CLUB ROLE: Chairman

SIGNATURE:



DATE: 28 / 03 / 2021

NAME: Dave Wright

CLUB ROLE: Child Welfare Officer

SIGNATURE:



DATE: 28 / 03 / 2021

## END NOTE:

Clubs are advised to undertake regular risk assessments of the clubs activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.



# Countycover Plus

County FA Liability Insurance Scheme | Evidence of Cover – 2020/21 season

<b>POLICY NUMBER:</b>	SL1000599924/017	
<b>INSURED:</b>	Affiliated member Clubs, Leagues and Referees of the Lancashire Football Association	
<b>PERIOD OF INSURANCE:</b>	1 July 2020, or date of affiliation if later, up to and including 30 June 2021	
<b>STEPS INSURED:</b>	Adult/Open Age Football	Step 5 and below (Mens) Tier 3 and below (Womens)
	Youth Football	All Steps
	Referees and Match Officials	Step 3 and below (Men's football) Tier 3 and below (Women's football)
<b>UNDERWRITTEN BY:</b>	Catlin Underwriting Agencies Ltd	

<b>PUBLIC &amp; PRODUCTS LIABILITY</b>	
Limit of Indemnity	£10,000,000 any one occurrence in respect of Public Liability Player to Player Defence Costs and Awards Inclusive £10,000,000 any one claim and in the aggregate in respect of Products Liability
Excess	£100 each and every claim for damage to Third Party Property, £25 in respect of each and every claim for damage to glass/windows
Amendment: It is noted and agreed that Exclusion (m) under Section 6: Public & Products Liability Section, is deleted and restated as follows:	(m) for any Bodily Injury caused, or contributed to, by any participant to any other participant whilst participating in a match, practice or training, arising from or caused by:-  I. an assault, battery or any intentional or pre-meditated or malicious or deliberate violence, criminal act or acts, or intent to cause harm or gross negligence committed or alleged to have been committed  or;  II. an act or acts committed by a member whilst under Club, League or Association suspension
<b>EMPLOYERS LIABILITY</b>	
Limit of Indemnity	£10,000,000 any one occurrence £5,000,000 terrorism and asbestos
Excess	£Nil
<b>OFFICERS &amp; COMMITTEE LIABILITY</b>	
Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate
Excess	£250 each and every claim
<b>PROFESSIONAL INDEMNITY</b>	
Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate
Excess	£100 each and every claim
<b>CYBER LIABILITY</b>	
Limit of Indemnity	£500,000 any one occurrence and in the aggregate
Excess	£250 each and every claim

Subject to the aforementioned, the affiliated league/club/referee shall observe fulfil and be subject to the terms, exclusions and conditions contained in the master policy document. A copy of the master policy is available from your County Football Association or Bluefin Sport.

## Your clubs policy schedule

**This schedule should be read in conjunction with the policy wording.**

Policy Number: SL8000599922/002121  
Insurer: Catlin Underwriting Agencies Ltd  
Bluefin Sport Ref: 11099457  
Intermediary Name: Bluefin Sport  
Insured: Culcheth Athletic Football Club  
Address: 9 Sudbrook Close  
Lowton  
Warrington  
Lancashire  
Postcode: WA3 2TZ  
County Football Association: Lancashire  
Business description: Football Club

Total Payable £456.15

*\*This amount is inclusive of Insurance Premium Tax (IPT), where applicable, and at the applicable rate. Note IPT is not payable on the Life Insurance element of the premium*

Number of Teams		Level of Cover
Adult 11 a side		Not Insured
Adult 5/7 a side		Not Insured
Adult Walking Football	0	Not Insured
Youth Under 13 and above	10	Superior Gold
Youth Under 12 and below	15	Superior Gold
Soccer Tots (i.e. up to U-6) are automatically insured for non-competitive football training		

Date of issue: 09/06/2020  
Period of Insurance: 01/07/2020 to 30/06/2021 (Both dates inclusive)  
Reason for issue: Renewal