

# Risk assessment template

---

Club / Venue name: .....  
Assessment carried out by: .....  
Date assessment was carried out: .....  
Date of next review: .....

## **Important links on managing risk:**

- [Completed example risk assessment](#)
- [Scotland's route map through and out of the crisis](#)
- [HSE Health and Safety - Risk](#)
- [Getting your facilities fit for sport](#)
- [Getting your coaches ready for sport](#)

---

## **Responsibilities of Management**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
-----------------------	------------------------------	--	---	------------------------------------	---------------	--------

---

<i>Following the guidance</i>	<i>Adults and Children attending training</i>	<i>Each Team has an appointed COVID officer who has completed and submitted their COVID-19 Officer elearning certificate, issued by Sport Scotland, to the Club COVID-19 Co-ordinator. These are available on request. In addition the Club COVID-19 Co-ordinator has also completed the Sport Scotland elearning and is responsible for maintaining the training registers for Track and Trace. The COVID-19 Co-ordinator also ensures that all SYFA guidance is shared with the coaches, secretaries and COVID-19 Officers of each team, and attends training nights to man the hygiene station and ensure COVID-19 protocols are being followed.</i>	<i>Moving to outdoor facilities maintained by WLL, the COVID-19 Co-ordinator and Committee will work with WLL to ensure that all safety protocols for outdoor activities are met.</i>	<i>(COVID-19 Co-ordinator)</i>	<i>21/09/2021</i>
<i>Reduce the spread of COVID-19</i>	<i>Adults and Children attending training</i>	<i>Staggered start and finish times are in place to minimise cross contact between team members. In addition a one way system is in place to further reduce any risks, which includes dropping children off at one point and picking them up after training at a different point to avoid groups of children or adults congregating.</i>	<i>This approach will be continued when using WLL facilities and the booking for facilities ensures that a staggered approach can be implemented safely.</i>	<i>Team COVID-19 Officers/Coach</i>	

Reduce the spread of COVID-19	Adults and Children attending training	Any equipment used is sanitised with antibacterial spray before use, and after use before being put away.	This will remain the approach for any equipment being used.	Team COVID-19 Officers	21/09/2021
Reduce the spread of COVID-19	Adults and Children attending training	All entrants into the playing area are given hand sanitiser and this is freely available for each team to use if a child or coach touches the ball or equipment. Parents have been advised to provide their child with their own drink, be dressed and ready to attend training (including tied football boots) and to 's sanitise their child's hands immediately training has ended.	Each team's COVID-19 Co-ordinator will be provided with hand sanitiser and antibacterial spray so that they can control the potential spread of COVID-19 within their own team's training session. The COVID-19 Co-ordinator will maintain overall responsibility for ensuring protocols are followed.	Team COVID-19 Officers	21/09/2021
Reduce the spread of COVID-19	Adults and Children attending training	Field of play bubbles have been created within teams to reduce the risk of cross contamination. As all training takes place outdoors, indoor rules do not apply for social distancing while training.	These field of play bubbles will continue to be used while using the outdoor facility.	COVID-19 Officer/Team Coach	21/09/2021
Reduce the spread of COVID-19	Adults and Children attending training	Qualified first aiders are appointed in every team	Adequate PPE to be provided to each First Aider	COVID-19 Co-ordinator	

## Building Essentials

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Reduce the spread of COVID-19	Adults and Children attending training	Staggered start and finish times are in place to minimise cross contact between team members. In addition a one way system is in place to further reduce any risks, which includes dropping children off at one point and picking them up after training at a different point to avoid groups of children or adults congregating.	This approach will be continued when using WLL facilities and the booking for facilities ensures that a staggered approach can be implemented safely.	Team COVID-19 Officers/Coach	21/09/2021	

## Hygiene, health & safety

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review

Reduce the spread of COVID-19

Adults and Children attending training

All entrants into the playing area are given hand sanitiser and this is freely available for each team to use if a child or coach touches the ball or equipment. Parents have been advised to provide their child with their own drink, be dressed and ready to attend training (including tied football boots) and to 's sanitise their child's hands immediately training has ended.

Each team's COVID-19 Co-ordinator will be provided with hand sanitiser and anti-bacterial spray so that they can control the potential spread of COVID-19 19 within their own team's training session. The COVID-19 Co-ordinator will maintain overall responsibility for ensuring protocols are followed.

Team COVID-19 Officers

21/09/2021

Reduce the spread of COVID-19

Adults and Children attending training

Participants are required to bring their own water bottles, which should be labelled to prevent them from being used by mistake

Team COVID-19 Officers

21/09/2021

**Cleaning**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Cleaning practice increasing risk of bacterial/viral contamination	Adults and Children attending training	Any equipment used is sanitised with antibacterial spray before use, and after use before being put away.	Frequently cleaning, disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods  Rigorous checks will be carried out by COVID officer to ensure that the necessary procedures are being followed	Team COVID-19 Officers	21/09/2021	

## Physical distancing

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Reduce the spread of COVID-19	Adults and Children attending training	Staggered start and finish times are in place to minimise cross contact between team members. In addition a one way system is in place to further reduce any risks, which includes dropping children off at one point and picking them up after training at a different point to avoid groups of children or adults congregating.	This approach will be continued when using WLL facilities and the booking for facilities ensures that a staggered approach can be implemented safely.	Team COVID-19 Officers/Coach	21/09/2021	

<i>Reduce the spread of COVID-19</i>	<i>Adults and Children attending training</i>	<i>Field of play bubbles have been created within teams to reduce the risk of cross contamination. As all training takes place outdoors, indoor rules do not apply for social distancing while training.</i>	<i>These field of play bubbles will continue to be used while using the outdoor facility.</i>	COVID-19 Officer/Team Coach	21/09/2021
<i>Reduce the spread of COVID-19</i>	<i>Adults and Children attending training</i>	<i>Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance.</i>			21/09/2021
<i>Reduce the spread of COVID-19</i>	<i>Children attending training</i>	<ul style="list-style-type: none"> <li><i>• In the current tier/level beyond 0 contact sport is allowed for all ages indoors and outdoors.</i></li> <li><i>• Social distancing is no longer madatory but people are asked to 'Give People Space'</i></li> <li><i>• Matches or practice games are permitted, and games during training sessions.</i></li> </ul>			21/09/2021

Reduce the spread of COVID-19	Adults (18+)	<ul style="list-style-type: none"> <li>• In the current tier/level beyond 0 contact sport is allowed for all ages indoors and outdoors.</li> <li>• Social distancing is no longer mandatory but people are asked to 'Give People Space'</li> <li>• Matches or practice games are permitted, and games during training sessions.</li> </ul>	21/09/2021
Reduce the spread of COVID-19	Adults and Children attending training	Coaches will maintain 1m distancing from participants all the time, where this is not possible a face covering will be worn.	21/09/2021
Reduce the spread of COVID-19	Adults (Parents attending the sessions)	Spectators are not permitted under Return to Sport guidance (only supervision) at this time, clubs are required to check with the facility if supervision is permitted. If adults are allowed to supervise then detailed are required for Test and Protect.	21/09/2021

## Symptoms of COVID-19

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
-----------------------	------------------------------	--	---	------------------------------------	---------------	--------



Users entering the premises displaying Covid-19 symptoms	Adults and Children attending training	Parents have been asked to not bring their child to training and also to advise their coach/secretary that their child or someone in their household is displaying COVID-19 symptoms. Should that person have a positive COVID-19 test, NHS Test and Protect protocols will come into play and the COVID-19 Co-ordinator has all relevant information on training attendees and contact numbers.	Scottish Government guidance should be followed at all times. Ensure records and contact details of all participants for each session are taken to aid Test & Protect.	Team COVID-19 Officers	21/09/2021

## First Aid

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
-----------------------	------------------------------	--	---	------------------------------------	---------------	--------

<p><i>Withdrawal of first aid to a person in need could put their life at risk</i></p>	<p><i>Adults and Children attending training</i></p>	<p><i>Each team had an appointed qualified first aider who has been issued the SYFA guidance. First aiders should only approach the child in an emergency situation.</i></p>	<p><i>Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.</i></p> <p><i>Strict hygiene protocols in place to be adhered to in order to reduce transmission.</i></p> <p><i>Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.</i></p>	<p><i>Circulate SYFA guidance and request confirmation from each First Aider that they have read and understood their responsibilities.</i></p> <p><i>PPE to be provided to ensure the safety of all parties</i></p>	<p><i>21/09/2021</i></p>
--	--	--	--	--	--------------------------

## Staff

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review

## Sports-specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
<p><i>All covered in previous sections</i></p>					<p><i>21/09/2021</i></p>	

## Organised coached activities

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
<p>Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines</p>	<p>Adults and Children attending training</p>	<p>Reducing the number of persons in any area to comply with the current Scottish Government guidance on physical distancing</p> <p>Staggered start &amp; finish times.</p> <p>Activities redesigned to ensure physical distancing in place, following SYFA guidance published in the Return to Football Hub</p> <p>Management checks to ensure this is adhered to</p> <p>Spectators discouraged and adults asked to wait in own vehicles or return at the end of the activity.</p> <p>One-way system in place to avoid build up of participants.</p> <p>Staff and users to be reminded regularly of the importance of physical distancing.</p>		<p>Team COVID-19 Officers</p>	<p>21/09/2021</p>	

		<i>Coaches should maintain social distancing during the session</i>			
<i>Cleaning practice increasing risk of bacterial/viral contamination</i>	<i>Adults and Children attending training</i>	<i>Robust general cleaning schedule in place</i>  <i>Cleaning tasks monitored by responsible person.</i>	<i>Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods.</i>	<i>Team COVID-19 Officers/ Coaches</i>	<i>21/09/2021</i>
<i>Limit spread of virus</i>	<i>Adults and Children attending training</i>	<i>SYFA coach: player ratios maintained</i>	<i>Consider the space available and the number of participants. Ensure that teams can remain within their 'field of play bubble' at all times and that appropriate distance between teams can be maintained.</i>	<i>Coaches</i>	<i>21/09/2021</i>

## Delivering coached activities

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
-----------------------	------------------------------	--	---	------------------------------------	---------------	--------

<p>Coaches / deliverers continuing to work if feeling unwell with COVID-19 symptoms</p>	<p>Adults and Children attending training</p>	<p>If a coach or secretary becomes unwell with any of the identified symptoms of COVID-19 they should self-isolate and follow Scottish Government guidance. Training for that team may be cancelled until outcome of COVID-19 test known.</p> <p>Up-to-date records and contact details of coaches and volunteers for each session are held by the COVID-19 Co-ordinator to aid Test &amp; Protect</p>	<p>N/A all currently in place</p>	<p>Team COVID-19 Officers</p>	<p>21/09/2021</p>
<p>Participants entering the premises with COVID-19 19 symptoms</p>	<p>Adults and Children attending training</p>	<p>Should be tactfully asked to leave / refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times</p>		<p>Team COVID-19 Officers</p>	
<p>Session activities leading to increased risk of spread of bacteria/virus</p>	<p>Adults and Children attending training</p>	<p>Activities redesigned to ensure physical distancing in place, following SYFA guidance published in the Return to Football Hub</p>	<p>Continue to follow SYFA guidance on training and coaching sessions</p> <p>Ensure coach: player ratios maintained and 'field of play' bubbles maintained</p>	<p>Team COVID-19 Officers</p>	<p>21/09/2021</p>

<p>Cleaning practice increasing risk of bacterial/viral contamination</p>	<p><i>Adults and Children attending training</i></p>	<p><i>Robust general cleaning schedule in place</i></p> <p><i>Cleaning tasks monitored by responsible person.</i></p>	<p><i>Additional time allowed for COVID-19 officers to carry out cleaning of high traffic areas between each team</i></p> <p><i>Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods.</i></p>	<p>Team COVID-19 Officers</p>	<p>21/09/2021</p>
<p><i>Withdrawal of first aid to a person in need could put their life at risk</i></p>	<p><i>Adults and Children attending training</i></p>	<p><i>Each team had an appointed qualified first aider who has been issued the SYFA guidance. First aiders should only approach the child in an emergency situation.</i></p>	<p><i>Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.</i></p> <p><i>Strict hygiene protocols in place to be adhered to in order to reduce transmission.</i></p> <p><i>Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.</i></p>	<p><i>Circulate SYFA guidance and request confirmation from each First Aider that they have read and understood their responsibilities.</i></p> <p><i>PPE to be provided to ensure the safety of all parties</i></p>	<p>21/09/2021</p>