

VERWOOD TOWN FOOTBALL CLUB PLAY PHASE RISK ASSESSMENT (U5–U6)

Session Type: Play Phase Sessions (5–6 Years)

Location: Potterne Park, Verwood

Assessment Completed by: Club Volunteers

Basis: Reasonable endeavours, reviewed by Club Committee

Review Date: Annually or after any significant incident, venue change, or change in guidance

Purpose

- To identify and reduce risks associated with play phase sessions (U5–U6) at Potterne Park.
- To cover venue safety, toilet and handwashing facilities, supervision ratios, emergency procedures, and site-specific risks.

Controls

- A parent or carer must remain on site for the entirety of every session.
- Every child must be formally registered before or at first attendance, including emergency contact, medical, and allergy details.
- At least two club registered adults must be present at every session.
- Parents and carers must be told where toilets and handwashing facilities are located before the session starts.
- Intimate care is the responsibility of the parent or carer and not the coach or volunteer.
- Session content must be fun, short, and age-appropriate with light equipment and clear boundaries.
- Venue suitability must be checked before use, including surface, access, parking, exits, toilets, and handwashing facilities.
- Sessions must stop if weather, visibility, or site conditions become unsafe.

Emergency and Reporting

- First aid to be administered by the nearest qualified person available.
- Call emergency services where required and keep access routes clear for responders.
- Log injuries, equipment defects, near misses, and safeguarding concerns promptly.
- Safeguarding concerns to be referred immediately to the Club Welfare Officer.

Risk Register

Hazard	Who is at Risk	Potential Consequences	Existing Controls	Further Actions Required
Child arrives without parent or carer, or leaves unsupervised	Children	Safeguarding concern, distress, child separation	Parent or carer present at all times; handover point confirmed; attendance recorded at start of session	Do not start session until every child has a designated adult supervisor on site
Incomplete registration or missing emergency contact or medical details	Children, adults	Delay in emergency response, safeguarding gap	Registration completed before or at first session; medical, allergy, and contact details captured	Check register before each session; do not allow unregistered children to participate
Toilet or intimate care need arising during session	Children, parents/carers	Hygiene issue, distress, safeguarding concern	Parent or carer handles all intimate care; coaches do not assist; toilet locations explained before session begins	Reinforce roles and toilet locations at every session
Poor handwashing or contaminated surfaces	Children, adults	Illness or infection spread	Handwashing facilities identified to parents and carers prior to the session	Ensure facilities are available and usable; stop session if facilities are absent
Venue unsafe for very young children	Children, adults	Trips, falls, loss of control	Venue suitability check before use; small marked area used; obvious hazards removed	Stop or relocate session if the area is unsuitable
Low supervision or unclear adult roles	Children	Lost child, poor control, safeguarding gap	At least two club registered adults present; parents remain on site throughout	Increase adult cover if session numbers increase
Weather exposure including cold, wet, heat, or wind	Children, adults	Exposure, slips, dehydration	Weather checked before session and activity adjusted accordingly	Move indoors or cancel if conditions become unsafe
Age-inappropriate equipment or session intensity	Children	Minor injury, distress, disengagement	Light and appropriate equipment used; play-led delivery throughout	Remove any unsuitable activity immediately
Medical emergency or allergic reaction	Children, adults	Life-threatening outcome, delayed emergency response	Medical and allergy information captured at registration; parent or carer present throughout session	Confirm emergency services access route before each session; parent or carer to administer any prescribed medication
Safeguarding concern involving a coach or volunteer	Children	Distress, harm, lasting psychological impact	All adults DBS checked; two club adults required at every session; CWO designated and contactable	Report immediately to the Club Welfare Officer; follow the club safeguarding procedure