

VERWOOD TOWN FOOTBALL CLUB MATCH DAY RISK ASSESSMENT

Session Type: Match Day

Location: Potterne Park and Memorial Field, Verwood

Assessment Completed by: Club Volunteers

Basis: Reasonable endeavours, reviewed by Club Committee and Welfare Officer

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

Purpose

- To identify and reduce risks associated with matches at Potterne Park and Memorial Field, Verwood.
- To cover venue safety, toilet and handwashing facilities, supervision ratios, emergency procedures, and site-specific risks.

Controls

- Inspect pitch, goals, access routes, parking, toilets, handwashing facilities, and surrounding areas before play.
- Use a minimum of two adults for any goal movement or other heavy equipment handling.
- Keep spectators away from equipment movement and unloading areas.
- Have a clear first aid and emergency access plan in place before kick-off.
- Stop activity immediately if weather, lighting, or pitch condition becomes 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
Uneven ground, holes, debris, or hidden obstructions	Players, coaches, referees, volunteers	Trips, falls, sprains, impact injuries	Pre-use pitch inspection completed; pitch suspended from use if unsafe	Record defects and escalate for repair; avoid known hazard areas
Poor weather including ice, heavy rain, lightning, strong winds, or extreme heat	All users	Slips, dehydration, heat stress, exposure	Forecast checked and session adapted or cancelled accordingly	Ensure coaches can stop activity immediately; lightning protocol followed
Abuse, intimidation, or inappropriate behaviour from players, coaches, or spectators	Children, match officials, volunteers	Distress, anxiety, safeguarding concern	Respect expectations set and communicated; welfare contact designated and present	Record all incidents and follow club procedure; refer safeguarding concerns to CWO
Vehicle movement in car parks, access roads, or near equipment areas	Pedestrians, children, volunteers	Collision, crushing, serious injury	Pedestrian and vehicle movement separated; marshalling used where possible	Restrict vehicle access during peak arrival and departure periods
Manual handling of goals including carrying from lockup approximately 300 yards to pitch	Coaches, volunteers, adults	Back injury, strains, dropped equipment, finger injuries	Competent adults only; two-person lift required at all times	Do not move goals alone; use trolley or wheels if available
Setting up and moving goals for matchday	Adults, volunteers	Crush injury, toppling, pinched fingers, muscle strain	Correct lifting technique used; goals secured after positioning; children kept clear during moves	Check all fixings before kick-off and after each move
Accessing and unloading equipment from lockup	Coaches, volunteers, adults	Entrapment, crush injury, cuts, pinch injuries	Lockup opened by authorised adults only; hands and feet kept clear of doors and equipment	Use two people at the lockup door; keep bystanders away
Slips, trips, and falls during setup and pack-down	Coaches, volunteers, adults	Bruises, sprains, fractures	Routes kept clear; suitable footwear worn; no rushing	Pause if surface is slippery or area is cluttered
Limited or delayed first aid response	All users	Worsened injury outcome	First aid kit available at all times; named first aider identified wherever possible	Keep emergency access routes clear; confirm access route before kick-off
Spectator overcrowding or encroachment onto the playing area	All users, children particularly	Collision, crush injury, safeguarding risk	Spectators kept behind marked pitch boundary throughout	Designate spectator zones before kick-off; brief responsible adults on expected standards
Suspected concussion or serious head injury	Players, coaches, referees	Worsened neurological outcome if returned to play	Concussion awareness guidance followed; player removed from activity immediately on suspicion	Player must not return to play in same session; parent or carer contacted immediately