RISK ASSESSMENT for < *Name Event*> 

Insert

Club Badge

**Safeguarding Risk Assessment 2023-2024 Season**

**This risk assessment has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA’s Safeguarding Checklist.**

* **It is intended to support Affiliated Clubs making safeguarding risk assessments where they are providing or commissioning activities for children and young people and adults at risk and/or where facilities are being hired by outside organisations.**
* **It is intended to help Affiliated Clubs ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of activities specifically for under-18s or adults at risk in disability football.**
* **The Club/ Event Leader will complete the Risk Assessment and will be signed off by the Chairman / Secretary & Club Welfare Officer.**
* **Risk Assessment will be reviewed by Club/Event Leader, Chairman / Secretary & Club Welfare Officer within 7 days of event (Tournaments/Festivals)**

**This Risk Assessment *must* be signed with a ‘wet signature’ (not electronic) by those responsible for the Assessment.**

All teams participating in the event (Tournaments/Festivals) should be sent a copy of the Risk Assessment Form.

This risk assessment is a ‘live’ document and should be updated as necessary, including during the event.

A copy of this risk assessment must be kept for your own organisation’s records and made available on request.

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| Risk assessment distribution list | | |
| Organisation | Name of organisation contact | Date of distribution |
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**COVID-19**

As we continue to adjust to the changing circumstances regarding COVID-19 it is essential you remain up to date with Government advice. Any necessary

mitigations should be included within your risk assessment.

**Section 1a: General Information**

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| Date of Assessment |  |
| Assessment completed by |  |
| Organisation |  |
| Date of event |  |
| Age Group(s) of event and description |  |
| Venue address | **Name of venue:**  **Address (include postcode):** |
| Lead Organisation contact | **Name:**  **Telephone number:**  **Email:** |
| Event Designated Welfare Officer contact, as shared with parents and players | **Name:**  **Telephone number:**  **Email:** |
| Event lead for your Club/Event *(emergency contact on the day for visiting teams)* | **Name:**  **Telephone number:**  **Email:** |
| Location (GPS co-ordinates) OR What3Words |  |

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| Defibrillator location  NB: Information on this can be found via heartsafe.org.uk |  |
| Nearest Hospital for emergencies  *NB, in the event that you need to use an ambulance, please check with attendant crew as they may not go to the nearest A&E* | **Name**:  **Address:**  **Contact Telephone:** |
| Identify location of any access barrier keys |  |
| Emergency vehicle access |  |
| Potential air ambulance landing location (if readily identified) |  |
| Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations etc., are hiring facilities, state which organisation’s safeguarding policy and procedures will be followed in the event of a concern arising. | **Name:**  **Contact information:** |

**Section 1b: Policy checklist for events hosted or facilitated by <INSERT NAME> Football Club**

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| **Ensure you have the following available** | **Attached to this Risk Assessment?** | **Checked and agreed by** |
| Safeguarding Children Policy (if applicable to participants) | Yes/No |  |
| Safeguarding Adults at Risk Policy (if applicable to participants) | Yes/No |  |
| Social Media/Photography Policy | Yes/No |  |
| Anti-bullying Policy | Yes/No |  |
| Consent for photography and filming for each player signed – blank copy (Do not attach multiple completed copies) | Yes/No |  |
| Codes of Conduct signed by players, coaching staff and parents/carers – blank copy (Do not attach multiple completed copies) | Yes/No |  |
| Changing & Showering Policy | Yes/No |  |
| Travel, Trips & Events Guidance | Yes/No |  |
| Relevant insurance | Yes/No |  |
| Completed contract agreement (if applicable) | Yes/No |  |
| Completed Medical Emergency Action Plan | Yes/No |  |

**Section 1c: Consent checklist**

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| **Consent required – consider which are relevant** | **Person under 18** | **Adult with a disability or at risk**  *(Assume adults can self-consent, unless you have reason to believe they cannot)* |
| To attend event | **Yes** | Yes/No |
| For child/children/person to be filmed and photographed | **Yes** | Yes/No |
| Consent to be contacted via social media/to access information via social media/be visible via social media | Yes/No | Yes/No |
| For child/children/person to stay away in overnight accommodation as part of a football event/activity | Yes/No | Yes/No |
| For child/children/person to travel overseas as part of a football event/activity (if applicable) | Yes/No | Yes/No |

**Section 2: Risks and mitigations**

**Section 2a: Consent**

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| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **During or post-activity review** |
| **Consent to attend the event** | Allowing persons to play without written consent.  Possibilities of forged signatures. |  | **Pre:**  **During:** |  |  |
| **Consent to be photographed or filmed** | Persons being filmed or photographed without prior written consent. |  | **Pre:**  **During:** |  |  |
| **Social media**  *Consent to be contacted via social media/to access*  *information via social media/be visible via social media* | Photographs and information being placed on social media platforms without prior written consent. |  | **Pre:**  **During:** |  |  |
| **Overnight accommodation**  *for child/children/person*  *to stay away in overnight*  *accommodation as part of a football event/activity (if applicable)* | No Risk Assessment completed of overnight accommodation.  Ratios of persons per room.  Separate rooms for adults.  Emergency exits of accommodation and meeting point, in case of emergency, not informed to individuals.  Contact number in case an individual becomes unwell during the night. |  | **Pre:**  **During:** |  |  |
| **Consent for overseas travel**  *for child/children/person to*  *travel overseas as part of a*  *football event/activity*  *(if applicable)* | No Risk Assessment completed for type of travel arrangements.  No consent forms received for persons travelling.  Ratios of responsible adults per child not taken into consideration.  Lack of information given to parents beforehand on agenda of event. |  | **Pre:**  **During:** |  |  |

**Section 2b: Suitability of staff and volunteers**

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| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Signed Code of Conduct for staff and volunteers**  *(Consider making Code of*  *Conduct available in different formats e.g. Braille, large print, additional language(s))* | Discipline issues may arise if Codes of Conduct are breached. |  | **Pre:**  **During:** |  |  |
| **Suitability of staff:**  *Where relevant, consideration should be given to*   * *DBS* * *Safeguarding education –*   *children*   * *Safeguarding education –*   *adults at risk*   * *Disability awareness* * *Any other relevant training* | Staff not holding mandatory FA qualifications for them to work and supervise young people / adults with a disability.  Staff not easily identifiable. |  | **Pre:**  **During:** |  |  |
| **Staffing ratios**  Insufficient coach-player ratios on the day | If a Manager/Coach of a team has an emergency / becomes unwell, children may be left with unsuitable supervision. |  | **Pre:**  **During:** |  |  |
| **Appointed Under-18 referees** | No communications to referees outlining plan of day.  No start/finishing time given.  No medical information & emergency contact details of referee given to organiser.  Not informing parent/carer of U18 referee who will be responsible for them.  No toilet facilities for referee.  No breaks or refreshments provided to referees.  Referees over the age of 16 years not holding an in-date FA DBS.  Referee left at end of event with no adult supervision. |  | **Pre:**  **During:** |  |  |
| **Young Leaders/Youth Council involved** | Allowing persons to assist event without written consent.  Possibilities of forged signatures.  Lack of supervision of Young Leaders during event. |  | **Pre:**  **During:** |  |  |
| **Additional volunteers where required, e.g.**   1. *Signers for deaf teams*   *b) Guides for blind teams*  *c) Helpers for wheelchair users or pan-disability players Consider enhanced safeguards*  *e.g. safety of venue, ratio of helpers, accessible toilets etc.*  *d) Interpreters for attendees who do not speak/understand English.* | Lack of provision/information made for individuals with hearing loss.  Lack of provision/information made for non-English speakers.  Lack of ratio of adults to young people /adults at risk/disabled individuals. |  | **Pre:**  **During:** |  |  |

**Section 2c: Venue**

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| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Travel arrangements**  *If the club is* ***organising*** *travel, consider all safeguarding implications. If parents need to use public transport, identify nearest bus stop, tram stop etc.* | Inadequate travel insurance taken out by the club.  If travelling to event by coach (organised by club/event organiser), lack of adult supervision on the coach.  Lack of medical equipment on coach during travelling from venue to venue. (inc. sick bucket (bag)/ medical wipes/disposable gloves).  Comfort breaks not arranged during travel. |  | **Pre:**  **During:** |  |  |
| **Drop off and pick up points**  *Consider ease of driving in and out of venue, control of numbers and proximity to pitches/meeting point.* | Drop-off and pick-up point areas not communicated to persons before event.  Drop-off and pick-up points not supervised.  No supervision given to persons from drop-off point to playing area and vice-versa. |  | **Pre:**  **During:** |  |  |
| **Car parking**  *Open access to public?*  *Disability parking bays*  *Lighting* | Inadequate signage for entrance and exit points in car park.  Car park not large enough to accommodate all vehicles (vehicles having to park on roadside).  Children unsupervised in car park.  Insufficient car park attendants.  Car park attendants not suitably identifiable (hi-visual jackets).  Safety of all persons within car park area.  No area for disabled car parking.  Car park poorly illuminated during dusk/evening. |  | **Pre:**  **During:** |  |  |
| **Changing rooms and showers** | No separate changing facilities for adults/young people.  No separate changing facilities for referees.  No suitable changing facilities for disabled persons.  Adults accessing changing areas that are being utilised by young people/adults at risk/disabled, could be abused/bullied/abducted. |  | **Pre:**  **During:** |  |  |

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| **Toilet facilities including**  **access and location** | Adults accessing toilet facilities that have been allocated to young person’s/adults at risk/ disabled.  Insufficient signage for toilet facilities.  Risk of abuse/bullying/abduction. |  | **Pre:**  **During:** |  |  |
| **Wi-Fi access** | Wi-Fi access (if applicable) not communicated beforehand.  No information of Wi-Fi Code visible. |  | **Pre:**  **During:** |  |  |
| **Other considerations:**  *Venue/site boundaries*  *General public access etc.*  *Signage and lighting* | Venue boundaries not being patrolled during event.  No separate access for members of the public and competitors.  No visible signage for entrance / exit points.  Insufficient illumination during dusk/evening hours.  No taped walkways visible (individuals walking / running between vehicles). |  | **Pre:**  **During:** |  |  |
| **Playing area**  *Goal posts, surface, pitch*  *markings, RESPECT barriers*  *Proximity of other users* | Goal posts not suitably erected.  Damaged surfaces.  Potential debris (needles etc.)  Pitches marked too close to obstructions (pond/hedge).  Entrance & exits points blocked.  Uneven ground.  Kerbs.  Insufficient lighting during evening hours.  Potential trip hazards. |  | **Pre:**  **During:** |  |  |

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| **Playing area (Special considerations where applicable)**  *Suitability for disability*  *format e.g., Powerchair*  *access; good evacuation points with signage etc.* | Insufficient access for wheelchairs.  Kerbs / uneven surfaces.  Signage for entrance/exit points/evacuation points.  Adequate surface considered in case of wet weather (emergency floor covering).  Potential debris (needles etc.)  Insufficient supervision in case of an emergency. |  | **Pre:**  **During:** |  |  |

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| **Spectator areas**   * *Appropriate space for* * *wheelchairs and mobility aids.* * *Proximity to players* | Insufficient access for wheelchairs.  Kerbs / uneven surfaces.  Signage for entrance/exit points/evacuation points.  Adequate surface considered in case of wet weather (emergency floor covering).  Insufficient supervision in case of an emergency.  No RESPECT barriers.  Insufficient space between spectators and players (spectators encroaching the playing areas). |  | **Pre:**  **During:** |  |  |
| **Public accessibility**   * *Wheelchair access* * *Car parking* * *Disabled parking* * *Clear access and exit routes on paths* * *Open access* | Inadequate signage for entrance and exit points in car park.  Car park not large enough to accommodate all vehicles (vehicles having to park on roadside).  Children unsupervised in car park.  Insufficient car park attendants.  Car park attendants not suitably identifiable (hi-visual jackets).  Safety of all persons within car park area.  No area for disabled car parking.  Car park poorly illuminated during dusk/evening.  No taped walkways visible (individuals walking / running between vehicles). |  | **Pre:**  **During:** |  |  |

**Section2d: Reporting incidents/concerns**

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| **Incident** | **Includes (not exclusively)** | **How to address** |
| **Poor behaviour** | Verbal abuse, violent conduct, lack of respect (including of property) etc. | Deal with at point of incident and follow up through your normal disciplinary processes.  Report any actions taken to County Designated Safeguarding Officer. |
| **Harmful sexual behaviour (peer on peer)** | Inappropriate behaviour in the changing rooms, inappropriate contact with a peer, sharing inappropriate pictures etc. | Stop any ongoing behaviour.  Gather details of the perpetrator and victim if possible.  Follow your safeguarding procedures. Report to Club Welfare Officer immediately. so they can escalate to County Designated Safeguarding Officer. |
| **Potential sexual abuse** | Victim or witness alerts staff to an incident where they have been touched, exposed to, or had inappropriate contact with an adult. | Ensure the victim is in a safe place.  Dial 999 and alert the police.  Use contact number on the consent form to speak with parent(s)  Ensure a member of staff stays with the victim until the police and parents arrive.  Contact your Club Welfare Officer immediately so they can report to County Designated Welfare Officer.  Follow your safeguarding procedures |

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| **Contact details for Club Welfare Officer** |  |
| **Contact details for County Designated Safeguarding Officer** | **Diane Bradshaw – 01223 209021. Mobile 07944 746853**  [**Safeguarding@cambridgeshirefa.com**](mailto:Safeguarding@cambridgeshirefa.com) |

**Section 2e: Medical**

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| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Management of allergies**  *Nuts/bees/anaphylactic shock* | Head coaches unaware of any medical requirements or allergies of their players.  Medical information not clearly listed on consent forms. |  | **Pre:**  **During:** |  |  |
| **Relevant medical information**  **in respect of participants,**  **including storage and access**  *Adults with a disability should be encouraged to provide relevant information* | Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs. |  | **Pre:**  **During:** |  |  |
| **Relevant emergency contact information for participant** | Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs.  Next of kin details unavailable for quick access in case an emergency occurs. |  | **Pre:**  **During:** |  |  |
| **First aid and medical**  **Information**  • *Qualified First Aiders*  *• Treatment Room*  *• Closest A&E to the venue*  *• Local medical centres/First*  *Aid arrangements* | Not enough First Aid persons in attendance.  No treatment room available.  Nearest A&E Department not been notified to leaders or participants/parents.  First Aid Post not clearly visible. |  | **Pre:**  **During:** |  |  |
| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Severe weather provision** | Lack of ‘back-up plan’ in case of severe weather conditions.  No advanced procedure plans distributed for evacuation/shelter if thunderstorm occurs (procedures for evacuating field of play in an orderly manner)  No suitable covering for electrical equipment/extension leads in case of bad weather. |  | **Pre:**  **During:** |  |  |
| **Emergency evacuation**  **procedures**  • *Fire evacuation plan*  *• Contingency plan for other*  *emergencies* | Individuals attending event are unaware of evacuation procedures.  No contingency plan in place before event. |  | **Pre:**  **During:** |  |  |
| **Dietary Information**  *e.g. allergies/cultural issues* | No confirmation of any dietary requirements or severe allergies when supplying refreshments to referees. |  | **Pre:**  **During:** |  |  |

**Section 2f: Playing environment**

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| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Kit** | Insufficient kit.  No shin pads (risk of broken/severe injury to legs)  Lack of warm clothing for subs.  Incorrect studs for the surface.  Rules regarding playing kit and jewelry (including piercings) |  | **Pre:**  **During:** |  |  |
| **Format of event/programme of matches** | Tournament or Festivals not affiliated to County FA.  Format of event not distributed to opposition teams / referees.  Rules of tournament not distributed.  No registration desk/tent provided for event.  Consent details not correctly checked.  Details of safeguarding contact for event not published. |  | **Pre:**  **During:** |  |  |
| **Hospitality** | Lack of water/food for players/ referees/officials.  Not informing attendees, in advance, if food available to purchase or they require to bring their own refreshments.  If hosts providing BBQ, is BBQ area suitably sectioned off and BBQ equipment safely erected and if using gas BBQ, are gas cylinders safely attached and cordoned off.  If providing refreshment/tea rooms, are there any trip areas.  Has all electrical equipment been flash tested and labelled?  Are there sufficient sanitising sprays available for keeping worktops and preparation areas clean. Have storage containers been provided for samples of food being sold/supplied, in case of food poisoning (to be stored and labelled in fridge for up to two days after event in case sample is requested by health & hygiene inspectors)  Is there a fresh supply of water for washing hands?  Are those serving refreshments suitably dressed (supplied with aprons/ hair nets/hair tied back/disposable gloves).  If using ice-cream vehicles, have their hygiene certificates been checked?  Have parking provisions been made for ice-cream vehicles?  Have ice-cream vehicle owner’s suitable insurance (in case of food poisoning). |  | **Pre:**  **During:** |  |  |

**Section 2g: Other**

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| **Area of Concern**  **See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Relevant insurance is in place e.g.**   * *Public liability cover* * *Personal accident cover* * *Car insurance* * *Travel insurance* * *Other as required* | Insufficient Public Liability Insurance cover.  Insufficient Personal Accident Insurance cover.  Has venue (if hiring outside/non club facilities) correct Public Liability Insurance. |  | **Pre:**  **During:** |  |  |
| **Supplementary**  **Communication e.g.**   * *BSL signers* * *Provision for non-English speakers* | Lack of provision/information made for individuals with hearing loss.  Lack of provision/information made for non-English speakers. |  | **Pre:**  **During:** |  |  |
| **Other** |  |  | **Pre:**  **During:** |  |  |

**Section 2h: Risk assessment approval**

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| **Risk assessment signed off** | **Full name** | **Signature\*** | **Date** |
| **Risk Assessment completed by:** |  |  |  |
| **Designated Safeguarding Officer/**  **Senior Safeguarding Lead:** |  |  |  |

\*Avoid electronic signatures

**Section 3: Review**

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| **Month/Year** | **Review Type** | **Review content** | **Further Action required** |
| **Date** | **On-site review** |  |  |
| **Date** | **Feedback from venue**  Venue Contact name:  Venue Contact details: |  |  |
| **Additional comments** | | | |
| Include feedback from participants or parents etc. | | | |

**Section 4: Guidance notes**

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| Consent (As a guide all under-18s must provide  parental/legal carer consent} | Please ensure all participating teams are reminded that they must have written consent for all players to take part in activities, including parent/carer contact details and medical information forms. |
| Staffing ratios | There must always be a minimum of 2 club officials present. Consideration must be made to the age of players, location of changing rooms and toilets. Where there are children with a disability or additional needs, you will require additional staff  Follow the guidance note 5.5, found here:  <http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>  Any U18s who are helping with coaching/refereeing are counted as children in the staffing ratios.  Participating teams should be reminded of this and be responsible for their own players during the event |
| DBS checks. | **All Club Staff Members** working with children in **club teams** must have had an FA DBS within the last 3 years and be approved on the CFA affiliation portal – remind participating teams. Volunteers who are helping at a one-off event will probably not meet the frequency threshold for an FA DBS but please ask CFA DSO if you are not sure. |
| Suitability of changing facilities | Consider your changing facilities. Do you have separate changing for match officials and each team? U18 match officials must change separately to 18+ officials. Are they lockable? Who has access? Adults should not enter changing rooms while children are changing or showering.  Let all the participating teams know about the changing facilities you have available for them and any issues which they need to be aware of (will they be able to lock the changing rooms?) |
| Relevant insurance is in place | Your insurance through affiliation may cover your participation but ensure that you have checked the venue insurance with the owner for public liability. Visiting teams may be responsible for their own personal accident insurance. Check both of these points. |
| Drop off and pick up arrangements | Participating teams are responsible for their own travel arrangements. Are parking facilities at the venue suitable for coaches/minibuses/private cars? Ensure that stewards are allocated to oversee the parking area. Are there suitable pedestrian walkways? |
| Playing area  (Goal posts, surface, pitch markings, RESPECT barriers | Who is responsible for ensuring the playing area is suitable and clear of damage/glass/needles/mess?  Make sure the goalposts are checked, pitches are correctly marked and Respect barriers in place. If goal posts need to be moved, ensure that this is only done by an adequate number of adults. |
| Parking at venue | Is parking available to visiting teams? How many spaces are available and is there any overflow parking?  Provide details of the parking for visiting teams and any costs.  Are there spaces for minibuses and coaches?  Is there a clear pedestrian path? |
| Format of event/Programme of matches | Provide details of the format of the tournament to all opposition teams, including rules and ensure you have sanction from the CFA for the event.  Ensure you have a point of contact desk for player registration, checking consent details and dealing with enquiries. |
| Hospitality, photographers, and public toilet facilities | Will you have refreshments? Consider dietary requirements. All players will need access to water and food- is this available to buy at the event or will teams need to provide their own refreshments? Teams need to be notified of the situation in advance.  Will there be an official event photographer? They will need guidance on consent and type of photography. You will also need to ensure all teams have given consent for photographs- where will they be published? How will those for whom there is no consent be identified?  Players and match officials should have access to toilet facilities, and these should not be public toilets if possible. You need to assess the risks and let opposition teams know what facilities are available. |
| First Aid | The event must have a designated First Aider with an in-date qualification and an appropriate First Aid kit. The number of First Aiders should be pro-rata to the number of participating teams  Ideally, a coach or manager should have an in-date FA Emergency Aid certificate. |
| Kit | Are players suitably equipped to play? Shin pads? Warm clothing for subs? Appropriate studs for the surface? Inform participants of rules regarding playing kit and jewelry (including piercings) |
| Medical | Teams are responsible for ensuring they have details of any relevant medical conditions or requirements for each player. This information must be stored securely and shared with coaching staff where appropriate. Medication is the responsibility of players and parents and should not be administered by coaching staff without written agreement of parent(s) /guardian(s) Actions plans must be in place for any players with additional needs. |
| AED Defibrillator | Please ensure that you have access to an AED Defibrillator - Your own? Does the venue have a Defibrillator? - use this link:  [AED Defibrillator UK Locations | Find an AED / Defibrillator (heartsafe.org.uk](https://www.heartsafe.org.uk/aed-locations)) to identify nearest location |