RISK ASSESSMENT for < *Name Event*>

Insert

CFA badge

All teams participating in the event 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.

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

**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**

|  |  |
| --- | --- |
| 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 Association *(emergency contact on the day for visiting teams)* | **Name:**  **Telephone number:**  **Email:** |
| Location (GPS co-ordinates) OR What3Words |  |

|  |  |
| --- | --- |
| 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> County FA**

|  |  |  |
| --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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 2: Consent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  | **Pre:**  **During:** |  |  |
| **Consent to be photographed or filmed** |  |  | **Pre:**  **During:** |  |  |
| **Social media**  *Consent to be contacted via social media/to access*  *information via social media/be visible via social media* |  |  | **Pre:**  **During:** |  |  |
| **Overnight accommodation**  *for child/children/person*  *to stay away in overnight*  *accommodation as part of a football event/activity (if applicable)* |  |  | **Pre:**  **During:** |  |  |
| **Consent for overseas travel**  *for child/children/person to*  *travel overseas as part of a*  *football event/activity*  *(if applicable)* |  |  | **Pre:**  **During:** |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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))* |  |  | **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* |  |  | **Pre:**  **During:** |  |  |
| **Staffing ratios** |  |  | **Pre:**  **During:** |  |  |
| **Appointed Under-18 referees** |  |  | **Pre:**  **During:** |  |  |
| **Young Leaders/Youth Council involved** |  |  | **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.*  *e) Interpreters for attendees who do not speak/understand English.* |  |  | **Pre:**  **During:** |  |  |

**Section 2c: Venue**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 CFA is* ***organising*** *travel, consider all safeguarding implications. If parents need to use public transport, identify nearest bus stop, tram stop etc.* |  |  | **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.* |  |  | **Pre:**  **During:** |  |  |
| **Car parking**  *Open access to public?*  *Disability parking bays*  *Lighting* |  |  | **Pre:**  **During:** |  |  |
| **Changing rooms and showers** |  |  | **Pre:**  **During:** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Toilet facilities including**  **access and location** |  |  | **Pre:**  **During:** |  |  |
| **Wi-Fi access** |  |  | **Pre:**  **During:** |  |  |
| **Other considerations:**  *Venue/site boundaries*  *General public access etc.*  *Signage and lighting* |  |  | **Pre:**  **During:** |  |  |
| **Overnight accommodation** *(where applicable)* |  |  | **Pre:**  **During:** |  |  |
| **Playing area**  *Goal posts, surface, pitch*  *markings, RESPECT barriers*  *Proximity of other users* |  |  | **Pre:**  **During:** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Playing area**  *Goal posts, surface, pitch*  *markings, RESPECT barriers*  *Proximity of other users* |  |  | **Pre:**  **During:** |  |  |
| **Playing area (Special considerations where applicable)**  *Suitability for disability*  *format e.g., Powerchair*  *access; good evacuation points with signage etc.* |  |  | **Pre:**  **During:** |  |  |
| **Classroom Facilities**   * *Electrical equipment* * *Wi-Fi access* * *Toilet facilities* * *Security* |  |  | **Pre:**  **During:** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Spectator areas**   * *Appropriate space for* * *wheelchairs and mobility aids.* * *Proximity to players* |  |  | **Pre:**  **During:** |  |  |
| **Public accessibility**   * *Wheelchair access* * *Car parking* * *Disabled parking* * *Clear access and exit routes on paths* * *Open access* |  |  | **Pre:**  **During:** |  |  |

**Section2d: Reporting incidents/concerns**

|  |  |  |
| --- | --- | --- |
| **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 |
| **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 |
| **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 CEO  Follow your safeguarding procedures |

|  |  |
| --- | --- |
| **Contact details for LADO** |  |
| **Contact details for CEO** |  |
| **Contact details for DSO** |  |

**Section 2e: Medical**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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* |  |  | **Pre:**  **During:** |  |  |
| **Relevant medical information**  **in respect of participants,**  **including storage and access**  *Adults with a disability should be encouraged to provide relevant information* |  |  | **Pre:**  **During:** |  |  |
| **Relevant emergency contact information for participant** |  |  | **Pre:**  **During:** |  |  |
| **First aid and medical**  **Information**  • *Qualified First Aiders*  *• Treatment Room*  *• Closest A&E to the venue*  *• Local medical centres/First*  *Aid arrangements* |  |  | **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** |  |  | **Pre:**  **During:** |  |  |
| **Emergency evacuation**  **procedures**  • *Fire evacuation plan*  *• Contingency plan for other*  *emergencies* |  |  | **Pre:**  **During:** |  |  |
| **Dietary Information**  *e.g. allergies/cultural issues* |  |  | **Pre:**  **During:** |  |  |

**Section 2f: Playing environment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  | **Pre:**  **During:** |  |  |
| **Format of event/programme of matches** |  |  | **Pre:**  **During:** |  |  |
| **Hospitality** |  |  | **Pre:**  **During:** |  |  |

**Section 2g: Other**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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* |  |  | **Pre:**  **During:** |  |  |
| **Supplementary**  **Communication e.g.**   * *BSL signers* * *Provision for non-English speakers* |  |  | **Pre:**  **During:** |  |  |
| **Other** |  |  | **Pre:**  **During:** |  |  |

**Section 2h: Risk assessment approval**

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

\*Avoid electronic signatures

**Section 3: Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

|  |  |
| --- | --- |
| Consent (As a guide all under-16s must provide  parental/legal carers 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 Association staff members** working with children in **county 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 |