

**ACTIVITY RISK ASSESSMENT 2019/20**

This risk assessment template has been designed to encompass health and safety risks generally, and specifically, safeguarding risks (in line with CPSU (Child Protection in Sport Unit) guidance and The FA’s Safeguarding Checklist). It is intended to help schools’ Associations 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.

**When to complete a Risk Assessment:**

This form must be completed whenever you are running an activity which may have U18 in attendance. For example:

* All activities involving young people or vulnerable adults on the premises
* Meetings on site involving young people
* Cup finals at external venues
* Festivals and tournaments
* Course run at external venues by the Association
* International events and overseas trips
* Association representative team fixtures and training sessions
* Any overnight trips organised by the Association

**Completing and submitting the form:**

For sanctioned football locally, the completed form must be submitted to the relevant committee of your Association.

To participate in football which is not sanctioned, the completed form must accompany your sanction request

For activity delivered directly by the ESFA (international matches, national finals), the completed form must be submitted to the NCWOs for onward consideration by the ESFA’s Safeguarding Operations Group

If you have any questions or if you need any support in completing the form, please contact:

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| --- | --- |
| **Event details** | |
| Event/activity title |  |
| Date of event/activity |  |
| Organising Association | ESFA / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CSFA / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SFA / Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organiser lead contact |  |
| ESFA Association lead contact if different |  |
| Event Child Welfare Contact |  |
| If third parties (ie venues, football coaches) are involved in delivery, does the formal agreement between the parties specify minimum health and safety (including safeguarding) arrangements? |  |
| Risk assessment (pre-event) completed by | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ |
| Risk assessment reviewed by (relevant Association committee) | Date  Notes: |
| Risk assessment review (post-event) completed by | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risk to children** | **Risk \* before Mitigation** | | | **Solution/Mitigation**  **Pre/ During/After** | **Risk \* after**  **Mitigation** | | |
| **S** | **P** | **R** |  | **S** | **P** | **R** |
| **Access to changing rooms and toilets is not controlled** | Location of changing rooms / toilets allows access to public or other adults.  Supervision of children if changing is not controlled  Necessary support for toileting is not provided | 5 | 4 | 20 | **Pre**: Assess changing room facilities location and access that the public have to them during the activity. Consider information displayed in toilets to inform children about being safe (posters on doors etc). Discuss with third party (if appropriate) arrangements for changing rooms - access by other persons not involved in event. Confirm that toilets are for sole use of children taking part in activities. Ensure toilet and changing area is lockable. Tell parents and carers that the toilets are for sole use of children. Prepare signage to confirm they are not public toilets.  Parents/carers of children who are unable to go to the toilet alone should be identified and required to stay and accompany them.  Ensure match officials’ changing area is separate to that for players.  Are there specific arrangements necessary to include those with disabilities or from minority ethnic groups or religions?  **During**: Inform adult participants of rules relating to children visiting changing rooms/toilets (going in twos or age -appropriate advice) Ensure children are told of and are aware of rules/risks  using age-appropriate language. Children should be encouraged to go to the toilet during supervised group break times. Children should always go in pairs wherever possible and adult supervisors who need to accompany them must always wait outside the building. Under no circumstances should an adult go into a toilet cubicle with a child. Under no circumstances should an adult accompany a single child to the toilet, children should always be in pairs.  Key holder for the toilets (if kept locked during the event) should be identified to all participants and always available.  **After**: Review and evaluate | 5 | 2 | 10 |
| **Supervision of children is inadequate or inappropriate** | Insufficient staff ratio to children poses a risk where children will be unsupervised during activities.  Children are exposed to staff who represent a risk to their safety and welfare | 5 | 3 | 15 | **Pre**: Inform all participants of staff to child ratio by means written information (consider including info on event application forms) Include consequences of not having correct ratio (not allowed to participate/cancellation of event)  DSO must check status of DBS checks for all those working on behalf of ESFA.  All adults travelling on behalf of ESFA on an overnight trip must have an FA DBS and a list of all adults involved in the session must be provided to the CWO in advance of the session  Are there specific arrangements necessary to include those with disabilities or from minority ethnic groups or religions?  **During**; Adults who have not had an FA DBS check must be fully supervised at all times and roles restricted.  Check and verbally confirm the correct ratios. Take appropriate action if not adhered to.  **After**: Review and evaluate | 3 | 2 | 6 |
| **Children are exposed to risk because parents are unaware of activities** | Parents/carers may not be aware of the activities.  Parents/carer will need to be contacted in case of emergencies. | 4 | 4 | 16 | **Pre**: Ensure a consent form is given to all parents/carers in good time before the event. Consent form must provide details of all activities.  **During**; Collect all consent form and check they have been completed in full. Check emergency contact information is completed and up to date. If child does not have a consent form, they should not participate.  **After** Review and evaluate | 4 | 1 | 4 |
| **Insurance cover is inadequate** | Compensation for loss or damage not provided | 4 | 4 | 16 | **Pre** Event planning should involve checking levels of insurance for activities and venue (if external) – all must have public liability and event insurance. Players advised not to leave valuables/jewellery in changing rooms. Check match officials are formally registered to avoid invalidating insurance  **During:** All incidents must be recorded in an accident book and reported immediately to ESFA CEO  **After:** Review and evaluate. Monitor incidents and adjust insurance as necessary | 3 | 2 | 6 |
| **Social media coverage exposes children to risk** | Children have access to social media.  Players have personal social media accounts and may post inappropriate comments.  Potential for bullying.  Players and spectators posting comments about matches.  Some children are looked after children and must not be identified. | 5 | 4 | 20 | **Pre**: Ensure FA Social Media guidance is shared to all participants and ensure they are aware of expectations. Decide whether mobile phones should be allowed and whether it is appropriate to for participants to use social media during the event.  **During**: Remind participants about responsible use of social media and event policy for posting social media.  **After:** Review and evaluate. Spot check any social media posts for the event. | 4 | 3 | 12 |
| **Participants are unaware of the means by which concerns about child welfare can be raised** | Potential safeguarding incidents during the event not resolved and child welfare is put at risk  Staff may not have knowledge of what to do if they are worried about a child. A child may approach a staff member to disclose abuse (either in or out of the event) and staff may not know how to refer and report. | 5 | 5 | 25 | **Pre**: Every participant must be given the Association’s CWO contact details. Every participant must be made aware of the safeguarding lead for the event who will be on site.  Safeguarding lead must be trained and CRC checked and have emergency contact details of all participants and the DSO.  All staff working with children must have FA Safeguarding Education within the last 3 years. Staff working regularly with children must have annual updates.  Are there specific arrangements necessary to include those with disabilities or from minority ethnic groups or religions?  **During**: Any incident or identified safeguarding risk must be dealt with appropriately. Lead safeguarding officer for the event must contact DSO asap.  Incidents must be written down and recorded in line with FA protocols  Staff must be made aware of the event safeguarding lead and have the contact details for the DSO, in case of whistleblowing or raising a concern.  **After**: Review and evaluate any incidents and re-risk assess event if needed. Check all staff training remains up to date. | 5 | 4 | 20 |
| **Travel and transport arrangements are unsafe** | Children may need lift to and from a venue.  Parents may expect their child is provided with transport to a venue by the organisers.  ESFA may arrange independent travel for rep team players | 4 | 4 | 16 | **Pre:** establish how children are getting to the venue. Responsibility for this is for parents and carers to manage- ensure this is reiterated in confirmation pack.  If ESFA is providing transport, the driver must be DBS checked and adequate insurance in place- check.  Children travelling alone must have written parental consent  Car parking/drop off points to be checked for safe passage  Are there specific arrangements necessary to include those with disabilities or from minority ethnic groups or religions?  **During** children should never travel in the car of any adult involved in regulated activity or in a position of trust.  **After** Review and evaluate any issues | 2 | 2 | 4 |
| **First Aid and**  **medical information is inadequate** | Children may have existing medical conditions or injuries which could be exacerbated by activity.  Children may need emergency medical treatment in case of an accident or injury.  There could be a serious medical emergency resulting in potential loss of life. | 5 | 5 | 25 | **Pre**: Medical forms to be updated regularly, check to ensure no additional requirements, ensure doctor’s details are provided. Contact DSO and/or parents to discuss any additional needs.  Written consent for emergency treatment is required for all participants.  All staff working in regulated activity need training on emergency aid and the lead First Aider for the event must be identified.  Ensure first aid box contents are checked.  Address and directions for nearest A&E to be written down and kept by staff.  Are there specific arrangements necessary to include those with disabilities or from minority ethnic groups or religions?  **During**: Incidents to be managed and recorded. Staff to be made aware of any medical conditions which might affect their ability to participate.  Medical emergencies are managed by lead First Aider.  **After**: Check accident book and review any medical emergencies and how they were managed. | 5 | 4 | 20 |
| **Images of children may be inappropriately taken and/or distributed** | Looked after children (children “in care”) or the subject of a court order may be photographed in error.  People taking photographs may share them without consent or take inappropriate photographs. | 5 | 5 | 25 | **Pre**: Participants should be referred to The FAs Responsible Use of Photography and Filming guidance.  Written consent for photographs or other visual coverage must be obtained from parents and carers of all participants.  **During**: If any child does not have consent, photographs or filming are allowed provided that the Association’s CWO has consulted with the parent/carer of the child to explain the proposed coverage and discussed the risk. They must have written acknowledgement from the parent/carer that they understand the risks and agree to their child taking part.  The Association must then ensure appropriate controls are in place to prevent images being used without permission and minimise the risks. Photographers and broadcasters to be made aware of these circumstances if appropriate.  Any immediate serious concerns regarding the taking of photographs or filming should be reported to police  **After**: Review and check any incidents and evaluate | 5 | 1 | 5 |
| **Unruly behaviour by spectators puts children at risk** | Children are subject to bullying, intimidation or physical assault by spectators | 3 | 3 | 9 | **Pre:** appropriate stewarding to be arranged. Participants to be made aware of the “Respect” agenda  Physical boundaries between players and spectators to be established  **During**: incidents to be appropriately addressed by stewards & formal reporting if appropriate to take place  **After**: review and evaluate and check any incidents | 3 | 2 | 6 |
| **Playing area is unsafe** | Physical injury or harm | 5 | 3 | 15 | **Pre:** staff to ensure that players’ watches and jewellery are removed before play.  Referees to check goalposts and nets for safety before play. Any defects detected in goalposts, nets, corner flags will be reported to the ground management without delay.  Players to be accompanied to and from playing areas by a member of staff  Playing areas and surrounds to be checked for dangerous items before play.  First aider and first aid kit to be provided by each team, or agreement to share using a third party (eg SJA) secured  Nearest hospital to be identified  **During**: Appropriate footwear and shin-pads to be worn by all players. Warm / waterproof clothing to be worn by substitutes if appropriate.  Schools to provide their own first-aid kits and water  **After**: review and evaluate | 4 | 2 | 8 |

**\* CALCULATION OF RISK**

**SEVERITY: Catastrophic 5; Major 4; Moderate 3; Minor 2; None 1**

**PROBABILITY: Very likely to occur 5; Probable 4; Possible 3; Remote 2; Improbable 1**

**SCORE GUIDE: 9 or below – Low risk 10 -15 Medium Risk 16-25 Action High Risk**