**ESFA Risk Assessment Policy -**

**Member Associations**

**Purpose**

The ESFA is committed to the safeguarding of children and expects the same from its Members, customers, partners and sponsors. This policy outlines the minimum expectations of risk assessment for schools’ football sanctioned by the ESFA, and for those activities for which ESFA permission to play is required.

**Policy**

Risk assessment is the means by which threats and hazards to participants can be identified and for which mitigating actions can be planned. The ESFA requires all activity delivered under its auspices to be proportionately risk assessed, ensuring that each member Association seeks to fulfil its duty to safeguard children and young people under its supervision. It is intended to help Associations ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of all footballing activities.

Consequently, risk assessment is required whenever you activities may have U18s in attendance. For example:

* All activities involving young people or vulnerable adults on the premises, including training and matches
* Meetings on site involving young people
* Cup finals at external venues
* Festivals and tournaments
* International events and overseas trips
* Any overnight trips organised by your Association

It is good practice to review the risk assessment after the event has concluded and the ESFA recommends that all its Members adopt this practice as a matter of course.

In line with the principles of risk assessment, the more complex the event, the more detailed the risk assessment should be. This policy provides templates containing the minimum expectation of risk assessment in the most commonly occurring schools’ football activities. For the avoidance of doubt, an Association should consider all relevant factors when carrying out a risk assessment and the factors listed in the templates are neither exhaustive nor restrictive. Your Association should therefore consider whether each of the factors listed is relevant in any given situation and whether any additional factors which are not listed in the template are relevant. You may use an alternative template (for example, one used by a local school) as long as it contains at least the factors outlined in the ESFA’s templates.

Please note that any application for sanction **must** be accompanied by the relevant risk assessment.

**Responsibility**

Risk assessment is your responsibility, unless you are jointly delivering with someone else (including for example at an external venue), when risk assessments should be jointly conducted, with individual responsibilities agreed, specifically for safeguarding. Make sure these are agreed, documented and shared. In the event that the Association pays for a service, such as venue hire, ensure that the risk assessment forms part of any conditions of payment or formal agreement.

Assessing risk requires knowledge of the activities so it is essential that the templates are used as a prompt, not as a proxy for individual events, and the volunteers who will be running the event are be involved in preparing the risk assessment.

You must ensure that there are arrangements within your Association for someone independent to the compiler of the risk assessment to review its rigour. This can be by Committee, by someone individually who is appropriately competent or by a third party such as a child welfare/health and safety expert in one of your member schools.

**Selecting your risk assessment template**

As a start point, use the following templates for:

|  |  |  |
| --- | --- | --- |
| Activity | Template | Frequency |
| Per season | Per event |
| Repeated use of a venue at which you are the event organiser (eg home fixtures, hosting a tournament, meetings involving young people, hosting events which require ESFA sanction) | 1 | X |  |
| One off use of a venue | 1 |  | X |
| Attending an away fixture in England or the Channel Islands (remember to apply for sanction if this would otherwise be unaffiliated football) | 1 |  | X |
| Hosting a tournament or festival in England or the Channel Islands (remember to apply for sanction) | 2 |  | X |
| Travelling to an overseas match or Tournament with overnight stays (remember to apply for a sanction) in England or the Channel Islands | 3 |  | X |

**What is covered by ESFA insurance?**

The ESFA is in the process of renewing its insurance and will provide a separate guide on cover in place in due course.