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**Venue Risk Assessment (Name of hotel/accommodation).**

**Match versus: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Associations will not often need to make arrangements for overnight accommodation/travel prior to a fixture. In these circumstances, you will only need to carry a more details Risk Assessment You will need to keep a copy of this RA for your own Association records, and may be asked to share it with parents/guardians, so ensure it is available on request.

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| --- | --- |
| Association name and team details (age groups) |  |
| Date of Assessment |  |
| Accomodation address | Name of venue  Address |
| GPS co-ordinates |  |
| Lead Organisation contact | Name  Phone  Email |
| Association Welfare Officer contact | Name  Phone  Email |

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| **Policy Checklist**: please ensure you have the following in place (they can be downloaded from ESFA website) | Attached to this Risk Assessment | Checked and agreed by |
| Safeguarding Children |  |  |
| Social Media/Photography |  |  |
| Anti-bullying |  |  |
| Consent for photography and filming for each player signed |  |  |
| Codes of Conduct signed by players, coaching staff and parents/carers. |  |  |
| Changing & Showering Policy |  |  |
| Travel, Trips & Events Guidance |  |  |

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| --- | --- | --- | --- |
| Consideration | ESFA comments | Association actions/comments | Risk Assessment completed |
| Consent (As a guide all under-16s must provide  parental/legal carers consent,  Over 16s may self-consent for certain levels of activity at the discretion of the  Association/The FA. | Please ensure you have written consent for all players participating in this activity, including parent/carer contact details and medical information forms. |  |  |
| Staffing ratios | There must always be a minimum of 2 staff members present and at least one same-sex staff member.  Consideration must be made to the age of players, Where there are children with a disability or additional needs, you will require additional staff.  Overnight trips for mixed groups should include at least one male and one female supervising adult |  |  |
| Staff DBS checks | All Association staff members working with children in district or county teams must have had an FA DBS within the last 3 years and be approved on the ESFA affiliation portal |  |  |
| Staff safeguarding education | All Association staff members must have regular safeguarding training. Practicing school teachers should have annual training through their LEA, everyone else (AOTTs and retired teachers) must have FA safeguarding training, which must be updated online every 3 years and approved on the ESFA affiliation portal |  |  |
| Young Leaders involvement | Any U18s who are helping with coaching/refereeing are counted as children in the staffing ratios. If they are over 16, they must also have an FA DBS and safeguarding training and be listed on the ESFA affiliation portal. |  |  |
| Suitability of Accomodation | Has a previous visit been made to the accommodation Are you able to visit the accommodation prior to the event? Can you arrange exclusive use? If not can you arrange the use of a whole floor – keeping all the children’s rooms close together. If the children’s rooms are on different floors. Adults should be available on each floor- Check fire regulations and procedures.  Ensure there are separate sleeping, washing and toilet areas for adults and children / older and younger children / boys and girls- Do any of the players have specific dietary requirements or allergies? |  |  |
| Relevant insurance is in place | Your insurance through ESFA affiliation will cover your participation but ensure that you have checked the venue insurance with the owner for public liability and arrange additional insurance if required |  |  |
| Transport | Ensure that suitable transport is arranged – Mini-bus or coach – check insurance arrangements and CB status of Driver(s) |  |  |
| Travel arrangements | Consider the location of your hotel and age of your players; Make sure parents and players are clear of the arrangements for players to meet for departure. Is the departure point safe for parents to drop of players At what point will you be responsible for the players? Do you have a plan in place for late arrivals?  Make sure that parents/carers are aware of your policy and that you have emergency and secondary contact information. Parents should not be part of the official party. |  |  |
| Medical | As part of the player registration process, you must collect 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 the written agreement of the parents Actions plans must be in place for any players with additional needs. |  |  |
| AED Defibrilllator | Please ensure that you have access to an AED  Defibrillator - Your own ? Does the hotel / accomodation 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 |  |  |