**RISK ASSESSMENT (event)**

The English Schools’ Football Association (ESFA) should complete a Risk Assessment (RA) for the venue prior to the event and this should be shared with each participant team(s) prior to the event. This Risk Assessment can be updated as required but should be reviewed on an annual basis if events are recurrent at the same venue

All teams participating in the event should be sent a copy of the Risk Assessment Form

For ESFA events such as national finals, national squad trials and international fixtures, you must submit your Risk Assessment to [**martin.duffield@schoolsfa.com**](mailto:martin.duffield@schoolsfa.com) at least 5 days in advance of the event. This will then be reviewed by the National Child Welfare Officers. You will also be required to submit a review of the assessment to Martin Duffield within 5 days of the event finishing, for further review. You will need to keep a copy of this RA for your own organisation’s records and this should be made available on request.

Some factors will need to be checked on the day – for example, the condition of the pitch – in comparison to what was anticipated. Please use the form to update your RA on the day

IF THE ACTIVITY INVOLVED AN **OVERNIGHT STAY** PLEASE CAN YOU ALSO COMPLETE THE ADDENDUM AT THE END OF THIS RISK ASSESSMENT

|  |  |
| --- | --- |
| **Date of Assessment**  **& Name of Person completing**  **Risk Assessment** |  |
| **Organisation** |  |
| **Date of event** |  |
| **Age Group(s) of Festival/Tournament** |  |
| **Venue address** |  |
| **Location (GPS co-ordinates) WhatThreeWords** |  |
| **Lead Organisation contact** |  |
| **Designed Welfare Officer contact, as shared with parents and players** |  |
| **Event lead for your Association *(emergency contact on the day for visiting teams)*** |  |

**Safeguarding policies for District and County Schools’ FAs (Schools will have their own policy documents in place)**

The ESFA is committed to safeguarding children and as such complies with all FA safeguarding regulations,and expects its Members to do the same. So that Members always have access to the most recent FA policies, you are advised to follow this link to the FA safeguarding web page: <https://www.thefa.com/football-rules-governance/safeguarding>

The documentation will make reference to “clubs” and “leagues”, rather than schools and associations, but the expectations in there should be easy to interpret: if this is not the case, please contact one of the ESFA’s National Child Welfare Officers ([martin.duffield@schoolsfa.com](mailto:martin.duffield@schoolsfa.com), [sarah.dacosta@schoolsfa.com](mailto:sarah.dacosta@schoolsfa.com)) for clarification.

The FA has produced some useful guidance on running festivals and tournaments which can be downloaded here:

<http://www.thefa.com/GetIntoFootball/CharterStandard/~/media/Files/PDF/Get%20into%20Football/GIF_FestivalPack.ashx>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of Concern**  **See guidance notes below** | **Risk to Young People** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| **Consent**  . | Parent/guardian may not be aware of the event.  Child may not be fit to participate  Unaware of medical information  No parent information in case of emergency | Medium | **Pre:**  **During:**  **If child does not have a consent form, they should not participate.** | Low |  |
| **Staffing ratios** | Insufficient staff ratio to children poses a risk where children will be unsupervised during activities.  Male/female staff may be needed in case of an incident in the changing rooms  Children are exposed to staff who represent a risk to their safety and welfare  Staff may be required to accompany a child for a medical emergency | Medium |  | Low |  |
| **Staff DBS checks** | Unsuitable people could be involved and have contact with players, placing children (players and/or young officials) at risk of harm | Medium | **Pre:**  **During**  . | Low |  |
| **Staff safeguarding** **Education** | Staff may not be able to identify safeguarding risks to children thereby exposing them to harm  Staff may not know how to react to safeguarding incidents meaning that timely intervention may not be forthcoming  Staff may in ignorance behave inappropriately themselves, putting children at risk  The opportunity to contest a national final may be withdrawn at the last minute, causing distress to participants | Medium | **Pre:**  **During**  . | Low |  |
| **Suitability of changing facilities** | Changing rooms may not be private  Unauthorised access may occur  Separate changing rooms (or alternative measures) will be needed for different gender officials | Medium | **Pre:**  **During**: | Low | Ensure teams/stewards are aware that they need to monitor outside changing rooms to prevent unwanted access  Make explicit in guidance for finalists |
| **Relevant insurance is in place** | Incidents and accidents may result in legal action  Incidents and accidents may result in costs being incurred for redress | Medium | **Pre:**  **During:** | Low |  |
| **Drop off and pick up arrangements** | Children could arrive or leave on their own without knowledge of staff  Children could be exposed to unauthorised personnel  Children could access areas outside of the permitted (and controlled) areas for the event  Children could be harmed by traffic | Medium | **Pre**  **During** | Low |  |
| **Playing area**  **(Goal posts, surface, pitch markings, RESPECT barriers)** | Risk of debris (eg glass, animal excrement) on the pitch causing harm to players and/or officials  Uneven ground causes injury  Unsafe goalposts cause harm by collapsing or injuring players and/or officials (splinters, mental cup hooks, unsafe next fixings)  The boundaries between players and spectators are not clearly defined, allowing unauthorised access to the pitch/players | Low | **Pre:**  **During:** | Low |  |
| **Format of event/Programme of matches** | Children may not be aware of event details and timing, could miss their game.  The game may not be played in accordance with FA regulations (SCORY) for the age group, exposing players to unsuitable playing conditions (pitch size too large, goalposts too large, match ball too big/hard)  In multi-fixture events, sufficient rest time may not be provided | Low | **Pre:**  **During:** | Low | . |
| **Kit and equipment** | Inclement weather could cause children to become cold/ wet especially during match if not playing  Inappropriate kit (sharp studs, failure to wear shin pads) results in injury  Jewellery causes injury  Players become deyhdrated | Low | **Pre**  **During**: | Low |  |
| **Hospitality, photographers and public toilet facilities** | Spectators and general public could have access to players.  Children could wander off into public areas.  Children may not have access to sufficient food and drink.  Photographs of children could be shared inappropriately. Some children may not be filmed or photographed for legal reasons | Medium | **Pre:**  **During:** | Low |  |
| **First Aid** | An incident requiring medical attention could occur and need treatment  Unqualified staff, or a lack of first aiders, could result in incorrect or inadequate diagnosis, posing further risks of harm | High | **Pre:**  **During:** | Medium |  |
| **Medical**  **\*\*See attached for covid-specific controls** | Child could have an unknown pre-existing medical condition affecting their health and ability to take part  Medical treatment could be inappropriately administered, causing greater harm  In pandemic conditions, children may have clinical vulnerabilities which need accommodating | Medium | **Pre:**  **During:** | Low |  |
| **Match Officials -Under 18s in regulated activity** | Officials used in schools’ football may be U18 and are therefore children. Same safeguarding needs to be considered as above with players.  U18 match officials could be involved in peer on peer abuse with other children  Match officials could be abused by spectators. | Low | **Pre:**  **During:** | Low |  |
| **Incidents and disciplinary reporting** | Children could be hurt during event, either before or during the matches.  FA suspensions may not be imposed | Medium | **Pre:**  **During:** | Low |  |

**GUIDANCE NOTES**

|  |  |
| --- | --- |
| 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 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 staff members 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 |
| 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 – 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 ESFA Welfare officers if you are not sure. |
| Staff safeguarding education | Practicing school teachers should have annual training through their LEA/school everyone else (AOTTs and retired teachers) must have FA safeguarding training, which must be updated every 3 years and approved on the ESFA affiliation portal -participating teams to be reminded of this requirement. Volunteers who are helping on the day do not need to complete formal training, however they must be given a safeguarding briefing before the event and sign a code of conduct. |
| Suitability of changing facilities | Consider your changing facilities. Do you have separate changing for match officials and each team? Are they lockable? Who has access? Adults should not enter changing rooms while children are changing or showering (please look at the ESFA changing and showering policy on the website), and separate facilities must be available for male/female players.  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 ESFA affiliation will cover your participation but ensure that you have checked the venue insurance with the owner for public liability. Visiting teams are responsible for their own personal accident insurance. Please refer to separate ESFA guidance on insurance |
| 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/mess?  Make sure the goalposts are checked, pitches are correctly marked and Respect barriers in place if possible. If goal posts need to be moved, ensure that this is only done by an adequate number of adults and not players |
| 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 ESFA for the event.  Ensure you have a point of contact desk for team registration and submitting/collating scores and dealing with any enquiries on the day.  Do you have enough whistles and scorecards? Do you have spare bibs in case of kit clashes? |
| 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?  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?  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.  Please record here your designated First Aider(s) contact details |
| Kit | Are players suitably equipped to play? Shin pads? Warm clothing for subs? Appropriate studs for the surface? |
| 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 |

**ADDENDUM**

**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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 schoolteachers 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 Accommodation** | 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 / accommodation 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 |  |  |

**Risk Assessment evaluation**

|  |  |  |
| --- | --- | --- |
| Risk Assessment Number | 22/23 |  |

**To be added by ESFA**

YOUR REVIEW OF THE RISK ASSESSMENT SHOULD BE COMPLETED AND

RETURNED NO LATER THAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date to be added when RA is approved and returned)

To be completed by ESFA

|  |  |  |  |
| --- | --- | --- | --- |
|  | NAME | Date: | COMMENTS |
| RISK ASSESSMENT COMPLETED AND SUBMITTED BY: |  |  |  |
| RISK ASSESSMENT RECEIVED / REVIEWED BY |  |  |  |
| RISK ASSESSMENT  RETURNED/APPROVED |  |  |  |
| RISK ASSESSMENT RETURNED AND APPROVED SUBJECT TO  AMENDMENTS |  |  |  |
| DATE OF EVENT |  |  |  |
| RISK ASSESSMENT REVIEW To BE COMPLETED AND RETURNED |  |  |  |