**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 need to carry a more details eisk assessment by adding the assessment below to the risk assessment of your activity. 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** |  | | |
| **Accommodation address** | Name of venue:  Address: | | |
| **GPS co-ordinates** |  | | |
| **Lead Organisation contact** | Name:  Phone:  Email: | **Association Welfare Officer contact** | Name:  Phone:  Email: |
| **Nearest medical facility to accommodation** |  | | |

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| **Area of Concern** | **Risk to Young People** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Consent | Parent/guardian may not be aware of the requirement for travel/overnight stay for this activity  Personnel accompanying travel may be different/additional to those normally associated with team, so may not have all relevant details for parental contact | Medium | Pre: the parental consent pack provided by the ESFA has been adapted to include consent to travel in line with the travel arrangements briefing given to parents, and consent to the overnight stay(s) involved on the basis of the briefing given to parents. No child will travel without parental consent to do so.  All staff members joining the trip are aware of the two staff members who hold parental contact detailsand access to medical details  During: parents and players are to be advised of any material delays to the journey as this may affect pick up times or time sensitive player medication/dietary requirements, which are noted in the consent forms | Low |  |
| Staffing ratios & suitability | Insufficient staff:child ratios put children at risk in the event of the need to split the group for any reason, including medical emergency  Children may be exposed to staff who are not suitable to work with children if additional adults who do not usually accompany the team are drafted in to help support team travel | High | Pre: staffing ratios checked prior to departure with (names) accompanying (number) of children. No new/different staff are attending the trip. OR one additional staff member has temporarily joined the team to ensure that there is a female adult present on the trip. This staff member complies with ESFA safeguarding regulations. All teachers and AoTTs attending have an in-date approved FA DBS check and all AoTTs have an in-date FA safeguarding children certificate.  During: all personnel checked on arrival to ensure that those travelling match the party expected. | Low |  |
| Transport | Children may be exposed to unsafe travel arrangements if vehicle is not fit for purpose or if driver is not DBS cleared | Medium | Pre: booking made with reputable local company with appropriate insurance and vehicle safety checks (eg MOT). Confirmation of driver DBS has been received. Joining instructions have been given to parents of travelling players, including the instruction that children must not be left unaccompanied whilst waiting at the meeting point, which has been selected because it is central, easily accessible, well marked out with pedestrian routes and well lit with parking. Arrival time given to parents with ample flexibility because no late arrivals can be accommodated unless parental transport is possible instead. All contact details are held by two of the management party: in the event of a parent not arriving to collect a child on return, contact can be made and/or permission sought for an alternative arrangement.  During: children supervised during breaks in travel and at service stations. | Low |  |
| Accommodation | Players may be exposed to adults who are not suitable to work with children. The unfamiliarity of the venue/accommodation increases the risk that players will venture into areas they are not permitted to enter | Medium | Pre: An onsite visit was not possible prior to the event but the hotel has confirmed that the children’s rooms are in close proximity to each other, and adult rooms are booked on each floor where the players are staying. Rooms are being shared by those of the same gender and the boys’ accommodation is on a different floor to the girls. Parents and players are aware of the room sharing arrangements of twin rooms. Staff will be in separate rooms. Parents and players have been advised of the expected behaviours in the hotel. The hotel has been informed of a peanut allergy and has confirmed that these dietary requirements can be met. Parents have been advised that they cannot book the same hotel as the players  During: fire exits identified and pointed out to players. Players reminded of restricted areas (eg bar, unsupervised use of the swimming pool, floors of the hotel other than the one in which they are residing, outside the hotel grounds, use of bedrooms as mixed social space). Spot checks on rooms carried out by two adults together and curfew for return to rooms implemented (9pm). Daily rendezvous point identified for each morning, and implemented. All players have the CWO telephone number to use in the event of a concern and a staff rota with room numbers in the event of emergencies has been shared. | Low |  |
| Insurance | In the event of an accident or incident, appropriate support could not be provided to the player | Medium | Pre: the cost of travel (eg cancelling minibus) has not been insured by the Association. The minibus company has suitable insurance for the vehicle but has yet to confirm what cover is provided for injury in an accident whilst travelling as this is not covered by ESFA insurance. This needs to be confirmed before travel. ESFA insurance covers injury whilst playing but costs are limited, so additional injury cover has been taken out given the cost of health cover overseas. The venue has public liability insurance to the value of£1000000  During: copies of insurance cover and relevant claims telephone numbers taken in hand luggage of one staff member. | TBC |  |
| Medical | Players who do not normally need to take medication when with the team for an individual fixture may need it for a longer event or overnight stay  AED defibrillator may not be available in hotel or unfamiliar playing venue | High | Pre: the start of season parental consent form has been updated to identify those who may have medical needs for longer activities or overnight stays. Where this is the case, the medical record has been updated and the management team advised. Provision, carriage and storage of medication is the responsibility of the parent/player and their agreement to this, along with permission to supervise the taking of mediation has been provided in writing.  During: checks on the player needing daily medication carried out and complete.  Pre: hotel has confirmed that there is a defibrillator in the building and trained staff available 24 hours/day.  During: location of defib identified. | Low |  |