RISK ASSESSMENT for Linton Aztecs FC 



**Safeguarding Risk Assessment 2023-2024 Season**

 **This risk assessment has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA’s Safeguarding Checklist.**

* **It is intended to support Affiliated Clubs making safeguarding risk assessments where they are providing or commissioning activities for children and young people and adults at risk and/or where facilities are being hired by outside organisations.**
* **It is intended to help Affiliated Clubs 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 or adults at risk in disability football.**
* **The Club/ Event Leader will complete the Risk Assessment and will be signed off by the Chairman / Secretary & Club Welfare Officer.**
* **Risk Assessment will be reviewed by Club/Event Leader, Chairman / Secretary & Club Welfare Officer within 7 days of event (Tournaments/Festivals)**

**This Risk Assessment *must* be signed with a ‘wet signature’ (not electronic) by those responsible for the Assessment.**

All teams participating in the event (Tournaments/Festivals) should be sent a copy of the Risk Assessment Form.

This risk assessment is a ‘live’ document and should be updated as necessary, including during the event.

A copy of this risk assessment must be kept for your own organisation’s records and made available on request.

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| Risk assessment distribution list |
| Organisation | Name of organisation contact | Date of distribution |
| Linton Aztecs Football Club | Matthew Jordan – Co Chair (subject to club AGM) | July 2023 |
|  | Andy Chamberlain – Co Chair (subject to club AGM and undertaking Safeguarding Committee training) |  |
|  | Tom Elliot – Club Secretary and Vice Chair |  |
|  | Tom Purser – Welfare Officer |  |
|  | Mary Winstone – Registration Officer |  |
|  | Jenny Roberts – Registration Officer |  |
| Cambs FA | Diane Bradshaw |  |
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**Section 1a: General Information**

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| Date of Assessment | **July 2023** |
| Assessment completed by | **Matthew Jordan** |
| Organisation | **Linton Aztecs Football Club** |
| Date of event | **2023-24 football season** |
| Age Group(s) of event and description | **U7 to U18 football training and matches** |
| Venue address | **Linton Village College, Cambridge Road, Linton, CB21 4JB** |
| Lead Organisation contact | **Name: Matthew Jordan****Telephone number: 07967 215 999****Email:** **jordanmatthew101@gmail.com** |
| Event Designated Welfare Officer contact, as shared with parents and players | **Name: Tom Purser****Telephone number: 07932 069791****Email:** **aztecssafeguarding@gmail.com** |
| Event lead for your Club/Event *(emergency contact on the day for visiting teams)* | **Name: Matthew Jordan****Telephone number: 07967 215 999****Email:** **jordanmatthew101@gmail.com** |
| Location (GPS co-ordinates) OR What3Words | **What3words – coughed.throat.archives** |

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| Defibrillator locationNB: Information on this can be found via heartsafe.org.uk | **Linton Village College – Between the cricket nets and 3g****What3words: somebody.oasis.relief** |
| Nearest Hospital for emergencies*NB, in the event that you need to use an ambulance, please check with attendant crew as they may not go to the nearest A&E* | **Name: Addenbrookes Hospital****Address: Hills Road, Cambridge, CB2 0QQ****Contact Telephone: 01223 805000** |
| Identify location of any access barrier keys | **Linton Village College is open most days. If the barriers are closed, the facilities should not be used.** |
| Emergency vehicle access | **Via the main access road to Linton Village College** |
| Potential air ambulance landing location (if readily identified) | **On field** |
| Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations etc., are hiring facilities, state which organisation’s safeguarding policy and procedures will be followed in the event of a concern arising. | **We use Linton Village College facilities and they have their own policies and procedures as a school. We will use our own policies and procedures.** |

**Section 1b: Policy checklist for events hosted or facilitated by Linton Aztecs Football Club**

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| **Ensure you have the following available** | **Attached to this Risk Assessment?** | **Checked and agreed by** |
| Safeguarding Children Policy – NEW 2023 | Yes/~~No~~ |  |
| Safeguarding Adults at Risk Policy (if applicable to participants) | ~~Yes~~/No |  |
| Social Media/Photography Policy – NEW 2023 | Yes/~~No~~ |  |
| Anti-bullying Policy – NEW 2023 | Yes/~~No~~ |  |
| Consent for photography and filming for each player signed - COPY | Yes/~~No~~ |  |
| Codes of Conduct signed by players, coaching staff and parents/carers – COPY | Yes/~~No~~ |  |
| Changing & Showering Policy | ~~Yes~~/No |  |
| Travel, Trips & Events Guidance | ~~Yes~~/No |  |
| Relevant insurance | Yes/~~No~~ |  |
| Completed contract agreement (if applicable) | ~~Yes~~/No |  |
| Completed Medical Emergency Action Plan – NEW 2023 | Yes/~~No~~ |  |

**Section 1c: Consent checklist**

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| **Consent required – consider which are relevant** | **Person under 18** | **Adult with a disability or at risk***(Assume adults can self-consent, unless you have reason to believe they cannot)* |
| To attend event | **Yes** | N/A |
| For child/children/person to be filmed and photographed | **Yes** | N/A |
| Consent to be contacted via social media/to access information via social media/be visible via social media | Yes/~~No~~ | N/A |
| For child/children/person to stay away in overnight accommodation as part of a football event/activity | N/A | N/A |
| For child/children/person to travel overseas as part of a football event/activity (if applicable) | N/A | N/A |

**Section 2: Risks and mitigations**

**Section 2a: Consent**

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| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **During or post-activity review** |
| **Consent to attend the event** | Allowing persons to play without written consent. Possibilities of forged signatures. | **HIGH** | **Pre: All players to have a completed registration form providing consent given by a parent.****During: N/A** | **LOW** |  |
| **Consent to be photographed or filmed** | Persons being filmed or photographed without prior written consent.  | **HIGH** | **Pre: Consent provided when signing on/registering by parent and/or player. Any requests to film or photograph must be provided to the club committee prior to the event.****During: Notification/reminder on the day of being filmed/photographed, with the option to withdraw consent.****Persons filming or photographing may be challenged by the club, managers or parents (if significant concerns) if no notice has been provided before the event.** | **LOW** |  |
| **Social media***Consent to be contacted via social media/to access**information via social media/be visible via social media* | Photographs and information being placed on social media platforms without prior written consent. | **HIGH** | **Pre: On the player registration forms parents and players are reminded about the clubs policies on the use of social media.****During: Monitor social media and note/update in accordance with FA guidelines.** | **LOW** |  |
| **Overnight accommodation***for child/children/person**to stay away in overnight**accommodation as part of a football event/activity (if applicable)* | No Risk Assessment completed of overnight accommodation.Ratios of persons per room.Separate rooms for adults.Emergency exits of accommodation and meeting point, in case of emergency, not informed to individuals.Contact number in case an individual becomes unwell during the night. | **HIGH** | **Pre: The club does not authorise or endorse ANY overnight accommodation. Parents are responsible for arrangements if required (highly unlikely).****During: N/A** | **N/A** |  |
| **Consent for overseas travel***for child/children/person to**travel overseas as part of a**football event/activity**(if applicable)* | No Risk Assessment completed for type of travel arrangements.No consent forms received for persons travelling.Ratios of responsible adults per child not taken into consideration.Lack of information given to parents beforehand on agenda of event. | **HIGH** | **Pre: The club does not authorise or endorse ANY overseas travel. Parents are responsible if required (highly unlikely).****During: N/A** | **N/A** |  |

**Section 2b: Suitability of staff and volunteers**

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| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **Review post-activity** |
| **Signed Code of Conduct for staff and volunteers***(Consider making Code of**Conduct available in different formats e.g. Braille, large print, additional language(s))* | Discipline issues may arise if Codes of Conduct are breached. | **MEDIUM** | **Pre: Code of Conduct is part of the sign on/registration form.****During: Code of Conduct is available to access on the club website. We also offer the opportunity for coaches to meet with members of the committee to discuss any issues around behaviour and conduct.** | **LOW** |  |
| **Suitability of staff:***Where relevant, consideration should be given to** *DBS*
* *Safeguarding education –*

*children** *Safeguarding education –*

*adults at risk** *Disability awareness*
* *Any other relevant training*
 | Staff not holding mandatory FA qualifications for them to work and supervise young people / adults with a disability.Staff not easily identifiable.  | **MEDIUM** | **Pre: ALL coaching staff are DBS checked, and as a minimum must complete the FA Safeguarding and First Aid courses. Within a reasonable time of taking on the coaches role at least one coach is expected to complete the FA Introduction to Coaching course (or Level 1) – courses permitting.****During: The Welfare Officer, Chair and Secretary will regularly review coaches DBS and courses. Where expiring, a minimums one months notice will be given to register on the required course.** | **LOW** |  |
| **Staffing ratios**Insufficient coach-player ratios on the day | If a Manager/Coach of a team has an emergency / becomes unwell, children may be left with unsuitable supervision. | **HIGH** | **Pre: All teams are encouraged to have as a minimum 2 named coaches who have a DBS in place and the Safeguarding course completed. There should also be parent helper available (who is DBS checked).****During: On matchdays at home fixtures there are usually additional committee members and coaches in attendance who can provide additional qualified cover to a team.****For younger age groups, parents are asked to remain throughout training, games and events.** | **MEDIUM** |  |
| **Appointed Under-18 referees**  | No communications to referees outlining plan of day.No start/finishing time given.No medical information & emergency contact details of referee given to organiser.Not informing parent/carer of U18 referee who will be responsible for them.No toilet facilities for referee.No breaks or refreshments provided to referees.Referees over the age of 16 years not holding an in-date FA DBS.Referee left at end of event with no adult supervision. | **HIGH** | **Pre: All pre match communication with under-18 referees to be carried out via (or including) parent/carer of referee. All referees to be given kick-off time, match format, and match duration prior to match.****All managers to be reminded that U18, whether playing or officiating, are still children and require the same care and safeguarding.****Medical information and emergency contact details are to be provided by all youth referees.** **During: The club to confirm with ALL coaches before the season starts who their youth referees are likely to be. Details are to be provided on who is the referees emergency contact.****Referees are greeted on matchdays by the home team manager and introduced to the visiting teams coach or coaches.** | **MEDIUM** |  |
| **Young Leaders/Youth Council involved** | Allowing persons to assist event without written consent.Possibilities of forged signatures.Lack of supervision of Young Leaders during event. | **HIGH** | **Pre: We presently do not have a Young Leaders/Players Council.****For events, explicit consent would be required from parents.** **During: At any event, there will be a minimum of 2 qualified adults present.** | **LOW** |  |
| **Additional volunteers where required, e.g.**1. *Signers for deaf teams*

*b) Guides for blind teams**c) Helpers for wheelchair users or pan-disability players Consider enhanced safeguards* *e.g. safety of venue, ratio of helpers, accessible toilets etc.**d) Interpreters for attendees who do not speak/understand English.* | Lack of provision/information made for individuals with hearing loss.Lack of provision/information made for non-English speakers.Lack of ratio of adults to young people /adults at risk/disabled individuals. | MEDIUM | **Pre: Notification to club regarding assistance****required made through Sign On/Registration****forms. Club will best endeavour to provide as much assistance as possible to aid individual.****During: Club or team representatives will work****with individual to establish a clear and****effective plan to support individual as much as****possible.** | **LOW** |  |

**Section 2c: Venue**

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| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **Review post-activity** |
| **Travel arrangements***If the club is* ***organising*** *travel, consider all safeguarding implications. If parents need to use public transport, identify nearest bus stop, tram stop etc.*  | Inadequate travel insurance taken out by the club.If travelling to event by coach (organised by club/event organiser), lack of adult supervision on the coach.Lack of medical equipment on coach during travelling from venue to venue. (inc. sick bucket (bag)/ medical wipes/disposable gloves).Comfort breaks not arranged during travel. | **HIGH** | **Pre: Parents and guardians organise travel for the kids.** **During: N/A** | **LOW** |  |
| **Drop off and pick up points***Consider ease of driving in and out of venue, control of numbers and proximity to pitches/meeting point.* | Drop-off and pick-up point areas not communicated to persons before event.Drop-off and pick-up points not supervised.No supervision given to persons from drop-off point to playing area and vice-versa. | **HIGH** | **Pre: We do not have drop-off and pick up points. Parents are responsible for dropping off and collecting their children.****During: Coaches are the last to leave the match and have contact details for all parents.** | **LOW** |  |
| **Car parking***Open access to public?**Disability parking bays**Lighting* | Inadequate signage for entrance and exit points in car park.Car park not large enough to accommodate all vehicles (vehicles having to park on roadside).Children unsupervised in car park.Insufficient car park attendants.Car park attendants not suitably identifiable (hi-visual jackets).Safety of all persons within car park area.No area for disabled car parking.Car park poorly illuminated during dusk/evening. | **HIGH** | **Pre: LVC has more than adequate parking. Parking details are provided in advance by coaches/managers to all including the opposition.****During: Parents are expected to escort their children from parked cars to the pitch. The college has a low speed limit and traffic speed reduction measures in place.** | **LOW** |  |
| **Changing rooms and showers** | No separate changing facilities for adults/young people.No separate changing facilities for referees.No suitable changing facilities for disabled persons.Adults accessing changing areas that are being utilised by young people/adults at risk/disabled, could be abused/bullied/abducted. | **HIGH** | **Pre: We do not offer changing facilities or showers. All participants are expected to arrive in their kit.****During: N/A** | **LOW** |  |

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| **Toilet facilities including****access and location** | Adults accessing toilet facilities that have been allocated to young person’s/adults at risk/ disabled. Insufficient signage for toilet facilities.Risk of abuse/bullying/abduction. | **HIGH** | **Pre: Toilets are available within the LVC Sports Centre. All players and visitors are made aware. It is made clear that these facilities are shared with adults.** **During: Individuals in the younger ages groups should notify coaches and/or parents before going to use the toilet facilities. Ideally they should be escorted by a parent or accompanied by another child.** | **LOW** |  |
| **Wi-Fi access** | Wi-Fi access (if applicable) not communicated beforehand.No information of Wi-Fi Code visible.  | **MEDIUM** | **Pre: We do not provide Wi-Fi access.****During:** | **N/A** |  |
| **Other considerations:***Venue/site boundaries**General public access etc.**Signage and lighting* | Venue boundaries not being patrolled during event.No separate access for members of the public and competitors.No visible signage for entrance / exit points.Insufficient illumination during dusk/evening hours.No taped walkways visible (individuals walking / running between vehicles). | **HIGH** | **Pre: Our home venue is public access and so we cannot and should not patrol the boundaries, and cannot be responsible for non-Aztecs players, parents, coaches etc arriving and leaving.****All grounds have clear entrance and exit points, car parks are lit at night, no matches occur during non daylight hours.****During: N/A** | **LOW** |  |
| **Playing area***Goal posts, surface, pitch**markings, RESPECT barriers**Proximity of other users* | Goal posts not suitably erected.Damaged surfaces.Potential debris (needles etc.)Pitches marked too close to obstructions (pond/hedge).Entrance & exits points blocked.Uneven ground.Kerbs.Insufficient lighting during evening hours.Potential trip hazards. | **HIGH** | **Pre: Coaches inspect the playing area for debris, holes and damage before kick off.** **Coaches are also to erect the goals with assistance. They must check the goals have been safely erected.****Respect barriers are provided for every pitch. All managers are aware of the importance of setting up the barriers.****Night training is held on pitches that are purpose built with floodlighting.****During extreme weather, the surface will be inspected by our facilities provider and club officials for all events that day.****During: If required, a second inspection of goals and the pitch will take place.** | **LOW** |  |

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| **Playing area (Special considerations where applicable)***Suitability for disability**format e.g., Powerchair**access; good evacuation points with signage etc.* | Insufficient access for wheelchairs.Kerbs / uneven surfaces.Signage for entrance/exit points/evacuation points.Adequate surface considered in case of wet weather (emergency floor covering). Potential debris (needles etc.)Insufficient supervision in case of an emergency.  | **N/A** | **Pre: We presently do not have a disability team****During: N/A** | **N/A** |  |

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| **Spectator areas*** *Appropriate space for*
* *wheelchairs and mobility aids.*
* *Proximity to players*
 | Insufficient access for wheelchairs.Kerbs / uneven surfaces.Signage for entrance/exit points/evacuation points.Adequate surface considered in case of wet weather (emergency floor covering). Insufficient supervision in case of an emergency. No RESPECT barriers.Insufficient space between spectators and players (spectators encroaching the playing areas). | **HIGH** | **Pre: Most of our pitches can be accessed by those in wheelchairs via dropped kerbs.****All pitches have clear routes off.****All pitches marked out to a pitch plan that provides sufficient space for a respect****barrier to keep spectators at a suitable distance from the pitch.****Respect barriers are provided for every pitch. All managers are aware of the importance of setting up the barriers.****During: Spectators not behind the respect barriers will be reminded that is where they need to be. On our 3G pitches, parents are required to remain outside the playing area behind the fence.****Matches are cancelled or abandoned in extreme conditions that either renders the playing surface unplayable or there is the potential for serious harm or injury because of the conditions.** | **LOW** |  |
| **Public accessibility*** *Wheelchair access*
* *Car parking*
* *Disabled parking*
* *Clear access and exit routes on paths*
* *Open access*
 | Inadequate signage for entrance and exit points in car park.Car park not large enough to accommodate all vehicles (vehicles having to park on roadside).Children unsupervised in car park.Insufficient car park attendants.Car park attendants not suitably identifiable (hi-visual jackets).Safety of all persons within car park area.No area for disabled car parking.Car park poorly illuminated during dusk/evening.No taped walkways visible (individuals walking / running between vehicles). | **HIGH** | **Pre: The venue is well signposted, has more than ample parking and accessible.****During: N/A** | **LOW** |  |

**Section2d: Reporting incidents/concerns**

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| **Incident** | **Includes (not exclusively)** | **How to address** |
| **Poor behaviour** | Verbal abuse, violent conduct, lack of respect (including of property) etc. | Deal with at point of incident and follow up through your normal disciplinary processes.Report any actions taken to County Designated Safeguarding Officer. |
| **Harmful sexual behaviour (peer on peer)** | Inappropriate behaviour in the changing rooms, inappropriate contact with a peer, sharing inappropriate pictures etc. | Stop any ongoing behaviour. Gather details of the perpetrator and victim if possible.Follow your safeguarding procedures. Report to Club Welfare Officer immediately. so they can escalate to County Designated Safeguarding Officer. |
| **Potential sexual abuse** | Victim or witness alerts staff to an incident where they have been touched, exposed to, or had inappropriate contact with an adult. | Ensure the victim is in a safe place.Dial 999 and alert the police.Use contact number on the consent form to speak with parent(s)Ensure a member of staff stays with the victim until the police and parents arrive.Contact your Club Welfare Officer immediately so they can report to County Designated Welfare Officer.Follow your safeguarding procedures |

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| **Contact details for Club Welfare Officer** | **Name: Tom Purser****Telephone number: 07932 069791****Email:** **aztecssafeguarding@gmail.com** |
| **Contact details for County Designated Safeguarding Officer** | **Diane Bradshaw – 01223 209021. Mobile 07944 746853****Safeguarding@cambridgeshirefa.com** |

**Section 2e: Medical**

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| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **Review post-activity** |
| **Management of allergies***Nuts/bees/anaphylactic shock* | Head coaches unaware of any medical requirements or allergies of their players.Medical information not clearly listed on consent forms. | **HIGH** | **Pre: Data collected on registration forms****and confirmed with parents. Coaches to discuss with parent/guardian actions to****take in case of emergency.****During: Participants are asked to bring any specific medication they may require (eg EpiPen or inhaler).** | **MEDIUM** |  |
| **Relevant medical information****in respect of participants,****including storage and access***Adults with a disability should be encouraged to provide relevant information* | Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs. | **HIGH** | **Pre: Consent given on Sign On / Registration forms. Updated each year and following any emergency.****The club hold all medical data and share****relevant information with coaches.****During: N/A** | **MEDIUM** |  |
| **Relevant emergency contact information for participant** | Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs.Next of kin details unavailable for quick access in case an emergency occurs. | **HIGH** | **Pre: All managers are responsible for holding contact information for their own players, including secondary contact. Managers to be encouraged to hold information electronically to****ensure ease of access without loss of privacy.****During: N/A** | **MEDIUM** |  |
| **First aid and medical****Information**• *Qualified First Aiders**• Treatment Room**• Closest A&E to the venue**• Local medical centres/First* *Aid arrangements* | Not enough First Aid persons in attendance.No treatment room available.Nearest A&E Department not been notified to leaders or participants/parents.First Aid Post not clearly visible. | **HIGH** | **Pre: All Aztecs teams must have a minimum of one qualified First Aider present at all training and matches. The club provides First Aid kits.****Using the Club Portal the club officials can see current, expiring and expired qualifications and so can remind managers/coaches of expiring First Aid qualifications.****AED locations are signposted and known by club coaches.****During: N/A** | **MEDIUM** |  |
| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **Review post-activity** |
| **Severe weather provision** | Lack of ‘back-up plan’ in case of severe weather conditions.No advanced procedure plans distributed for evacuation/shelter if thunderstorm occurs (procedures for evacuating field of play in an orderly manner)No suitable covering for electrical equipment/extension leads in case of bad weather. | **MEDIUM** | **Pre: Shelter is available at LVC Sports Centre.****During: Any event will be halted until****the extreme weather subsides, or****cancelled depending on severity.****Where halted safe shelter will be****sought, either in facilities located at the****event or participant cars.****Where cancelled all participants will be****asked to depart in a safe and orderly****fashion, on a team by team basis.** | **LOW** |  |
| **Emergency evacuation****procedures**• *Fire evacuation plan**• Contingency plan for other emergencies* | Individuals attending event are unaware of evacuation procedures.No contingency plan in place before event. | **HIGH** | **Pre: No specific evacuation plan. The site has multiple safe exit points and places.****During:** | **MEDIUM** |  |
| **Dietary Information***e.g. allergies/cultural issues* | No confirmation of any dietary requirements or severe allergies when supplying refreshments to referees. | **HIGH** | **Pre: Data collected on registration forms****and confirmed with parents.****During: Participants are required to bring their own refreshments, or notify those supplying refreshments of any issues.** | **LOW** |  |

**Section 2f: Playing environment**

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| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **Review post-activity** |
| **Kit** | Insufficient kit.No shin pads (risk of broken/severe injury to legs)Lack of warm clothing for subs.Incorrect studs for the surface.Rules regarding playing kit and jewelry (including piercings) | **MEDIUM** | **Pre: All managers/coaches have up to date Safeguarding training and are aware of the importance of player safety (i.e. correct kit), including checking equipment and keeping children warm during play and whilst a substitute.****During: Coaches will check kit and discuss with players any concerns. Coaches will not allow players to play if mandatory kit is not worn.** | **LOW** |  |
| **Format of event/programme of matches** | Tournament or Festivals not affiliated to County FA.Format of event not distributed to opposition teams / referees.Rules of tournament not distributed.No registration desk/tent provided for event.Consent details not correctly checked.Details of safeguarding contact for event not published. | **MEDIUM** | **Pre: Presently Aztecs do not hold tournaments/events/festivals. If we did, we would complete a separate Risk Assessment.****During:** | **LOW** |  |
| **Hospitality** | Lack of water/food for players/ referees/officials.Not informing attendees, in advance, if food available to purchase or they require to bring their own refreshments.If hosts providing BBQ, is BBQ area suitably sectioned off and BBQ equipment safely erected and if using gas BBQ, are gas cylinders safely attached and cordoned off.If providing refreshment/tea rooms, are there any trip areas. Has all electrical equipment been flash tested and labelled?Are there sufficient sanitising sprays available for keeping worktops and preparation areas clean. Have storage containers been provided for samples of food being sold/supplied, in case of food poisoning (to be stored and labelled in fridge for up to two days after event in case sample is requested by health & hygiene inspectors)Is there a fresh supply of water for washing hands?Are those serving refreshments suitably dressed (supplied with aprons/ hair nets/hair tied back/disposable gloves).If using ice-cream vehicles, have their hygiene certificates been checked?Have parking provisions been made for ice-cream vehicles?Have ice-cream vehicle owner’s suitable insurance (in case of food poisoning). | **MEDIUM** | **Pre: Players and parents are reminded of the importance of water bottles.****Aztecs have no onsite catering facilities so parents and players are aware they will need to bring their own food (if required).** **During: Players can refill water bottles at LVC Sports Centre if required.** | **LOW** |  |

**Section 2g: Other**

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| **Area of Concern****See guidance notes below** | **Risk to Young People or adults with a disability or at risk** | **Risk before mitigation** | **Solution/mitigation**  | **Risk after mitigation** | **Review post-activity** |
| **Relevant insurance is in place e.g.*** *Public liability cover*
* *Personal accident cover*
* *Car insurance*
* *Travel insurance*
* *Other as required*
 | Insufficient Public Liability Insurance cover.Insufficient Personal Accident Insurance cover.Has venue (if hiring outside/non club facilities) correct Public Liability Insurance. | **HIGH** | **Pre: Club insurance renewed annually. No car or travel insurance required.****During:** | **LOW** |  |
| **Supplementary****Communication e.g.*** *BSL signers*
* *Provision for non-English speakers*
 | Lack of provision/information made for individuals with hearing loss.Lack of provision/information made for non-English speakers. | **MEDIUM** | **Pre: If required, the club will investigate how we can assist BSL signers and non-English speakers.****During:** | **LOW** |  |
| **Other** |  |  | **Pre:** **During:** |  |  |

**Section 2h: Risk assessment approval**

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| **Risk assessment signed off** | **Full name** | **Signature** | **Date** |
| **Risk Assessment completed by:** | **Matthew Jordan** |  |  |
| **Designated Safeguarding Officer/****Senior Safeguarding Lead:** | **Tom Purser** |  |  |

**Section 3: Review**

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| **Month/Year** | **Review Type** | **Review content** | **Further Action required** |
| **Date** | **On-site review** |  |  |
| **Date** | **Feedback from venue**Venue Contact name:Venue Contact details: |  |  |
| **Additional comments** |
| Include feedback from participants or parents etc. |

**Section 4: Guidance notes**

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| Consent (As a guide all under-18s must provide parental/legal carer consent}  | 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 club officials 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 staffFollow 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 |
| DBS checks. | **All Club Staff Members** working with children in **club teams** must have had an FA DBS within the last 3 years and be approved on the CFA 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 CFA DSO if you are not sure. |
| Suitability of changing facilities | Consider your changing facilities. Do you have separate changing for match officials and each team? U18 match officials must change separately to 18+ officials. Are they lockable? Who has access? Adults should not enter changing rooms while children are changing or showering.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 affiliation may cover your participation but ensure that you have checked the venue insurance with the owner for public liability. Visiting teams may be responsible for their own personal accident insurance. Check both of these points. |
| 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/needles/mess?Make sure the goalposts are checked, pitches are correctly marked and Respect barriers in place. If goal posts need to be moved, ensure that this is only done by an adequate number of adults. |
| 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 the CFA for the event.Ensure you have a point of contact desk for player registration, checking consent details and dealing with enquiries.  |
| 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? Teams need to be notified of the situation in advance.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? How will those for whom there is no consent be identified?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. |
| Kit | Are players suitably equipped to play? Shin pads? Warm clothing for subs? Appropriate studs for the surface? Inform participants of rules regarding playing kit and jewelry (including piercings) |
| 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 |