**English Schools’ Football Association  
Activity Risk Assessment Template**

This risk assessment tool template has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA’s Safeguarding Checklist to support ESFA Associations in making risk assessments where they are providing or commissioning activities for children and young people and /or where facilities are being hired by outside organisations. 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 activities specifically for under-18s.

Where activities are run directly by the Association it would be expected that the Association would take the lead in ensuring that the risk assessment is completed and reviewed. Where facilities are being hired or delivery partners are being used the risk assessment should be jointly owned with safeguarding responsibilities being identified as part of any contract of hire or Service Level Agreement.

|  |  |
| --- | --- |
| Name of event/activity |  |
| Date(s) of activities/ frequency |  |
| Lead delivery organisation (ESFA, County, District Association, School, College or private hire, etc.) |  |
| Lead Association contact(s) |  |
| Delivery organisation’s lead contact(s) (if not ESFA or affiliated Association) |  |
| Event /activity Co-ordinator |  |
| Association lead Safeguarding Officer Contact |  |
| Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations etc. are hiring facilities which organisation’s safeguarding policy and procedures will be followed in the event of a concern arising? |  |
| Where there is a contract for services or SLA in place does this specify or reference the necessary/minimum safeguarding arrangements? |  |

**Step 1 – complete the checklist below when planning your activity**

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| --- | --- | --- | --- |
| **Check:** | | **In place?** | |
| **Yes** | **No** |
| 1 | Do you have parental consent for all U18s to travel? |  |  |
| 2 | Do you have the appropriate staffing ratios? |  |  |
| 3 | Do those with regulated supervisory responsibility have the appropriate clearances (DBS check, approval to act as a coach)? |  |  |
| 4 | Are the processes for referring any safeguarding concerns clear and understood by participants? |  |  |
| 5 | Have match officials been appropriately appointed? |  |  |
| 6 | Are the parking / drop off / pick up arrangements safe from risks from traffic (e.g. moving vehicles in car park, pick up points not in breach of Highways regulations)? |  |  |
| 7 | Are the changing facilities suitable? Have appropriate arrangements been made to ensure the safety of valuables? Is access to changing rooms controlled? |  |  |

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| --- | --- | --- | --- |
| 8 | Are emergency evacuation procedures clear? |  |  |
| 9 | Have you planned to check that the playing surface and the goalposts are in a safe condition? |  |  |
| 10 | Do the players have appropriate kit for both playing and in the event of substitution? |  |  |
| 11 | Is there a first aider in the party or available at the venue, with access to a first aid kit? |  |  |
| 12 | Are you aware of, and able to accommodate, specific medical conditions of players? |  |  |
| 13 | Is water available to players and officials? |  |  |
| 14 | Do you have consent to take/use photographs and to name players on social media? |  |  |
| 15 | Are spectators aware of Respect expectations and are stewarding arrangements appropriate? |  |  |
| 16 | Are relevant insurances in place? |  |  |
| 17 | Are there any other venue/player-specific checks you need to make before proceeding? |  |  |

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| Completed by | Sign | Date |
| Updated by | Sign | Date |

**Step 2 – complete the risk assessment template to determine whether any further actions are necessary to ensure the wellbeing of event participants. Use this to inform your planning and communications for the event**

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| --- | --- | --- | --- | --- | --- | --- |
| **HAZARDS** | **RISKS** | **Necessary Control Measures** | **Action Required** | **Severity** | **Probability** | **Risk** |
| Inappropriately supervised football | Child protection | Actions 2-5 on checklist  Other? |  |  |  |  |
| The physical environment | Discomfort, injury, illness, death  Theft/damage  Criminal proceedings  Bullying and intimidation | Actions 6 – 9 + 15 on checklist  Other? |  |  |  |  |
| The football match | Discomfort & illness  Injury to self and others | Actions 10-13 on checklist  Other? |  |  |  |  |
| Operating without consent/approvals | Child protection  Charges against team | Actions 1, 14 + 16 on checklist  Other? |  |  |  |  |
| Other? |  |  |  |  |  |  |

CALCULATION OF RISK

SEVERITY: Critical 5; Major 4; Moderate 3; Minor 2; Negligible 1

PROBABILITY: Very likely 5; Probable 4; Possible 3; Remote 2; Improbable 1

SCORE GUIDE: 9 or below – Low risk 10 -15 Medium Risk 16-25 Action High Risk

**Remember: if you identify that an activity is high risk, it doesn’t mean it can’t go ahead. Think about your controls and what other steps you need to take to make the activity safer.**

**Step 3 – after the event, review the risk assessment to make sure that it was effective in controlling risks and consider whether other or new actions to keep the game safe are required next time**

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| **Post activity review of risk**  **assessment** | **Observations/ additional risks identified** | **Actions** |
|  |  |  |