

Essex County Football Association - Safeguarding Risk Assessment

Activity	Risk to Children	Initial Risk Level	Mitigation	Staff Comments (must be completed)	Risk Level after mitigation	Action post event
Consent, Attend event, Photography/Film, Social Media, Overnight stay if app, Overseas if app	Identification of U18 who should be protected. No knowledge to parent carer of travel.	Medium	Pre: Obtain consent to attend event; and photography/filming. Advise what will be shared on social media. Contact parents/carers in relation to overnight stays/overseas stays. During: Reaffirm that nothing has changed in relation to sharing of images etc After: Review and evaluate		Low	
Staffing Ratios	Insufficient staff ratio to children poses a risk where children will be unsupervised during activities.	High	Pre: Inform all participants of staff to child ratio by means written information (consider including info on application forms) Include consequences of not having correct ratio (not allowed to participate/cancellation of event) During: Check and verbally confirm the correct ratio's. Take appropriate action if not adhered to. After: Review and evaluate		Low	
Wi-Fi Access	Inappropriate material being shared. Identity of U18's being shared.	High	Pre: Staff lead to ascertain if Wi-Fi to available. During: Advise all participants over how and what can be shared – remind all parties of code of conduct and if a U18's identity is to be protected, information not to be shared. After: Review and Evaluate		Medium	
Staff DBS Checks	Adults without DBS could 'stand in' for unavailable DBS checked adults	High	Pre: Inform all participants of requirements to have DBS checks if engaged in activity by means of written information to clubs or third parties as appropriate. Inform participants of consequences of noncompliance		Low	

Completed By:

Date:

Essex County Football Association - Safeguarding Risk Assessment

			(not allowed to participate/cancellation of event). During: Dip sample participants to ensure compliance. Inform participants to be vigilant and report any persons not thought to be compliant. After: Review and evaluate for breaches/compliance rates		
Drop off and Pick up arrangements	Children arriving at event unsupervised. Children leaving the event without staff knowing and unsupervised or incorrectly supervised. In the case of an emergency not being able to identify a child	High	Pre: At planning stage select a drop off and pick up point. (This to be appropriately shared with schools, clubs, parents and carers. Make sure a member of staff is selected and has the information required – (register). If event is a travelling event, these details to be shared in the itinerary and disseminated to parents/carers. During: Brief staff and make sure arrangements clear to all parties. If available make sure telephone or communication devices are charged and staff are aware on how to operate. After: Review and evaluate		Medium
Overnight Accommodation	Room sharing, emergency procedures, access by general public, safe accommodation	High	Pre: Lead and or event DSO to liaise with event leader on accommodation and be involved in the decision making (on suitability). Rooms required to have twin beds. Seek most knowledgeable staff member to ascertain room sharing and who to assign. Obtain layout of accommodation is possible. If hotel booking, a member of staff to be on each floor of accommodation of U18's. During: Upon arrival Event DSO to have copy of room allocation. Assess room allocation correct. Event DSO or Staff lead to brief all U18's on emergency evacuation procedures and where the assembly point would be. All staff to be aware of the accommodation the U18's are in. Assess if any access by general public. After: Review and evaluate		Medium
Under 18's Referee's appointed	Possible exposure to poor practice (adults at event).	High	Pre: Liaise with referee department to gather all details concerning U18's officials; cross check against the football they are to officiate to ascertain they are the appropriate personal. Allocate a member or staff to		Low

Completed By:

Date:

Essex County Football Association - Safeguarding Risk Assessment

			<p>oversee the team, ideally to contact them prior to the event.</p> <p>During: Member of staff allocated to the team to conduct a briefing at the start of the event and to be available to support the team during.</p> <p>After: Review and evaluate – liaising with the Referee Development team</p>			
Suitability of Changing rooms	Location of changing rooms, access to public or other adults. Supervision of children if changing.	High	<p>Pre: Assess changing room facilities location and access that the public have to them during the activity. Consider information displayed in toilets to inform children about being safe (posters on doors etc.). Discuss with third party (if appropriate) arrangements for changing rooms - access by other persons not involved in event.</p> <p>During: Inform Adult participants of rules relating to children visiting changing rooms/toilets (going in two's or age appropriate advice) Ensure children are told of and are aware of rules/risks using age appropriate language. Also, what to do if any person does not feel safe or have a concern. Appoint responsible adult to spot check toilets and changing areas throughout the event.</p> <p>After: Check that safeguards/rules put in place were understood and adhered to. Check if there were any concerns with adults and children.</p>		Medium	
Travel arrangements	Children travelling with adults without consent or if appropriate correct ratio. Times of drop off and pick up of children leaving children unsupervised before and after event.	High	<p>Pre: Ensure adults are aware of responsibility of children's welfare to and from event. This should be done through clubs or if one of events through event information to parents/staff. Ensure adults are aware of risks if children are left unattended before or after event. Consider risk to U18 referees travelling to events and U18 players travelling to open age games.</p> <p>During: Check with children travel arrangements they have. Check with adult's travel arrangements of children.</p> <p>After: Review with Club/Event organisers (as appropriate) travel arrangements for U18's to inform better strategy if there were any issues.</p>		Medium	

Completed By:

Date:

Essex County Football Association - Safeguarding Risk Assessment

Toilets	Locations/open to other members of public/supervised and or pairing to and from facility	High	<p>Pre: Share with coaches/teams/ in pre event correspondence toilet facilities and expectations ECFA has of how players will be safe in using the facilities. Check whether facilities will be available to other parties/public. Staff to check suitability of facilities</p> <p>During: Staff on arrival to check facilities for suitability. Staff to share/remind coaches/parents etc of safeguarding processes when players visiting facilities.</p> <p>After: Review any issues arising.</p>		Medium	
U18 reporting concerns	U18s not knowing who and how to report a wellbeing concern or a safeguarding matter	High	<p>Pre: Ensure pre-meetings and briefings with staff are held and that contact details of the Event DSO and Lead DSO are made available on event correspondence.</p> <p>During: At event briefing verbally share with all parties, including U18s, who the event staff are and specifically advise on who the Event DSO is.</p> <p>After: Review process and assess if improvements can be made.</p>		Low	
Referral or concern and managing allegations	Incident occurs and not reported appropriately	High	<p>Pre: Event DSO to be identified. Making sure all staff have in date training qualifications and are aware of the event DSO.</p> <p>During: Introduce Event DSO to all participants and explain the role. Event DSO to assess any allegations and deal with appropriately.</p> <p>After: Any allegation to be referred to County DSO and or SSL if appropriate. Any agency (if not already done) to be contacted, if appropriate.</p> <p>Review and Evaluate</p>		Low	

Completed By:

Date:

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Photography	Identifying a child whose identity should not be published. Sharing details of a child who is ward of court	High	<p>Pre: Obtain consent for parents/school etc for permission for ECFA to publish photographs and or video material of the event. Likewise to ascertain if a child cannot have their details shared. Discuss with DSO how to manage event should concerns be reported. On the pre event pack, explain what photography/videoing is permissible if any and share if ECFA will be taking photos/videos.</p> <p>During: At the start of the event, remind coaches/parents etc of photography/video requirements and what is in place.</p> <p>After: Review any issues that arose.</p>		Low	
Activity	Risk to Children	Initial Risk Level	Mitigation	Staff Comments (must be completed)	Risk Level after mitigation	Action post event
Medical info –all U18's	Medical Emergency and not having correct information or equipment	High	<p>Pre: Collate all medical information or ascertain that clubs/schools have the appropriate details for their U18's. Share any medical information with staff. Assign medical staff.</p> <p>During: Advice any on site medical professionals of any known medical conditions and if any equipment is available. Check with all participants if any information has changed.</p> <p>After: Review and Evaluate</p>		Low	
Location of event (GPS co-ordinates)	Mis communication shared on location of event	High	<p>Pre: Ascertain location and accessibility. Also GPS co-ordinate's</p> <p>During: Check location and de-fib accessible.</p> <p>After: Review and Evaluate.</p>		Low	
Potential location to land air ambulance	Delay in emergency services attending injured player	High	<p>Pre: Consider if it is possible to land air ambulance is so record location.</p>		Low	

Completed By:

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			If yes add nearest details:-			
Identify location of any gate entrance barrier keys (access for emergency vehicles).	Delay in emergency vehicles having access	High	<p>Pre: Check with venue whether any access restrictions. If so have understanding of location of any keys.</p> <p>During: Re-assess that no changes to arrangements have been made to access arrangements and any keys remain in correct location</p> <p>After: Review and Evaluate</p>		Low	
Emergency Contact Numbers	Unable to contact parent/carer of change in circumstances or medical emergency	High	<p>Pre: Request information prior to event. List as separate document (or agree school/club to hold these details), share with event lead. Lead DSO to hold copy.</p> <p>During: Check documents are available. Ascertain event DSO has a copy. If applicable, at event briefing, check with clubs/schools/organisations this information is available to them.</p> <p>After: Review and Evaluate</p>		Low	
Local medical facilities/first aid arrangements – De- fib on site	Risk raises if medical information not known for event. Medical incident escalates and inappropriate intervention or no intervention	High	<p>Pre: Event Lead to ascertain local medical facilities/hospital and also if a de fib is available on site – or the nearest location. Advise event staff.</p> <p>During: If applicable, at event briefing share information with adults responsible for children.</p> <p>After: Review and Evaluate</p>		Low	
Emergency evacuation procedures for site	U18's not countered for. U18's in danger i.e. in building.	High	<p>Pre: Event lead to ascertain from venue location for emergency procedures and meeting point. Share with participants in paperwork sent prior to event.</p> <p>During: At event briefing again cover evacuation and meeting points – advise what the evacuation alarm is – consider deaf participants etc and make sure ALL participants can be evacuated.</p>		Low	

Completed By:

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			After: Review and Evaluate.			
Relevant Insurances (Travel / medical /car)	Possible injuries / incidents and insufficient or no insurance cover	High	Pre: Event lead and DSO to discuss relevant policies in place and ascertain whether further insurances are required. Copies available to staff member not travelling with party. During: Policy details are available to event lead and event DSO. After: Review and Evaluate.		Low	
Overseas Travel	Location, travel arrangements and event risks.	High	Pre: Lead DSO (and if different) Event DSO, Lead event staff member to discuss. Itinerary to be created, consent gained from parents/carers, assessment of insurances and review accommodation to be used. See relevant sections above. A member of staff to be identified who will not be travelling and who will be the emergency contact. During: Documentation to be available to Event Lead and Event DSO. Accommodation to be assessed upon arrival and any areas whereby it has not been possible to view and risk assess, should then be assessed. After: Destroy and paperwork with the names and contact details of U18.s Review and Evaluate.		Medium	
Other Site Issues	Boundaries General Site Control	Medium	Pre: Who has access to the site – multiple access points. Identify and share with staff any concerns regarding access., including any hazards in close proximity. Share any details in pre pack or documentation sent prior to event. During: Event lead to check on arrival no new hazards are known and know hazards are managed. After: Reflect, if necessary event lead to liaise with premises with any concerns, also to advise DSO.		Dependent on Venue	
Car Parking	Any identified issues with car parking	Medium	Pre: Consider the location of the car park to the event. Also, will U18s have to move through a car park area to access facilities. Consider number of personal to manage car park. Share any car parking requirements/procedures in pre event pack. During: communicate with staff managing car park and make sure emergency access points accessible. Make		Low	

Completed By:

Date:

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			sure staff managing car are identifiable. After: reflect and share any issues.			
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Log of Incidents involving of Cardiac Arrests and Catastrophic Injury					
Number	Date	Venue	Name	Club	Outcome/Notes

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Date: