

RISK ASSESSMENT for Waterbeach Colts FC



Safeguarding Risk Assessment 2024-2025 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.

Risk assessment distribution list

Organisation	Name of organisation contact	Date of distribution
Waterbeach Colts – all team managers and coaches	Paul Smith	
Waterbeach Colts – all committee	Lucy Entwistle	
Waterbeach Colts – all involved in organising special events such as tournament / festival	Mike Morel	
Waterbeach Parish Council	Parish Council Clerk and Assistant Clerk	
Additional training venues hired by some of our teams	Team Manager	

Section 1a: General Information

Date of Assessment	4 September 204
Assessment completed by	Mike Morel, Co-Chair
Organisation	Waterbeach Colts
Date of event	Season 2024 / 25
Age Group(s) of event and description	Training and Matches for the season, U6s through to U17s and Adults
Venue address	Name of venue: Waterbeach Recreation Ground Address: Cambridge Road, Waterbeach, Cambs CB25 9NJ
Lead Organisation contact	Name: Mike Morel & Paul Cuddon Email: WCFC.Chair@gmail.com
Event Designated Welfare Officer contact, as shared with parents and players	Name: Lucy Entwistle Telephone number: 07743 223 579 Email: lucy.entwistle@googlemail.com
Event lead for your Club/Event (<i>emergency contact on the day for visiting teams</i>)	Name: Mike Morel & Paul Cuddon Email: WCFC.Chair@gmail.com & Team Manager
Location (GPS coordinates) OR What3Words	///jolly.hedgehog.broadcast

Defibrillator location NB: Information on this can be found via heartsafe.org.uk	On the side of the Parish Council offices at one end of Waterbeach Recreation Ground. ///apron.roof.clumped
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<p>Nearest Hospital for emergencies</p> <p><i>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</i></p>	<p>Name: Addenbrooke's A&E</p> <p>Address: Hills Road, Cambridge CB2 0QQ</p> <p>Contact Telephone: 01223 245151</p> <p>Ely Minor Injury Unit</p> <p>Name: Princess of Wales Hospital</p> <p>Address: Lynn Road, Ely, CB6 1DN</p> <p>Contact Telephone: 01353 772 500</p> <p>Open daily 8:30am to 6pm, including weekends and bank holidays.</p>
Identify location of any access barrier keys	Held by Parish Council / Groundsman – will be borrowed for the times/days needed and held by Co-Chairs with access as needed to coaches and other officers /placed in keysafe
Emergency vehicle access	Via Car Park on to the Recreation Ground
Potential air ambulance landing location (if readily identified)	Waterbeach Recreation Ground
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.	N/A

Section 1b: Policy checklist for events hosted or facilitated by Waterbeach Colts Football Club

Ensure you have the following available	Attached to this Risk Assessment?	Checked and agreed by
Safeguarding Children Policy (if applicable to participants)	No	Lucy Entwistle
Safeguarding Adults at Risk Policy (if applicable to participants)	No	N/A
Social Media/Photography Policy	No	Mike Morel
Anti-bullying Policy	No	Mike Morel
Consent for photography and filming for each player signed – blank copy (Do not attach multiple completed copies)	No	N/A
Codes of Conduct signed by players, coaching staff and parents/carers – blank copy (Do not attach multiple completed copies)	No	N/A
Changing & Showering Policy	No	N/A
Travel, Trips & Events Guidance	No	N/A
Relevant insurance	No	N/A
Completed contract agreement (if applicable)	No	N/A
Completed Medical Emergency Action Plan	No	N/A

Section 1c: Consent checklist

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

Section 2: Risks and mitigations

Section 2a: Consent

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 play for Waterbeach Colts (WCFC) – training / league matches / friendlies and tournaments	<p>Allowing persons to play without written consent. Possibilities of forged signatures.</p> <p>We think this is a fairly low risk for the younger age groups, but a higher risk for the approx. 14-year-olds and above.</p>		<p>Pre: All parents of U18 players asked to complete and sign consent form produced by WCFC before registering their child with the club prior to season start. Team Managers, Committee/Officers monitor this and chase/check. In addition, all parents have to give their consent via WGS.</p> <p>During: If a child/parent changes their mind then they can withdraw their consent at any point during the season/training session/match/event by informing coach/manager or an officer in the club.</p>		<p>Care to be taken that these procedures are followed and consents collected from parents of those who are U18 playing in our adult teams.</p> <p>Care to be taken that these procedures are followed when players join ad-hoc during the season.</p>
Consent to be photographed or filmed	<p>Persons being filmed or photographed without prior written consent.</p> <p>When we are playing at Waterbeach Recreation Ground (and other recreation grounds) these are public places and photos may be taken by general public without our knowledge.</p> <p>When we have events such as tournament / festivals we take photos to promote / publicise – these could contain pictures of</p>		<p>Pre: All parents of U18 players are asked to tell us whether or not they consent to their child being photographed / filmed via our consent form as part of the club registration process prior to season start. This information is shared with the relevant team manager, coaches and parent reps, to ensure they know who does and does not have consent.</p> <p>We may ask for additional consent regarding children who are club members at specific new sessions or events. Photographers to be reminded about safeguarding and safety of children protocols. Guidance/boundaries to be put</p>		<p>Care to be taken that these procedures are followed and consents collected from parents of those who are U18 playing in our adult teams.</p> <p>Care to be taken that these procedures are followed when players join ad-hoc during the season.</p> <p>Football takes place in a public space but “check and challenge” encouraged by all responsible adults involved in the club.</p>

	people who have not given their written consent.		<p>in place for photos taken informally by parents/club volunteers, and by photographers for more formal photoshoots/press. Eg contract agreements. Where possible, engage/employ a photographer who has had appropriate safeguarding checks.</p> <p>During: if a child/parent changes their mind then they can withdraw their consent at any point during the season/training session/match/event by informing coach/manager or an officer in the club. We need to think about how to address consent for parents connected to the club, and people (adults and children) who are not members of the club but who might inadvertently be in general photos that we take at our events (tournament, festival) for promotion / publicity purposes. Sometimes we address this by taking general photos where individuals cannot be recognised. But we will need to firm up in our social media / photography policy.</p>		
Social media <i>Consent to be contacted via social media/to access information via social media/be visible via social media</i>	Photographs and information being placed on social media platforms without prior written consent.		<p>Pre: All parents of U18 players are asked to tell us whether or not they consent to the club taking / using photos to acknowledge /celebrate team performances and promote the club on the club website / club Facebook page / in the local press. This consent is asked as part of the club registration process prior to season start. This information is shared with the relevant team manager, coaches and parent reps, to</p>		<p>Care to be taken that these procedures are followed and consents collected from parents of those who are U18 playing in our adult teams.</p> <p>Care to be taken that these procedures are followed when players join ad-hoc during the season.</p>

			<p>ensure they know who does and does not have consent.</p> <p>This information is shared with the officers who run the club website and Facebook page.</p> <p>We may ask for additional consent regarding children who are club members at specific new sessions or events.</p> <p>During: If a child/parent changes their mind then they can withdraw their consent at any point during the season/training session/match/event by informing coach/manager or an officer in the club.</p>		
<p>Overnight accommodation</p> <p><i>for child/children/person to stay away in overnight accommodation as part of a football event/activity (if applicable)</i></p> <p>N/A</p>	<p>No Risk Assessment completed of overnight accommodation.</p> <p>Ratios of persons per room.</p> <p>Separate rooms for adults.</p> <p>Emergency exits of accommodation and meeting point, in case of emergency, not informed to individuals.</p> <p>Contact number in case an individual becomes unwell during the night.</p>		N/A	N/A	
<p>Consent for overseas travel</p> <p><i>for child/children/person to travel overseas as part of a football event/activity (if applicable)</i></p> <p>N/A</p>	<p>No Risk Assessment completed for type of travel arrangements.</p> <p>No consent forms received for persons travelling.</p> <p>Ratios of responsible adults per child not taken into consideration.</p> <p>Lack of information given to parents beforehand on agenda of event.</p>		N/A	N/A	

Section 2b: Suitability of staff and volunteers

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 <i>(Consider making Code of Conduct available in different formats e.g. Braille, large print, additional language(s))</i>	Discipline issues may arise if Codes of Conduct are breached.		Pre: Ensure Code of Conduct circulated, read, understood and signed by volunteers. Brief volunteers to raise issues/concerns with coaches/parent reps/ officers/officials so that they can be dealt with quickly. Hold open sessions during the year where volunteers can discuss the Codes together and raise questions and help further define/input to any Codes reviews. During: Plenty of officers to be around or easily contactable with contact details distributed to all parties in advance - for anyone to raise a concern with. Any concerns raised will be dealt with at the time and/or quickly afterwards, as per club procedures. online cause for concern portal available that is proactively reviewed by the committee and safeguarding officers.		
Suitability of staff: <i>Where relevant, consideration should be given to</i> <ul style="list-style-type: none"> • 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.		Pre: All potential coaching volunteers for U18 teams meet with an officer of the club and the Safeguarding & Welfare Officer prior to being accepted. These meetings discuss motivations, expectations, what's involved, safeguarding etc. All teams of U18 players must have at least two DBS checked coaches, with in-date Safeguarding. Where possible, there are more than two to allow for when a coach is away/ill. At least one coach per team to have completed the FA Introduction to Football Coaching. At least two coaches to have in date FA First Aid. Where possible, we encourage and facilitate		

			<p>additional parental help: a parent rep, and parents also DBS checked with in-date Safeguarding and FA First Aid. Coaches wear Waterbeach Colts tops with logos.</p> <p>During: If occasionally there is only one coach available then the appropriate number of parents will be asked to remain present at all times, as per FA adult/child safety ratios. For younger age groups we expect all parent/carers to remain present in case of emergencies. A coach must NOT be alone with the players – there must always be at least two adults present. Where we do not have the appropriate number of trained adults then the training / match is cancelled.</p>		
<p>Staffing ratios Insufficient coach-player ratios on the day</p>	If a Manager/Coach of a team has an emergency / becomes unwell, children may be left with unsuitable supervision.		<p>Pre: See above Coaches community online group available to request assistance for training from club DBS checked individuals if needed.</p>		
<p>Appointed Under-18 referees</p>	<p>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/carers of U18 referee who will be responsible for them. No toilet facilities for referee. No breaks or refreshments provided to referees.</p>		<p>Pre: All instructions and details of game/event sent to Referee in advance, copying in parent/carers. Includes details on venue, timing, First Aid/medical emergency details, toilet facilities, food, name and contact details of Safeguarding & Welfare Officer. Referee asked as to how they will arrive and how they will leave at the end/who is responsible. Referee with parent / carer copied in, invited to ask questions of main club contact / organiser. During: Briefing before matches with senior referee and/or lead club contact. Invited to meet Safeguarding & Welfare Officer when/where appropriate. Invited to talk to a</p>		

	<p>Referees over the age of 16 years not holding an in-date FA DBS.</p> <p>Referee left at end of event with no adult supervision.</p>		<p>trusted adult, parent, carer, coach, friend, SWO, should they need to. Club volunteers (coaches and officers) to keep an eye on matches and address any issues/concerns especially if referee is receiving abuse from adults from the sidelines. Officer from the club to check in with refs at the end and following session/match should they need any assistance or if they wish to give feedback or raise concerns. Also club officer to check referees leave safely as agreed.</p>		
Young Leaders/Youth Council involved	<p>Allowing persons to assist event without written consent.</p> <p>Possibilities of forged signatures.</p> <p>Lack of supervision of Young Leaders during event.</p>		<p>Pre: Gather consent from parent/carers in advance.</p> <p>During: ensure supervision is undertaken by FA DBS-checked volunteers with in-date Safeguarding and First Aid. Ensure adequate ratios of adults to young people.</p>		
<p>Additional volunteers where required, e.g.</p> <p><i>a) Signers for deaf teams</i></p> <p><i>b) Guides for blind teams</i></p> <p><i>c) Helpers for wheelchair users or pan-disability players Consider enhanced safeguards e.g. safety of venue, ratio of helpers, accessible toilets etc.</i></p> <p><i>d) Interpreters for attendees who do not speak/understand English.</i></p>	<p>Lack of provision/information made for individuals with hearing loss.</p> <p>Lack of provision/information made for non-English speakers.</p> <p>Lack of ratio of adults to young people /adults at risk/disabled individuals.</p>		<p>Pre: Include in the pre-match briefing sent in advance that there is an accessible toilet in the pavilion.</p> <p>There are other things we need to consider in terms of provision/information we make available to all people.</p> <p>During: Ensure the accessible toilet is open and that there is signage.</p>		

Section 2c: Venue

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 <i>If the club is organising travel, consider all safeguarding implications. If parents need to use public transport, identify nearest bus stop, tram stop etc.</i>	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.		N/A	N/A	
Drop off and pick up points <i>Consider ease of driving in and out of venue, control of numbers and proximity to pitches/meeting point.</i>	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.		N/A	N/A	
Car parking <i>Open access to public? Disability parking bays Lighting</i>	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		Pre: We provide details of parking in advance to visiting teams via communications between coaches/ pre-match briefings/ pre tournaments. This includes size of car park, the fact it is shared with general public, and if parking in the village it MUST be done safely and respectfully of local residents. There are a couple of disabled parking bays shared with		

	<p>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.</p>		<p>general public. During: On usual match days parking is in the car park which is well away from the playing area. On tournament day we section off a car parking area on the recreation ground well away from the playing area with orange fencing. We have volunteers in high vis jackets staffing it.</p>		<p>For tournaments we fence off clearly marked pedestrian areas for people to walk from car park to pitches.</p>
<p>Changing rooms and showers</p>	<p>separate changing facilities for adults/young people. separate changing facilities for referees. 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.</p>		<p>Pre: Referees to be told in advance that there is a referee's room with shower in the pavilion; this is lockable. Players and coaches to receive communication in advance about the changing rooms. During: There are changing rooms for adult teams – one is allocated for the women's teams, the others for the men's teams. These teams do not generally play at the same time. If they do, appropriate signage will be placed on the doors of the changing rooms – these are also lockable. Generally the changing rooms are not available to U18 teams, but if anyone U18 needs to use them they are welcome to with appropriate supervision from parent/carers.</p>		
<p>Toilet facilities including access and location</p>	<p>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.</p>		<p>Pre: put up appropriate signage. During: check signage remains in place. Young people to be accompanied as appropriate by their parent/carers.</p>		

Wi-Fi access	Wi-Fi access (if applicable) not communicated beforehand. No information of Wi-Fi Code visible.		N/A	N/A	
Other considerations: <i>Venue/site boundaries</i> <i>General public access etc.</i> <i>Signage and lighting</i>	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).		Pre: Signage to be put in place in advance where needed. The Recreation Ground is open to the public and where needed we do share an announcement on the Waterbeach social media sites to give advance notice to local residents. We borrow lighting and use our portable floodlights where needed.		
Playing area <i>Goal posts, surface, pitch markings, RESPECT barriers</i> <i>Proximity of other users</i>	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.		Pre: Coaches complete pitch inspections prior to matches and ask parents to help where needed. Goal posts are checked by coaches and referees. Where possible we always carefully measure and mark pitches with the approved spacing between pitches, hedges, trees etc., as per FA guidelines. We encourage the use of Respect barriers and have purchased plenty so that all teams can use them for matches. We also mark respect lines when marking pitches. Club has dog poo bags available too. During: players encouraged by coaches to tell them if they spot something on the pitch during play that was missed during pitch inspection. Referee stops match whilst object is removed.		We should probably have a session with coaches each year about goal safety.

Playing area (Special considerations where applicable) <i>Suitability for disability format e.g., Powerchair access; good evacuation points with signage etc.</i>	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.		Pre: Local Parish facility has access for Wheelchairs outside and disabled parking. Access can be arranged to a disabled toilet but facilities are not available in the Football pavilion.		
Spectator areas <ul style="list-style-type: none"> <i>Appropriate space for wheelchairs and mobility aids.</i> <i>Proximity to players</i> 	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).		Pre: We put respect barriers up at the appropriate distances to separate players from spectators. During: occasionally during play an officer has to ask spectators to stand back from the respect line/from pushing into the respect barrier. Occasionally spectators walk onto the pitch and we have to ask them to step back.		We may need to insist more on all coaches using respect barriers – and show them how to use them. Something to discuss. We do have occasional spectators in wheelchairs but the ground can be quite bumpy in places and some of the pitches are quite a long way from the disabled parking bays.
Public accessibility <ul style="list-style-type: none"> <i>Wheelchair access</i> <i>Car parking</i> <i>Disabled parking</i> <i>Clear access and exit routes on paths</i> <i>Open access</i> 	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		Controlled by Parish council. Information packs supplied to visiting team pre-attendance.		

	<p>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).</p>				
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Section2d: Reporting incidents/concerns

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

Contact details for Club Welfare Officer	Lucy Entwistle, Tel: 07743 223 579. Email: lucy.entwistle@googlemail.com
Contact details for County Designated Safeguarding Officer	Diane Bradshaw – 01223 209021. Mobile 07944 746853 Safeguarding@cambridgeshirefa.com

Section 2e: Medical

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 <i>Nuts/bees/anaphylactic shock</i>	Head coaches unaware of any medical requirements or allergies of their players. Medical information not clearly listed on consent forms. Coaches not knowing how to or not remembering to pull off medical data in their players from Whole Game.		Pre: Medical information is provided by parents direct on to Whole Game. Coaches can run lists from Whole Game. Officers need to ensure coaches know how to do this. Medical information collected on our club registration and consent forms and made available to relevant coaches.		
Relevant medical information in respect of participants, including storage and access <i>Adults with a disability should be encouraged to provide relevant information</i>	Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs.		Pre: we ask Coaches to carry medical information about their players at all times during training and matches. Officers to check in with coaches on this.		
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.		Pre: Coaches have collected contact details of parents of all players in advance. If parent not present and someone else is looking after child, this to be communicated with coach in advance.		

First aid and medical Information <ul style="list-style-type: none"> • <i>Qualified First Aiders</i> • <i>Treatment Room</i> • <i>Closest A&E to the venue</i> • <i>Local medical centres/First Aid arrangements</i> 	<p>Not enough First Aid persons in attendance.</p> <p>No treatment room available.</p> <p>Nearest A&E Department not been notified to leaders or participants/parents.</p> <p>First Aid Post not clearly visible.</p>		<p>Pre: All coaches to have in-date FA First Aid. We encourage one or two parents to do the FA First Aid where possible as extra back-up. All Coaches are asked to check contents of their First Aid bags prior to every season start, and the club buys top-up first aid kits for all teams. Additional First Aid kit in pavilion.</p> <p>For events/tournament we ask all teams to bring their First Aid Kits and that all visiting coaches should have in-date FA First Aid. First Aid Details, contact numbers etc are sent in advance prior to tournaments. A&E details are included in pre-match info shared by home coaches with opposition coaches.</p>		<p>Think about how we check coaches are sending out pre-match briefing information... some do...maybe some don't. Though they do share relevant info in advance.</p>
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	<p>Lack of 'back-up plan' in case of severe weather conditions.</p> <p>No advanced procedure plans distributed for evacuation/shelter if thunderstorm occurs (procedures for evacuating field of play in an orderly manner)</p> <p>No suitable covering for electrical equipment/extension leads in case of bad weather.</p>		<p>Pre: marquees, tents, gazebos for events. For ordinary training / matches we do have access to the pavilion if needed.</p> <p>During: in the case of events we have the pavilion, tents and marquees for storing electrical equipment. Players can shelter in pavilion if needed during very poor weather, though the size /space available is limited. During ordinary training / matches, if shelter is not an option, a coach would make a decision as to whether they could end early – this would depend on time,</p>		

			whether all players parents are present or easily contactable.		
Emergency evacuation procedures <ul style="list-style-type: none"> • <i>Fire evacuation plan</i> • <i>Contingency plan for other Emergencies</i> 	Individuals attending event are unaware of evacuation procedures. No contingency plan in place before event.		Pre: N/A During: for training, matches and events at Waterbeach Recreation Ground, it all takes place outside. In an emergency, coaches and additional parent volunteers would evacuate people safely off the rec. Officers would be called upon to help. There is some use of the pavilion.		We need to put in place a written plan covering outdoors on Waterbeach Rec, indoors in the pavilion and when our teams train at other venues (we assume they have their own contingency and evacuation plans, but are they communicated with parents/players?)
Dietary Information <i>e.g. allergies/cultural issues</i>	No confirmation of any dietary requirements or severe allergies when supplying refreshments to referees. Range of food may not suit all dietary requirements/allergies/cultures.		Pre: communicate food available to referees in advance. During tournaments we would normally give the referee a voucher so they can buy and choose their own food.		

Section 2f: Playing environment

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 jewellery (including piercings)		Pre: we tell parents their children MUST have shinpads, appropriate studs etc. We tell them when alternative footwear needed for different surfaces. We operate a boot bank where boots and shinpads can be swapped or purchased for free or very low amounts. All players are supplied with kit; where kit is slow to arrive we have spares circulating around the club. During: boots and shinpads from our boot bank can be used in emergencies if someone forgets theirs (and if we have the right size).		Add jewellery etc to our policies?
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.		Pre: complete affiliation with risk assessments in advance. Format, Rules of Play and important information including emergencies contacts and Safeguarding contact distributed in advance to all home and visiting coaches for them to forward to their teams/participants. Also sent in advance to Referees. During: Spares of all of the above available on the day. On the day there are coaches briefings and referees briefings when all of the above is highlighted and there is time for Q&As.		

Hospitality	<p>Lack of water/food for players/referees/officials.</p> <p>Not informing attendees, in advance, if food available to purchase or they require to bring their own refreshments.</p> <p>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.</p> <p>If providing refreshment/tea rooms, are there any trip areas.</p> <p>Has all electrical equipment been flash tested and labelled?</p> <p>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)</p> <p>Is there a fresh supply of water for washing hands?</p> <p>Are those serving refreshments suitably dressed (supplied with aprons/ hair nets/hair tied back/disposable gloves).</p> <p>If using ice-cream vehicles, have</p>		<p>For tournaments:</p> <p>Pre: Players encouraged to bring their own water. Referees/officials provided with free water. Anyone can always access water for free from pavilion. Bottled water also for sale.</p> <p>Participants told in advance that food will be available to purchase.</p> <p>When we do Scouts BBQ they have all the appropriate training and certifications. The BBQ area is sectioned off well away from play. Gas cylinders cordoned off.</p> <p>Food is stored in fridges/freezers.</p> <p>During: the following is widely available and distributed to all who are preparing and serving food: soap, disinfectant, gloves, hand sanitisers. Those serving / cooking on the BBQ where aprons etc.</p> <p>Water available for washing hands in pavilion for those preparing and serving food.</p> <p>Water for washing hands for visitors available in toilets (mainly portaloos) and in the pavilion for emergencies.</p> <p>All electrical equipment PAT tested annually.</p> <p>Public liability insurance requested from all external food vans. Their hygiene certificates checked on their website pages.</p> <p>Plugs/cabling placed as safely out of the way as possible; covered with matting / signposted where it could be a hazard.</p>		<p>Request hygiene certificates.</p> <p>When doing our own/Scouts BBQ, need to sort out food samples in case of food poisoning</p>
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	<p>their hygiene certificates been checked?</p> <p>Have parking provisions been made for ice-cream vehicles?</p> <p>Have ice-cream vehicle owner's suitable insurance (in case of food poisoning).</p>				
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Section 2g: Other

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. <ul style="list-style-type: none"> Public liability cover Personal accident cover Car insurance Travel insurance Other as required 	<p>Insufficient Public Liability Insurance cover.</p> <p>Insufficient Personal Accident Insurance cover.</p> <p>Has venue (if hiring outside/non club facilities) correct Public Liability Insurance.</p>		<p>Pre: Public Liability Insurance and Personal Accident Insurance in place each year prior to season start. Event insurance purchased where needed. When we train at other facilities they have their own public liability insurance and we have to supply them with copies of our insurances too.</p>		
Supplementary Communication e.g. <ul style="list-style-type: none"> BSL signers Provision for non-English speakers 	<p>Lack of provision/information made for individuals with hearing loss.</p> <p>Lack of provision/information made for non-English speakers.</p>		Not encountered as an issue to date.		

Other					
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Section 2h: Risk assessment approval

Risk assessment signed off	Full name	Signature*	Date
Risk Assessment completed by:	Mike Morel		4 Sept 2024
Designated Safeguarding Officer/ Senior Safeguarding Lead:			

*Avoid electronic signatures

Section 3: Review

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

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/carers contact details and medical information forms.
Staffing ratios	<p>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 staff</p> <p>Follow the guidance note 5.5, found here: http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory</p> <p>Any U18s who are helping with coaching/refereeing are counted as children in the staffing ratios.</p> <p>Participating teams should be reminded of this and be responsible for their own players during the event</p>
DBS checks.	<u>All Club Staff Members</u> 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	<p>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.</p> <p>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?)</p>
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 jewellery (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	<p>Please ensure that you have access to an AED Defibrillator - Your own? Does the venue have a Defibrillator? - use this link:</p> <p>AED Defibrillator UK Locations Find an AED / Defibrillator (heartsafe.org.uk) to identify nearest location</p>