

RISK ASSESSMENT for Leverington Sports Youth FC



Safeguarding Risk Assessment 2022-2023 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 playing and off season.

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
LEVERINGTON SPORTS YOUTH FC MANAGERS	STEVE HARLEY	20/07/2022
LEVERINGTON SPORTS YOUTH FC VOLUNTEERS	STEVE HARLEY	20/07/2022
NOTICE BOARDS	STEVE HARLEY	20/07/2022
WEBSITE	STEVE HARLEY	20/07/2022

COVID-19

As we continue to adjust to the changing circumstances regarding COVID-19 it is essential you remain up to date with Government advice. Any necessary mitigations should be included within your risk assessment.

Section 1a: General Information

Date of Assessment	19/07/2022
Assessment completed by	Steve Harley
Organisation	Leverington Sports Youth FC
Date of event	2022/2023 Season
Age Group(s) of event and description	U7s to U18s Training and match day activities
Venue address	Name of venue: Leverington Sports & Social Club Address (include postcode): LS&SC. Church Road. Leverington. Wisbech. PE13 5DE.
Lead Organisation contact	Name: Steve Harley Telephone number: 07974 678259 Email: stephenharley@virginmedia.com
Event Designated Welfare Officer contact, as shared with parents and players	Name: Claire Scott Telephone number: 07720 968069 Email: claire.cannom@btopenworld.com
Event lead for your Club/Event (<i>emergency contact on the day for visiting teams</i>)	Name: N/A Telephone number: Email:
Location (GPS co-ordinates) OR What3Words	N/A

<p>Defibrillator location</p> <p>NB: Information on this can be found via heartsafe.org.uk</p>	<p>Inside changing rooms. Mounted on wall left side of entry foyer.</p>
<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: Queen Elizabeth hospital</p> <p>Address: Gayton Road. Kings Lynn. PE30 4ET</p> <p>Contact Telephone: 01553613613</p>
<p>Identify location of any access barrier keys</p>	<p>Inside Changing Rooms and behind the Bar</p>
<p>Emergency vehicle access</p>	<p>3 x access gates to field and 3G Pitch</p>
<p>Potential air ambulance landing location (if readily identified)</p>	<p>Sports field can be cleared to provide ample landing space in emergencies.</p>
<p>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.</p>	<p>All external organisations using our facilities will be directed to utilise our policies and procedures and directed prior to use where these can be viewed and/ or downloaded.</p>

Section 1b: Policy checklist for events hosted or facilitated by Leverington Sports Youth Football Club

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

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	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	N/A
For child/children/person to stay away in overnight accommodation as part of a football event/activity	Yes	N/A
For child/children/person to travel overseas as part of a football event/activity (if applicable)	Yes	N/A

Section 2: Risks and mitigations

Section 2a: Consent

Area of Concern <i>See guidance notes below</i>	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: Obtain consent to attend event via club registration completion. During: Managers to ensure no unregistered players participate.	Low	

Consent to be photographed or filmed	Persons being filmed or photographed without prior written consent.	High	<p>Pre: Parental consent to be obtained for club internal and media/ social media use. Erect signage prohibiting photography unless by permission.</p> <p>During: Visual inspection of attendees at matches and training sessions to ensure only authorised persons are obtaining images.</p>	Medium	
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.	High	<p>Pre: Ensure all parents and players are aware of club policy and have signed policy. Support with parent and player briefings where required.</p> <p>During: Monitor social media platforms.</p>	Medium	

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.	Medium	<p>Pre: All relevant persons to undertake briefing on rules their responsibilities to the club and participants.</p> <p>During: CWO and Secretary to monitor match day and training behaviours.</p>	Low	

<p>Suitability of staff: Where relevant, consideration should be given to</p> <ul style="list-style-type: none"> • DBS • Safeguarding education – children • Safeguarding education – adults at risk • Disability awareness • Any other relevant training 	<p>Staff not holding mandatory FA qualifications for them to work and supervise young people / adults with a disability. Staff not easily identifiable.</p>	<p>Medium</p>	<p>Pre: Check all relevant hold required qualifications and/ or are working to obtain these under supervision.</p> <p>During: CWO to monitor retention and renewal of qualifications and working to club expectations.</p>	<p>Low</p>	
<p>Staffing ratios Insufficient coach-player ratios on the day</p>	<p>If a Manager/Coach of a team has an emergency / becomes unwell, children may be left with unsuitable supervision.</p>	<p>High</p>	<p>Pre: All teams to have a minimum of 2 qualified persons present at matches and training can be supported where required/ needed by DBS checked volunteers.</p> <p>During: Monitor and review on a weekly basis, particularly training where number of participants may fluctuate.</p>	<p>Low</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.</p>	<p>High</p>	<p>Pre: Ensure all referees are briefed by manager on matchday plan and are aware of all relevant matchday provisions and facilities.</p> <p>During: Check with referee at end of game to ensure that all was in order.</p>	<p>Low</p>	

	<p>Not informing parent/carer of U18 referee who will be responsible for them.</p> <p>No toilet facilities for referee.</p> <p>No breaks or refreshments provided to referees.</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>Additional volunteers where required, e.g.</p> <p>a) <i>Signers for deaf teams</i></p> <p>b) <i>Guides for blind teams</i></p> <p>c) <i>Helpers for wheelchair users or pan-disability players</i> <i>Consider enhanced safeguards e.g. safety of venue, ratio of helpers, accessible toilets etc.</i></p> <p>d) <i>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: Identify any individual needs and address with parents. Where required seek external organisation support. Encourage volunteers from under-represented groups.</p> <p>During: Monitor and provide support to new joiners and those from under-represented groups.</p>	Low	

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
<p>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></p>	<p>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.</p>	High	<p>Pre: Include transportation agreement in pre-season registration pack to be signed by parents and guardians. Trip organisers to be made aware of responsibilities and individual risk assess as and when required. Check insurance and qualifications of any transport providers.</p> <p>During: Monitor and adjust accordingly to suit situation and implement.</p>	Low	
<p>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></p>	<p>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.</p>	High	<p>Pre: Identify and communicate safe areas/ points where children may be dropped off/ picked up. For children under 14 years of age actively encourage parental attendance at matches and training.</p> <p>During: Visually monitor situation on a weekly basis.</p>	Low	

<p>Car parking <i>Open access to public?</i> <i>Disability parking bays</i> <i>Lighting</i></p>	<p>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. Safety of all persons within car park area. No area for disabled car parking. Car park poorly illuminated during dusk/evening.</p>	<p>High</p>	<p>Pre: Check signage and lighting. Additional signage for overspill car park. No parking zones to be enforced around public roads. Designated disabled parking area to be identified.</p> <p>During: Regular inspection.</p>	<p>Low</p>	
<p>Changing rooms and showers</p>	<p>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.</p>	<p>High</p>	<p>Pre: Policy to be displayed and briefed out. All changing areas to have proper security and when in use by female or young/vulnerable persons, areas are to be supervised.</p> <p>During: Monitor deal with any reported incidents and action as required.</p>	<p>Low</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>High</p>	<p>Pre: Identify and sign facilities for adults use designated adult toilets inside club when open. Training and match day supervision.</p> <p>During: Monitor and regulated usage to ensure adult and child separation/ male and female separation.</p>	<p>Low</p>	

Wi-Fi access	Wi-Fi access (if applicable) not communicated beforehand. No information of Wi-Fi Code visible.	Medium	Pre: Check signage and ensure correct information displayed, include in visitor information where applicable. During: N/A	Low	
Other considerations: <i>Venue/site boundaries</i> <i>General public access etc.</i> <i>Signage and lighting</i>	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: Check public access and signage, example no dogs signage. Check lighting is working and that walkways are clear and marked. Seek information on any local offenders who may pose a risk. During: Visually and CCTV monitoring of behaviours	Medium	Field has public access. No dogs order in place.
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.	High	Pre: Ground and 3g facilities to be regularly checked weekly and ground maintenance plan to be utilised. Changing areas to be cleaned and inspected twice weekly and at weekends. Bins to be emptied and ground walked to identify and eliminate any hazards. During: As above.	Low	
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).	High	Pre: Check accessible areas are clear and properly maintained and signed including toilets etc. Arrange chaperone where assistance required. During: As above.	Medium	Club needs to be properly assessed by qualified authority to establish what if any work needs undertaking to make the club and facilities fully accessible.

	Potential debris (needles etc.) Insufficient supervision in case of an emergency.				
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).	High	Pre: See previous point in relation to those with access needs and/ or disabilities. In all cases respect barriers to be used and parents made aware of matchday and training conduct. 3G has separate viewing area this needs to be kept clear of any obstacles. During: Monitor to ensure all teams adhere to policies and procedures.	Medium	

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.

<p>Potential sexual abuse</p>	<p>Victim or witness alerts staff to an incident where they have been touched, exposed to, or had inappropriate contact with an adult.</p>	<p>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</p>
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<p>Contact details for Club Welfare Officer</p>	<p>Claire Scott – 07720 968069. Claire.cannom@btopenworld.com</p>
<p>Contact details for County Designated Safeguarding Officer</p>	<p>Diane Bradshaw – 01223 209021. Mobile 07944 746853 Safeguarding@cambridgeshirefa.com</p>

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.		<p>Pre: All players to complete a medical questionnaire including allergies etc and GP details as part of registration process.</p> <p>During: No unregistered players may participate.</p>	Low	
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.		<p>Pre: Managers hold team information. Store within first aid bag ensure assistants are aware of any player with a medium/serious condition. Encourage parental attendance at matches and training.</p> <p>During: Monitor and ensure any new player details are updated.</p>	Low	
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.		<p>Pre: As above. All managers, assistants, and volunteers to be aware of club policy</p> <p>During: As above.</p>	Low	

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. No treatment room available. Nearest A&E Department not been notified to leaders or participants/parents. First Aid Post not clearly visible.</p>		<p>Pre: Check that all signage is in place and first aiders, other than managers and assistants can be identified. Ensure local A&E information is known.</p> <p>During: N/A</p>	Low	
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. 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.</p>		<p>Pre: All areas to be checked to ensure they are adequately weather protected. Field clearance/ evacuation process to be briefed to managers/ assistants and volunteers. In event of a concern evacuate to changing area and or internal club room. Check advanced weather notifications where possible and regulate fixtures accordingly.</p> <p>During: Monitor</p>	Low	
Emergency evacuation procedures <ul style="list-style-type: none"> • <i>Fire evacuation plan</i> • <i>Contingency plan for other emergencies</i> 	<p>Individuals attending event are unaware of evacuation procedures. No contingency plan in place before event.</p>		<p>Pre: Check signage and provide relevant evacuation and fire procedures are correctly posted.</p> <p>During: Monitor areas</p>	Low	

Dietary Information <i>e.g. allergies/cultural issues</i>	No confirmation of any dietary requirements or severe allergies when supplying refreshments to referees.		Pre: Check with all individuals to ensure local knowledge is obtained. During: As above.	Low	
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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 jewelry (including piercings)		Pre: Managers to ensure that all players are aware of FA rules on kit, equipment, jewellery etc During: Visual checks to be carried out and enforcement where required.	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 providing refreshment/tea rooms, are there any trip areas. Has all electrical equipment been flash tested and labelled?		Pre: Notify visiting clubs of café/ burger bar facility at ground and presence of bar and kitchen area. All equipment and food/ drink to be subject to risk assessment and environmental compliance by providers. During: Visually check for compliance and good practice.	Low	

	<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 their hygiene certificates been checked?</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
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Relevant insurance is in place e.g. <ul style="list-style-type: none"> • <i>Public liability cover</i> • <i>Personal accident cover</i> • <i>Car insurance</i> • <i>Travel insurance</i> • <i>Other as required</i> 	Insufficient Public Liability Insurance cover. Insufficient Personal Accident Insurance cover. Has venue (if hiring outside/non club facilities) correct Public Liability Insurance.		Pre: Ensure all club insurances are in place and renewed as applicable. Monitor to ensure that any service providers insurances are also compliant. During: Display relevant certificates/ policy documents.	Low	
Other Complete as required to cover all relevant areas of club activity.			Pre: During:		

Section 2h: Risk assessment approval

Risk assessment signed off	Full name	Signature*	Date
Risk Assessment completed by:	STEVE HARLEY CLUB SECRETARY.		20/07/2022
Designated Safeguarding Officer/ Senior Safeguarding Lead:	CLAIRE SCOTT CLUB CWO		20/07/2022

*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. Participating teams should be reminded of this and be responsible for their own players during the event</p>
DBS checks.	<p>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.</p>
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?

<p>Playing area (Goal posts, surface, pitch markings, RESPECT barriers)</p>	<p>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.</p>
<p>Parking at venue</p>	<p>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?</p>
<p>Format of event/Programme of matches</p>	<p>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.</p>
<p>Hospitality, photographers, and public toilet facilities</p>	<p>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.</p>
<p>First Aid</p>	<p>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.</p>
<p>Kit</p>	<p>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)</p>
<p>Medical</p>	<p>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</p>

	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) to identify nearest location