



Football Fun Factory

Risk Assessment Tool

Guidance Note

The risk assessment tool template must be used where staff 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 staff ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of activities involving under-18s or adults at risk in disability football.

Ownership

Activities run directly by The Football Fun Factory require the member of staff leading the event/activity to ensure the risk assessment is completed, reviewed by the FFF Management Team.



Health and Wellbeing Festival– Risk Assessment

Date(s) of activities/ frequency	14 th October 2021
Lead delivery organisation	Football Fun Factory (Community 12)
Lead contact(s)	Nathan Mitchell
Delivery organisations lead contact(s)	Nathan Mitchell
Event/activity co-ordinator	Nathan Mitchell
DSO contact	Dave Caicedo
State the process for recording a concern	Name: Dave Caicedo Telephone number: 07703 764842 dave@thefootballfunfac tory.co.uk
Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations, etc. are hiring facilities identify the lead organisation for safeguarding policy and procedures	Name: Dave Caicedo Telephone number: 07703 764842 dave@thefootballfunfactory.co.uk



Location	Littleport Leisure Centre Camel Rd, Littleport CB61EW
Potential location for air ambulance landing	Sports hall and Muga
Identify location of any access barrier keys	Gate to side of the building
Identify the location of the nearest defibrillator	Front of building in a coded box



1. Site facilities

Area of concern	Risk to children/Families	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Travel arrangements	Risk of injury travelling to/from the sessions.	School responsibility . Low Risk.	Schools responsibility to bring children out to the session.	Low risk.	
Drop-off and pick-up arrangements	Lost child or child taken by another adult. Covid-Transmission.	Low risk.	School Staff to manage the movement of children to and from the sessions back to classrooms.	Low risk.	
Car Parking	Session is located near to large car park. Risk of injury	Low Risk.	Gates will be locked as it will be within school time.	Low Risk.	



Toilet facilities	Children needing the toilet during the session.	Low risk	Children will know the location of toilets and current rules around going. Ensure they are either accompanied by an adult or go in 2's. Follow school policy.	Low risk.	
Use of Inflatables	Possible injury on inflatables or wires etc.	Medium Risk	A clear area for the activity will be marked. Children will know where they can move to stop trip hazards. Staff are trained in safe use of inflatables.		



3. Site facilities continued

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
<p>Other site issues:</p> <ul style="list-style-type: none"> • Boundaries • General site patrol 	<p>School field with clear fence boundary. Within this I will set up a clearly marked area with cones to stay inside. Children leaving the session area unaccompanied.</p>	<p>Medium.</p>	<p>Use cones to mark out the area. Talk to children at the start of the session about the areas where they can participate within and that they should not go outside the area. Coaches to do regular checks and counts on the number of participants.</p>	<p>Low</p>	



4. Reporting incidents

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
<p>Arrangements for referral of concerns and managing allegations</p>	<p>Safeguarding concerns of any kind during the programme.</p>	<p>Medium Risk</p>	<p>Ensure that Safeguarding Policy is followed. Ensure all staff are adequately trained to follow the safeguarding procedures.</p> <p>Lead Coach to take responsibility for Safeguarding at the sessions.</p>	<p>Low Risk</p>	



5. Medical

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Relevant medical information in respect of participants	Children with medical conditions that are not detailed could suffer an allergic reaction or injury.	Low Risk	Double check medical information upon registration at the start of each session. School to be in charge of any medical information and make the coaches aware of anything important.	Low risk.	
Emergency contact info	Urgent medical attention needed or a safeguarding issue and we are not able to inform parents.	Low Risk.	School will deal with any first aid issues. Low risk as child would be treated for any injury by school staff and not FFF staff.	Low risk.	



<p>Local medical centres/First Aid arrangements</p>	<p>Urgent medical attention required.</p>	<p>Medium Risk.</p>	<p>Coaching team to be aware of local medical centres and defibrulator.</p>	<p>Low Risk.</p>	
<p>Emergency evacuation procedures</p>	<p>Evacuation required or fire drill procedure.</p>	<p>High Risk</p>	<p>Coaches to be aware of fire drill procedure and emergency evacuation.</p> <p>Lead Coach to understand his/her role in leading a safe evacuation.</p>	<p>Low Risk.</p>	
<p>Covid transmission</p>	<p>Transmission of COVID-19.</p>	<p>Low Risk</p>	<p>All coaches to be fully aware of all FA covid-secure measures such as limiting ball handling, hand-sanitizing and undertaking lateral flow tests ahead of each session. Full training to be given in advance of delivery.</p> <p>Cleaning to be done in between bubbles using equipment..</p>	<p>Low Risk.</p>	



Other considerations

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Relevant insurances: <ul style="list-style-type: none"> • Travel • Medical • Car 	Risk of uninsured injury or accident.	Medium Risk	Ensure up to date insurances to cover the participation of children within the programme.	Low Risk.	
Overseas travel	N/A	N/A	N/A	No Risk	

Completed by	Name Nathan Mitchell	Date 6/10/2021
Checked and approved by DSO/DDSO	Name	Date



Updated/Reviewed	Name TBC	Date TBC
-------------------------	-----------------	-----------------

Post-activity review

Post-activity review of risk assessment (review each section individually)	Observations/additional risks identified	Actions
---	---	----------------