

**Risk Assessment Form**

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| **Event or Activity** | Y3/4 Football Development Festival | **Date** | Wednesday 5th March | |
| **Activities taking place** | 5 a side Football | | | |
| **Areas used** | Tooting and Mitcham F.C - Astroturf | | | |
| **People in attendance** | School children, MSSP staff, primary school sports leaders, school staff, parents/guardians | | | |
| **Assessed by** | Fraser Addo | **Date of Risk Assessment** | | 25/02/2025 |

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| **Facility / Location Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
|  |  |  | X |
| Inappropriate lighting | L | Tournament finishes at 2.30pm latest to avoid bad light in the afternoon. | X |
| Temperature | L | Outside in January – chn aren’t there for long and can wear weather appropriate clothes – will warm up running as well. | X |
| Insufficient or unsuitable space | L | Large area to run for the number of chn participating, easy to see chn throughout matches. Area is fenced. | X |
| Untidiness – causing trips, injuries / fire hazard | L | Areas used are checked before event takes place and visitors arrive. | X |
| Stairs – dark / steep / no handrail | L | Stair routes avoided between registration and event area. | X |
| Lack of fire escapes / extinguishers / procedures | X | Outside – Fire Evac. point is the astroturf area | X |
| Slip / trip / fall hazards | L | Area checked for trip hazards before event takes place. | X |
| Working at height | X | No work at height taking place. | X |
| Inadequate ventilation | X | All activities take places outdoors. | X |
| Inhalation of dust or chemicals | X | Unlikely. Outside not close to any industrial work. | X |
| Poor surfaces for activities – slips / trips / impact | L | Pitch area checked before competition for safe use. | X |
| Electrical hazards | X | Speaker system checked and charged accordingly. This will be situated away from any visitors to access. | X |
| Toilet Facilities | L | Toilets checked before and after use by MSSP staff. Children must be accompanied by their teacher on way to and from the toilets. | X |
| Access to facilities including for disabled people | L | Ramp available for disabled access to disabled toilet access. No stairs access to astroturf | X |
| Weather extremes: Hot/Windy/Wet/Cold/Ice | L | Festival will be rescheduled if conditions are dangerous, inside changing facilities and shelter available inside clubhouse | X |
| Animals access to facility – could harm people or foul the area | M | Any area used is checked prior to event for foul and no animals allowed onsite for duration of event. | X |
| Other activities and spaces can be accessed on the event site | X | Area pre booked with T&M staff with no access to area for T&M players during event times. | X |

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| **Sporting Activity Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Uneven playing surface | L | Pitches are checked prior to activity commencing to ensure they are fit for use | X |
| Playing surface too hard or soft or wet | M | Pitches are checked prior to activity commencing for safety | X |
| Hard or sharp objects on pitch/court | L | Pitches are checked prior to activity commencing for safety | X |
| Sliding on Astroturf or tarmac | M | All players are briefed prior to event starting that they must make effort to always stay on their feet and no diving is permitted | X |
| Use of correct equipment for age, ability, type of activity | L | Only sport specific and age-appropriate equipment is used | X |
| Collisions / Conflict with surrounding objects or people | L | Existing goal posts at site are moved well out of the way | X |
| Impact from sports equipment | L | Existing goal posts at site are moved well out of the way | X |
| Contact sport injury | M | No contact/tackling allowed in rules, Referees are briefed to stop dangerous play | X |
| Personal injury – fracture / sprains / cuts | M | No direct contact allowed in rules, Referees are briefed to stop dangerous play. Emergency first aiders on site with equipment and clear access for emergency services if required | X |
| Activity suitable for disabled participants | L | Depending on specific disability, competition is open to all and on schools discretion | X |
| Rules used as directed by NGB of sport | L | Rules used in events are NGB approved and backed by LYG format | X |
| Age range and ability of children suitable to play against each other | L | Only children in age range specified of competition are allowed to compete | X |

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| **People & Organisational Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Lack of information, training or instruction | L | All attendees are briefed thoroughly at the start of the event concerning items such as first aid, competition format, toilet access, safeguarding issues | X |
| Poor activity planning or preparation | L | All attendees are briefed thoroughly at the start of the event concerning items such as first aid, competition format, toilet access, safeguarding issues | X |
| Poor activity delivery or organisation | L | All events are thoroughly pre planned and risk assessment carried out 2 weeks prior to event and on the day before participants arrive | X |
| Ignorance of rules and / or procedures | M | Rules are available and given out to PE Co’s months before event to go through with children competing as well as parents/coaches. Rules and procedures are also recapped on the day during the briefing. | X |
| Unsafe behaviours or attitudes | M | REFSPECT campaign is in force for all competitions and all attendees are clearly reminded about what is expected of them during the event and the sanctions they face if they are not followed. | X |
| Lack of appropriate first aid equipment and experience | L | First aid kits are checked and re stocked before each event | X |
| Medical conditions of participants | L | Staff member in charge of bringing the children to the event are asked to notify MSSP organising staff of any medical issues | X |
| Poor safety control from group leaders | L | Group leaders and MSSP staff are all safeguarding trained | X |
| Poor safety awareness from participants | L | Children are given a brief safety awareness talk with regards to going to the toilet only under the supervision of school staff | X |
| Lack of cooperation within group | L |  | X |
| Differing skill levels within group | M | Schools are briefed prior to the event on the nature/standard of the competition and are given advise on the appropriate ability level of children they should select | X |
| Low level of physical fitness / strength | M | Schools are briefed prior to the event on the nature/standard of the competition and are given advise on the appropriate ability level of children they should select | X |
| Aggression between participants | M | REFSPECT campaign is in force for all competitions and all attendees are clearly reminded about what is expected of them during the event and the sanctions they face if they are not followed. Referees are also briefed to notify MSSP staff of any inappropriate behaviour from a player | X |
| Aggression from crowd / public | M | REFSPECT campaign is in force for all competitions and all attendees are clearly reminded about what is expected of them during the event and the sanctions they face if they are not followed. Inappropriate behaviour will also be recorded and reported back to the associated head teacher to follow up | X |
| Contact between participants increasing risk | L | Visiting staff briefed on responsibility towards own team and REFSPECT campaign branding in view throughout event. Any concerning behaviour | X |
| Participants with special needs | L | Schools are briefed prior to the event on the nature/standard of the competition and are given advise on the appropriate ability level of children they should select | X |
| Participants warmed up appropriately | L | It is the school’s/parent's responsibility to ensure the children are dressed appropriately. Event information including location, surface played on are sent to schools in the weeks leading up to the event. | X |
| Terrorism/Emergency evacuation | L | Emergency evacuation point given in briefing and exit is clearly visible | X |
| Participants wearing safety clothing or accessories – ie shin pads, mouth guards | M | It is the school’s/parent's responsibility to ensure the children are equipped appropriately. Event information including location, surface played on are sent to schools in the weeks leading up to the event. | X |
| Participants wearing suitable attire | M | It is the school’s/parent's responsibility to ensure the children are dressed appropriately. Event information including location, surface played on are sent to schools in the weeks leading up to the event. | X |
| Danger of interference by members of the public | L | All staff/supporters associated with the event are given a florescent sash to notify us they are accounted for and owed onsite. Any one not with these sashes are questioned on why they are in the close vicinity to the event. Site is also private and closed off to the public during the event. | X |
| Leaders briefed and trained to support at event | L | All Leaders are briefed on rules prior to the event and are given support and advice throughout the event by MSSP staff. | X |
| Supervision of leaders / volunteers/ officials | L | All Leaders are under MSSP supervision for the entirety of the event | X |
| Transportation of leaders to and from event | L | Leaders are BTEC students. Will make their own way to and from the venue. | X |
| Photo consent for leaders / volunteers / officials | L | All consent is recorded at the start of the event when they sign in | X |
| Pregnancy or Conditions to consider safety of Staff / Volunteers | L |  | X |

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| **Equipment and Other Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Cash handling | X |  | X |
| Transport to and from your activity | L | MSSP staff insured to take other staff members in vehicles | X |
| Transport of equipment to and from the activity | L | MSSP staff insured to take event equipment in vehicles | X |
| Hazardous substances | L | Not used | X |
| Equipment with moving / hot | X |  | X |
| Heavy equipment and lifting | M | Staff work as a team when lifting heavy equipment and do this appropriately | X |
| Electrical hazards from equipment | M | All equipment is safety checked | X |
| Noise from equipment | L | PA system is tested, and volume not put too high | X |
| Risk of trapping body / clothing in equipment | L | Staff work as a team when lifting/moving heavy equipment and do this appropriately | X |
| Inadequate environment for equipment operation | X |  | X |
| Inadequate protective equipment | X |  | X |
| Equipment in unsuitable condition | L | Equipment is safety checked and replaced if unfit for use | X |
| No access to phone | X |  | X |

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| **Safeguarding** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| All MSSP staff, self-employed coaches, volunteers DBS cleared, and safeguarding protocols met. Schools following own protocols. | L | DBS information if required is sent to school site prior to event taking place as well as all members signing in on arrival.  Freestyler Jamie Knight attending. DBS cleared. He will be supervised by one member of MSSP team. | X |
| Correct ratio of staff to children | L | Schools are in charge to ensure they have the correct staff for the number of participants they are bringing | X |
| Public place – strangers / animals | L | Venue is a closed site and not open to members of the public when in use by MSSP | X |
| Adequate 1st aid treatment | L | MSSP staff are emergency first aid trained and schools have been asked to bring their own first aider and equipment with them to each event | X |
| Opportunities for one on one contact with children | L | MSSP staff/ leaders are not put in 1-1 situation as there is always a second person with them with a child | X |
| Transportation of staff / children | X |  | X |
| Phones use of by staff, leaders, volunteers, schools and public - media consent | L | Staff and Leaders have been asked to put their phones away during a competition and only used in emergency situations. If a picture is taken on an MSSP device this is then deleted straight away after the event. | X |
| Swimming - lack of clothing considered for photography | X |  | X |
| Behaviour of adults and children towards children and young leaders | M | REFSPECT campaign is in force for all competitions and all attendees are clearly reminded about what is expected of them during the event and the sanctions they face if they are not followed. Inappropriate behaviour will also be recorded and reported back to the associated head teacher to follow up | X |
| Sign in / Out - Registration | L | Always completed by a sign in form on arrival for all attendees notifying phot consent | X |
| Oher activities taking part or other children on the event site | L | Private site so only used by MSSP who are all DBS cleared | X |

**Record of Incidents and Accidents at Event or Activity**

To include: Date, time, description (factual), people involved, treatment or actions taken, follow up and future recommendations

**Completed by: Fraser Addo**

**Date: 29/11/2024**