



2.12 Template: Specific risk assessments (activities)

Although a general risk assessment should be conducted every year, it is always useful to conduct a risk assessment when there is a specific event, such as an overnight trip or a tournament, as it is likely that there will be particular issues to consider.

The items included in the template are suggestions only, and should be adapted to the specific nature of the event and the club/organisation. As with the general risk assessment, after the hazards have been identified, the specific risks to children should be pinpointed. For example, a lack of consent could result in children attending the event without their parents' permission. Each risk/concern should then be rated as high, medium or low, according to the likelihood of it occurring. The action required to manage/reduce the risk should be identified for each. If risks cannot be reduced and remain high, you should consider cancelling the event.

After the event has taken place, it is useful to review the risks to identify any lessons than can be fed into plans for future events.



Child Safeguarding Toolkit for UEFA member associations
Goal 2: Ensuring organisational preparedness and prevention

Area of concern/ hazard	Risk to children	Risk level: low/ medium/high (L/M/H)	Action required/ solution	Action by when/ whom	Post-activity review/ les- sons learned
Consent forms signed and received					
Sufficient supervi- sion levels (supervi- sor-to-child ratio)					
Codes of conduct					
Travel arrangements					
Changing rooms/ toilets					
Location of hotel and accommo- dation, including distribution of rooms					
Boundaries and control of entry to site					
Safeguarding pro- cedures, including who to contact					
Emergency contact details and medical information					
Local medical facilities					
Communication with parents regar- ding permissions and arrangements					
Media consents and approvals					
Specific guidance for the event					