**Club: Squad:**

**Head Coach: CWPO:**

**Event: Venue:**

**Accommodation: Transport:**

**Dates: No. of Players:**

**Itinerary (brief description):**

Suggested Key: **High** – certain or near certain that harm would be caused if risk were not removed

**Medium** – the likelihood of harm is probable without intervention

**Low** – there is a low risk of harm, or this will be relatively simple to prevent

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Potential Hazard/**  **Risk Identified** | **Who is at Risk?** | **Likelihood** | **Impact /Severity of Risk** | **Preventative measures** | **Actions to be taken** | **Person/People Responsible for managing risk** |
| **PRE-TRIP** |  |  |  |  |  |  |
| Not appropriate official/player ratio: |  |  |  |  |  |  |
| Safe Selection not completed for Officials: |  |  |  | Ensure all officials travelling have successfully completed Safe Selection Process | - Check status for existing Officials  - Ensure parents/new officials are approved officials |  |
| Duty of care not formally passed to Officials: |  |  |  |  |  |  |
| Trip CWPO not assigned: |  |  |  |  |  |  |
| First Aider not travelling: |  |  |  |  |  |  |
| Consent Forms not completed: |  |  |  |  |  |  |
| Local Customs to be adhered to: |  |  |  |  |  |  |
| Potential problems with destination (e.g. planned strike/public holiday): |  |  |  | Speak with other clubs who have previous experience of festival/accommodation? |  |  |
| Passports not valid: |  |  |  |  |  |  |
| Not having copy of passport: |  |  |  |  |  |  |
| Not having update pic of player |  |  |  |  |  |  |
| Not having valid health card/insurance? |  |  |  |  |  |  |
| Not being aware of potential accommodation issues (e.g. separate floors) |  |  |  | Contact and liaise with accommodation in advance of trip |  |  |
| Not having immigration consent form: |  |  |  |  |  |  |
| Phobias/fears of those travelling: |  |  |  | Consider what brings comfort |  |  |
|  |  |  |  |  |  |  |
| **TRAVEL SAFETY** |  |  |  |  |  |  |
| Official or Player late for departure or misses departure | Players / Officials |  |  | Detailed information sent in advance to all relevant parties; ensure enough notice and extra time given to minimise likelihood |  |  |
| Vehicle/transport breaks down: |  |  |  |  |  |  |
| Player goes missing or separated from group at service station stop/airport: |  |  |  |  |  |  |
| Luggage goes missing: |  |  |  |  |  |  |
| Not arranged travel to and from accommodation? |  |  |  |  |  |  |
| Local Transport (i.e. minibus) fit for purpose? |  |  |  | Reputable company used |  |  |
| Parent/Carer late/fails to collect player at the end of trip: |  |  |  |  |  |  |
| Player goes missing during trip: |  |  |  |  |  |  |
| Passport(s) goes missing: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **FOOD AND DRINK** |  |  |  |  |  |  |
| Food Allergies: |  |  |  |  |  |  |
| Not considered dietary Preferences/Requirements (e.g. vegan / Halal /Lactose Intolerant): |  |  |  |  |  |  |
| I{nsufficient hydration for matches and training |  |  |  |  |  |  |
| Meals and snacks not pre-arranged/pre-booked: |  |  |  |  |  |  |
| Officials wish to partake in alcohol during trip: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **ACCOMMODATION** |  |  |  |  |  |  |
| Late arrival at accommodation: |  |  |  |  |  |  |
| Error in accommodation booking: |  |  |  |  |  |  |
| Players may have to share double beds: |  |  |  |  |  |  |
| If players are not happy with room allocation: |  |  |  |  |  |  |
| Rooms on separate floors: |  |  |  |  |  |  |
| Who has access to rooms: |  |  |  |  |  |  |
| Player or official having night time tendencies such as sleep walking or nightmares? |  |  |  |  |  |  |
| Not having a clear night time routine/plan (e.g. bed time, watching tv, phone use) |  |  |  |  |  |  |
| Fire safety at the accommodation (event of fire alarm): |  |  |  |  |  |  |
| Players feel unwell or homesick: |  |  |  |  |  |  |
| Official needs to access players room in case of emergency: |  |  |  |  |  |  |
| Are there local bars/off licences nearby? |  |  |  |  |  |  |
| Is there a swimming pool on site? |  |  |  |  |  |  |
| Are there balconies in the rooms? |  |  |  |  |  |  |
| Minibar in the room? |  |  |  |  |  |  |
| Lack of or insufficient night time security at hotel? |  |  |  |  |  |  |
| Other guests in the hotel? |  |  |  |  |  |  |
| Other teams in the hotel? |  |  |  |  |  |  |
| Unauthorised use of the room safe? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **OTHER CONSIDERATIONS:** |  |  |  |  |  |  |
| Player or Official with mobility issues |  |  |  |  |  |  |
| Social Media use during trip |  |  |  |  |  |  |
| Mobile Phone use during trip |  |  |  |  |  |  |
| No prior consent or agreement re: videography and photography |  |  |  |  |  |  |
| Inappropriate Clothing for the activities and weather |  |  |  |  |  |  |
| Exposure to weather (very hot/freezing): |  |  |  |  |  |  |
| No vaccinations when required: |  |  |  |  |  |  |
| First Aid/medical emergency during the trip |  |  |  |  |  |  |
| Not being aware of specific needs of specific person(s) e.g. medical/behavioural: |  |  |  | Individual risk assessment |  |  |
| Player or Official has to return home during the trip: |  |  |  |  |  |  |
| Inappropriate behaviour of player |  |  |  |  |  |  |
| Inappropriate behaviour of official |  |  |  |  |  |  |
| Inappropriate behaviour of parent |  |  |  |  |  |  |
| Inappropriate behaviour of third party |  |  |  |  |  |  |
| No agreed limit on spending allowance: |  |  |  |  |  |  |
| Not having advance sight of the playing venue risk assessments: |  |  |  |  |  |  |
| Not giving consideration to players/officials’ religious requirements (e.g. prayer time/attendance at church): |  |  |  |  |  |  |

**Risk Assessment undertaken by: Role: CWPO**

**Date**:

**Risk Assessment undertaken by: Role:**

**Date:**

**Signed off by: Role:**

**Date:**