

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	Uxbridge Football Club
League	Isthmian League Youth Division West
County FA	Middlesex
Approx. No. of U18 players playing open-age football:	30
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	N/A
Approx No. of participants within the 16-19 academy / education provision (where applicable):	N/A



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CLUB SAFEGUARDING POLICIES AND PROCEDURES IN USE	YES	NO
Safeguarding children	x	
Adults at risk		x
Social media use	x	
Use of photograph and filming	x	
Anti-bullying		x
Code of Conduct, including acceptable behaviour	x	
Equality, diversity, and inclusion	x	
Managing challenging behaviour		x
Matchday safeguarding plan		x
Data/Information sharing (GDPR)	x	
Complaints	x	
Whistle Blowing	x	

CLUB WELFARE OFFICER (ADULT TEAMS)	
Name:	Lorraine Kennedy
Email:	Footiechick162@aol.com
Phone:	07976179769

CLUB BOARD SAFEGUARDING CHAMPION	
Name:	Steven Kennedy
Email:	stevetigana@aol.com
Phone:	07881523029

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PART B: SAFEGUARDING RISK ASSESSMENT

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
1. CLUB ORGANISATION & LEADERSHIP						
Policy and Procedures	Safeguarding policy and procedures are clearly defined on our website. Those within club are aware of their safeguarding responsibilities.	High	<ul style="list-style-type: none"> A club Safeguarding Policy exists, which fits the context of club The Safeguarding Policy is available to all on the club website 	Chairman CWO	Low	July 2025 Lorraine Kennedy Steve Kennedy Youth Team Manager Web site manager
Committee level of understanding	Where safeguarding is not championed from the top level of a club it's importance may not be realised by those working within it.	High	<ul style="list-style-type: none"> The club have appointed a Board Safeguarding Champion with suitable knowledge, skills, and experience The Board Safeguarding Champion regularly engages with the Club Welfare Officer Safeguarding is a standing item at Committee meetings 	Chairman CWO Safeguarding lead (SL) Board Safeguarding Champion (BSC)	Low	Ongoing/ constant
Visibility of the named safeguarding person	Without visibility of the Club Welfare Officer people may not know who to contact in the case of a safeguarding concern. U18s may not be listened to and where abuse exists, it may continue.	High	<ul style="list-style-type: none"> The Club Welfare Officer's name and contact details are available via the club website and posters in the clubhouse FA provided safeguarding posters are displayed in prominent places around the club Club Welfare Officer is accessible and is active within the club to ensure safeguarding has high visibility 	Chairman CWO	Low	Ongoing /constant
Codes of conduct	Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged. Poor safeguarding culture becomes normalised	High	<ul style="list-style-type: none"> Codes of Conduct are in place. Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches. 	CWO/ SL	Low	Ongoing/constant

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2. OPERATIONAL RISKS						
Consent (Participation)	Parents / carers unaware of their child's involvement.	High	<ul style="list-style-type: none"> Appropriate consent forms are obtained from the U18 player and their parent / carer in line with FA Safeguarding Guidance Note 8.2 	Youth Team Manager CWO/SL	Low	Annually
Consent (Photography, Social media / commercial activity)	<p>U18 with protection orders could be identified and location recognised.</p> <p>U18 may not be prepared for media interest / exposure – which may not all be positive.</p>	High	<ul style="list-style-type: none"> Appropriate consent forms obtained from the U18 player / and their parent / carer in line with FA Safeguarding Guidance Note 8.3. Where media interest is anticipated, an appropriate member of club staff supports the U18 player / and their parent / carer. 	Youth Team Manager CWO/SL Club Media Officer	Low	Constant
Medical (Consent / information sharing)	Lack of awareness of an individual's medical needs may result in these not being met.	High	<ul style="list-style-type: none"> Medical consent from the U18 player / and their parent / carer, along with emergency contact information is collected in line with FA Safeguarding Guidance Note 8.2. Medical information is gathered in the player registration form and reviewed annually. Medical information sharing follows the club data protection policy. Where medical needs are identified an appropriate member of club staff speaks to U18 player / and their parent / carer about procedures and processes that will be put into place to meet these. 	Youth Team Manager	Low	Youth Team manager annually at registration
Medical (Provision of)	An U18 does not receive appropriate medical care and attention.	High	<ul style="list-style-type: none"> Medical Emergency Action Plan is in place and adhered to. All events, training and matches have an appropriately trained person responsible for the delivery of first aid. Medical care is provided in line with FA Safeguarding Guidance Note 5.10. 	Youth Team coaching staff	Low	Constant

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Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.	High	<ul style="list-style-type: none"> Additional needs information is gathered through player registration form or induction meeting. Where additional needs are identified an appropriate member of club staff to speak to U18 player / and their parent / carer about supportive procedures and processes that will be put into place. Additional needs information shared with those who need to know / are working directly with the player. 	Youth Team coaching staff CWO	Low	Ongoing/constant
Communications	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk exposure to inappropriate content.</p>	High	<ul style="list-style-type: none"> Appropriate consent forms obtained from the U18 player / and their parent / carer. All players (adult and U18) reminded about how to raise a concern. 	All	Low	Ongoing/ constant
Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants	High	<ul style="list-style-type: none"> DBS checks are undertaken promptly for those who require them and before they start carrying out any DBS regulated activity. When engaging volunteers who are U18 consideration is given to the fact they are legally children. 	All	Low	Ongoing/constant
Supervision (Inappropriate supervision of U18)	U18 are not appropriately supervised.	High	<ul style="list-style-type: none"> DBS guidance related to U18 players is followed. U18 player always have access to a named point of contact. 	All	Low	Ongoing/constant
Changing rooms (Open-Age team with adult and U18 players)	Risk of unwanted or inappropriate contact.	High	<ul style="list-style-type: none"> DBS checks undertaken promptly for those who require them U18 player have access to a named point of contact Appropriate member of club staff speaks with adult players re. expected behaviours, aligned to club Code of Conduct and use of mobile phones (cameras) 	1 st team management team	Low	Constant/All

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Travel (Open-Age team with adult and U18 players)	N/A					
Overnight Stays (Open-Age team with adult and U18 players)	N/A					
Players living away from home (U18 players, including loan arrangements)	N/A					
Match day operations (Child activities)	N/A					
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	High	<ul style="list-style-type: none"> A match day plan that considers all health and safety risks. i.e. car parking. 	Facilities Manager SL	Low	Constant /All
3. SAFEGUARDING TRAINING & EDUCATION						
Safeguarding Education (Staff and volunteers)	Lack of safeguarding knowledge may mean staff / volunteers are not able to identify and respond to safeguarding concerns.	High	<ul style="list-style-type: none"> All relevant Club Officials including committee to complete the relevant and required FA Safeguarding Courses for Open Age Football I,e, new Player Welfare Course All relevant club Officials and committee members to understand key issues to look out for as well as how to report any concerns to the relevant club staff 	all	Low	Constant/All

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4. MANAGING ALLEGATIONS AND CONCERNS						
Making a referral or raising a concern (Awareness club wide, including U18 players)	Lack of understanding about how or when to refer could result in a delay in referring or non-referral.	High	<ul style="list-style-type: none"> Staff and volunteers follow the Safeguarding Policy regarding referring and managing an allegation or concern. Club ensures all staff / volunteers are briefed and aware of their safeguarding duty. Contact details for the Club Welfare Officer (Adult Teams) and referral process are readily available throughout the club, including the club website. Club ensures that all players have information pertaining to who they should raise concerns to and how. Club ensures that parents / carers of U18 know who they should raise concerns to and how. Club ensures that NSPCC and FA Whistleblowing contact details are known and shared throughout the club. 	Chairman CWO/SL BSC	Low	Constant/All
Confidential Information (Safeguarding records)	Confidential safeguarding information is not stored correctly and may be accessed.	High	<ul style="list-style-type: none"> Club has systems in place to ensure that safeguarding records are stored in a secure manner. Information is shared only with those who are required to know Club adheres to GDPR policy 	All	Low	Constant/All
5. WORKING TOGETHER						
External education providers	N/A					

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Club relationship with post 16+ Education Provider Academy						
U18 Loan Signings (Bringing in or loaning out an U18 player)	N/A					
Relationships across the club (Links to Youth / Disability Football Teams)	N/A					
6. OTHER CONSIDERATIONS						

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PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

MEAP - MATCHDAY STADIUM

CLUB NAME:	Uxbridge Football Club
CLUB ADDRESS:	200 HORTON ROAD, WEST DRAYTON, MIDDLESEX
POSTCODE:	UB7 8HX

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
JOSEPH PEACOCK	07490 858697
ANDY WAREING	01895 443557 / 07867 973924
STEVE KENNEDY	07881 523029

ACCESS ROUTES	
1. For Ambulance	THROUGH THE MAIN CAR PARK NEXT TO TURNSTILES
2. First-Aid Room to Ambulance	THROUGH MAIN GATES
3. Pitch to Ambulance	THROUGH MAIN GATES

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	Clubhouse/ match day home team dug out
First-Aid kit	Treatment room
Stretcher (if required and trained stretcher bearers present)	Treatment room /match day home team dug out
First-Aid Room	Next to home team changing room

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	Hillingdon Hospital Pield Heath Road Uxbridge UB8 3NN
Directions to hospital:	Turn left onto Horton Road, then at 1 st roundabout, 1 st exit continue to next roundabout, take first exit onto Stockley By-Pass, continue to next roundabout, take 1 st exit, next roundabout take 3 rd exit onto Park View Road, continue to first left turn into Colham Green Road, continue to third left into Pield Heath Road, Hillingdon Hospital is on your left
Journey Time:	10 minutes
Nearest Walk-in Centre (WIA) address:	Hillingdon Hospital Pield Heath Road Uxbridge UB8 3NN

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MEAP – TRAINING GROUND (WHERE DIFFERENT)

CLUB NAME:	N/A
CLUB ADDRESS:	
POSTCODE:	

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number

ACCESS ROUTES	
1. For Ambulance	
2. First-Aid Room to Ambulance	
3. Pitch to Ambulance	

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	
First-Aid kit	
Stretcher (if required and trained stretcher bearers present)	
First-Aid Room	

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	
Directions to hospital:	
Journey Time:	
Nearest Walk-in Centre (WIA) address:	

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PART D: SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	Lorraine Kennedy
Club/League role:	CWO
Signature:	
Date:	August 2024

Name:	Mark Bantock
Club/League role:	Chairman
Signature:	
Date:	August 2024

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Steve Kennedy
Club/League role:	Board Safeguarding Champion
Signature:	
Date:	August 2024

RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
Jack Gostelow	Youth Team Manager	September 2024	Lorraine Kennedy
Mark Langton	Youth Team Coach	September 2024	Lorraine Kennedy

End Note

Clubs are advised to undertake regular risk assessments of the club activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.