



Histon Hornets Football Club

Safeguarding Risk Assessment 2025-2026 Season

This risk assessment has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA's Safeguarding Checklist.

- It is intended to support Affiliated Clubs making safeguarding risk assessments where they 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 Affiliated Clubs ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of activities specifically for under-18s or adults at risk in disability football.
- The Club/ Event Leader will complete the Risk Assessment and will be signed off by the Chairman / Secretary & Club Welfare Officer.
- Risk Assessment will be reviewed by Club/Event Leader, Chairman / Secretary & Club Welfare Officer on a regular basis.

This Risk Assessment **must** be signed with a 'wet signature' (not electronic) by those responsible for the Assessment.

All team officials should be sent a copy of the Risk Assessment Form.

This risk assessment is a 'live' document and should be updated as necessary.

A copy of this risk assessment must be kept for your own organisation's records and made available on request.

Risk assessment distribution list

Team	Team Manager	Date of Distribution
U7	Sam Scharf	5th September 2025
U8 Red	James Wiltshire	5th September 2025
U8 White	Mike Reeves	5th September 2025
U8 Girls	Neil Davies	5th September 2025
U9 Red	Alex Harvey	5th September 2025
U9 Blue	Steven Gowers	5th September 2025
U9 Girls	Ben Butler	5th September 2025
U10 Red	Mark Williams	5th September 2025
U10 Blue	Andrew Sanchez	5th September 2025
U10 Girls	Ellie Newman	5th September 2025
U11 Red	Dan Macpherson	5th September 2025
U11 Blue	Dave Culley	5th September 2025
U11 Girls	Mark Robbins	5th September 2025
U12 Red	Oli Morley	5th September 2025
U12 Blue	Chris Godfrey	5th September 2025
U12 White	Luke Clough	5th September 2025
U12 Girls	Andrew Butcher	5th September 2025
U12 Disability	Zoe Harvey	5th September 2025
U13 Red	Anwar Gilani	5th September 2025
U13 Blue	Aleks Pejkovski	5th September 2025
U13 White	Warren Eagling	5th September 2025
U14 Blue	Andrew Joslin	5th September 2025
U14 White	Wayne Bates	5th September 2025
U14 Girls Black	Callum Meldrum	5th September 2025
U14 Girls Red	Alex Hilton	5th September 2025
U15 Blue	Adrian Spicer	5th September 2025
U15 White	Patrick Kelly	5th September 2025

U16 Black	Stuart Johnson	5th September 2025
U16 White	Mike Anderson	5th September 2025
U16 Disability	Zoe Harvey	5th September 2025
Mens 1st and Reserves	Wayne Bates	5th September 2025
Adult Inclusion	Zoe Harvey	5th September 2025
Club Fixtures Secretary	Jim Sutcliffe	5th September 2025

General Information

Date of Assessment:	2nd September 2025
Assessment Completed By:	Caroline Lamont Smith
Lead Organisation Contact:	Name: Caroline Lamont-Smith Telephone number: 07799 878181 Email: csls@cantab.net
Club Welfare Officer(s):	Name: Caroline Lamont-Smith Telephone number: 07799 878181 Email: csls@cantab.net Name: Patrick Kelly Telephone number: 07824 861233 Email: patrickkelly3972@gmail.com
Emergency Contact Number:	Wayne Bates 07771 907706

Venue Address (1):	Histon and Impington Recreation Ground 30 New Road Impington CB24 9EL
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Location – What3Words:	given.shirt.themes
Defibrillator location NB: Information on this can be found via heartsafe.org.uk	Pavilion at the Recreation Ground
Nearest Hospital for emergencies <i>NB, if you need to use an ambulance, please check with attendant crew as they may not go to the nearest A&E</i>	Addenbrookes Hospital Hills Rd, Cambridge CB2 0QQ
Identify location of any access barrier keys	Gate from Farmstead Road onto pitches - key is held in the key box in the tea hut to which all managers have keys and codes
Emergency vehicle access	Via Farmstead Road

Venue Address (2):	Impington Village College New Rd, Impington, Cambridge CB24 9LX
Location – What3Words:	tens.gazed.rushed
Defibrillator location NB: Information on this can be found via heartsafe.org.uk	Impington Sports Centre (at reception)

Nearest Hospital for emergencies <i>NB, if you need to use an ambulance, please check with attendant crew as they may not go to the nearest A&E</i>	Addenbrookes Hospital Hills Rd, Cambridge CB2 0QQ
Identify location of any access barrier keys	No barriers
Emergency vehicle access	Via Park Drive

Policy Checklist

Ensure you have the following available:	Attached to this Risk Assessment?	Checked and Agreed By:
Safeguarding Children Policy:	Yes/ No	Committee
Safeguarding Adults at Risk Policy:	Yes/ No	Committee
Social Media / Photography Policy:	Yes/ No	Committee
Anti-Bullying Policy:	Yes/ No	Committee
Consent for photography and filming for each player signed – blank copy (Do not attach multiple completed copies)	Yes/ No	Committee
Codes of Conduct signed by players, coaching staff, and parents/carers – blank copy (Do not attach multiple completed copies)	Yes/ No	Committee
Changing & Showering Policy:	Yes /No	N/A
Travel, Trips & Events Guidance:	Yes /No	N/A
Relevant insurance:	Yes/ No	
Completed contract agreement (if applicable):	Yes/No	N/A
Completed Medical Emergency Action Plan:	Yes/ No	

Consent Checklist

Consent Required:	Individual Under 18 Years of Age	Adult with a Disability or at Risk: <i>(Assume adults can self-consent, unless you have reason to believe they cannot)</i>
To be Registered with the Club:	Yes	Yes / No
For child/children/person to be filmed and photographed:	Yes	Yes / No
Consent to be contacted via social media/to access information via social media/be visible via social media:	Yes / No	Yes / No

Colour Code

High Risk	
Medium Risk	
Low Risk	

Consent

Consent to Attend Event	
Risk	
<i>Allowing persons to play without written consent. Possibility risk of forged signatures</i>	
Solution Before	All players required to be registered with club, with signed registration forms including both player and parent/carer signatures
Solution During	Communication during the season is always between managers/coaches and parents/carers. All parents/carers are aware of the need for registration, thus it would be clear if consent had not been given or been forged.
Solution After	
Risk Level After Mitigation	
R-A-G	

Photography / Film Consent		
Risk		
<i>Persons being filmed or photographed without obtaining written consent</i>		
Solution Before	All managers/coaches undertake mandatory safeguarding training, and are made aware of the importance of photography consent.	
Solution During	Parents/players may withdraw consent during the season, and club records will be updated. Individual managers to be responsible for notifying parents and opposition teams when players without photography consent are on the pitch. Managers to follow-up with parents who have not given photography consent that they are happy with how photography has been handled at events	
Solution After	Review issues arising when/if they occur and at the end of the season	
Risk Level After Mitigation		R-A-G

Social Media – Consent to be contacted via Social Media / to access information via Social Media / be visible via Social Media		
Risk		
<i>Photographs and information being places on Social Media Platforms without given written consent</i>		
Solution Before	All managers/coaches undertake mandatory safeguarding training, and are made aware of the importance of consent to have images posted online	
Solution During	Parents/players may withdraw consent during the season, and club records will be updated. Individual managers to be responsible for notifying parents and opposition teams when players without consent are on the pitch.	
Solution After	Review issues arising when/if they occur and at the end of the season	
Risk Level After Mitigation		R-A-G

Medical

Relevant medical information in respect of participants, including storage and access of personal medical details.		
Risk		
<i>Consent forms not available on the day of event or logged onto electronic device</i>		
Solution Before	All managers are responsible for holding medical information on their own players. Managers are encouraged to hold information electronically to ensure ease of access without loss of privacy. All managers should hold the correct medication for their players. All spectators/other adults are presumed responsible for their own medication.	

Solution During	
Solution After	
Risk Level After Mitigation	R-A-G 

First Aid and Medical Information – Qualified First Aiders – Treatment Room – Closest A&E to the Venue	
Risk	
<i>Not enough qualified first aiders. No treatment room available. Closest A&E Department not been notified to Event Leaders</i> 	
Solution Before	All Hornets teams must have a minimum of one qualified First Aider present at all training and matches. Managers reminded of this at monthly meetings. Welfare Officer maintains a register of qualifications and reminds managers/coaches of expiring First Aid qualifications. Emergency Action Plans for both home venues published on Histon Hornets website. All managers reminded of locations of nearest A&E
Solution During	
Solution After	
Risk Level After Mitigation	R-A-G 

Management of Allergies – Nuts / Wasp & Bee Stings / Anaphylactic Shock	
Risk	
<i>Event Leader(s) and Coaches unaware of any medical / allergies regarding young people</i> 	
Solution Before	All managers are responsible for holding medical information on their own players. All spectators/other adults are presumed responsible for their own medication. Additional training has been provided for volunteers within teams where there are known cases of severe allergy requiring the use of EpiPen (or equivalent)
Solution During	If anyone experiences anaphylaxis the home (Hornets) team First Aider will call 999 for an ambulance and provide location and incident information.
Solution After	
Risk Level After Mitigation	R-A-G 

Emergency Evacuation Procedures

Emergency Evacuation Procedures
Risk

<i>Individuals attending event are unaware of emergency evacuation procedures</i>		
Solution Before	Emergency Evacuation Procedures published on Histon Hornets website to ensure there are no barriers to accessing information. For large events (such as tournaments) attendees to be emailed in advance with EAP information.	
Solution During		
Solution After		
Risk Level After Mitigation		R-A-G

Suitability of Staff and Volunteers

Suitability of Staff – DBS – Correct Safeguarding Qualifications – Disability Awareness – Other Relevant Training e.g., Relevant Cultural Awareness		
Risk		
<i>Staff not holding the mandatory FA qualifications for them to work and supervise young people / adults with a disability. Staff to be easily identifiable</i>		
Solution Before	No managers/coaches can be registered with a team without minimum qualifications. All teams encouraged to have some redundancy in number of qualified volunteers to avoid possibility of one expired qualification causing suspension of a team.	
Solution During	Welfare Officers to provide monthly update of qualification status for teams at managers' meetings. Welfare Officers to email volunteers one month before any expiring qualifications. Individuals whose qualifications expire to be notified and suspended from working with children until they have renewed. Additional first aid (CPR) training to be arranged mid- season to supplement FA's online-only First Aid certificate.	
Solution After		
Risk Level After Mitigation		R-A-G

Signed Code of Conduct for Staff and Volunteers (Consider making Code of Conduct available in different formats e.g., Braille / Large Print		
Risk		
<i>Discipline issues may arise if Codes of Conduct are breached</i>		
Solution Before	Codes of conduct to be distributed to all parents/players/managers via Club Spond prior to the start of the season.	

	Individual managers to be responsible for players signing codes of conduct.	
	Codes of Conduct published on club website, and available on Club Spond.	
Solution During	Monthly managers meetings held, at which issues of behaviour and conduct can be addressed, and reminders of conduct provided.	
Solution After		
Risk Level After Mitigation R-A-G		

Staffing Ratios – Insufficient Coach-Player ratios on the day		
Risk		
<i>If a staff member has an emergency / becomes unwell, children may be left with unsuitable supervision</i>		
Solution Before	All teams encouraged to have some redundancy in number of qualified volunteers to avoid possibility of sickness/injury resulting in insufficient supervision. All managers aware that they can and should request additional support at matches or training if there is an emergency shortage of staff.	
Solution During	On match days at home fixtures, additional committee members usually in attendance who can provide additional, qualified, cover to a team	
Solution After		
Risk Level After Mitigation		R-A-G

Appointed Referees who are Under 18 Years of Age

Referees being appointed who are under 18 years of age		
Risk		
<i>No communication to referees outlining plan of day. No start / finish times given. No medical information and emergency contact details been submitted. Not informing parent / carer of U18 Referee who will be managing them. No toilet facilities for referees. Referees over the age of 16 years not holding an in-date FA DBS. Referees under the age of 18 years of age left with no adult supervision</i>		

Solution Before	All communication with under-18 referees to be carried out via (or including) parent/carer of referee. All referees to be given kick-off time, match format, and match duration prior to match. All managers to be reminded that U18, whether playing or refereeing, are still children and require same care and safeguarding, including holding medical and contact info. Cambs FA provide contact information for all appointed referees, and are assumed to be providing suitable contact details of parent/carer and not U18.		
Solution During	Welfare Officers to confirm with teams during the season who their regular youth referees are, to ensure correct details are held, and that those over 16 also undertake DBS checks.		
Solution After			
Risk Level After Mitigation		R-A-G	

Car Park and Drop-Off / Pick-Up Arrangements

Arrangements for Drop-Off / Pick-Up and Car Parking Details			
Risk			
<i>Young people being dropped off and left unsupervised. Safety of all persons in car parking area. Young people unsupervised in car parking area. Car park not large enough to accommodate all vehicles (vehicles having to park on roadside)</i>			
Solution Before	None of the parking facilities at Hornets grounds have pick-up/drop-off areas. All managers to provide opposition with parking information before fixtures. Arrangements made with Histon FC and IVC for overflow parking to avoid excess roadside parking. Disabled parking bays clearly marked. No car park attendants, and all parents expected to be responsible for their own children.		
Solution During			
Solution After			
Risk Level After Mitigation			R-A-G

Toilet Areas / Changing Rooms / Shower Areas

Changing Rooms / Showers and Toilet Facilities
Risk

<i>Members of the public accessing toilet/changing areas that are being utilised by young people / adults at risk, meaning that individuals could be bullied / abused / abducted</i>		
Solution Before	No changing facilities provided for youth teams. Separate facilities for referees and adult teams. No overlap in use of facilities between children and adults. Toilet facilities are in the form of individual rooms with external access, precluding adults being in the same room as children.	
Solution During		
Solution After		
Risk Level After Mitigation		R-A-G N/A

Behaviour

Behaviour Issues Arising During a Fixture or at Training		
Risk		
<i>Anti-Social behaviour of attendees or persons entering facilities who are not linked to the football club, risking the safety of U18's/Players/Volunteers/Spectators</i>		
Solution Before	All venues are public access (school field and recreation ground). Histon Hornets cannot be responsible for non-Hornets arriving and leaving.	
Solution During	Presence of non-Hornets at facilities we make use of us remains a risk. Sessions are always supervised by a minimum of two Hornets volunteers (usually more) who are able to call for help on a group chat for all managers.	
Solution After		
Risk Level After Mitigation		R-A-G

Playing Area Information

Playing Area		
Risk		
<i>Goal posts not erected correctly. Damaged playing surface. Potential debris. Pitches marked too close to obstructions (pond/hedges). Entrance & exits points obstructed. Uneven ground. Kerbs. Insufficient light during evening hours</i>		
Solution Before	Goal posts We follow FA and BSI guidelines when purchasing goals.	

	Pitch hazards Hornets managers inspect pitches for debris/holes prior to kick off. All pitches marked out to an agreed pitch plan that provides adequate space around perimeters. RESPECT barriers Respect pitch barriers provided for every pitch. All managers aware of the importance of setting up the barriers prior to a match
Solution During	Goal Posts (Portable) Goalposts when set out on pitch should be checked by the coach before each session. Danger of Collapsing in play Portable goals must be anchored to ground or weighted, when in use, in accordance with FA and British Standards Institute advice. Putting up and taking down of goals Larger metal goal posts in the higher age groups to be moved/erected by at least two people, preferably adults and if by juniors min. 14+ years and of suitable size, strength and maturity. Good communication/coordination is vital when setting and taking down goals particularly when folding /unfolding support legs when the goals are unstable as this is the key moment where toppling can occur. Care must be taken when carrying goals to avoid manual handling injury to operatives and impact injury to others still on the field. Give clear signals to stand clear especially with excitable children at play. On returning goals to storage locations, ensure that they are lent against a fixed surface without risk of falling, and secure with chains. Chains must be locked before leaving goals unattended Parents to assist only under direction of coaches.
Solution After	
Risk Level After Mitigation	R-A-G 

Insurance Cover (Public Liability / Personal Accident)

Correct Insurance Cover is in place
Risk

<i>Insufficient insurance cover for event</i>		
Solution Before	Insurance for the playing season is an automatic component of affiliation	
Solution During	Additional events require an additional risk assessment, which triggers the reminder to take out additional insurance when necessary	
Solution After		
Risk Level After Mitigation		R-A-G

Risk Assessment Completion Details

Risk Assessment Completed By:	Name: Caroline Lamont-Smith [original signed]	Date:
Approved by Club Welfare Officer:	Name: Caroline Lamont-Smith [original signed]	Date:
To be Reviewed By:	Name: Wayne Bates [original signed]	Date:
Reviewed and Updated:	Name:	Date: