TEAM GRASSROOTS

CLUB DEVELOPMENT SERIES / 03

Risk assessment template

Assess the venue. Plan the activity. Check the controls. Keep reviewing.

INFORM. SUPPORT. EQUIP.

Made for grassroots.

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PRACTICAL CLUB SUPPORT

Use the assessment properly

Complete before an activity and whenever the venue, participants or activity changes. Include players, coaches, officials, spectators, volunteers and other site users. A completed form does not make an unsafe situation safe: put controls in place and check them.

A practical five-step process

1 / Identify

Inspect the venue and activity. Consider physical hazards, safeguarding, access needs and emergencies.

2 / Evaluate

Record who could be harmed and how. Score the risk before controls using the local scale below.

3 / Control

Remove hazards where possible; adapt the activity, use safer equipment, supervision and clear arrangements.

4 / Decide

Score remaining risk after verified controls. Record actions, owners and a proceed/change/stop decision.

5 / Review

Carry out a live check before starting; monitor changes and review after incidents or near misses.

Score	Likelihood	Severity
1	Unlikely	Minor injury / harm
2	Possible	Significant injury / harm
3	Likely	Major injury / harm

Local planning scale: likelihood x severity. 1-2: maintain controls; 3-4: strengthen controls and obtain a responsible-person review; 6-9: do not start until reduced. This is a suggested club tool, not an FA-mandated matrix. A serious uncontrolled hazard means stop, whatever the score.

ILLUSTRATION / NOT A SITE APPROVAL

Worked example: unsafe portable goal

Scenario: a junior training group arrives at a community pitch. A portable goal is missing its specified anchors. This example shows how to record a decision; it must not be copied as approval for another goal or venue.

Record	Example entry
Hazard and harm	Unsecured portable goal may overturn and cause serious injury to players, coaches or others nearby.
Initial judgement	Likelihood 2 (possible) x severity 3 (major) = 6. Do not use the goal.
Immediate control	Keep people clear, stop access and inform the venue operator. No improvised securing arrangement.
Required action / owner	Venue's competent equipment lead to inspect and secure using the manufacturer's specified system before use.
Verification	Activity lead checks the completed assembly/anchoring against venue documentation and manufacturer instructions. Record who checked and when.
Residual judgement	Only after controls are verified: likelihood 1 x severity 3 = 3. Significant consequence remains; responsible-person review required under this guide's local scale.
Decision	Use only if verified safe and review completed. Otherwise omit goal activity or relocate/cancel.
Review trigger	Movement of goal, missing weights/anchors, damage, changing conditions or a near miss.

The score does not override the hazard. A goal that remains unsecured must not be used, even if a numerical score appears acceptable. Prevent climbing and follow current FA goalpost guidance.

REUSABLE TEMPLATE / COMPLETE BEFORE USE

Venue and emergency profile

Club / team / activity / age group

Venue / pitch / date / session times

Assessor / activity lead / review date

Participants and specific access or support arrangements

Emergency arrangements

Exact address / postcode / pitch location / ambulance access and gate arrangements

Named first aider / kit location / cover if absent

AED location / access hours / person checking availability

Person calling 999 / meeting responders / supervising other players

Safe shelter / evacuation point / parent-carer communication

PRACTICAL CLUB SUPPORT

Hazard prompts and control examples

Use these prompts to build your own assessment. They are examples, not a completed assessment or an exhaustive list.

Hazard / who may be harmed	Controls to consider and verify
Pitch surface; players and officials	Inspect holes, debris, dog fouling, standing water and frozen areas. Remove hazards or relocate/cancel.
Goals; anyone near the frame	Verify correct assembly, secure anchors/weights and safe fixings against manufacturer instructions. No climbing; isolate unsafe goals.
Equipment / activity; players	Inspect damaged kit; match equipment and intensity to age/ability; provide clear space and safe run-off.
Weather; all participants	Check forecasts; plan safe shelter, hydration and temperature adjustments. Stop unsafe activity and reassess before any restart.
Shared site / arrivals; children and visitors	Check traffic, public access, toilets and changing arrangements. Use clear boundaries, attendance checks and agreed collection.
Supervision / communication; children	Verify suitable adults, relevant checks and training, welfare contacts and approved communication channels.
Injury / health needs; participants	Provide competent first-aid cover, secure relevant information, emergency access and a concussion response plan.
Behaviour / inclusion; participants and officials	Set conduct expectations and reporting routes. Adapt access and activity for individual needs; deal promptly with unsafe behaviour.

If concussion is suspected, remove the player immediately and do not allow a return that day. Follow current FA guidance and seek appropriate medical advice. An emergency requires 999.

REUSABLE TEMPLATE / DUPLICATE AS NEEDED

Assessment record / one hazard per sheet

Club / activity / venue / date / hazard reference

Hazard: what could happen?

Who could be harmed and how? Include relevant individual needs.

Existing controls / initial likelihood x severity = score

Further controls required / action owner / completion deadline

Verification: what was checked, by whom and when?

Residual likelihood x severity = score / decision / remaining actions

REUSABLE TEMPLATE

Pre-activity check and sign-off

☐ Pitch, goals, equipment and safe boundaries inspected today.

☐ Named activity lead, first-aid cover and emergency access confirmed.

☐ Attendance, supervision and collection arrangements agreed.

☐ Weather, shared-site activity and participant needs checked.

☐ All actions required before starting completed and verified.

Change since assessment / action taken / who checked

Decision

Proceed / Proceed with changes / Do not proceed (select one). The activity lead must stop or adapt activity if conditions become unsafe. A match referee retains their authority over the fixture.

Decision and reasons / restrictions / unresolved actions

Assessor signature / date and time

Activity lead confirmation / date and time

Review trigger / next review date / incident or near-miss reference

REUSABLE TEMPLATE / CONTROL FOLLOW-UP

Actions, review and learning

Club / activity / assessment reference / review date

Action / control	Owner	Deadline	Verified by / date
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____

Review when something changes

Review after an incident or near miss, changes to venue/equipment, different participants or support needs, staffing changes or controls proving ineffective. Check conditions before each activity even if the written assessment is still within its review date.

What changed / what did we learn?

Assessment updated by / date / next review / records stored

Share the controls, not private information. Brief relevant volunteers and participants on what they need to do. Keep sensitive health and welfare details securely and only share with those who need them.

REFERENCE DESK

Use alongside current guidance

Checked 14 October 2026. Requirements can change. Confirm your club, team and competition requirements with your County FA before acting. For Scotland, Wales or Northern Ireland, use the relevant national association guidance.

HSE - steps needed to manage risk
https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm

FA safeguarding framework and policy templates
https://www.thefa.com/football-rules-governance/safeguarding

FA reporting concerns
https://www.thefa.com/football-rules-governance/safeguarding/section-2-reporting-concerns

FA goalpost safety
https://www.thefa.com/get-involved/goalpost-safety

England Football thunderstorm guidance
https://www.englandfootball.com/articles/2024/Feb/27/Thunderstorm-guidance

FA concussion guidance
https://www.englandfootball.com/concussion

TeamGrassroots helps grassroots football Inform. Support. Equip.
For news, club support, kit and equipment, visit teamgrassroots.co.uk.