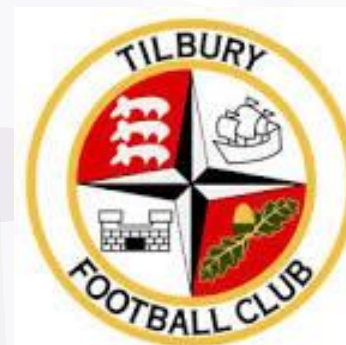


NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	Tilbury Football Club
League	Isthmian League – North Division
County FA	Essex County Football Association
Approx. No. of U18 players playing open-age football:	None
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	None
Approx No. of participants within the 16-19 academy / education provision (where applicable):	None



CLUB SAFEGUARDING POLICIES AND PROCEDURES IN USE	YES	NO
Safeguarding children & U 18 Safety Policy	✓	
Adults at risk	✓	
Social media use	✓	
Use of photograph and filming	✓	
Anti-bullying	✓	
Code of Conduct, including acceptable behaviour	✓	
Equality, diversity, and inclusion	✓	
Managing challenging behaviour		
Matchday safeguarding plan	✓	
Data/Information sharing	✓	
Complaints	✓	
Medical Emergency Procedure	✓	
Whistle Blowing Policy	✓	

CLUB WELFARE OFFICER (ADULT TEAMS)

Name:	Mr Lee Upton – Club Secretary
Email:	Tilburyfcsecretary@gmail.com
Phone:	07957 755583

CLUB BOARD SAFEGUARDING CHAMPION

Name:	Mr Alec Berry
Email:	bizrefalec@gmail.com
Phone:	07757 699168

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

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 procedures are not clearly defined. Those within club are unaware of their safeguarding responsibilities.		<ul style="list-style-type: none"> A club Safeguarding Policy exists, which fits the context of club. The Safeguarding Policy is reviewed at board level on annual basis. The Safeguarding Policy is widely shared with staff, volunteers, and players – including at induction to the club. The Safeguarding Policy is public facing on the club website. 	<p>All members of the Club</p> <p>Agenda Item on Board & Committee Meetings.</p> <p>Players are advised where to find all policies at induction</p> <p>All Policies are displayed on the Clubs website</p>	Low	<p>Annual</p> <p>Completed by Club Secretary and Board Safeguarding Champion</p>
Board level strategic Oversight	Where safeguarding is not championed from the top level of a club it's importance may not be realised by those working within it.		<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 (Adult Teams) and / or assistant(s). Safeguarding is a standing item at board meetings and appears in relevant club strategy and business plans. 	Completed	Low	
Visibility of the named safeguarding person* (*Club Welfare Officer- Adult	Without visibility of the Club Welfare Officer (Adult Teams) people may not know who to contact in the case of a safeguarding concern.		<ul style="list-style-type: none"> The Club Welfare Officer's (Adult Teams) name and method by which they are contactable are available via the club website. FA provided safeguarding posters for steps 1-4, are displayed in prominent places around the club. 	Completed	Low	To note; a new ground is being built (completion July 2025) new posters will be positioned.

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

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?)
Teams or another local title)	U18s may not be listened to and where abuse exists, it may continue.		<ul style="list-style-type: none"> Induction sessions for new players, parents/carers take place. These include an outline of the Club Welfare Officer (Adult Teams) role and details of how they can be contacted. Club Welfare Officer (Adult Teams) is accessible and is active within the club to ensure safeguarding has high visibility. Club Welfare Officer (Adult Teams) is proactive in providing opportunities for U18 players to share experiences, views, and opinions. 	<p>Club Manager with either the CWO or CBSC in attendance</p> <p>In Attendance at all fixtures</p> <p>Not Applicable at this time</p>		Signed player form passed to CBSC
Codes of conduct	<p>Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged.</p> <p>Poor safeguarding culture becomes normalised.</p>		<ul style="list-style-type: none"> Codes of Conduct are in place. Codes of Conduct are shared and agreed to annually with all staff / volunteers / players. Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches. 	Completed	Low	Annual Review At Committee, which is then signed off at the following Board meeting
			•			
2. OPERATIONAL RISKS						
Consent (Participation)	Parents / carers unaware of their child's involvement.		<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. 	Completed	Low	At present the Club has no under 18 players. The Club have an Under 18 policy in the event of signing.
Consent (Photography, Social media / commercial activity)	U18 with protection orders could be identified and location recognised.		<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. 	Completed	Low	Under 18 Policy

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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?)
	U18 may not be prepared for media interest / exposure – which may not all be positive.		<ul style="list-style-type: none"> Where media interest is anticipated, an appropriate member of club staff supports the U18 player / and their parent / carer. 			
Medical (Consent / information sharing)	Lack of awareness of an individual's medical needs may result in these not being met.		<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. 	Club Manager/Physio & Secretary	Low	Reviewed when a new player is signed to the Club, by CWO and CBSC
Medical (Provision of)	An U18 does not receive appropriate medical care and attention.		<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 staff are recruited following a safer recruitment process, have undertaken appropriate DBS checking and follow the club Code of Conduct. All Medical staff have induction and understand club safeguarding expectations and how they should raise a concern. Medical care is provided in line with FA Safeguarding Guidance Note 5.10. 	Club Manager/Physio & Secretary	Low	Reviewed when a new person is engaged to the Club, by CWO and CBSC
Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.		<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 	Club Manager/Physio & Secretary	Low	Reviewed when a new person is engaged to the Club, by CWO and CBSC

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			<p>their parent / carer about supportive procedures and processes that will be put into place.</p> <ul style="list-style-type: none"> Additional needs information shared with those who need to know / are working directly with the player. 			
Communications	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk exposure to inappropriate content.</p>		<ul style="list-style-type: none"> Appropriate consent forms obtained from the U18 player / and their parent / carer. Where team chat groups e.g. WhatsApp exist, an appropriate member of club staff reminds adult players about their expectations and conduct in relation to this. All players (adult and U18) reminded about how to raise a concern. The club follow FA guidance on Digital Communications and Children 	Board, Committee, Staff & Players	Low	Chairman, Secretary, CWO & CSBC
Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants		<ul style="list-style-type: none"> Club have a recruitment and selection process that aligns to the FA recommended process and is followed consistently. DBS checks are undertaken promptly for those who require them and before they start carrying out any DBS regulated activity. An induction process is in place for all new staff, which includes providing information related to safeguarding within their role, what to do if they have a concern and an introduction to key contacts, including the Club Welfare Officer (Adult Teams). When engaging volunteers who are U18 consideration is given to the fact they are legally children. 	Board, Committee, Staff & Players	The Risk is Low because any Recruitment process is stringently followed	Chairman, Secretary, CWO & CSBC
Supervision (Inappropriate supervision of U18)	U18 are not appropriately supervised.		<ul style="list-style-type: none"> The FA and Child Protection in Sport Unit supervision ratios are adhered to. DBS guidance related to U18 players is followed. 	NA	Low	At present Not Applicable. In the event of engaging with an under 18 person all polices apply

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			<ul style="list-style-type: none"> U18 player always have access to a named point of contact. 			
Changing rooms (Open-Age team with adult and U18 players)	<p>Risk of unwanted or inappropriate contact.</p> <p>Photos taken in changing room and circulated without consent/used inappropriately e.g., sexual images/bullying/exploitation. Initiation activities with U18s.</p>		<ul style="list-style-type: none"> An appropriate member of club staff speaks to U18 player(s) and ensures they are given the choice as to whether they want to shower / change at the same time as adult players. Alternative arrangements offered to U18 player –this may include the option to travel to game changed, change before adult teammates, or use a separate changing space. Appropriate member of club staff speaks with adult players re. expected behaviours, aligned to club Code of Conduct and use of mobile phones (cameras) Consent from U18 players / and their parent / carer is given. 	Club Manager/Physio & Secretary	Low	At present we have no U 18 players or staff. There are written policies in place which would be enforced if necessary
Travel (Open-Age team with adult and U18 players)	<p>An U18 player may not feel comfortable to travel with adults.</p> <p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p>		<ul style="list-style-type: none"> Conversation between appropriate club official and U18 player regarding travel arrangements offered – this may include the option to have a parent on the coach or travel separately with parent. Team reminded of behaviours and expectations in line with Code of Conduct. Player has their own mobile and can ring parent at any time. Where travelling by private vehicle, the aforementioned opportunities are offered or minimum of three people travel together. Pre-agreed arrangements made for U18 onward travel upon return to the club (especially in relation to night games). Ongoing review of arrangements with U18 player. Consent from U18 player / and their parent / carer in relation to travel is given. 	Club Manager/Physio & Secretary	Low	At present we have no U 18 players or staff. There are written policies in place which would be enforced if necessary

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Overnight Stays (Open-Age team with adult and U18 players)	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p> <p>Opportunities for U18 player to be exposed to adult themes. (alcohol)</p>		<ul style="list-style-type: none"> Consent from U18 player / and their parent / carer in relation to overnight stays is given. No U18 player will share a room with an adult unless this is a related adult e.g., brother / cousin and agreed by the U18 player and their parent / carer. Conversation between appropriate club official and player and parent / carer regarding overnight stay and options to: <ul style="list-style-type: none"> Have a single room. Attend / stay with an adult family member. Room with another U18 player (must be individual beds). A separate risk assessment is undertaken which details specific arrangements related to this activity and the named person responsible for the U18 player. FA guidance note related to travel and overnight stays has been considered. 	Club Manager/Physio & Secretary	Low	We do not have any fixtures with a need for an overnight accommodation. In the event of any Success in National Competitions, Then a Full Risk Assessment will be completed by the CWO and CBSB
Players living away from home (U18 players, including loan arrangements)	U18 players who are living away from home in order to train with the club may be at risk.		<ul style="list-style-type: none"> The club are aware of all U18 players who are living away from home. The club follow league issued advice and guidance. Accommodation arrangements are assessed, agreed, and monitored by the club. All arrangements are agreed in collaboration with player, parent / carer, club, and accommodation provider. Safeguarding procedures, including an introduction to Club Welfare Officer (Adult Teams) are provided to player, parent / carer, club, and accommodation provider. Accommodation providers are subject to safer recruitment processes, including provision of safeguarding training. 	Club Manager/Physio & Secretary	Low	Not Applicable

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Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.		<ul style="list-style-type: none"> A match day plan includes consideration to safeguarding. Where children are involved in match day activities (i.e. ball retrieval or mascots) additional risk assessments are undertaken and appropriate supervision, procedures and consent are considered. 	Club Chair/Manager/Physio/Secretary. Committee members CWO/CBSB	Medium	Policy in place and issued to all staff and Committee members. It needs to be supervised on each fixture as we would not know who may attend each game. A Risk Assessment for Match day Mascots has been written
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.		<ul style="list-style-type: none"> A match day plan exists that considers all health and safety risks. i.e. car parking. A match day plan details identified safeguarding risks and mitigations; this includes (but is not limited to): <ul style="list-style-type: none"> Staff / volunteer responsibilities. Safer working procedures. / e.g. searching and ejecting spectators. Process by which to raise a safeguarding concern. Age of entry is clearly communicated, along with expected behaviour. 	Chair/Secretary. Gate person/Safety Stewards		Completed and is a policy document, which is reviewed annually. Each game is assessed with Safety Stewards.
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.		<ul style="list-style-type: none"> All staff, volunteers to complete FA safeguarding training relevant and required by their role. All staff and volunteers undertake Player Welfare in Open-Age Football Course. Renewal dates for safeguarding courses for all staff and volunteers are monitored to ensure recertification is completed in a timely manner. 	Board/Committee	Medium	Records kept and Regular Checks undertaken. Any person who requires retraining will be requested to completed any relevant course.

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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?)
			<ul style="list-style-type: none"> Through meeting and briefings, all staff / volunteers remain updated with relevant safeguarding information as and when required – at least annually. All staff / volunteers aware of NSPCC and FA Whistleblowing details. 			
Safeguarding education (Staff and volunteers)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns.		<ul style="list-style-type: none"> Players are reminded of their safeguarding responsibilities and agree to a Code of Conduct. CWO and how to contact them is known to players. U18 players are provided with copy of Know Your Rights in Football All staff / volunteers aware of NSPCC and FA Whistleblowing details. 	Club Chair/Manager/Physio/Secretary. Committee members CWO/CBSB	Medium	Records kept and Regular Checks undertaken. Any person who requires retraining will be requested to completed any relevant course.
Safeguarding awareness raising	Lack of safeguarding knowledge may mean parents / carers are not able to effectively support this child and / or identify and respond to safeguarding concerns.		<ul style="list-style-type: none"> Parents / carers invited to a club induction, links to digital parent / carer pack provided. Parents / carers encouraged to complete The FA Safeguarding Awareness for Parents & Carers course 	Club Chair/Manager/Physio/Secretary. Committee members CWO/CBSB	Medium	Records kept and Regular Checks undertaken. Any person who requires retraining will be requested to completed any relevant course.
			<ul style="list-style-type: none"> 			
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.		<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. 	CWO/CBSB	Medium	All person within the Club are and have been informed who to contact. Notices displayed

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			<ul style="list-style-type: none"> 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. 			
Confidential Information (Safeguarding records)	Confidential safeguarding information is not stored correctly and may be accessed.		<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. 	Chair/Secretary/ Board Members	Medium	Board to annually review
			<ul style="list-style-type: none"> 			
5. WORKING TOGETHER						
External education providers Club relationship with post 16+ Education Provider Academy	<p>Lack of joined up safeguarding process between club and 16+ education provider (academy) means that U18s have inconsistent experiences and concerns may be missed.</p> <p>Important information may not be shared.</p>		<ul style="list-style-type: none"> An appropriate club representative meets with the education provider to discuss safeguarding on a regular basis. A safeguarding risk assessment is provided to the club by the education provider. This includes clear details around processes and procedures by which a referral is raised, and how information will be shared. The Education provider is aware of wider club risk assessment and expectations from club in relation to safeguarding process, recruitment, supervision, training, and general Health & Safety requirements linked to the use of club spaces. 	Not Applicable		
U18 player transition (between youth teams and the open-age team)	Lack of joined up safeguarding process between youth and open-age teams may result in U18s having inconsistent experiences and concerns may be missed.		<ul style="list-style-type: none"> CWO (Youth) and CWO (Adult Teams) work together to plan transition for youth players into open-age football, ensuring that: (1) the needs of U18 player are considered at each stage, (2) relevant information 	Not Applicable		

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	Important information may not be shared.		is shared and (3) an introduction between the U18 player and the new CWO (Adult Teams) takes place.			
U18 Loan Signings (Bringing in or loaning out an U18 player)	Safeguarding is not considered when an U18 player joins or leaves the club on a short-term arrangement.		<ul style="list-style-type: none"> An appropriate club official works with an appropriate official from the parent club / club taking player on loan to ensure that the loan move has safeguarding as a key consideration. An additional Risk Assessment is completed. This includes: <ul style="list-style-type: none"> Ensuring U18 player has a local point of contact with whom they can raise concerns. Ensuring appropriate transport and accommodation are in place. Ensuring regular “check ins” with U18 by both the parent club and club at which the player is on loan. Player and parent are informed throughout process and consent is given. 	Not Applicable		CWO/CBSB will ensure that the appropriate actions raised and enforce in the event of an U 18 player joining the Club
Relationships across the club (Links to Youth / Disability Football Teams)	Where purposeful relationships do not exist, an individual may have a different experience within different parts of the club. Concerns may go unreported or missed.		<ul style="list-style-type: none"> Those involved with the running of the open-age team work with those involved with the delivery of Youth / Disability football to share information, knowledge, and opportunities to create a cohesive safeguarding culture. 	Not Applicable		At present not applicable
			<ul style="list-style-type: none"> 			
6. OTHER CONSIDERATIONS						
			<ul style="list-style-type: none"> 			

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PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

MEAP - MATCHDAY STADIUM

CLUB NAME:	Tilbury Football Club
CLUB ADDRESS:	Chadfields, St Chads Road Tilbury
POSTCODE:	RM18 8NL

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
Mr Lee Upton	07957 755583
Mr Alec Berry (retaking Course existing expired)	07757 699168

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

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	In entrance to Players changing Rooms
First-Aid kit	In entrance to players changing room/Board room kitchen. Bar area in function hall.
Stretcher (if required and trained stretcher bearers present)	In Entrance to Players changing Rooms
First-Aid Room	Rear of First Team Changing room

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	Basildon University Hospital
Directions to hospital:	<p>Directions to Basildon University Hospital, Quickest Route which is the nearest Emergency and Accident Hospital</p> <ul style="list-style-type: none"> • Leave the ground from the main entrance, turn left in to St Chadds Road Tilbury • Take second exit at the roundabout adjacent to The Gateway School. • Take first exit at the next roundabout onto Marshfoot Road, take second exit over roundabout by school entrance. • Follow Marshfoot Road until next roundabout take first exit onto Dock Approach Rd/A1089 towards Grays and Southend Grays A 13

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	<ul style="list-style-type: none">• Take exit towards Southend A 13 eastbound to Nether Mayne/A176 in Essex 8.7 miles. Take the 3rd exit for A176 from A13• At Roundabout at the top of the slip road, take first exit via dedicated slip to Nether Mayne• Go straight over Traffic Lights• At Roundabout take first exit on slip road. Signposted to Hospital A&E And written and displayed guidance
Journey Time:	15 mins
Nearest Walk-in Centre (WIA) address:	The nearest walk in centre is at Basildon Hospital

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MEAP – TRAINING GROUND (WHERE DIFFERENT)

CLUB NAME:	As per Home Ground
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:	Danny Nash
Club/League role:	Chairman
Signature:	
Date:	21 st January 2025

Name:	Jon Nash
Club/League role:	Board Member
Signature:	
Date:	21 st January 2025

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Alec Berry
Club/League role:	Club Board Safeguarding Champion
Signature:	
Date:	21 st January 2025

RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
All Board Members	Tilbury Football Club	21 st January 2025	
Club manager and management team	Tilbury Football Club	21 st January 2025	
Club Players	Tilbury Football Club	21 st January 2025	
Club Committee Membesr	Tilbury Football Club21 st January 2025	21 st January 2025	

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.