
THE UK MINIFOOTBALL ASSOCIATION*

RISK IDENTIFICATION AND ASSESSMENT

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The UK Minifootball Association
272 Kensington High Street
London
W8 6ND

Telephone: 0871 250 0131
Email: office@ukminifootball.co.uk

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Risk Identification and Assessment

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Introduction

The following document outlines the identification and assessment of risks which should be carried out by UKMA staff, volunteers, affiliated league providers and accredited venues in preparation for small-sided football events. The UKMA also recommends that risk assessments should be carried out by all small-sided football league providers and facilities, whether they are currently affiliated to the UKMA or not, for their events.

General

It is important to take the time during the organising of an event to identify any potential risks or hazards and decide whether you need to put anything into place to reduce or prevent these risks. This is called a risk assessment.

Risk assessments are not meant to create unnecessary paperwork but are rather about controlling the risks during your event. You will need to think about the real risks to members of the public that are most likely to happen and those that could cause serious harm. For these real risks you will need to put measures into place to reduce or prevent these risks from occurring.

For some risks, such as facility equipment or building maintenance, other regulations will require specific control measures. Your risk assessment will help you to identify these risks, decide on an action plan to follow specific control measures, such as regularly testing goal safety according to the manufactures instructions. These control measures do not have to be assessed separately but can be considered as part of or an extension of your overall risk assessment.

As part of your risk assessment you will need to record all of the risks and hazards that you have identified, any control measures, and the people who are responsible for ensuring that these control measures have been carried out. You will also need to regularly review your risk assessment and update it as necessary.

Once you have completed your risk assessment you should make sure that everyone involved in the event has been informed of the risks and control measures. This will help your staff to keep an eye on any of the hazards and quickly notify the responsible person should any hazard occur.

Identify the risks

One of the most important aspects of your risk assessment is accurately identifying the potential hazards of your event.

To help you think about the potential hazards, you could try walking around the grounds where your event will be held and think about hazards. You need to think what is about the activity or venue that could lead to a risk to your staff, participants or spectators health?

You could also look at previous accident reports for similar or previous events that you have operated to identify any potential hazards.

Who might be harmed?

You will also need to think about who might be harmed by the hazards. Will the hazards pose a risk to your staff, volunteers, participants or spectators? Will there be children involved in your event and if so what hazards pose a significant risk to them?

For each hazard you will need to list the persons who may be affected and harmed. This does not need to be an exhaustive list but should identify the groups most likely to be affected and will help you think about what control measures you will need to put into place.

Once you have your list of people who may be affected, make sure that you speak to other members of staff as they may have thought of other persons who could be affected or have ideas for control measures to negate the risks.

Evaluate the risks

Now that you have identified the risks you will need to assess how likely it is that the risk will happen and the extent of control measures that you need to put into place.

Generally you need to do everything “reasonably practical” to protect people from harm. This means balancing the risk against what you need to do to control the risk in regards to time, money and trouble. You do not need to take action if the control measure is grossly disproportionate to the risk.

Your risk assessment should include what you are reasonably expected to know. You are not expected to anticipate unforeseen risks.

When evaluating the risks, look at what control measures you already have in place and ask yourself:

- Can I get rid of the hazard altogether?
- What more could I do to control the risk and prevent harm to others?

Make sure that you involve other staff members and volunteers who will be working at the event so that everyone is aware of the control measures that will be put into place and who is responsible for putting the control measures into place. This will also help to reduce any new hazards being introduced to the event by lack of communication amongst the event team.

Record your findings

You will need to record any hazards which you have identified, the control measures to be put into place and who is responsible for ensuring that the control measures have been put into place. You should use the ‘UK Minifootball Association Risk Assessment Form’ to record your findings. This risk assessment form can be found at the end of this document.

If your risk assessment has identified a number of hazards then you should list the hazards in order of importance and address the most serious risks first.

You will also need to record the control measures that are already in place and any further control measures that need to be put into place onto the ‘UK Minifootball Association Control Measure Action Record’. This record should list all control measures, the person who is responsible for ensuring that a control measure is put into place and the date when a control measure was put into place. This record will allow you to quickly and easily see what control measures are in place or will be put into place for all of your events.

Regularly review your risk assessment

You should regularly review your risk assessment on an ongoing basis if you are running events over a period of time. When reviewing your risk assessment you should ask yourself:

- Have there been any significant changes?
- Are there any improvements that still need to be made?
- Has your staff or volunteers noticed any problems?
- Have you learnt anything from accidents or near misses?

You need to make sure that your risk assessment stays up to date.

UK Minifootball Association Risk Assessment Form



THE UK MINIFOOTBALL ASSOCIATION (UKMA)



Organisation name:				
Reference:	Form:	Facility/Event/Area assessed:	Assessor:	Date of assessment:
RA	Risk Assessment			

HAZARD: What hazards have been identified?	Persons affected by the activity: Who might be harmed and how?	RISK CONTROL MEASURES				
		Control Measures in place: What are you already doing?	Further action: Do you need to do anything else to manage this risk?	Action to be completed by whom?	Action to be completed by when?	Date work completed and signature

People allocated action and target dates approved by Line Manager: Name:	Details of further action have been transferred to the control measures action record: On Date:
Signature: Date:	Risk Assessment reviewed, Date: Reviewer:

UK Minifootball Association Control Measure Action Record



THE UK MINIFOOTBALL ASSOCIATION (UKMA)



Organisation name:	
Reference:	Form:
CMA	Control Measure Action Record

RISK CONTROL MEASURES

Event: Name and location of event	Control Measures in place: What are you already doing?	Further action: Do you need to do anything else to manage this risk?	Action to be completed by whom?	Action to be completed by when?	Date work completed and signature