

## Conducting a Safeguarding Risk Assessment

A safeguarding risk assessment is an important step in protecting club members, staff, volunteers, adults at risk, children and young people, and members of the public from harm. The purpose of the safeguarding risk assessment is to identify potential hazards and to implement actions and operational practices that will reduce the likelihood of these occurring. The safeguarding risk assessment will help you to focus on the risks that really matter – the ones with the potential to cause real harm, it is separate to, but should sit alongside a venue or event risk assessment.

Safeguarding risks assessments, like any other risk assessment, create a record of decisions made to make your event safer.

### Prior to the event starting

To complete your pre-event safeguarding risk assessment it is recommended that you:

- Identify potential threats and hazards in your event environment.
- Consider the likelihood of the threat occurring.
- Consider the impact of the risk.
- Document control measures to prevent and manage the risks
- Assign owners

Some possible risk factors / hazards that you may need to consider include:

- The type of event – are there more risks inherent to a rally as opposed to circuit racing for example?
- The attendees – is the event for club members and families or open to the public?
- The anticipated number of people attending, including children and young people
- The numbers of Officials and Marshals – do they know they venue? Are they registered or licenced? Have they had a suitability check?
- Are there any ongoing animosities between attendees that you are aware of?
- Are there any family or activity zones being set up?
- Are all staff briefed on the lost/found children procedure?
- Are you providing overnight accommodation?

Actions to mitigate the risk could include:

- Remove the risk – cancel, postpone, or more the event.
- Separate the risk from the people – put in place physical barriers to prevent people being placed at risk.
- Educate people on the risk – provide policies, procedures and guidance, provide training or equipment.

The diagram below illustrates the process involved in conducting a safeguarding risk assessment.



A template risk assessment is included. This document should be distributed and explained to all relevant members of the event organising team in advance.

## During the event

If you are delivering your safeguarding briefing to club members, officials and volunteers at your event, you may wish to include key findings from your safeguarding risk assessment that these groups should be made aware of.

Safeguarding risk assessments should not be completed as a one-off exercise. They need to be reviewed and updated regularly. Although the safeguarding risk assessment for an event will be completed in advance, it should be reviewed on the day and throughout the event as the likelihood of the risk occurring or the impact of the risks can change frequently.

The safeguarding risk assessment process is likely to be something that everyone does regularly without realising it. You will already be aware of risks in the environment, but on the day of the event, the probability or likelihood of harm occurring may change – this may be due to weather, lighting, a different audience demographic, national threats, etc. It is important that you document your actions and the reasons for these as this can be used to inform future actions.

The Club Safeguarding Officer must be alert to the need to conduct dynamic safeguarding risk assessments and document any changes made to the safeguarding risk assessment.

## After the event

Learning from your safeguarding risk assessment is important to developing your clubs ability to host safe events. As part of your event debrief process, it is important for your Club Safeguarding Officer to reassess the safeguarding risk assessment, taking into account any dynamic safeguarding risk assessment changes made during the event, and any safeguarding reports made to the club as part of the event.

When assessing the safeguarding risk assessment, the Club Safeguarding Officer should consider some of the following points:

- Has your club received any reports of safeguarding concerns in relation to the risks identified?
- Are any improvements required to the measures put in place for the risks identified?

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at [club.development@motorsportuk.org](mailto:club.development@motorsportuk.org)