

# RISK ASSESSMENT RECORD SHEET

Activity under assessment: **Coaching sessions / managing teams**

Assessment carried out by: Craig Archer

Location: **various halls, leisure centres, schools and fields**

Date: July 2016

Hazard/Risk	Who might be harmed	Precautions already taken	Additional control measures necessary	Assessors comments / priority – all priority 1
<ul style="list-style-type: none"> <li>▪ Area unsuitable for activity</li> </ul>	Players / Coaches	<ul style="list-style-type: none"> <li>▪ Area to be checked prior to session to ensure it's free of cans, bottles, rubbish and any other obstacles that could potentially present a risk. Area to be altered / moved if there are significant immovable obstacles.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any potential risks to be highlighted and cordoned off.</li> </ul>	1
<ul style="list-style-type: none"> <li>▪ Adverse weather conditions</li> </ul>	Players / Coaches	<ul style="list-style-type: none"> <li>▪ Coach to make assessment prior to session taking place. Sun protection used, advise appropriate clothing, fluid intake.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Session to be altered (seek shelter, shade at regular intervals) /moved / cancelled accordingly.</li> </ul>	1
<ul style="list-style-type: none"> <li>• Area designated for activity inappropriately used by passers by - Nuisance, intervention or unwelcome and continued presence of bystanders</li> </ul>	Players / Coaches / Public	<ul style="list-style-type: none"> <li>▪ Clearly define area to be used / no access to public within the area.</li> <li>▪ Remove pupils from any threat or intimidation, inappropriate language etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clearly communicate area's use and timing of activity</li> <li>▪ If there is repeat unwanted presence consider child protection issues contacting police</li> </ul>	1
<ul style="list-style-type: none"> <li>▪ Injury / Illness through use of inappropriate equipment , broken equipment, misuse of equipment</li> </ul>	Players	<ul style="list-style-type: none"> <li>▪ All equipment to be appropriate for age / ability and in good condition. Coaches to emphasise correct techniques when using equipment.</li> <li>▪ Any oversized bibs to be tucked into child's shorts to prevent tripping hazard</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coach to ensure equipment is being used appropriately.</li> </ul>	1
<ul style="list-style-type: none"> <li>▪ Injury / Illness requiring medical attention.</li> </ul>	Players	<ul style="list-style-type: none"> <li>▪ Coaches to be first aid qualified and have access to first aid kit. Details of any medical conditions / emergency contact on Registration form.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate action to be taken Parent / emergency services contacted. Coaches to carry mobile phones. Incident / accident report form to be completed.</li> </ul>	1

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<ul style="list-style-type: none"> <li>▪ Inappropriate clothing / footwear for activity.</li> </ul>	Players / Coaches	<ul style="list-style-type: none"> <li>▪ Coach to ensure participants are appropriately dressed for session, shoelaces tied, long hair tied back, no jewellery. Coach to wear uniform and appropriate footwear.</li> </ul>		1
<ul style="list-style-type: none"> <li>▪ Injury / illness through inappropriate behaviour</li> </ul>	Players	<ul style="list-style-type: none"> <li>▪ Coach to supervise group at all times / address any behavioural issues appropriately. Ground rules set.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Warning / time-out as required</li> </ul>	1
<ul style="list-style-type: none"> <li>▪ Inappropriately qualified coaches / excessive numbers.</li> </ul>	Players / Coaches	<ul style="list-style-type: none"> <li>▪ Coach to be appropriately qualified and CRB cleared. Ratio of participants to coaches to be appropriate for age group and size of coaching area</li> </ul>	Stick to following ratios - 1:8 for Nursery / Reception age (3 to 5) 1:12 for Y1 to Y8 (6 to 14)	1
<ul style="list-style-type: none"> <li>▪ Players wandering off during or at end of session.</li> </ul>	Players	<ul style="list-style-type: none"> <li>▪ Registers taken at start of session, No player to be allowed away from coaching area without permission. Where possible parents should remain on site and supervise their child. Children not allowed to go home until parent is identified for pick up.</li> </ul>		1
<ul style="list-style-type: none"> <li>▪ Players left on own before / after session</li> </ul>	Players	<ul style="list-style-type: none"> <li>▪ Players to be collected by nominated person. Registered and left with coach before session starts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contacted if child not collected. Child not to be left on their own or taken by anyone other than nominated person.</li> </ul>	1

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<ul style="list-style-type: none"> <li>Children colliding with each other / with playground fixtures and walls.</li> </ul>	Children	Designate safe central area. Draw attention to obstacles. Control pace and numbers of children active at a time.		1
<ul style="list-style-type: none"> <li>Tripping and falling onto hard surface.</li> </ul>	Children	Isolate any areas where surface is very uneven or hazardous. Isolate any puddled or wet areas that become slippery.		
<ul style="list-style-type: none"> <li>Contact with foreign elements – glass, dog faeces, other litter.</li> </ul>	Children / Staff	Inspect area prior to start of session, remove or isolate any hazards. Relocate activity if necessary.	Do not remove items that prevent a risk to yourself without appropriate safety equipment.	
<ul style="list-style-type: none"> <li>Misuse or lack of control of equipment leading to purposeful or accidental striking of others.</li> </ul>	Children / Staff	Reinforce safety message and game rules. Work in controlled groups with specific individual tasks. Establish safe spacing between each group. Discipline any negative or potentially dangerous behaviour.		
<ul style="list-style-type: none"> <li>Muscular injury through excessive stress / strain. Injury through incorrect execution of activity.</li> </ul>	Children	Follow aerobic and stretching warm up appropriate to age group. Use appropriate size / weight equipment. Follow governing body guidelines and adhere to safe practice. Reinforce safety messages.	Assess quality and appropriateness of surface and other equipment. Do not use if in doubt. Advise warm clothing in cold weather.	

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<ul style="list-style-type: none"> <li>• Children showing a negative physical response to exercise – overly heavy breathing, dizziness etc</li>   <li>▪ Photographs and film footage.</li> </ul>	<p>Children / Adults</p> <p>Children</p>	<p>Observe physical responses. Ask class re medication and medical health at first visit.</p> <p>Consent for photographs or film footage requested on consent form. Any declined are noted and not photographed</p>	<p>Parents to inform of any known conditions upon registration. And any inhalers / medication necessary to be brought to each session.</p>	