

Introduction

This list of potential hazards and control measures has been collated using the risk assessments from a sample of nine satellite clubs based in Kent and Medway. This document has been created to provide examples for anyone delivering sports clubs for young people, but it is not an exhaustive list.

The key sections included within the document are: 1) Injuries, Illness and Medical Conditions; 2) Playing Area, Surface and Environment; 3) Safety, Welfare and Emergency Procedures; 4) Equipment and Clothing; and 5) Violence and Conduct.

Table 1: Injuries, Illness and Medical Conditions

Potential Hazard	Potential Control Measures
Physical injuries as a result of the session.	<ul style="list-style-type: none"> • Check that the area being used is suitable for the activity taking place. Make required precautions if possible (i.e. soft matting in a sports hall). • Notify the site manager or local authorities of any concerns or issues relating to the area being used. • The session must have access to a qualified first aider with an up-to-date qualification, a fully stocked first aid kit, and a telephone to contact the emergency services. • All accidents and incidents to be reported to relevant member of staff. • Staff to hold the up-to-date coaching qualification for the activity taking place. • Appropriately planned and structure sessions, with adequate warm up and cool down exercises and training methods being used.
Illness as a result of the session.	<ul style="list-style-type: none"> • Hand washing procedures in place where possible to avoid spreading germs. • Staff and participant medical conditions made known to the appropriate people before the activity takes place. • Any medication or medical devices required kept close to the user (i.e. inhaler).
Pre-existing medical conditions or historical injuries.	<ul style="list-style-type: none"> • Staff to check before the activity takes place if there are any medical conditions, disabilities, or injuries which could affect participation. Staff to record these in a written document. • All individuals deemed able to take part must be observed throughout and the coach must ensure the activity is appropriate for everyone. If an issue arises the appropriate action must be taken.
Dehydration as a result of the session.	<ul style="list-style-type: none"> • Drinking water to be made available near the activity taking place. • Adequate breaks made regularly to give participants a chance to rehydrate.
Choking during the session.	<ul style="list-style-type: none"> • Chewing gum and food to be banned while the activity is taking place.
Activities, sport-specific training and intensity.	<ul style="list-style-type: none"> • Staff to hold the up-to-date coaching qualification for the activity taking place. • Sessions planned and structured appropriately, with adequate warm up and cool down exercises and training methods being used. • The correct sport-specific techniques are to be taught during the sessions. • The coach must determine the correct intensity of the activity taking place based on the age, level of ability and experience of participants. • All participants should be of a similar ability level, to prevent unnecessary injuries and / or participants not wanting to take part in future. • Appropriate protective equipment and clothing should be used for the activity taking place. • Participants must be made aware of all safety points before taking part.

Table 2: Playing Area, Surface and Environment

Potential Hazard	Potential Control Measures
Litter and possible contamination.	<ul style="list-style-type: none"> • Area is fenced off when not in use. Refer to GP or A & E if it is suspected that contamination or an injury has taken place. • Staff to carry out visual inspection of all areas in use for debris, faeces, glass or similar hazards. • Staff to supervise the lesson activities and ensure that participants take all their rubbish with them or dispose of it correctly at the site. • The session must have access to a qualified first aider with an up-to-date qualification, a fully stocked first aid kit, and a telephone to contact the emergency services.
Slippery surface due to adverse weather.	<ul style="list-style-type: none"> • Appropriate clothing and footwear to be worn based on weather conditions if session is taking place outside. • Sheltered area to be used for participants if the weather is inclement. • Activities are cancelled, postponed, or suspended if bad weather persists. • All activities suspended if lightning occurs. • Pitches are regularly inspected for frost to ensure surface is playable.
Car parking and nearby traffic.	<ul style="list-style-type: none"> • All staff and participants to be kept away from car parks and roads wherever possible. • Staff to patrol car park area if required and advise players to be aware of surroundings. • Equipment, such as balls, only to be retrieved from local perimeter. • Where possible, the activity that is taking place should be kept away from any building or road works. • Participants to be made aware of the correct entrance and exit point to use before and after the sessions.
Uneven surfaces.	<ul style="list-style-type: none"> • Staff to check the state of the area being used before and throughout sessions. • Inspection of the indoor playing area by staff to identify and remove or clear hazards where it is safe to do so. • If hazards cannot be removed an alternate training area should be found or the coaching area reduced by excluding the hazards with cones or markers. • Request letting body to fill excess divots and clear debris if required. • Venue to maintain their facilities continuously. If obstruction is reported, (such as divots or debris) venue staff are to act promptly to resolve this.
Use of alternative playing or training area.	<ul style="list-style-type: none"> • All areas to be checked before activity commences. • Identify and remove or clear hazards where it is safe to do so. • Check that the area and surroundings are safe and free from obstacles. • Staff to mark out area being used before the session takes place. • Modified equipment and footwear to be used if required.
Use of a small and / or indoor space.	<ul style="list-style-type: none"> • Make sure there is enough space for the number of participants. • Keep the session numbers to a safe amount, and if required split the participants into different groups which train at different times or days. • If room being used gets too hot, open available windows; and vice versa.

Identifying hazards and potential control measures is a key part of the risk assessment process.

For further support, search 'risk assessment' at www.sportenglandclubmatters.com for a suggested process for carrying out a full risk assessment, and a template action plan to record risks assessments for your activity.

For training, check with your sport governing body, or visit www.educare.co.uk.

Table 3: Safety, Welfare and Emergency Procedures

Potential Hazard	Potential Control Measures
Safety information.	<ul style="list-style-type: none"> • All staff briefed on fire safety, evacuation procedures and assembly point locations. • Ensure emergency access points are checked, cleared and operational. • Users briefed on evacuation procedures and health and safety information. • Working telephone to be made available at all times. • Personal Emergency Evacuation Plans (PEEPs) to be completed for all participants with individual accessibility requirements. • Check with venue staff if any practice fire drills are planned for that day. • Participant register will be used to carry out roll call at the assembly point.
Safeguarding.	<ul style="list-style-type: none"> • All members of staff to work in pairs where possible. Appropriate supervision ratios to be adhered to. • If a safeguarding concern is observed or a disclosure is made, inform the designated safeguarding officer and follow procedures. • All relevant staff to be DBS checked and all to undertake safeguarding training. • Register to be taken at the start of the session. Another register or participant count to then be taken again at the end of the session. • Children are released only to their parents or carers as advised on register. This is to be supervised by the coaches. • Once child is released, they are ticked off register. • Coaches remain with all children until they have been collected. • If a child remains with the coaches for longer than 10 minutes after the session with no explanation, then call the parent or carer for information. If they are still not collected, inform the designated safeguarding officer. • Coaches to sign up to codes of conduct.
Participant's whereabouts are unknown.	<ul style="list-style-type: none"> • Registers taken or users asked to sign in and out. • Staff and participants to have mobile phones near to the activity area. • Emergency contact details to be obtained for all users. • Participants must be supervised at all times. • Meeting points should be established in advance. • No doors or gates should be left open.
Participants vulnerable from members of the public.	<ul style="list-style-type: none"> • Ensure that participants stay within the venue grounds. • Awareness of spectators at open access sessions and general public areas. • Brief all participants before each session. • Staff make appropriate enquiries to any unknown members of the public. • Written consent collected from parents or carers for photography.
Delivery of first aid by first aiders.	<ul style="list-style-type: none"> • First aid staff to have face shields and impervious gloves to allow adequate infection control when administering first aid. • First aid kits to have biohazard bags to place contaminated first aid provisions in (i.e. wipes, gloves etc.). • A method of anti-bacterial cleansing available. • Staff to know the full site address for the location of the venue. • Vehicular access for paramedics is always to be maintained.

The criteria in the Kent Sport Safeguarding Children Checklist requires that risk assessments are *specific to the activity and audience*, and that consideration must be given to facilities, equipment, age, ability, supervision ratios, transport, communication (including e-communication), personal responsibility, and positions of trust. See www.kentsport.org/safe for further information about good practice in safeguarding children.

Table 4: Equipment and Clothing

Potential Hazard	Potential Control Measures
Unsafe or damaged equipment.	<ul style="list-style-type: none"> All equipment to be checked before the session takes place and meet national governing body standards. Damaged or unsafe equipment is thrown away or repaired. Cabling is adequately routed, or covered and taped down, to prevent trip hazards. Adequate signage used to warn of potential risks. The lesson activity is planned and supervised by qualified coaches. All participants are safety briefed and given strict instructions on the rules. Relevant member of staff to be informed of any incidents and / or equipment that needs repairing or replacing.
Inappropriate use of equipment.	<ul style="list-style-type: none"> Sports equipment is only used in way it is intended. Coaches to follow specific procedures and demonstrate the correct use of equipment. Disciplinary action for any misuse of equipment.
Clothing and footwear.	<ul style="list-style-type: none"> Players to maintain their own playing kit. Players and staff are advised of appropriate clothing and footwear. Players are not allowed to play if they do not have suitable footwear. Correct footwear is specified to participants prior to the session. For sports involving boots with studs- ensure that a member of staff checks studs prior to participant taking part in the session for any missing or damaged studs.
Jewellery.	<ul style="list-style-type: none"> Coaches are to check for participants wearing any jewellery. Jewellery should be removed by the player before taking part. Disciplinary action taken against players who do not comply.

Table 5: Violence and Conduct

Potential Hazard	Potential Control Measures
Physical violence during the session.	<ul style="list-style-type: none"> Activities and participants are to be supervised at all times. Staff must supervise the activities and ensure violent conduct is not permitted. Staff to be aware of any potential danger and patrol the entrance and exit to facility. Access to facility is restricted to non-registered participants. Only registered and consented participants can take part in the activity. Relevant information about participants to be shared with staff. A mobile phone must be available at all times to summon prompt assistance. Staff to follow appropriate sport specific guidelines where required (i.e. rules provided by the national governing body). Counselling of violent players. In extreme or persistent cases of violence or misconduct disciplinary action should be taken.
Participant misconduct.	<ul style="list-style-type: none"> Aggressive or abusive behaviour is not acceptable in the sessions, and any participant seen to be disrupting the session or trying to hurt any other participants could face disciplinary action. This could mean that the offending participant is made to sit out of the session and may not partake in the session in future. If a participant continues with this behaviour, they could risk being banned from the sessions altogether. Staff to ensure that no bottled drinks are sprayed by participants over others. Staff to make sure that no objects are thrown at one another that are not related to the activity taking place.