Risk Assessment

**Venue:** *\_*Bishop wordsworth school*\_* **Completed by (name):** *\_*sue elliott*\_* **(Signature)** *\_\_S Elliott*

**Date:** *\_* **Review Date:**20/09/2020

**Playing Area/Training Area**

Check that the area and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

**Equipment**

Check that it is fit and sound for activity and suitable for age group/ability, check there is no equipment left from other activities or obstructions left in the sporting area

**Participants**

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

Health and Safety Checks and Review

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Session date: | | | 12/9/19 | | | |
| Facility name and location: | | | bishop wordsworth school | | | |
| Location of nearest telephone: | | | reception | | | |
| Location of first-aid kit: | | | side | | | |
| Emergency evacuation procedures: | | | fire exit doors in hall | | | |
| Emergency Contact Details | | | | | | |
| Role | Name | | | Location | Telephone No. | |
| Head coach | Helen Glasgow | | |  | 07966818139 | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
| Please tick  to confirm that the following items have been checked: | | | | | |  |
| Existing risk assessments for the venue and activity have been obtained | | | | | | x |
| All playing areas, facilities and equipment items are safe and appropriate | | | | | | x |
| Support staff have been briefed on requirements | | | | | | x |
| A register of participants has been maintained | | | | | | x |
| Participants’ previous experience has been established | | | | | | x |
| Participants’ clothing, footwear, eyeglasses and jewellery have been checked  as appropriate | | | | | | x |
| Please tick to confirm that the following have been explained to participants: | | | | | | |
| Health and safety and emergency procedures | | | | | | x |
| The rules of the facility/venue/session | | | | | | x |
| Any potential hazards | | | | | | x |
| Facilities/Equipment: | | | | | | |
| Playing court area  *Identify any potential hazards on the court diagram* | | benches around court, nets and hoops all pushed back | | | | |
| Safety issues  *Include measures taken to minimise risks* | | Football Nets all secured back/tied up | | | | |

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| Health and Safety Check/Risk Assessment Review Form | | | | | | | | Review and Implement |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Location of hazard | Description of hazard | People at risk | Level of risk  *(high, medium or low)* | Advice on hazard required? | Resolution/action | Resolution implemented by | Dated reviewed/ implemented |
| 1 | court surroundings | basketball hoops | Players and coaches | low |  No | ensure pushed back | Coach/helpers at session | 12/9/19 |
| 2 | court surroundings | football nets | Players and coaches/helpers | low |  No | ensure tied up | Coach/helpers at session | |  | | --- | | 12/9/19 | |  | |  | |  | |
| 3 | court surroundings | benches | Players and coaches/helpers | low |  No | ensure pushed to wall | Coach/helpers at session | |  | | --- | | 12/9/19 | |  | |  | |  | |
| 4 | court surroundings/equipment | Putting up/taking down posts before and after training or matches | Players and coaches/helpers | low |  No | Players’ put posts up safely warning other individuals in the area that they are carrying a large object. Two people should be used to carry a netball post. | Coach/helpers at session | 12/9/2019 |
| 5 | Dehydration | Dehydration | Players | Medium |  No | It is insisted that all players bring adequate fluids to all training sessions and matches. | Coach/helpers at session | 12/9/19 |
| 6 | Players with existing medical conditions |  | Players and coaches/helpers | Medium |  Yes  Parents   /Players must complete the Club Membership Form and Health Form before joining the Club. | It is the responsibility of the individual to bring to the attention of the Captain/Coach/Committee any known medical condition or previous injuries that may affect their or other Club member’s safe participation within the sport. If the issue is of a sensitive nature, then this can be raised via the Secretary or Chair of the Committee | Coach/helper at session | 12/9/19 |
| 7 | Outdoor sessions | icy, wet, poorly maintained courts | Players and coaches/helpers | Medium |  No | Coaches/Umpires/ Captains should evaluate conditions before agreeing to proceed with the training or a match. | Coach/helper at session | 12/9/19 |
| 8 | Pulled muscles. |  | Players and coaches/helpers | Low | A first aid kit is courtside at all times and members of the Club have undertaken First Aid training. or Sports Centre reception at training and kitbag for matches for such injuries | Players to participate in a formal warm up and cool down procedure. Players who are late to matches and training undertake their own warm up. | Coach/helper at session | 12/9/19 |
| 9 | Twisted/sprained ankles. |  | Players and coaches/helpers | Medium | ice from first aid box or Sports Centre reception at training and kitbag for matches for such injuries | Players are to wear correct footwear and their laces are to be fully tied at all times. The Coach/Helper/Umpire will ensure that this is adhered to. | Coach/helper at session | 12/9/19 |
| 10 | Accidents from jewellery. |  | Players and coaches/helpers | low | If jewellery cannot be removed then it is to be taped over, if allowed, or removed. | Players must remove all jewellery before matches and training commence. Removal of jewellery is checked by the Umpires before matches. | Coach/helper at session | 12/9/19 |
| 11 | Cuts and bruises. |  | Players and coaches/helpers | Low/medium | A first aid kit is courtside at all times and members of the Club have undertaken First Aid training. | If there is bleeding, the player must leave the court immediately whilst attending to their injury. Umpires check players’ nails before matches to limit the likelihood of cuts and scratches being obtained in this way. | Coach/helper at session | 12/9/19 |
| 12 | Major Injury |  | Players and coaches/helpers | Medium | A first aid kit is courtside at all times and members of the Club have undertaken First Aid training. | The coach will contact the emergency services via her mb or delegate to another responsible person to do so. Parent to be contacted immediately too. | Coach/helper at session | 12/9/19 |