



Risk Assessment Form

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		The Sittingbourne School		Venue Contact Name & Contact Details:	Venue is closed during session other than allowing access to site and toilets. Outside of sessions: Reception 01795472449 During Sessions Gweneth (Lynne) Hacon 07932718637 Steve Fisher 07496242166
Address: (Include postcode)		Swanstree Ave Sittingbourne ME10 4NL			
Group:		Sittingbourne Striders running and Triathlon club		Location of first-aider:	Coach
Date:		3rd March 2023		Location of Defibrillator	Appendix C
Time:		18:00		Location of telephone:	Mobile on coach
Participants:	Number:	20		Location of toilets:	Appendix D
	Age:	7-16		Location of changing rooms:	None available
	Ability:	mixed		Location of first-aid kit:	With coach
Lead coach name:				Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood		Normal operating procedures: N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Additional notes:	Key: Reasonably Foreseeable Worse Case Injury= RFWCI
(please ✓ appropriate box):		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

		Complete session attendance register. Safety briefing to be delivered prior to session. Coach essential kit: Accident form/pen, mobile phone and first aid kit.
	Emergency action plan (EAP): ✓Yes <input type="checkbox"/> No	

Name of person conducting risk assessment:	Signed:	Date:
Gweneth (Lynne) Hacon Steve Fisher Kevin Rye		30/03/2023

Risk Assessment Form

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Car park Moving traffic entering, exiting and within the car park	Athletes Parents Coaches Tri Leaders	Likelihood: M Impact: M-H	No	Caution to be exercised while using the car park & while loading / unloading equipment from cars. Parents to accompany athletes and equipment into and from training area athlete to be signed in.	Lead coach	Likelihood: L Impact: L-M	Ongoing (each session)
Ground conditions/uneven surfaces Slips trips, falls, and uneven / changing ground conditions. Slippery ground conditions due to wet/adverse weather conditions. RFWCI = Fall resulting in bruising/broken limb	Athletes Parents Coaches Tri Leaders	Likelihood: m Impact: L	No	All participants to exercise care when traversing the route. Advisory note reminding of the importance of wearing appropriate footwear. Inspect the ground conditions prior to each session and outline areas of concern to participants. During wet weather and as a result in the build-up of mud, ground conditions may deteriorate and become slippery. The coach is to monitor the ground conditions and make a dynamic assessment of the need for further controls/cancellation of the training as appropriate.	Coach	Likelihood: low Impact: low	Ongoing (each session)
Weather conditions Thermal discomfort due to extremes of temperature	Athletes Parents Coaches Tri Leaders	Likelihood: M Impact: M	Yes Who: Coach to parents/athletes	Coach to check weather forecast in advance of the session and if necessary circulate to parents in advance or call off the session if deemed unsafe to proceed. Coach to assess weather	Coach	Likelihood: low Impact: low	ongoing (each session)

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<p>and/or wet weather.</p> <p>RFWCI = Hyperthermia/ hypothermia/ heat stroke</p> <p>Secondary effects from adverse weather including mud, thunder and lightning, fog etc. may result in the need to dynamically assess the controls laid out within this assessment</p>				<p>conditions on the day before session.</p> <p>Coach Leader to inspect the training area before the start of session.</p> <p>Continually assess weather conditions and ground conditions during the session and discontinue if conditions become unsafe. All athletes are advised to wear clothing appropriate to weather conditions.</p> <p>In cold weather athletes are to be appropriately dressed, removing additional layers only prior to commencement of training. In hot weather conditions athletes shall be advised to apply sun block, wear a hat, and take breaks in a cool sheltered area to avoid heat stroke and to drink plenty of water to avoid dehydration.</p> <p>Extreme weather conditions to be monitored by the coach further controls/cancellation of the session as appropriate.</p>			
<p>Contact with animals</p> <p>Interaction between runners and animals e.g. dogs.</p> <p>RFWCI = Bite or blunt trauma</p>	<p>Athletes Parents Coaches Tri Leaders</p>	<p>Likelihood: L Impact: M-H</p>	<p>Yes Who: Coach to parents/athletes</p>	<p>domestic animals are not permitted at venue.</p> <p>Any athlete coming into contact with wild animals should walk calmly past the animal and make no attempt to interact with the animal in any way. Remember animals can become startled and</p>	<p>Coach</p>	<p>Likelihood: L Impact: M-H</p>	<p>Ongoing (each session)</p>

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
(kick, head butt etc.) cuts and bruises, broken limb.				behave in an unpredictable manner			
Natural occurring hazards, trees etc. Slip, trip or fall as a result of contact with the hazard. RFWCI = Cuts and bruises, broken limb.	Coach and athlete	Likelihood: L Impact: M-H	No	The route will be surveyed prevent by the coach who shall upon identifying a significant hazard, measures shall be introduced to minimise the risks.	Coach and athlete	Likelihood: L Impact: M	Ongoing (each session)
Medical Arrangements Untreated injuries and or illness due to inadequate medical provision available RFWCI = Increased severity of injuries or deterioration of condition due to immediate medical care not being available whilst awaiting arrival of emergency ambulance	Athletes Coaches Tri Leaders Marshals	Likelihood: Impact:	Yes Who: Coach to parents/athletes	Mobile phone to be carried coach For major incidents dial 999 immediately. All minor medical incidents to be administered within the group and any athletes suffering an injury of sufficient severity will be directed to local A&E (Refer to attached image; Appendix A) Sittingbourne Memorial Hospital Bell Lane Sittingbourne Kent ME10 4DT 01795 438100 Alternative A&E (Refer to image Appendix B) Medway Maritime Hospital Windmill Road Gillingham Kent ME7 5NY 01634 830000	Coach and athlete	Likelihood: L Impact: M	Ongoing (each session)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
<p>Cycle/ Running and transition practice areas.</p> <p>Cyclists and runners colliding with each other / coaches</p> <p>RFWCI = Fall resulting in bruising/broken limb</p>	<p>Athletes Coaches Tri Leaders</p>	<p>Likelihood: L-M Impact: M – L</p>	<p>Yes Who: Lead Coach to advise and instruct athletes during session briefing.</p>	<p>Coach (or designated person) to inspect the training area before session to ensure it is free from obstacles/debris & the surface is in good condition.</p> <p>Keep all travel areas including transition practice areas free of parents and bags & gear not needed during the session.</p> <p>Instruct athletes to be extra vigilant and aware of their proximity to others.</p> <p>Transition training area will be marshalled by coaches and clearly marked with cones dividing the pathways shared by cyclists and runners, so that cyclists and runners each have their own designated area.</p> <p>Athletes will be instructed to listen and follow all instructions from coaches at all times.</p> <p>Instruct parents to stand off the training areas and remain within designated area outlined at session start.</p>	<p>Coaches</p>	<p>Likelihood: L Impact: M</p>	<p>Ongoing (each session)</p>

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Cycling / Running areas – Trips & Falls	Athletes Tri Leaders	Likelihood: M Impact: M-H	Yes Who: Coach to parents/athletes	<p>Coach (or designated person) to inspect the track before session to ensure it is free from obstacles/debris & the surface is in good condition.</p> <p>Ensure athletes are only travelling at speeds and performing tasks suitable to their abilities. (e.g., cornering or gearing etc.) Instruct athletes to exercise caution and to be aware of others and their surroundings.</p> <p>Coach to cycle with athletes around track, giving instructions when necessary.</p> <p>Coach to ensure athletes give each other sufficient space particularly on bends and corners.</p>	Coaches	Likelihood: L Impact: L	Ongoing (each session)
Transition practice area – Trips and Falls	Athletes Coaches Parents in area	Likelihood: M Impact: M-H	Yes Who: Coach to parents/athletes	<p>Keep all travel areas including transition practice areas free of parents, bags & gear not needed during the session.</p> <p>Bikes to be left on in designated area.</p> <p>Those taking on role of marshals to ensure that all athletes put on helmets before touching bike.</p>	Coaches	Likelihood: L Impact: M-H	Ongoing (each session)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
				<p>Athletes to be instructed how to mount bikes safely.</p> <p>Cones to divide cycle area from run area.</p> <p>Any siblings present should not play ball games or ride scooters/bikes around the field unless they are taking part in the coached session.</p>			
<p>Participation/athletes in training</p> <p>Due to the nature of the training participants may sustain any number of common injuries associated with this type of activity. RFWCI = Sprains, strains, pulled muscles, dehydration. Plus: Aggravation of a predisposed medical condition e.g. Asthma</p>	<p>Coach and athlete</p>	<p>Likelihood: medium/low Impact: medium/low</p>	<p>Yes Who: Coach to be aware of any pre-existing medical conditions in advance. This information is available from parental/ medical consent form. Club Junior Welfare Officer.</p>	<p>Ensure all athletes bring drinks and are instructed to drink during recovery intervals (or more often if needed).</p> <p>Coach to have spare bottles of water available.</p> <p>The age and ability of the athlete will be taken into consideration and sessions planned with appropriate rest and recovery intervals.</p> <p>Athletes will be closely monitored, and any athlete showing signs of fatigue or dehydration, or complaining of cramp, injury, or illness. If present the athlete will be stopped and checked by the first aider.</p> <p>If necessary, medical assistance (within the</p>	<p>Coach</p>	<p>Likelihood: low Impact: low</p>	<p>Ongoing (each session)</p>

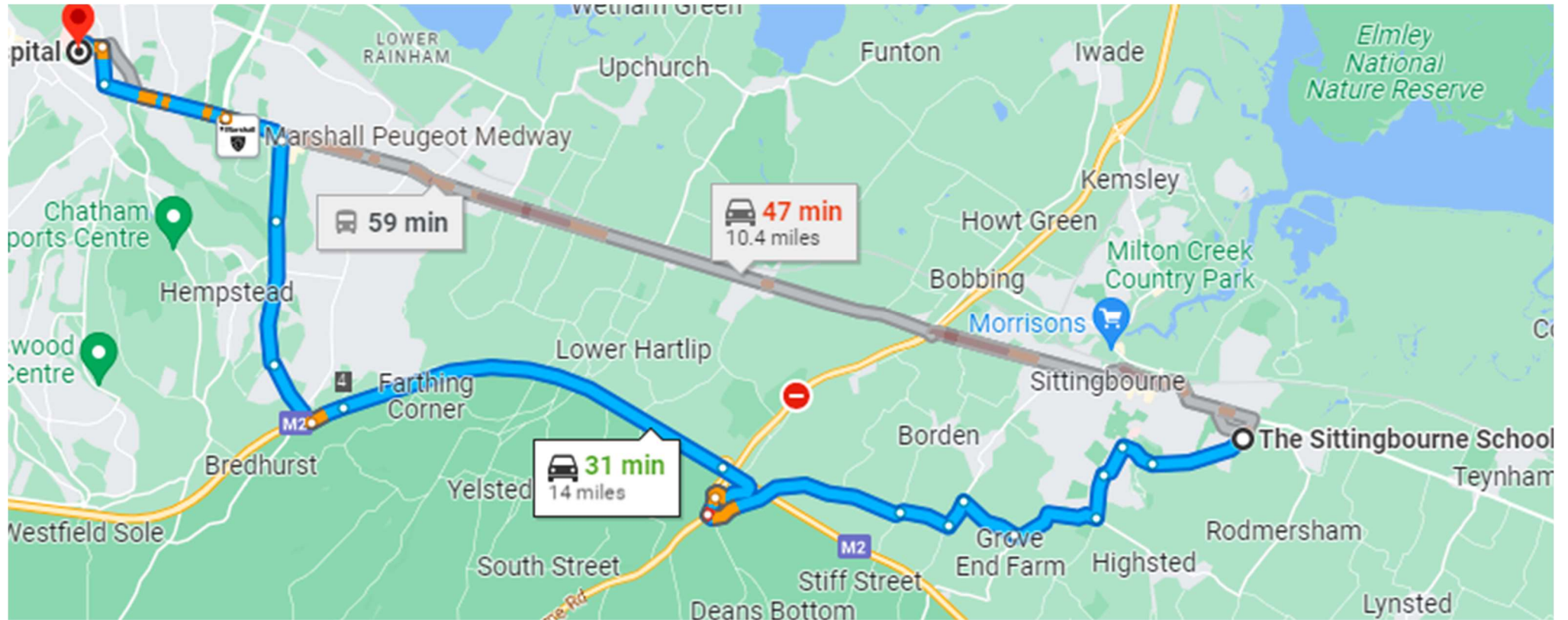
Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
				guidelines of qualification) will be administered.			
<p>Inside gate of enclosed track /Meeting Point – Parent late for collecting child or session ends early due to adverse weather</p>	<p>Athletes Coaches Tri Leaders</p>	<p>Likelihood: M Impact: L</p>	<p>Yes Who: Lead Coach to advise parents in advance.</p>	<p>Parents will be encouraged to stay in training area during session (spectating from a distance within designated area). Ensure coach has access to contact number for any parent who is not staying for the duration of the session. (All coaches will have contact numbers from Club spark app)</p> <p>No coach to wait alone with child. There must be a second adult present preferably one of the same gender as the athlete.</p> <p>Child should be instructed to put on warm clothing.</p> <p>In cold and/or wet weather, child can sit into coach's car to keep sheltered. Where possible leave car door open and the two accompanying coaches should stand outside but close to the car. (So as to supervise and ensure the safety of the child while in the car).</p>	<p>Coach</p>	<p>Likelihood: L Impact: L</p>	<p>Ongoing (each session)</p>

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
All areas – Missing Child	Athletes	Likelihood: L Impact: H		<p>All athletes to be signed in, by specifically appointed person, at the start of the session.</p> <p>Parents phone number to be recorded on sign-in sheet (Club spark app).</p> <p>If parent is not going to be in attendance for the duration of the session, this should be recorded with estimated time of return. They should be available to return at short notice.</p> <p>All athletes will be visible to coaches and at all times. This is possible at this venue and helpers/volunteers should be positioned around the training area.</p> <p>All athletes to be signed out when collected by parent.</p>	Coach	Likelihood: L Impact: H	Ongoing (each session)
Training Area – Insufficient coaches and staff for the number of athletes	Athletes Coaches Tri Leaders Parents	Likelihood: L Impact: L	Yes Who: Coach taking session	<p>Prior to the training session taking place, the coach taking session should be aware of the number of athletes intending to participate in the session.</p> <p>They should also ensure that enough coaches are available to coach the session safely.</p>	Coach	Likelihood: L Impact: L	Ongoing (each session)

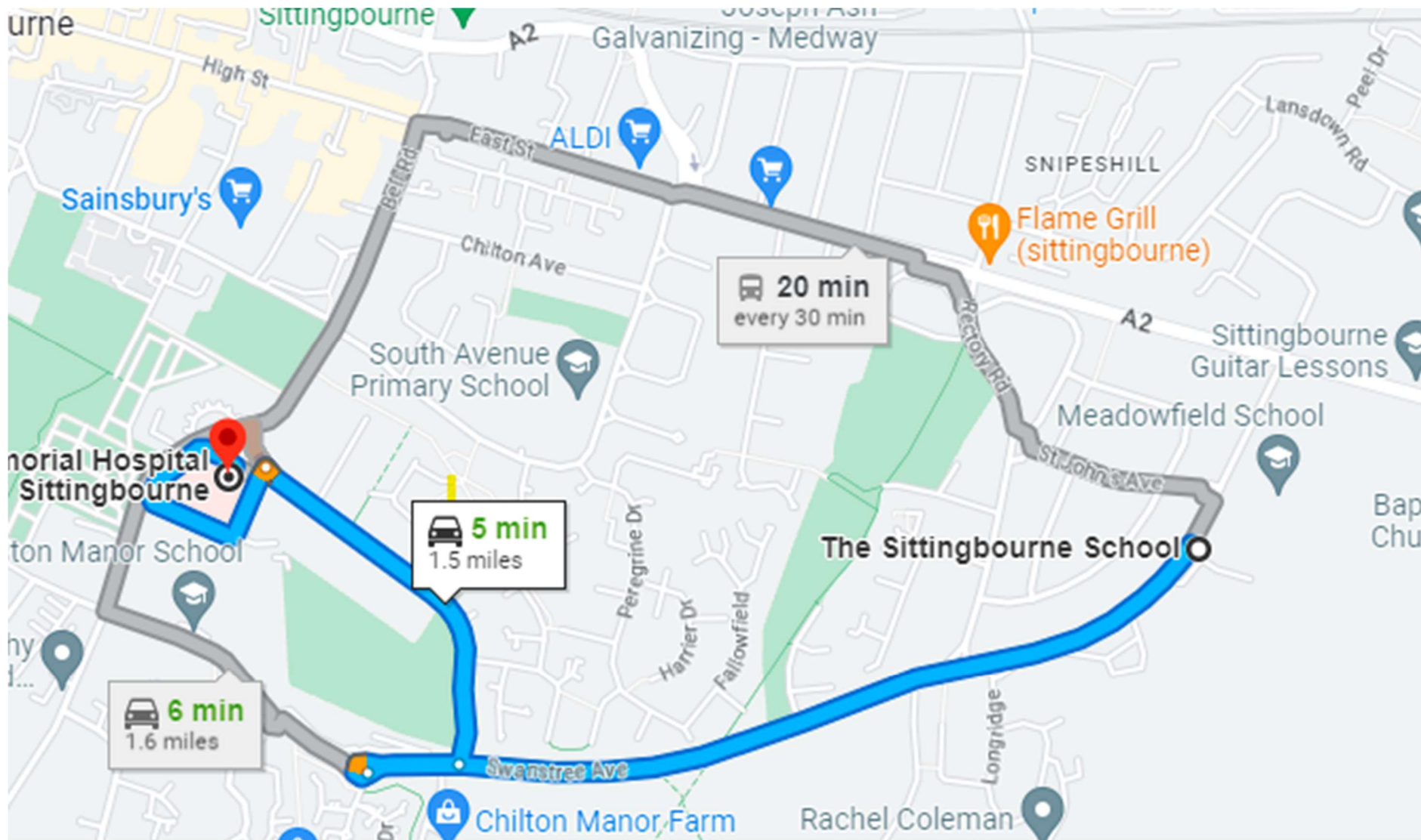
Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
				If necessary, the session should be cancelled if considered unsafe to proceed.			
Training area – Athlete needing to use toilet	Athletes Coaches Tri Leaders	Likelihood: M-H Impact: L	Yes Who: Coach taking session	If the parent of the athlete is in attendance, they can take the athlete to the bathroom which is approx. 10 mins walk. If the parent is not available, two helpers (one to be of the same gender as the athlete) should accompany the athlete.	Coach	Likelihood: M-H Impact: L	Ongoing (each session)
Training area – Emergency evacuation required	Athletes Coaches Tri Leaders Parents	Likelihood: L Impact: H	Yes Who: Emergency Services if serious situation arises	See Emergency Action Plan (EAP) for detailed instructions	Coach	Likelihood: L Impact: M	Ongoing (each session)
Data Breaches (GDPR) – Data on sign-in sheet Photography	Athletes	Likelihood: L Impact: M	Yes Who: Lead Coach to check with Club Children’s Office or Junior Welfare Officer.	Sign-in sheets are to always remain in the possession of the sign in person. Athletes and Parents must complete relevant paperwork on athlete joining club. This entails signing a consent form in respect of video and photography. Coach should check with Junior Welfare Officer to ascertain whether any child is not permitted to be photographed or videoed.	Coach	Likelihood: L Impact: L	Ongoing (each session)

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				All attempts should be made to take group photographs and videos rather than of a single child.			

Appendix A: Arial view of the route/distance from The Sittingbourne School to Medway hospital.



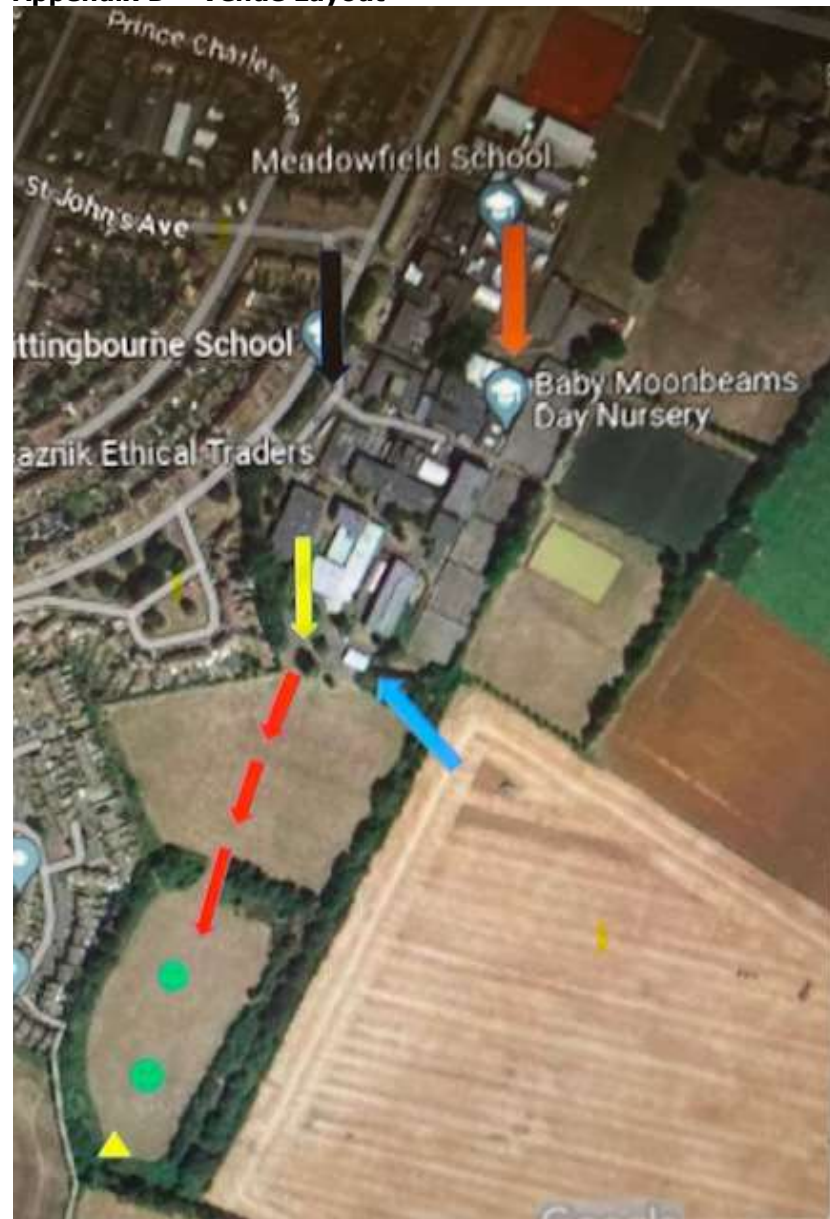
Appendix B: Arial view of the route/distance from The Sittingbourne School to memorial hospital.










Appendix C: Defibrillator & Grounds Person office locations.



Appendix D – Venue Layout



Key:

-  Entrance to the Sittingbourne School.
-  Emergency evacuation, meeting point
-  Toilets
-  Direction of travel from carpark to session
-  Car park
-  Hazard, refer to appendix c
-  Coach moving within session area, observing athletes and providing feedback

Hazard outlined in key, will be cordoned with bollards and highlighted prior to session start.



Emergency Action Plan

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	The Sittingbourne School		
EAP created by:	Steve Fisher	Date Created:	11/03/23
Venue Address: (Inc. Postcode/ Grid Reference)	Swanstree Ave Sittingbourne ME10 4NL		
Running, bike and transition training	Running, bike and transition sessions		
Who is ultimately responsible for Health & Safety during these sessions:	<input checked="" type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input type="checkbox"/> Other	Coach has ultimate responsibility	
How will venue staff be contacted in emergency:	Coach and on site, via mobile phone (good coverage on site)		
Location of Phone/Mobile Reception Tested:	Coach (07496242166) grounds person's mobile 07414744157.		
Location of the nearest first-aid qualified person:	Coach and staff within main building facility.		
Location of first-aid equipment:	Coach and ground persons office within facilities main building		
Location of Defibrillator:	As highlighted within risk assessment images		
Non-Managed Venues			
How to contact Emergency Services:	Mobile Telephone. Dial 112/111 or 999		
How will Emergency Services be directed to the scene of an incident:	Provide venue post code; coach or grounds person will wait main entrance and escort emergency services to casualty		

Who else is available to help in case of issues:	Coach and parents and grounds person
Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:	
Evacuation:	<ul style="list-style-type: none"> • Coach taking session, will instruct other coaches and that an evacuation is required and to lead their groups of athletes and parents to the car park, or outside of the park entirely if the evacuation so requires. • Athletes and parents should be instructed to form a line in pairs and coaches should safely walk the athletes and parents to the entrance of the car park. • Assemble to the right of the car park under covered area at the entrance unless otherwise instructed by the emergency services. • Coaches and parents need to be vigilant in supervising athletes at the assembly point. • Person who was responsible for sign-in should count the athletes and conduct a role call at the assembly area. • Re-admission to training area will only be permitted upon receiving instructions from emergency services.

Missing Person:	<ul style="list-style-type: none">• Confirm junior athlete is missing.• Ensure all other junior athletes are accounted for and match them up with their own parents, if present.• Coach leading session should designate at least 2 helpers to manage the safety of any athletes whose parents are not present.• Coach leading session should instruct remaining coaches, helpers and attending parents (with their own children) into designate groups to conduct search of venue area so as to ensure all areas are included within and searched.• Coach leading session to telephone athlete's parent/guardian if not present at session.• Coach to contact the police. Dial 112/ 101 or 999.• Coach leading session to contact club junior welfare officer (mobile number provided to all coaches)and/or club chairperson (mobile number provided to all coaches)• Provide police with a photograph of the child if available, an accurate description, age and what they were wearing and all information as to where and when athlete was last seen.• Refer media enquiries to designated person; Club Chairperson,• Everyone to undertake search of local area under the direction of the police.• Club Chairperson & junior welfare officer to take direction from police and child's parents in relation to press & media releases seeking public/outside assistance (If necessary).• Record on Incident Report Form.• Investigate how incident occurred and review risk management issues.
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Minor Injury:	<ul style="list-style-type: none">• Suspend session, if necessary.• If necessary, make other coaches and aware of the incident.• Designate to notify parent if parent is at the venue.• The Coach leading session should ensure an assessment of the injured party is carried out. The highest qualified first aider should carry out this assessment.• First aid treatment should only be given in line with guidance of qualification.• First Aider to stay with injured party, keep them calm; tone and body language are critical. Ensure the first aider is not left alone with the injured party and there is a adult/ parent also present at all times.• If possible, have the injured party move him/their/ herself to a safe place but do not attempt to move an injured party.• If the injured party is an athlete and first aider is sure the injury is minor, first aider should ensure none of the following are present before allowing them return to activity:<ul style="list-style-type: none"><input type="checkbox"/> Swelling<input type="checkbox"/> Deformity<input type="checkbox"/> Continued bleeding<input type="checkbox"/> Reduced range of motion<input type="checkbox"/> Pain when using the injured part• Coach leading session (or designate another coach), to manage the safety of other participants and only restart the session if it is safe to do so and injured party is not at risk or distracted.• Coach leading session to gather all facts about the incident from the injured party and any witnesses.• Coach leading session should record all details on an Accident Report Form and the Session Plan.• Review and ascertain if any risk management issues need to be addressed.• Coach/ first aider to replenish first aid kit thereafter.
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<p>Major Injury:</p>	<ul style="list-style-type: none"> • In the event of a major injury, make all other coaches and parents aware by performing 2 loud blows of the whistle or shouting "Coaches – EMERGENCY". • Stop the session. <p>Coach leading session actions:</p> <ul style="list-style-type: none"> • The Lead Coach should ensure an assessment of the injured party is carried out. The highest qualified first aider present should carry out this assessment. First aid treatment should only be given in line with guidance of qualification. • Lead Coach and designated persons to secure the area around the casualty and if necessary, shelter them from the elements. • Designate someone to manage other athletes, move athletes to a safe area away from the casualty. • Contact parent/guardian if not present. • Complete Accident Report Form • Review how incident occurred and whether any risk management issues need to be addressed. • Replenish first aid kit if necessary. <p>112/</p> <p>Highest qualified First Aider actions:</p> <ul style="list-style-type: none"> • Instruct someone to call 112 /111/999 for emergency services. • Assess ABCs (Airway, Breathing Circulation); airway is clear, breathing is present, pulse is present, no major bleeding • If any of ABCs are compromised, initiate CPR if necessary. • Stay with casualty until emergency services arrive, continuing to treat the casualty and reassure them if they are responsive. Keep them warm. • Assist emergency services and hand over when they have taken responsibility. • Provide emergency services with details of any known medical history and medication. Ask parent in attendance or Club junior welfare Officer, who has these details on athlete's parental/medical forms, whichever is quicker. <p>Call Person actions:</p> <ul style="list-style-type: none"> • Call 999/111/112 • Provide exact location – post code and location - and all necessary information to emergency medical dispatcher. • Ensure that you understand the response. Are they coming? • Go to car park to direct emergency services to exact location (or assign someone else to do this task). <p>Person designated to other care for athletes action:</p> <ul style="list-style-type: none"> • Take control of all other athletes; move them away from casualty and ensure their safety.
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| | <ul style="list-style-type: none">• Bring all athletes to the car park and have parents sign them out. |
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<p>Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP): images on risk assessment</p>
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