

**Multi Sports Club – Covers All Activities August 2016**

<b>Date</b>	<b>Risk</b>	<b>Description</b>	<b>Measures taken to minimise risk</b>	<b>By Whom?</b>
ongoing	<b>FIRE</b>	Club members unable to act appropriately in the event of a fire.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coaches to take register of those present at sessions for checking in case of evacuation</li> <li><input type="checkbox"/> Appropriate levels of support provided</li> <li><input type="checkbox"/> Coaches/volunteers/parent supervisors to be aware of all fire exits and procedures.</li> <li><input type="checkbox"/> Coaches/volunteers/parent supervisors to check fire exits are clear.</li> <li><input type="checkbox"/> In the event of a fire, phone 999 assess whether any other emergency service is required.</li> <li><input type="checkbox"/> Follow procedures in place for the venue being used.</li> <li><input type="checkbox"/> Contact parent/carer to inform them of incident and action taken.</li> </ul>	<b>Coach/ Volunteer parent</b>
ongoing	<b>ACCIDENTAL INJURY</b>	<p>Sports activities are potentially dangerous, but coaches will take all necessary precautions to ensure sessions are well organised and safe for participants.</p> <p>Coaches employed will have relevant qualifications and experience to run sessions</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Club's first aid kit to be available at all sessions. Coaches should have first aid kits with them at all sessions and venues will also have kits.</li> <li><input type="checkbox"/> Coaches/volunteers/parent supervisors ratios will be adequate. Group size limited to appropriate for sport and space available, including helpers.</li> <li><input type="checkbox"/> Coaches/volunteers/parent supervisors and group members should be made aware of potential hazards i.e. slippery surfaces, chairs left out in walkways.</li> <li><input type="checkbox"/> Potential hazards discussed with coaches/volunteers/parent supervisors and group members.</li> <li><input type="checkbox"/> If accidental injury occurs, contact parent/carer to inform them of incident and action taken.</li> <li><input type="checkbox"/> Coaches/volunteers/parents are present during sessions and will take action if any club member is behaving inappropriately</li> <li><input type="checkbox"/> Coaches/volunteers/parent supervisors to complete an accident/incident report form both for the relevant venue, and for the club records.</li> <li><input type="checkbox"/> Club members application form includes disclaimer that the club does not accept any liability for any accident or mishap that may occur at sports sessions or at any other time., and that Sports are carried out at own risk. First aid training available for committee members</li> </ul>	<b>Coach/ Volunteer parent</b>

ongoing	<b>GROUP MEMBER SEPARATED FROM GROUP</b>	<p>Club members may wander off during coaching sessions, or at the end of the session.</p> <p>Outdoor activities – club members wander off.</p>	<ul style="list-style-type: none"> <li>☐ Coaches/volunteers/parent supervisors ratios to be adequate.</li> <li>☐ Coaches/volunteers/parent supervisors to be aware of individuals whereabouts at all times.</li> <li>☐ Frequent head counts, particularly when arriving and leaving activities/venues and for toilet breaks.</li> <li>☐ Coach/volunteers informed of necessity to be vigilant.</li> <li>☐ Attendance check list to be available to all coaches/volunteers/parent supervisors.</li> <li>☐ Activities take place in enclosed spaces.</li> <li>☐ If a group member becomes separated from group, rest of group to be assembled with remaining coaches/volunteers/parent supervisors whilst one member of coaches/volunteers/parent supervisors locates whereabouts of missing individual.</li> <li>☐ If missing person is not found then contact police and inform parent/carer.</li> <li>☐ Group should be informed of above contingency plan.</li> <li>☐ Coaches/volunteers/parent supervisors to complete and accident/incident report form.</li> <li>☐ Coach/volunteer ratios will be appropriate.</li> <li>☐ Responsible adult ensures all club members leave with parent/carer unless previous assessed as unnecessary.</li> </ul>	<b>Coach/ Volunteer parent</b>
ongoing	<b>DROWNING</b>	<p>Aquafit sessions</p> <p>Outdoor activities where water is present.</p>	<ul style="list-style-type: none"> <li>☐ Ensure sufficient lifeguards are in attendance for all aquafit sessions</li> <li>☐ Group members' swimming ability assessed. Ensure sufficient volunteers are available to supervise and provide support where necessary.</li> <li>☐ Group leaders to undertake frequent head counts</li> <li>☐ In the event of an accident, phone 999. If necessary administer first aid until emergency service arrive.</li> <li>☐ Contact parent/carer to inform them of accident/incident and action taken.</li> <li>☐ Coaches/volunteers/parent supervisors to complete an accident/incident report form for venue and for club.</li> </ul>	<b>Coach/ Volunteer parent</b>

ongoing	<p><b>SUNBURN</b></p> <p><b>SUNSTROKE/ HEATSTROKE</b></p>		<ul style="list-style-type: none"> <li>• Parents/carers are advised to provide sufficient drinks and weather appropriate protection (hats, rain wear, sun cream) If forgotten obtain permission from carer when dropping off at venue.</li> <li>• If sunburn occurs assess damage and apply sufficient aftersun care to protect the burn and make sure burnt area is covered from sun. it may be necessary to seek medical assistance call an ambulance, if necessary.</li> <li>• Inform parent/carers of sunburn/heat stroke and action taken.</li> <li>• Club members advised to bring drinks to sessions but water available at venues Coaches/volunteers/parent supervisors to complete an accident/incident report form.</li> </ul>	<p><b>Coach/ Volunteer parent</b></p>
			<ul style="list-style-type: none"> <li>• Avoid activities that will take place in direct sunlight between 11am – 2pm, if possible.</li> <li>• Look for shaded areas to minimise the risk of sunburn and heat stroke.</li> <li>• Ensure everyone has access to sun protection cream and uses it. Some individuals may be particularly sensitive to the effects of the sun and will burn easily.</li> <li>• Look out for individuals that may be suffering from dehydration.</li> <li>• Check any allergies to particular creams.</li> </ul>	
ongoing	<p><b>ABUSE</b></p>	<p>All coaches have current CRB disclosures The club will carry out its own CRB checks through affiliation with Mencap</p>	<ul style="list-style-type: none"> <li>• Coaches/volunteers/parent supervisors ratios will be adequate. Club members will not be left alone with any person of authority wherever possible.</li> <li>• Coaches/volunteers/parent supervisors to be vigilant at all times.</li> <li>• Coaches/volunteers/parent supervisors to refer to procedures as set out in the club's Child and Young Persons/Vulnerable Adults Protection policy.</li> <li>• Coaches/volunteers/parent supervisors must be aware of individuals whereabouts at all times.</li> <li>• Coaches/volunteers/parent supervisors to take any allegations of abuse seriously.</li> <li>• Coaches/volunteers/parent supervisors to complete an abuse report form.</li> <li>• Contact committee member to inform them of the alleged abuse.</li> <li>• Contact parent/carers to inform them of incident and action taken.</li> </ul>	<p><b>Coach/ Volunteer parent</b></p>

ongoing	<b>BULLYING</b>	Behaviour issues associated with learning disabilities	<ul style="list-style-type: none"> <li>• Coaches/volunteers/parent supervisors ratios must be adequate. Coaches/volunteers/parent supervisors to be alert to subtle forms of bullying as well as more overt forms.</li> <li>• Coaches/volunteers/parent supervisors to be informed of necessity to be vigilant.</li> <li>• Coaches/volunteers/parent supervisors ratios will be adequate. Coaches/volunteers/parent supervisors required to address issue immediately if member of coaches/volunteers/parent supervisors directly involved.</li> <li>• Coaches/volunteers/parent supervisors to complete an abuse report form.</li> <li>• Contact parent/carer to inform them of incident and action taken.</li> </ul>	<b>Coach/ Volunteer parent</b>
ongoing	<b>FIT OR SEIZURE</b>		<ul style="list-style-type: none"> <li>• Coaches/volunteers/parent supervisors ratios must be adequate. Coaches/volunteers/parent supervisors must be aware of individuals' whereabouts at all times.</li> <li>• Coaches/volunteers/parent supervisors informed and will be vigilant.</li> <li>• All level 2 qualified coaches have first aid qualifications. Coaches/volunteers/parent supervisors to support individual during seizure and put into recovery position as soon as possible, then call 999 for an ambulance. If necessary.</li> <li>• Contact parent /carer to inform them of incident and action taken.</li> <li>• Coaches/volunteers/parent supervisors to complete an accident/incident report form.</li> <li>• Fit/seizure details to be shared with all coaches/volunteers/parent supervisors and volunteers. Coaches are provided with medical information. Emergency contact details are held by each coach.</li> </ul>	<b>Coach/ Volunteer parent</b>
ongoing	<b>INSURANCE FOR ALL ACTIVITIES</b>		<ul style="list-style-type: none"> <li>• • • Venues have insurance cover for hire period.</li> <li>• Current public liability insurance policy held by treasurer.</li> <li>• Current employers liability insurance policy held by treasurer.</li> <li>• Coaches covered by their own sports federation insurance, certificates checked at start of work with club.</li> </ul>	<b>Coach/ Volunteer parent</b>
ongoing	<b>SICKNESS</b>		<ul style="list-style-type: none"> <li>• • Coaches/volunteers/parent supervisors ratios will be adequate.</li> <li>• Coaches/volunteers/parent supervisors informed and will be vigilant.</li> <li>• Contact parent/carer to collect individual.</li> </ul>	<b>Coach/ Volunteer parent</b>

Ongoing	<b>Specific needs of club members</b>	<p>The club may not be aware of the specific needs/behaviours/strategies of new club members</p> <p>Club members may need assistance with personal care</p>	<ul style="list-style-type: none"> <li>• All club members visit and a member of the management committee discusses</li> <li>• • • their needs with them and their carer during the first session</li> <li>• Behaviour and activities are monitored closely during the first few sessions</li> <li>• Parent/carers are notified of any issues</li> <li>• Challenging behaviours will be managed in partnership with coaches, volunteers and parent/carers.</li> <li>• Any club member requiring help with personal care should be accompanied by their own parent/carer. The club will not take responsibility for these issues, which will be discussed prior to joining.</li> </ul>	<p><b>Coach/ Volunteer Parent</b></p> <p><b>Committee members</b></p>
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