



Alton Hockey Club - Activity Risk Assessment

Risk Assessment Process

1. Identify potential hazards (things that will cause harm)
2. Identify risk (who is at risk and what they are at risk of)
3. Rate the risk using formula below (adapted from HSE)
4. Detail the control measures to limit the risk

To achieve a risk rating: likelihood x consequences

Likelihood:

- 1 = Highly Unlikely
- 2 = Unlikely
- 3 = Likely

Consequences:

- 1 = Slightly harmful (no injury/minor injury requiring first aid)
- 2 = Harmful (requiring hospital treatment)
- 3 = Extremely harmful (causing long-term disability or death)

3 x 3 Risk Matrix

L I K E L I H O O D	Likely	Medium Risk	High Risk	Extreme Risk
	Unlikely	Low Risk	Medium Risk	High Risk
	Highly Unlikely	Insignificant Risk	Low Risk	Medium Risk
		Slightly Harmful	Harmful	Extremely Harmful
	C O N S E Q U E N C E S			

Hazard	Risk	Risk Rating (likelihood x consequences)	Control measures	Responsible person
Traffic in car parks (both venues and club house)	Children crossing car park to get to the pitch at risk of injury from moving cars	2x3	Parents requested to escort all children under 12yrs at the pitchside.	Junior session head coach
			Coaches to ensure children under 12yrs are collected from pitchside by an adult	Junior session head coach

Hazard	Risk	Risk Rating (likelihood x consequences)	Control measures	Responsible person
			Parents are asked to transport children from the pitch to the club house and ensure their safe arrival	Parents
Playing area (both venues)	Damaged to the pitch, goals or fencing causing an injury to a player, coach or spectator	1x1	Complete session risk assessment before each session. This includes assessment of pitch safety.	Juniors: session coach; Seniors: captains.
			Umpires to check goals before each match	Umpires
			Report any damage (caused or noticed) to the committee who will liaise with the venue straight away	Club committee
Equipment	Players being injured by balls, sticks or training equipment (ladders etc)	2x2	The club has a 'no kit, no play' policy for safety equipment (gum shields and shin pads) for all junior members.	Junior coaches and helpers
			Complete session risk assessment before each session. This includes checking for shin pads and gum shields.	Juniors: session coach; Seniors: captains.
			Session coach to check that all training equipment is in safe condition.	Session head coach
			All games (including friendlies) to be played with an umpire to ensure player safety and prevent dangerous play	Juniors: Team managers; Seniors: captains
			First aid kit to be available at all training session and matches	Juniors: session coach; Seniors: captains.
			Qualified first aider to be present at all training sessions and matches	Juniors: session coach; Seniors: captains.

Hazard	Risk	Risk Rating (likelihood x consequences)	Control measures	Responsible person
Adverse Weather	Players getting hypothermia, heatstroke or sunburn	1x2	Complete session risk assessment before each session. This includes checking for risks from adverse weather and taking action if a risk is identified.	Juniors: session coach; Seniors: captains.
	Players, officials, coaches, parents being injured in car accidents caused by adverse weather conditions	1x3	Decisions on whether to play a fixture will be based on whether it is likely to be safe to travel there and back <i>as well</i> as whether the pitch will be playable.	Juniors: Team managers; Seniors: captains
Changing Rooms (both venues)	Slips, trips and falls	1x2	Ensure changing rooms are unlocked, floor areas are dry and showers are working. Report to venue if not.	Juniors: Team managers; Seniors: captains
	Safeguarding incident for junior player using changing facilities	1x3	Club junior changing policy is shared with all coaches, managers and captains and is enforced at all times	Juniors: Team managers; Seniors: captains
			Information about how to report a concern and the Child Protection Officer contact detail are available on club notice board and club website.	Child Protection Officer
Medical emergency	Player, coach or spectator requires urgent medical attention	2x3	First aid kit to be available at all training session and matches	Juniors: session coach; Seniors: captains.
			Qualified first aider to be present at all training sessions and matches	Juniors: session coach; Seniors: captains.
			All club members have a note of the defibrillator code sent out every season	Child Protection Officer
			The club emergency contact number, list of first aiders and pitch address are all available on the notice board at the home pitch (Amery Hill)	Child Protection Officer

Hazard	Risk	Risk Rating (likelihood x consequences)	Control measures	Responsible person
Food & drink provided by club	Players, coaches, parents or officials are ill as a result of food provided by the club	1x1	The club employs a catering company for match teas who have appropriate food preparation qualifications	Committee
			The club offers a pitch-side tea and coffee bar run by volunteers. Only pre-packaged food is provided, food is not prepared on site.	Committee
Negligence	Players or coaches are injured as a result of inadequate coaching	1x2	Complete session risk assessment before each session. This includes checking there is a qualified lead coach present.	(Junior training only)
			Junior training sessions are conducted with a ratio of 1:12 and the lead coach is required to note actions taken if this ratio is not met. Actions to include modifying the session to ensure safety of participants or cancelling if necessary	Session coach
			The club as a coaching development section within the club development plan to ensure appropriately qualified coaches are available to the club now and in the future	Committee
	Safeguarding incident resulting in harm to a player	1x3	All adults working with juniors on a regular or intensive basis have a DBS check	Child Protection Officer
			Coaches and helpers have job descriptions detailing their responsibilities and sign codes of conduct	Committee
	Players suffer harm resulting from a pre-existing medical condition	2x3	All players are required to complete a membership form upon joining the club on which they disclose any medical conditions	Players/Parents of juniors
			Complete session risk assessment before each session. This includes checking players have brought medicines/inhalers and coaches/captains know where they are being kept.	Juniors: session coach; Seniors: captains.

Hazard	Risk	Risk Rating (likelihood x consequences)	Control measures	Responsible person
			Medical and emergency contact information is shared with captains, coaches and managers via the restricted database which can be accessed at any time using smart phone	Captains, lead coaches and managers

Updated: 18th January 2017