

# Risk Assessment

<b>Date:</b>	<b>Assessed by:</b>	<b>Location :</b>	<b>Review :</b>
11 <sup>th</sup> November 2017	Emma Jessop (Welfare Officer)	Newark Athletic Club London Rd, Balderton	November 2018

## Outdoor running/General Training

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Grass track	Athletes and coaches- Injuries from slipping/tripping due to bad weather conditions or worn out track.	<ul style="list-style-type: none"> <li>Athletes to wear adequate training footwear such as running spikes or trainers</li> <li>Track and field to be checked before each session</li> <li>Ensure the ground is level, free of holes, rubbish and debris</li> </ul>	L	<p><b>If athletes attend wearing inadequate clothing/ footwear- They are not allowed to train</b></p> <p>Ensure adequate maintenance and inspection. All coaches have a responsibility to carry out this action before their session begins.</p> <p>Liaise with Newark Academy school-caretakers and Active for Today to ensure our facilities are well cared for.</p>	L	Coaches, Athletes, Facilities manager	The following actions must be completed prior to the beginning of a Running or MUGA session
Signing in / Use of grass track	Athletes- Injuries due to a collision with other athletes encroaching into their lane Athletes should congregate and leave kit well away from the track	<ul style="list-style-type: none"> <li>Ensure athletes line up for training reps in an orderly manner</li> <li>Coaches to make athletes aware of other athletes and their surroundings when using and crossing the track.</li> </ul>	L	<ul style="list-style-type: none"> <li>Coaches to use adequate track space- communication with other coaches to plan sessions</li> <li>Athletes must follow the coaches instructions</li> </ul>	L	Coaches, athletes	

		<ul style="list-style-type: none"> <li>• Planning of sessions to spread out use of track</li> <li>• Ensure athletes congregate in a safe place and any U18s sign in at the club hut</li> <li>• Athletes to always be aware of their surroundings- check the track before crossing</li> <li>• Once on the track, leave kit and drinks away from the track area</li> </ul>		<ul style="list-style-type: none"> <li>• Coaches to check all athletes have signed in at the club hut before joining in the session</li> <li>• Coaches to encourage and remind athletes to be aware of other track users</li> </ul>		
Weather Conditions	<p>Athletes and coaches- slips, trips and falls due to icy and wet weather</p> <p>Athletes- suffer from heat exhaustion or hypothermia</p>	<ul style="list-style-type: none"> <li>• All athletes advised to wear suitable clothing for the weather conditions</li> <li>• Athletes to always bring a drink, coaches to be sensible about training abilities/ limits</li> <li>• Athletes to be aware of the symptoms of excessive cold or heat</li> <li>• Option to shelter in Club Hut or School foyer is weather deteriorates.</li> <li>• Coaches to remind athletes / parents of their responsibility regarding sunscreen particularly during competition days</li> <li>• Club to have access to sunscreen for athletes to put on themselves if require.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Coaches to decide if the track is safe to use in these conditions.</li> <li>• Ensure adequate maintenance and inspections</li> </ul>	L	Coaches
Time of Day/ Lighting	<p>Athletes and coaches- not being able to see due to portable lights and floodlights only shining onto the track</p>	<ul style="list-style-type: none"> <li>• Ensure adequate floodlights for training evenings</li> <li>• Ensure training sessions are only carried out in a well lit area.</li> </ul>	M	<ul style="list-style-type: none"> <li>• NAC to request floodlights are switched on for training nights</li> <li>• NAC to report any broken lights to the Facilities manager (caretaker)</li> </ul>	L	Coaches, athletes Facility Staff

<p>Warm Up and Cool Down Injuries Medical conditions</p>	<p>Athletes- reduction of injuries Athletes- medical emergencies</p>	<ul style="list-style-type: none"> <li>• All coaches of younger age groups to lead a warm up and cool down unit in their sessions</li> <li>• Older athletes to take responsibility regarding their own warm up and cool down drills/stretches (under the coaches supervision) - as they will need to do this independently at competitions</li> <li>• Athletes to wear appropriate clothing- more layers after the session to ensure they don't cool down too quickly</li> <li>• All members will have completed a membership form which asks them to declare any medical conditions.</li> <li>• Coaches have an emergency contact number on file for all athletes</li> </ul>	L	<ul style="list-style-type: none"> <li>• All athletes are to warm and cool down at every training session</li> <li>• Coach or coaching assistant to always supervise the warm up and cool down unit</li> <li>• Any injuries sustained will be dealt with by a Qualified First Aider and an Accident report to be written</li> <li>• Coaches to advise their athletes on appropriate warm up drills and cool down stretches, and ensure the correct clothing is worn during these units</li> <li>• New athletes to leave an emergency contact number with their coach</li> </ul>	L	<p>Coaches, Athletes On site First Aider</p>	
<p>MUGA (Multi Use Games Area)</p>	<p>Athlete and coaches- slips, trips and falls</p>	<ul style="list-style-type: none"> <li>• Ensure floodlights are switched on and working before the session begins</li> <li>• Athletes to wear adequate footwear such as training shoes Ensure enough space available for age and ability appropriate activities</li> </ul>	L	<ul style="list-style-type: none"> <li>• Surface can get slippery in bad weather conditions- Coaches to prepare for this when planning a session</li> </ul>	L	<p>Coaches, Athletes</p>	
<p>First Aid</p>	<p>Athletes and Coaches</p>	<ul style="list-style-type: none"> <li>• Ensure the first aid kit is always fully stocked and regularly checked to ensure wipes and plasters are in date.</li> <li>• Team managers to have a sun cream bottle in the first aid kit to take to competitions.</li> </ul>		<ul style="list-style-type: none"> <li>• Welfare Officer to regularly check First Aid kit and order replacements as and when required.</li> </ul>			

# Hurdles

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Coaches and other Athletes	Athletes- cuts and strains from collisions with other athletes	<ul style="list-style-type: none"> <li>Athletes and coaches to observe local lane discipline</li> </ul>	L	Young athletes to be supervised while undertaking a hurdles session	L	Coaches, Athletes	The following actions to be completed prior to the beginning of a Hurdle session
Hurdles	Athletes- injury from colliding with hurdles	<ul style="list-style-type: none"> <li>Hurdles to be used in the correct direction and appropriate manner</li> <li>To be used on an adequate surface (MUGA)</li> <li>Damaged hurdles must be replaced</li> <li>Where competition hurdles are used the mechanisms for fixing the hurdles (a) at the required height (b) and for positioning the counter balance weight, should be lubricated and well maintained.</li> <li>They must be set at an appropriate height for the age and ability of the athletes</li> </ul>	M	<ul style="list-style-type: none"> <li>Ensure adequate maintenance and inspection</li> <li>Hurdles to be inspected by the Coach leading the session prior to the beginning of the activity Any damaged equipment to be reported to Health and Safety Manager</li> </ul>	L	Coaches, athletes	

## High Jump

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Track (Run up)	Athletes	<ul style="list-style-type: none"> <li>Ensure athletes wear adequate footwear</li> <li>Ensure surface is clear and non slippery (good weather conditions)</li> </ul>	L	Inspect the surface and ensure its clear before every training session	L	Coaches, Athletes	The following actions must be completed prior to the beginning of each High Jump session
Event Training session	Athletes - Injury from incorrect technique, inadequate warm up, or collision with other athletes	<ul style="list-style-type: none"> <li>Athletes to be taught correct technique by coaches</li> <li>Athletes to undertake an adequate warm up</li> <li>Ensure athletes jump in turn and doesn't encroach on other athletes run ups</li> <li>Ensure young athletes only jump under the supervision of a coach</li> <li>Athletes to wear appropriate clothing- no jewellery or other objects that may cause injury</li> </ul>	L	<ul style="list-style-type: none"> <li>All athletes to be supervised by a qualified coach and volunteers during a high jump session</li> </ul>	L	Coaches, athletes	
Weather	Athletes and coaches- Injuries from slipping on wet surface/ run up area Athletes- injuries due to coldness and reduction in body temperature from wet landing beds	<ul style="list-style-type: none"> <li>Ensure run up area- particularly the take-off area is regularly swept and kept clear to prevent slipping</li> </ul>	M	<ul style="list-style-type: none"> <li>Coaches to make a sensible decision on which weather conditions are still safe to train in, e.g. no excessive water on mats or on the run up area</li> </ul>	L	Coaches, Athletes	

		<ul style="list-style-type: none"> <li>• Ensure high jump bed is covered with a waterproof cover to prevent rain ingress</li> <li>• Athletes to wear adequate footwear, e.g. spikes</li> </ul>				
Safety Time of day	Athletes	<ul style="list-style-type: none"> <li>• Ensure floodlights are on at night to prevent injury due to poor visibility</li> </ul>	M	<ul style="list-style-type: none"> <li>• Always request the floodlights to be switched on prior to the session beginning.</li> <li>• If the area is poorly lit, the session MUST be cancelled</li> </ul>	L	Coaches, athletes, Facility Staff
Moving of the High Jump bed	Athletes, coaches- injured through moving the high jump cover	<ul style="list-style-type: none"> <li>• Enough coaches/ volunteers to help move the high jump mat to the MUGA</li> <li>• Coaches and volunteers are made aware of safe lifting of loads and appropriate equipment is available to transport the equipment</li> <li>• Ensure no sharp edges are protruding</li> </ul>	M	<ul style="list-style-type: none"> <li>• Cover to be stored in a safe space</li> </ul>	L	Coaches, volunteers
Safety of Landing Area	Athletes- injured from poorly maintained beds Athletes-injury from falling sideways or off the bed	<p>Beds to be made of foam, securely fastened together and must conform to the official size specification.</p> <p>Ensure additional matting is provided at the sides and the back of the main High Jump bed for competitions.</p> <p>The high jump beds should be free of holes, covered by a cover, and all buckles should be secure.</p> <p>The stands and bar should be in good order as required by the official</p>	L	<ul style="list-style-type: none"> <li>• Ensure adequate maintenance and regular inspection with particular attention to impacted foam.</li> </ul>	L	Coaches

**Facilities unavailable to host Pole Vault sessions**

## Long Jump/Triple Jump

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Training	Athletes- Injury due to collision with other athletes, rakes, tripping on uneven runways, uneven take off and blanking boards Coaches- injuries due to collision with athletes, lifting and inserting of blanking boards, incorrect lifting implements	<ul style="list-style-type: none"> <li>• Before training: ensure runway is free from damage, litter, excessive standing water</li> <li>• Take off and blanking boards are stable and level with runway</li> <li>• Landing area is clean and safe to use</li> <li>• Ensure athletes take their jumps in turn and not until the runway is clear of other athletes, rakes and brushes</li> </ul>	L	Control measure responsibilities: During training, athletes to be taught the correct technique Young athletes to jump under supervision Athletes to wear appropriate footwear and complete an adequate warm up. Coaches and athletes are aware of the need for concentration at all times. Measuring tapes do not encroach on the runway.	L	Coaches, Athletes	The following actions to be completed prior to the beginning of a Long Jump /Triple Jump session
Runway	Athletes- slipping, tripping due to worn/slippery/damaged surface	<ul style="list-style-type: none"> <li>• Examine the runway to ensure no worn or damaged areas and the runway is not slippery.</li> <li>• Sweep runway regularly to remove any excess water or dirt.</li> <li>• If tape measures are used, ensure they are removed from the runway between jumps</li> </ul>	L	<ul style="list-style-type: none"> <li>• If a fault is found, report to Chairman.</li> <li>• Control measures must be in place to ensure athletes only use the runway under direction of the coach and only when the runway is clear.</li> </ul>	L	Coaches, athletes	
Take off boards and blanking boards	Athletes- injury due to unstable, ill-fitting take off/blanking boards. Coaches- back strain and hand injury due to ill-fitting inset boards and blanking boards	<ul style="list-style-type: none"> <li>• Ensure that take-off board, no jump indicator insert board, and no jump indicator insert blanking boards are made of wood or wood composite, soft enough to absorb the</li> </ul>	M	Ensure all equipment is safe to use Adequate maintenance and regular inspection  Suitable lifting implements are used to lift and replace board inserts and blanking boards; and are used in accordance with current handling regulations	L	Coaches, athletes	

		<p>impact of spikes.</p> <ul style="list-style-type: none"> <li>Ensure that insert boards and blanking boards are capable of being adjusted so as to be stable and level with runway</li> </ul>				Facilities manager	
Landing Area	Athletes- injury due to compacted sand Collision with edge of landing area	<ul style="list-style-type: none"> <li>Check landing area is free of extraneous material and dug over.</li> <li>Rake and level out sand before jumping</li> <li>Edge of sandpits are of plastic nosing and conform to UK athletics guidelines</li> <li>Ensure that rakes and brushes used for levelling and cleaning are kept away from landing area and that the prongs of the rake face the ground.</li> </ul>	L	<ul style="list-style-type: none"> <li>Landing pit to always be supervised by a coach or coaching assistant</li> </ul>	L	Coaches, athletes	

### Throws (Shot Put)

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Cage	All athletes and coaches	<ul style="list-style-type: none"> <li>Due to NAC having no access or the facilities to have a throwing cage on the field- No Hammer or Discus training can take place on our grounds</li> </ul>	H	N/A	H	Committee, Coaches	



Shot Put Circle	Athletes- slipping due to wet or gritty surface Injury due to damaged metal rim of circle	<ul style="list-style-type: none"> <li>• Make sure circle surface is in good order, is not cracked or breaking up</li> <li>• Make sure rim of the circle is not damaged- stop board is not damaged, which could cause injury</li> <li>• Ensure drainage holes are kept clear</li> </ul>	L	<ul style="list-style-type: none"> <li>• Before training, check the circle is clean and free of dirt, grit and litter.</li> </ul>	L	Coaches, athletes	The following actions are to be completed prior to the beginning of a Shot Put session
Training	Coaches and Athletes- shot impact injury, slipping/tripping on wet, uneven surface	<ul style="list-style-type: none"> <li>• Ensure area is well lit- <b>DO NOT carry out a shot put session if the area is poorly lit</b></li> <li>• Ensure that the area of active throwing is clearly marked by cones etc</li> <li>• The circle is constantly swept free of standing water and grit</li> <li>• Practice trials are not allowed outside the circle.</li> <li>• The shot is returned using appropriate apparatus or by carrying and not throwing or rolling.</li> <li>• Athletes are taught the correct technique and taught to complete an adequate warm up.</li> <li>• Appropriate footwear to be worn.</li> </ul>	M	<ul style="list-style-type: none"> <li>• All coaches and athletes are aware of the need for concentration at all times</li> <li>• Young athletes can only put under full supervision</li> <li>• Athletes to be constantly reminded and abide by the safety expectations of this event</li> </ul>	L	Coaches, athletes	
Implements	Athletes, coaches- hand injury due to damaged surface of shot	<ul style="list-style-type: none"> <li>• All implements used for training must be checked before use.</li> <li>• Implements used are age and ability appropriate.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Ensure coaches are using the correct implements for the ability and age of their athletes.</li> </ul>	L	Coaches, athletes	

Javelin – Evening sessions to be cancelled from Oct-Feb due to poor lighting throughout the winter. Sessions to be run from March-Sept in lighter months

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Runway	Athletes, coaches- slipping, tripping due to wet, worn or damaged surface	<ul style="list-style-type: none"> <li>Examine surface to ensure no worn or damaged areas</li> <li>Area to be well lit to carry out a Javelin session</li> </ul>	L	Regularly assess the javelin throwing area, in accordance to weather conditions If the area is poorly lit- <b>DO NOT carry out a Javelin session</b>	L	Coaches, Athletes	The following actions are to be completed prior to the beginning of a Javelin session
Implements	Athletes- loose or damaged grip causing injury	<ul style="list-style-type: none"> <li>Implements must be checked before any throwing session can begin</li> <li>Before throwing- ensure the equipment is safe to use, especially the grip and material on the javelin</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensuring equipment is checked on a regular basis and always before a training session begins.</li> </ul>	L	Coaches, athletes	
Training	Athletes, coaches- slipping, tripping due to an uneven, wet surface	<ul style="list-style-type: none"> <li>The designated throwing area is to be roped off in accordance with current UKA rules</li> <li>Ensure that runway is free of standing water, excessive dirt grit</li> <li>Measuring tape (if used) should not encroach on runway</li> <li>All throws must be from the runway and only in the direction of the sector</li> <li>Javelins are to be returned after throwing by carrying vertically and not by throwing</li> </ul>	M	<ul style="list-style-type: none"> <li>Ensure athletes are using the correct weight javelin</li> <li>All coaches and athletes are aware of the need for concentration at all times</li> </ul>	L	Coaches, athletes	

		<ul style="list-style-type: none"><li>• When approaching a thrown javelin to mark the point of landing, or retrieve it, or coaches or other appointed persons should approach the javelin from the side and not move in towards the pointed tail end of the javelin</li><li>• During a throw, coaches and athletes must stand outside the sector lines or behind the thrower</li><li>• Throws must not commence unless the coach signals it is safe to begin</li></ul>					
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Indoor Training- Newark Academy Sportshall (Weekly Indoor session run on Thursday evenings for U9/U11 and U13 athletes)

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Complete
Training	Athletes-personal injury	<ul style="list-style-type: none"> <li>The structure of training is to include adequate time for warming up and cooling down, lowering the risk of injury.</li> <li>Athletes to be encouraged to bring a drink and wear appropriate clothing and footwear (trainers)</li> </ul>	L	Ensure coaches have a well-structured session plan in place that covers the before mentioned points	L	Coaches, Coaching Co-ordinator to oversee	The following actions are to be completed prior to the beginning of an Indoor session
Inadequate warm-up and cool down	Athletes- potential for pulled muscles and injuries	<ul style="list-style-type: none"> <li>Sufficient time for athletes to be taken through a warm up as part of the session, latecomers are guided through an adequate warm up before being allowed to join in.</li> <li>All athletes to be taken through an appropriate cool down or stretches to minimize the risk of injuries.</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure we get our full hour booking but also vacate the premises on time for the next booking to begin</li> </ul>	L	Coaches, athletes, Facility staff	
Training area hazards	Athletes, Coaches, Public-poor surface conditions, crowding could lead to collision, wet floors	<ul style="list-style-type: none"> <li>Floor to be checked at the start of the session and if wet it needs to be moped and cleaned up</li> <li>Ensure adequate space has been set up for each station/activity</li> <li>If parents would like to stay, they can sit by the edges of the Sportshall</li> </ul>	L	<ul style="list-style-type: none"> <li>Coach to Risk Assess the venue as they set up the session</li> <li>If in a big group- split athletes into smaller groups of similar age or ability- Coach to access the ability and teach the activity accordingly</li> </ul>	L	Coaches, Athletes, Facility staff	

		<ul style="list-style-type: none"> <li>• Non Newark AC members to vacate the Sportshall before our training begins</li> <li>• Coach/ coaching assistant and Volunteers to be supervising activities at all times</li> </ul>				
Toilet Facilities	Athletes- head counts/ fire drill or emergency	<ul style="list-style-type: none"> <li>• If an athlete needs the toilet they MUST come and tell a coach first. One coach then stand by the open Sportshall door, so they can see where the child is going and are still in clear view of the other coaches.</li> </ul>	M	<ul style="list-style-type: none"> <li>• All coaches to continue to be vigilant</li> <li>• Ensure all athletes are aware of our policy and encourage them to follow this</li> </ul>	L	Coaches and athletes
Collection after session	Athletes- lost child / not collected Night time when we leave, poor lighting	<ul style="list-style-type: none"> <li>• All parents to collect children from the Newark Academy Sportshall at the end of the session</li> <li>• Register for children to sign in and out</li> <li>• Coach to stand at the door, waiting for parents</li> <li>• Child can only go if a parent is with them</li> </ul>	H	<ul style="list-style-type: none"> <li>• All coaches to be supervising the doors at collection time</li> <li>• Warnings to go out to parents who continue to be late or let the child leave on their own</li> </ul>	L	Coaches Athletes
Equipment	Athletes, coaches- Misuse of equipment	<ul style="list-style-type: none"> <li>• No outdoor throwing equipment (shot or javelin) to be used indoor</li> <li>• All equipment should be checked before use</li> </ul>	H	<ul style="list-style-type: none"> <li>• Area is too confined to be using throwing implements</li> </ul>	L	Coaches