

Newark Athletic Club Risk Assessment

Date:	Assessed by:	Location :	Review :
6 th November 2022	Dave Robinson (Welfare Officer) Emma Jessop (Head of Coaching) & Don Evans (Club Chairman)	Newark Athletic Club YMCA, Bowbridge Road & London Rd, Balderton	November 2023

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
Tartan track	Athletes and coaches- Injuries from slipping/tripping due to bad weather conditions or worn out track.	<ul style="list-style-type: none"> Athletes to wear adequate training footwear such as running spikes or trainers. Spikes to be no longer than 6mm on tartan track at YMCA Track and field to be checked before each session Ensure the ground is level, free of holes, rubbish and debris 	L	<ul style="list-style-type: none"> Ensure adequate maintenance and inspection. All coaches have a responsibility to carry out this action before their session begins. Ensure that the tartan track and wider facilities are not too slippery for the planned session and tailor it accordingly. Liaise with YMCA to ensure our facilities are well cared for. 	L	Coaches, Athletes, Facilities manager	
Starting	Athletes- Injuries due to a collision with other athletes encroaching into their lane	<ul style="list-style-type: none"> Ensure athletes line up for races in an orderly manner 	L	<ul style="list-style-type: none"> Coaches to use adequate track space- communication 	L	Coaches, athletes	

				with other coaches to plan sessions		
Weather Conditions	Athletes and coaches- slips, trips and falls due to icy and wet weather Athletes- suffer from heat exhaustion or hypothermia	<ul style="list-style-type: none"> Coaches to monitor weather conditions for thunderstorms, fog, excessive rain or intense heat. All athletes advised to wear suitable clothing for the weather conditions. Bring an additional warm or waterproof layer of clothing. Athletes to always bring a drink, coaches to be sensible about training abilities/ limits Athletes to be aware of the symptoms of excessive cold or heat Training not to take place during thunderstorms or thick fog. 	M	<ul style="list-style-type: none"> Coaches to inspect the track prior to the start of the session Coaches to decide if the track is safe to use in these conditions. In the event of thunderstorms or lightning all athletes and coaches to shelter within the YMCA main building 	L	Coaches
Time of Day/ Lighting	Athletes and coaches- not being able to see due to portable lights and floodlights only shining onto the track	<ul style="list-style-type: none"> Ensure adequate floodlights for training evenings 	M	<ul style="list-style-type: none"> NAC to request floodlights are switched on for training nights NAC to report any broken lights to the Facilities managers 	L	Coaches, athletes Facility Staff
Athlete, Coach or Spectator injury	Athletes	<ul style="list-style-type: none"> All coaches to lead a warm up and cool down unit in their sessions All coaches to ensure that athletes warm up/down away from other track users and respect athletes actively engaged in a dedicated session. Where possible use areas off the main track but 	M	<ul style="list-style-type: none"> All athletes are to warm up and cool down at every training session NAC to ensure there is an onsite first aider at every session Any injuries or illness sustained will be dealt with by a Qualified First Aider 	L	Coaches, Athletes On site First Aider

		<p>NEVER near the throws cage. Only use the in field when there are NO throwing sessions.</p>		<p>and an Accident report to be written.</p> <ul style="list-style-type: none"> All coaches to discuss where their respective group will warm up/down and actively de-conflict prior to each session. All to be aware that there is an onsite defibrillator located at the YMCA admin office. 		
<p>Toilet trips. The toilets are inside the main building of the YMCA facility</p>	<p>Children, younger athletes</p>	<ul style="list-style-type: none"> During a training session, if a child needs to go to the toilet, they MUST ALWAYS tell their coach/coaching assistant. Coaches and volunteers can either stand in a position on the track or walkway where they can see the child go into the toilet area of the main building and return or send a pair (two) children to the toilet together. 	<p>M</p>	<ul style="list-style-type: none"> Coaches to always remind children they must go and come straight back from the nearest toilet within the YMCA main building. 	<p>L</p>	<p>Coaches and volunteers</p>
<p>Collection after session THIS IS PARTICULARLY IMPORTANT WHEN DARK</p>	<p>Children, younger athletes and all within the U11 and U9 age groups.</p>	<ul style="list-style-type: none"> All parents to collect children from the access point to the track at the end of the session Register for children to sign in and out completed at the door Coach/registration official to stand at the door, waiting for parents Child can only go if a parent is with them 	<p>M</p>	<ul style="list-style-type: none"> All coaches/registration officials to be supervising the doors at collection time Parents to be periodically reminded of the collection arrangements via booking sheet and other comms, including do's and don't's document Warnings to go out to parents who continue to be late or let the child leave on their own 	<p>L</p>	<p>Coaches and volunteers</p>

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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"> Athletes and coaches to observe local lane discipline 	L	<ul style="list-style-type: none"> All athletes to be supervised while undertaking a hurdles session 	L	Coaches, Athletes	
Hurdles	Athletes- injury from colliding with hurdles	<ul style="list-style-type: none"> Hurdles to be used in the correct direction and appropriate manner To be used on an adequate surface (MUGA) or tartan track at YMCA Damaged hurdles must be replaced 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. They must be set at an appropriate height for the age and ability of the athletes 	M	<ul style="list-style-type: none"> Ensure adequate maintenance and inspection Hurdles to be inspected by the Coach leading the session prior to the beginning of the activity 	L	Coaches, athletes, Facility Manager	

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"> Ensure athletes wear adequate footwear Ensure surface is clear and non slippery (good weather conditions) If kerbing is removed then it should be stored in a safe place and replaced after training 	L	<ul style="list-style-type: none"> Coaches to inspect the surface and ensure its clear before every training session 	L	Coaches, Athletes	
Event Training session	Athletes - Injury from incorrect technique, inadequate warm up, or collision with other athletes	<ul style="list-style-type: none"> Athletes to be taught correct technique by coaches Athletes to undertake an adequate warm up Ensure athletes jump in turn and don't encroach on other athletes run ups Ensure young athletes only jump under the supervision of a coach Athletes to wear appropriate clothing- no jewellery or other objects that may cause injury 	L	<ul style="list-style-type: none"> All athletes to be supervised by a qualified coach and volunteers during a high jump session 	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"> Ensure run up area- particularly the take-off area is regularly swept and kept clear to prevent slipping Ensure high jump bed is covered with a waterproof cover to prevent rain ingress Athletes to wear adequate footwear, e.g. 6mm spikes 	M	<ul style="list-style-type: none"> Coaches to make a sensible decision on which weather conditions are still safe to train in. Eg no excess water on mats or on the runway 	L	Coaches, Athletes	

High Jump cover	Athletes, coaches- injured through moving the high jump cover	<ul style="list-style-type: none"> • Enough coaches/ volunteers to help remove the high jump cover. • Ensure no sharp edges are protruding and that the 'roll off' cover is placed several feet away from the landing mat. 	M	<ul style="list-style-type: none"> • Cover to be stored in a safe space 	L	Coaches, volunteers, Athletes, Facility Staff	
Safety of Landing Area	Athletes- injured from poorly maintained beds Athletes-injury from falling sideways or off the bed	<ul style="list-style-type: none"> • Beds to be made of foam, securely fastened together and must conform to the official size specification. • Ensure additional matting is provided at the sides and the back of the main High Jump bed for competitions. • The high jump beds should be free of holes, covered by a cover, and all buckles should be secure. • The stands and bar should be in good order as required by the official UKA guidance. 	L	<ul style="list-style-type: none"> • Ensure adequate maintenance and regular inspection with particular attention to impacted foam. 	L	Coaches, Facility Staff	

NEWARK AC UNABLE TO CONDUCT POLE VAULT SESSIONS AT PRESENT – TO BE REVIEWED IN MAY 2023
LEVEL 2 POLEVAULT COACH TO BE PRESENT AT THE FACILITIES FOR A POLEVAULT SESSION TO BE UNDERTAKEN.

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"> Before training: ensure runway is free from damage, litter, excessive standing water Take off and blanking boards are stable and level with runway Landing area is clean and safe to use Ensure athletes take their jumps in turn and not until the runway is clear of other athletes, rakes and brushes 	L	<ul style="list-style-type: none"> Control measure responsibilities: During training, athletes to be taught the correct technique Young athletes to jump under supervision Athletes to wear appropriate footwear such as 6mm spikes or trainers 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	
Runway	Athletes- slipping, tripping due to worn/slippery/damaged surface	<ul style="list-style-type: none"> Examine the runway to ensure no worn or damaged areas and the runway is not slippery. Sweep runway regularly to remove any excess water or dirt. If tape measures are used, ensure they are removed from the runway between jumps 	L	<ul style="list-style-type: none"> If a fault is found, report to YMCA Facilities Manager. 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. 	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	<ul style="list-style-type: none"> Ensure that take-off board, no jump indicator insert board, and no jump indicator insert 	M	<ul style="list-style-type: none"> Ensure all equipment is safe to use Adequate maintenance and regular inspection 	L		

	inset boards and blanking boards	<ul style="list-style-type: none"> blanking boards are made of wood or wood composite, soft enough to absorb the impact of spikes. Ensure that insert boards and blanking boards are capable of being adjusted so as to be stable and level with runway 		<ul style="list-style-type: none"> Suitable lifting implements are used to lift and replace board inserts and blanking boards and are used in accordance with current handling regulations 		Coaches, athletes, Facilities manager	
Landing Area	Athletes- injury due to compacted sand Collision with edge of landing area	<ul style="list-style-type: none"> Check landing area is free of extraneous material and dug over. Rake and level out sand before jumping Edge of sandpits are of plastic nosing and conform to UK athletics guidelines 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. 	L	<ul style="list-style-type: none"> Landing pit to always be supervised by a coach or coaching assistant 	L	Coaches, athletes	
Landing Area Covers	Coaches/volunteers due to removal of heavy covers and weighting poles	<ul style="list-style-type: none"> Sweep excess water from covers prior to removal. Ensure that 2 people are used to remove the weighting poles working as a team to reduce the weight factor as well as ease the process. All poles and covers to be replaced after the training session. 	M	<ul style="list-style-type: none"> Ensure that athletes/volunteers do not get in the way of the poles as they are being slid out of the covers to reduce the risk of being hit by them. If necessary ask a member of the onsite YMCA team to assist with the process. 	L		

Throws

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
Throwing area in-field	Athletes, coaches – collision with implement and/or tripping due to poor condition of infield. Safety sector not established	<ul style="list-style-type: none"> The central throwing area safety sector must be 'roped' off in accordance with current UKA rules. An air horn is to be used by the coach before athletes in the group can throw an implement, to warn other users around the facilities. This is to be used for every throws session- shot, discus, hammer, javelin. The Level 2 coach leading the session is to talk through the safety measures and potential risks before the throwing session commences. 	M	<ul style="list-style-type: none"> Ensure that all non-associated persons are not within or in the vicinity of the safety sector before throws commence. 	L	Facility Manager, Throws coaches	
Throws cages	Athletes, coaches, spectators due to hammer or discus escaping due to badly maintained or poorly designed cage	<ul style="list-style-type: none"> Ensure that cage is constructed and erected in accordance with UKA specifications. Netting must be checked regularly to ensure no damage to the net structure. Netting should be secured or ballasted at ground level as appropriate. Make sure that netting hangs vertically from gallows arms and is not tied to the uprights, 	M	<ul style="list-style-type: none"> Ensure that all athletes stand a safe distance back from the cages when not engaged in the event. Athletes not engaged with throws training are not to be close to the throws cage when throws training is taking place. 	L	Facility Manager, Coaches	

		<p>particularly at the mouth where the distance should not exceed 6m.</p> <ul style="list-style-type: none"> • Check that netting tension, when erected, has sufficient retardation and minimal bounce. 				
Circles	<p>Athletes- slipping due to wet or gritty surface Injury due to damaged metal rim of circle</p>	<ul style="list-style-type: none"> • Make sure circle surface is in good order, is not cracked or breaking up • Make sure rim of the circle is not damaged- stop board is not damaged, which could cause injury • Ensure drainage holes are kept clear • Make sure that the hammer circle insert ring (concentric circle), if used, is in good order, fits • snugly and has no protrusions, especially where it forms the rim. 	M	<ul style="list-style-type: none"> • Before training, check the circle is clean and free of dirt, grit and litter. 	L	<p>Coaches, athletes, facility staff</p>
Training	<p>Athletes, Coaches, Facility Staff, Spectators - injuries from thrown implements</p>	<ul style="list-style-type: none"> • Coaches must ensure that other athletes or coaches within or in proximity of the safety sector are aware that a throw is due to commence. The coach must be satisfied that the safety sector, or other designated throwing area, is clear and that any other persons appointed to mark landings or retrieve implements are fully aware a throw is about to progress. 	M	<ul style="list-style-type: none"> • Throws must not commence unless the coach signals it is safe to begin. • THROWS TRAINING CAN ONLY TAKE PLACE UNDER THE SUPERVISION OF A UKA QUALIFIED LEVEL 2 THROWS COACH DURING DEDICATED NEWARK AC TRAINING SESSIONS. HAMMER, DISCUS & JAVELIN 	L	<p>Coaches</p>

		<ul style="list-style-type: none"> An air horn is to be used before athletes in the group can throw an implement, to warn other users around the facilities. 		<p>SESSIONS MUST BE UNDER THE DIRECT CONTROL OF A LEVEL 2 COACH.</p> <ul style="list-style-type: none"> SHOT PUTT SESSIONS MAY BE UNDER THE DIRECT CONTROL OF A LEVEL 1 COACH, WITH A LEVEL 2 COACH ON SITE AND AWARE OF THE SESSION DETAILS. 		
Equipment Container	Athletes, Coaches, Facility Staff, Spectators - injuries from throwing implements stored on racks	<ul style="list-style-type: none"> Coaches must ensure that only qualified coaches or supervising adults who are assisting with a throws session remove and return the throwing implements to the storage racks in the container to prevent injury to individuals. 	M	<ul style="list-style-type: none"> Only the supervising throws coach is allowed to remove and return throwing implements to the storage racks in the container to prevent injury to individuals. 	L	Coaches, athletes, supervising adults

Shot

Circle	Athletes, coaches - slipping due to wet, gritty surface. Injury due to damaged metal rim of circle, damaged/loose stop board	<ul style="list-style-type: none"> Ensure that drainage holes are kept clear. Ensure that circle is free of dirt, grit and any standing water. Examine metal rim to ensure no protrusion or shards of metal. Ensure that stop board is not damaged so as to cause injury. 	M	<ul style="list-style-type: none"> Matting or cloth should be provided for wiping shoes if ground is wet. 	L	Coaches, Facility Manager
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		<ul style="list-style-type: none"> Ensure that stop board is firm and stable. 				
Training	<p>Coaches and Athletes- shot impact injury, slipping/tripping on wet, uneven surface</p> <p>Non participating spectators or other athletes – impact of stray shot</p>	<ul style="list-style-type: none"> Ensure area is well lit- DO NOT CARRY OUT A SHOT PUTT SESSION IF THE AREA IS POORLY LIT Ensure that the area of active throwing is clearly marked The circle is constantly swept free of standing water and grit Practice trials are not allowed outside the circle. The shot is returned using appropriate apparatus or by carrying and not throwing or rolling. Athletes are taught the correct technique and taught to complete an adequate warm up. Appropriate footwear to be worn. 	M	<ul style="list-style-type: none"> All coaches and athletes are aware of the need for concentration at all times All implements to be checked before use and to match the size/age group of the respective athletes. Young athletes can only putt under full supervision of a coach Athletes to be constantly reminded and abide by the safety expectations of this event Ensure that all non-participating individuals conducting other activities are kept behind the throwing circle and well away from the active area. SHOT PUTT SESSIONS MAY BE UNDER THE DIRECT CONTROL OF A LEVEL 1 COACH, WITH A LEVEL 2 COACH ON SITE AND AWARE OF THE SESSION DETAILS. 	L	Coaches, athletes
Implements	Athletes, coaches- hand injury due to damaged surface of shot	<ul style="list-style-type: none"> All implements used for training must be checked for damage before use. 	M		L	Coaches, athletes

Hammer

Gates	Athletes, coaches, spectators	<ul style="list-style-type: none"> Check that the gates can move freely and can be secured in both their open and closed positions. Make sure that the netting is not holed, and is secure and good condition. Check that netting tension, when erected, has sufficient retardation and minimal bounce particularly when the gates are bolted in position. 	M	<ul style="list-style-type: none"> The gates must be set for all hammer throws and adjusted for left and right handed throwers in accordance with UKA Rules (reference UK Athletics Handbook "Rules of Competition"). Where non-traditional cages without gates are used the netting must be secured in the appropriate manner. 	L	Facility Manager, Coaches	
Hammer	Athletes, coaches, spectators	<ul style="list-style-type: none"> Implements must be checked before commencement of any throwing to ensure they are serviceable, particularly the handle, the wire and the swivel assembly. NOTE: Due to different weights and lengths of wire used for training each implement may not conform to UK Rules in terms of specifications Ensure that the ends of hammer wires are taped to minimise damage to the netting. 	M	<ul style="list-style-type: none"> Hammers which are caught in upper sections of the netting should be retrieved by Facility Staff. 	L	Coaches, Facility Staff	
Training	Athletes, coaches, spectators to avoid injury during throwing	<ul style="list-style-type: none"> Ensure both gates are correctly positioned and locked before each throw. 	M	<ul style="list-style-type: none"> THROWS TRAINING CAN ONLY TAKE PLACE UNDER THE SUPERVISION OF A UKA QUALIFIED LEVEL 2 THROWS 	L	Coaches	

		<ul style="list-style-type: none"> All swings and throws shall only take place from the circle, within the cage and be supervised. Gloves (if worn) should give adequate protection. 		<p>COACH DURING DEDICATED NEWARK AC TRAINING SESSIONS. HAMMER SESSIONS MUST BE UNDER THE DIRECT CONTROL OF A LEVEL 2 COACH.</p>			
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Discus

Implement	Athletes – hand injury due to damaged discus	<ul style="list-style-type: none"> Ensure that surface including metal rim of the discus is not damaged in such a way as to cause injury. 	L			Coaches, Facility staff	
Training	Athletes, coaches and spectator to avoid injury during throwing	<ul style="list-style-type: none"> All throws shall only take place from the circle, within the cage and be supervised. Discus must be returned by hand carry only. Only coaches are allowed forward of the throwing circle. Ensure that coaches and athletes are aware of the need for concentration at all times. 	M	<ul style="list-style-type: none"> THROWS TRAINING CAN ONLY TAKE PLACE UNDER THE SUPERVISION OF A UKA QUALIFIED LEVEL 2 THROWS COACH DURING DEDICATED NEWARK AC TRAINING SESSIONS. DISCUS SESSIONS MUST BE UNDER THE DIRECT CONTROL OF A LEVEL 2 COACH. 	L	Athletes, coaches	

Javelin

Runway	Athletes, coaches- slipping, tripping due to wet, worn or damaged surface	<ul style="list-style-type: none"> Examine surface to ensure no worn or damaged areas Area to be well lit to carry out a Javelin session 	M	<ul style="list-style-type: none"> Regularly assess the javelin throwing area, in accordance to weather conditions 	L	Coaches, Athletes, Facility staff	
Implements	Athletes- loose or damaged grip causing injury	<ul style="list-style-type: none"> Implements must be checked before any throwing session can begin Before throwing- ensure the equipment is safe to use, especially the grip and material on the javelin 	M	<ul style="list-style-type: none"> Ensuring equipment is checked on a regular basis and always before a training session begins. 	L	Coaches, athletes	
Training	Athletes, coaches- slipping, tripping due to an uneven, wet surface	<ul style="list-style-type: none"> The designated throwing area is to be roped off in accordance with current UKA rules Ensure that runway is free of standing water, excessive dirt grit Measuring tape (if used) should not encroach on runway All throws must be from the runway and only in the direction of the sector Javelins are to be returned after throwing by carrying vertically and not by throwing 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 	M	<ul style="list-style-type: none"> All coaches and athletes are aware of the need for concentration at all times Throws must not commence unless the coach signals it is safe to begin THROWS TRAINING CAN ONLY TAKE PLACE UNDER THE SUPERVISION OF A UKA QUALIFIED LEVEL 2 THROWS COACH DURING DEDICATED NEWARK AC TRAINING SESSIONS. JAVELIN SESSIONS MUST BE UNDER THE DIRECT CONTROL OF A LEVEL 2 COACH. 	L	Coaches, athletes	

		<p>move in towards the pointed tail end of the javelin</p> <ul style="list-style-type: none"> • During a throw, coaches and athletes must stand outside the sector lines or behind the thrower • Ensure athletes are using the correct weight javelin 				
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Equipment Movement & Removal – Throwing Implements, Long & High Jump Covers

Throwing Implements – Shots, Discus, Javelins, Hammers	Athletes, coaches, volunteers – dropping, spearing or any other damage to people or other equipment due to poor handling and lack of awareness	<ul style="list-style-type: none"> • All equipment to be moved under the direct supervision of a suitably qualified Coach or Club volunteer • Only qualified Coaches or Club volunteers to remove or return throwing implements from/to the storage container 	M	<ul style="list-style-type: none"> • Regularly re-brief all athletes on the protocols around carrying and removing throwing implements to/from the storage containers 	L	Coaches, Athletes, Club Volunteers
Long Jump covers and poles, jump board blanks	Dropped poles on fingers and feet causing injury	<ul style="list-style-type: none"> • All equipment to be moved under the direct supervision of a suitably qualified Coach or Club volunteer • A minimum of 2 people are to remove and replace the long jump covers and poles from their position covering the jump pits 	M	<ul style="list-style-type: none"> • Ensuring equipment is checked on a regular basis and always before a training session begins • Only qualified Coaches or Club volunteers to remove long jump board blanks • Regularly re-brief all athletes on the protocols regarding long jump equipment safety 	L	Coaches, Athletes, Club Volunteers
High Jump cover	Dropped/trapped equipment on hands and feet causing injury. Lifting injury of heavy equipment	<ul style="list-style-type: none"> • All equipment to be moved under the direct supervision of a suitably qualified Coach or Club volunteer 	M	<ul style="list-style-type: none"> • Ensuring equipment is checked on a regular basis and always before a training session begins 	L	Coaches, Athletes,

	caused by poor lifting technique	<ul style="list-style-type: none"> A minimum of 2 people are to remove and replace the high jump covers and associated equipment over the high jump beds 		<ul style="list-style-type: none"> Regularly re-brief all athletes on the protocols regarding long jump equipment safety 		Club Volunteers	
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Indoor Training- Newark Academy Sportshall (Weekly Indoor session run on Thursday evenings for U9/U11 and U13 athletes if applicable)

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"> The structure of training is to include adequate time for warming up and cooling down, lowering the risk of injury. Athletes to be encouraged to bring a drink and wear appropriate clothing and footwear. 	L	<ul style="list-style-type: none"> Ensure coaches have a well-structured session plan in place that covers the before mentioned points 	L	Coaches, Coaching Co-ordinator to oversee	
Inadequate warm-up and cool down	Athletes- potential for pulled muscles and injuries	<ul style="list-style-type: none"> 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. All athletes to be taken through an appropriate cool down or stretches to minimize the risk of injuries. 	L	<ul style="list-style-type: none"> Ensure we get our full hour booking but also vacate the premises on time for the next booking to begin 	L	Coaches, athletes Facility staff	

<p>Training area hazards</p>	<p>Athletes, Coaches, Public-poor surface conditions, crowding could lead to collision, wet floors</p>	<ul style="list-style-type: none"> Floor to be checked at the start of the session and if wet it needs to be moped and cleaned up Ensure adequate space has been set up for each station/activity If parents would like to stay, they can sit by the edges of the Sportshall Non Newark AC members to vacate the Sportshall before our training begins Coach/ coaching assistant and Volunteers to be supervising activities at all times 	<p>L</p>	<ul style="list-style-type: none"> Coach to Risk Assess the venue as they set up the session If in a big group- split athletes into smaller groups of similar age or ability- Coach to assess the ability and teach the activity accordingly 	<p>L</p>	<p>Coaches, Athletes, Facility staff</p>	
<p>Toilet Facilities</p>	<p>Athletes- head counts/ fire drill or emergency</p>	<ul style="list-style-type: none"> 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. 	<p>M</p>	<ul style="list-style-type: none"> All coaches to continue to be vigilant Ensure all athletes are aware of our policy and encourage them to follow this 	<p>L</p>	<p>Coaches and athletes</p>	
<p>Collection after session</p>	<p>Athletes- lost child / not collected Night time when we leave, poor lighting</p>	<ul style="list-style-type: none"> All parents to collect children from the Newark Academy Sportshall at the end of the session Register for children to sign in and out Coach to stand at the door, waiting for parents Child can only go if a parent is with them 	<p>H</p>	<ul style="list-style-type: none"> All coaches to be supervising the doors at collection time Warnings to go out to parents who continue to be late or let the child leave on their own 	<p>M</p>	<p>Coaches Athletes</p>	

Equipment	Athletes, coaches- Misuse of equipment	<ul style="list-style-type: none"> No outdoor throwing equipment (shot or javelin) to be used indoor All equipment should be checked before use 	H	<ul style="list-style-type: none"> Area is too confined to be using throwing implements 	L	Coaches	
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