

PLEASE ONLY COMPLETE THE FIRST PAGE OF THIS RISK ASSESSMENT AND UPLOAD TO YOUR WILDCATS ONLINE APPLICATION.

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| Centre Name: | |
| Venue Address: | |
| Venue Name: | |
| Activity Start Date: | |
| Lead Coach contact details: | |
| Name and contact details of person completing this form: | |

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| Details of Activity: | This risk assessment covers the general duties and tasks of a coach/volunteer and has been produced in accordance with the FA policy and best practice. |
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| Emergency Arrangements: | |
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| First Aid: | |
| Any person discovering a fire: | |
| On hearing the fire alarm: | |
| Who will call for the Fire & Rescue service if needed: | |
| Location of Assembly Point: | |

| Nearest Emergency Services: | |
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| Centre Declaration: | | |
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| <p>I have read this document and am satisfied that:</p> <ul style="list-style-type: none"> It constitutes a suitable and sufficient risk assessment in respect of the event and that the precautions identified above are sufficient to control the risks. Appropriate arrangements are in place to communicate the risk assessment findings and to co-ordinate the safety arrangements of all those affected, e.g. participants, venue, coaches, volunteers etc. | | |
| Print Name: | | |
| Date: | Contact Number: | |

Introduction

These Risk Assessments have been drawn up in accordance with the *Management of Health and Safety at Work Regulations 1999* to identify the significant hazards presented during the event and to describe how the risks arising from such hazards will be controlled.

This document is an over-arching accompaniment to the activity specific risk assessments provided by contractors to the production: it is not exhaustive. This assessment identifies areas of interaction between contractors and indicates how general control measures will be implemented.

The process of risk assessment is on-going, with dynamic assessments being conducted by competent staff throughout the event. It is possible that the assessments in this document may be amended or augmented as new risks are identified or more refined control systems developed.

Risk Rating

Each assessment identifies two risk ratings; the initial risk which assesses the hazard without any design, engineering or management controls in place.

The residual rating gives an indication of the resulting level of danger once all the controls identified have been implemented. For ease of reading these assessments have not utilised on simple grading of risk from high to negligible.

The risk rating has been drawn from the following table:

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|----------------------------|---|-------------------------|---|-------------------------|--|--------------------------------|
| Likelihood (L) | 1 – Very Unlikely | 2 - Unlikely | 3 – May Occur | 4 - Likely | 5 – Very Likely | 6 – Will Occur |
| Severity (S) | 1 – Very Minor Injury | 2 – Minor Injury | 3 – Lost Time | 4 – Major Injury | 5 - Fatality | 6 – Multiple Fatalities |
| Who Might Be Harmed | Coaches/Volunteers | | Participants | | Public | |
| Risk Factor (LxS) | 1-6 = LOW No Action Required | | 7–17 = MEDIUM Some Action Required | | 18-36 = HIGH Immediate Action & Further Controls Required | |

Pre-Activity Tasks

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| Task or Activity: | Arriving/Parking | | |
| Hazards: | Pedestrian and vehicle conflict/ Musculoskeletal Injuries/Obstruction of emergency vehicles | | |
| Likelihood: | 3– May Occur | Severity: | 3– Lost Time |
| Persons at Risk: | Coaches/Volunteers, Public. | | |
| Initial Risk Rating: | Medium (3x3) | | |
| Existing Controls: | | | |
| <ul style="list-style-type: none"> • Emergency vehicle access/parking will be kept clear at all times • Coaches, volunteers and participants advised to follow the venue parking rules • Parking arrangements will be appropriately communicated. | | | |
| Further Action Required: | | | |
| <ul style="list-style-type: none"> • Appropriate separation between pedestrians and vehicles will be maintained. | | | |
| Residual Risk Rating: | LOW (1 x 3) | | |

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|---|---|------------------|--------------|
| Task or Activity: | Unloading/Loading of vehicles. Manual handling of equipment to location. | | |
| Hazards: | Musculoskeletal injuries | | |
| Likelihood: | 3– May Occur | Severity: | 3– Lost Time |
| Persons at Risk: | Coaches/ Volunteers | | |
| Initial Risk Rating: | Medium (3x3) | | |
| Existing Controls: | | | |
| <ul style="list-style-type: none"> • Coaches/ Volunteers should not handle more than can be easily managed. • Coaches/ Volunteers should be use good manual handling techniques: <ul style="list-style-type: none"> - Think before lifting - remove obstructions, - Keep the load close to the body, - Adopt a stable position with good posture, - Get a good hold, -Avoid excessive flexing/twisting/leaning. • Coaches/ Volunteers should not handle more than can be easily managed • All kit and equipment being used will be contained within the recommended handling equipment e.g sports holdall / kit bag. • Loose items to be secured in transit • Vehicles should not be overloaded, or driver visibility should not be obstructed. | | | |
| Further Action Required: | | | |
| <ul style="list-style-type: none"> • If possible, unload equipment as close to intended location as possible. | | | |

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| Residual Risk Rating: | LOW (1 x 3) |
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| Task or Activity: | Set up of Delivery Areas / Pitch | | |
| Hazards: | Slips and trips, manual handling | | |
| Likelihood: | 2- (Unlikely) | Severity: | 2- (Minor Injury) |
| Persons at Risk: | Coaches/ Volunteers | | |
| Initial Risk Rating: | Low (2x2) | | |
| Existing Controls: | <ul style="list-style-type: none"> • Coaches/ Volunteers should not handle more than can be easily managed • Task appropriate footwear to be worn • Pitch should be checked and hazards removed, such as dogs mess and litter. • Level 1 Coach training | | |
| Further Action Required: | None | | |
| Residual Risk Rating: | 4 Low (2 x 2) | | |

Event Related Activities

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| Task or Activity: | Coaching Activities | | |
| Hazards: | Sporting injuries, slips trips and falls. | | |
| Likelihood: | 3 – May Occur | Severity: | 3 – Lost Time |
| Persons at Risk: | Coaches/ Volunteers, Participants | | |
| Initial Risk Rating: | Medium (3x3) | | |
| Existing Controls: | <ul style="list-style-type: none"> • Activity area will be set up safely, clear of any slip and trip hazards • Adequate preparation including coaches/volunteers made aware of any existing medical or physical conditions, warm ups, stretching • Task appropriate clothing and footwear to be worn by coaches/volunteers and participants • Activity rules explained to all participants before starting • Supervision at all times by Level 1 trained coaches | | |
| Further Action Required: | <ul style="list-style-type: none"> • None | | |
| Residual Risk Rating: | 6 Low (2x3) | | |

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| Task or Activity: | Operation of Activity | | |
| Hazards: | Fire | | |
| Likelihood: | 2 - Unlikely | Severity: | 4 – Major Injury |
| Persons at Risk: | Coaches/Volunteers, Participants | | |
| Initial Risk Rating: | Medium (2x4) | | |
| Existing Controls: | | | |
| <ul style="list-style-type: none"> Indoors all fire arrangements should be provided by the staff in control of the premises Outdoor activities there will be minimal risk of a fire occurring, however any concerns will be raised by the coaches/volunteers to the staff in control of the premises | | | |
| Further Action Required: | | | |
| <ul style="list-style-type: none"> None | | | |
| Residual Risk Rating: | 4 – Low (2x2) | | |

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| Task or Activity: | Operation of Activity | | |
| Hazards: | Inadequate First Aid Provision | | |
| Likelihood: | 3 – May Occur | Severity: | 3 – Lost Time |
| Persons at Risk: | Coaches/ Volunteers, Participants | | |
| Initial Risk Rating: | Medium (3x3) | | |
| Existing Controls: | | | |
| <ul style="list-style-type: none"> All coaches/ volunteers carry a first aid kit with enough provision of supplies for the number of delegates First aid provision should be managed by the staff in control of the premises Any accidents or incidents should be recorded Adequate ambulance access must be maintained Level 1 qualified coaches first aid training. | | | |
| Further Action Required: | | | |
| <ul style="list-style-type: none"> Coaches/Volunteers should have access to a first-aid kit | | | |
| Residual Risk Rating: | 6 - Low (2x3) | | |

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| Task or Activity: | Movement Around Facilities | | |
| Hazards: | Trips, Slips (showers, toilets footpaths etc.) | | |
| Likelihood: | 3- May Occur | Severity: | 2(Minor Injury) |
| Persons at Risk: | Coaches/ Volunteers, Participants | | |
| Initial Risk Rating: | Low (3x2) | | |
| Existing Controls: | | | |
| <ul style="list-style-type: none"> • Coaches/ Volunteers to inspect the route and facilities ahead of movement and address any issues. • Adequate levels of supervision and instruction will be in place. • Weather conditions to be considered. | | | |
| Further Action Required: | | | |
| <ul style="list-style-type: none"> • None | | | |
| Residual Risk Rating: | 6 – Low (3 x 2) | | |