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| **Hazard Description** | **People at Risk** | **Initial Assessment** | **Control Measures** | **Residual Risk** | **Action / Comments** |
| **S** | **L** | **R** | **1** | **2** | **3** |
| Dropping off and Picking up at training | ALL | 2 | 1 | 2 | Athletes arrive onsite by various types of transport. Either being dropped off by their own parents, or with other parents. Some athletes arrive by bus or bike. Athletes are told to arrive in the car park to the south site. Athletes arriving by bike are reminded to wear helmets and have lights when applicable. | 2 | 1 | 2 | Coach vigilance. Especially of athletes arriving and leaving by bike. Ensure they are wearing helmets and lights where applicable. |
| Management of the group | Athletes | 2 | 2 | 4 | Ensure that there is an acceptable coach to athlete ratio at all times. | 2 | 1 | 2 | Coach vigilance |
| Trips / Falls | ALL | 2 | 2 | 4 | There are few trip hazards in and around the school sports hall. Coaches should check that the area they are going to use is clean and tidy. Coaches should raise to the attention of the others using the facility of any potential new hazards on arrival to the venue. There is a possibility of tripping over the rowing machines when they are set out. Athletes will be instructed never to stand on the rowing machines or jump over them. There shall also be no running in the area that the rowing machines are set out.  | 2 | 1 | 2 | Coach and athlete vigilance |
| Moving the rowing machines in and out of the store room | ALL | 2 | 1 | 2 | Athletes should be taught how to lift safely and correctly. Coaches should supervise those moving the rowing machines and make sure it is done slowly and without rush. | 2 | 1 | 2 | Coach and athlete vigilance |
| Moving the table and chairs around the dining room | ALL | 2 | 1 | 2 | It is important that care is taken when moving the dining room tables as they are folded up and unfolded. Athletes are to work in pairs and ensure their fingers are clear of the hinge points | 2 | 1 | 2 | Coach and athlete vigilance |
| Use of rowing machines | Athletes | 2 | 2 | 1 | Ensure that all athletes are taught the correct rowing stroke technique. Ensure that there is adequate supervision when using the rowing machines. Ensure there is no loose clothing or jewellery that could get caught in the moving mechanisms when using the equipment. |  |  |  |  |
| Damaged equipment – personal injury | ALL | 2 | 2 | 4 | All machines should be checked before starting the session. No athlete should be allowed to use a rowing machine if found to be unusable. Unusable machines should be clearly marked to avoid being used by others | 2 | 1 | 2 | Coach vigilance |
| Dehydration  | All | 2 | 1 | 2 | Athletes are to be told to bring water bottles to sessions. All athletes will be given water breaks between exercise to rehydrate | 2 | 1 | 2 | Coach vigilance |
| Fire | ALL | 4 | 1 | 4 | All fire exits are to be kept clear at all times | 4 | 1 | 4 | Coach and athlete vigilance |
| Minor accidents |  | 2 | 1 | 2 | All staff to be first aid trained | 2 | 1 | 2 | Coaches to ensure first aid kit is restocked after being used |
| Major accidents | ALL | 2 | 1 | 2 | All staff to be first aid trained and to carry emergency contact details of athlete’s patents. Coaches to ring parents to inform  |  |  |  |  |

Dare completed: 1st November 2017.

Completed by: Megan Glenn, Head Coach and Club Safety Advisor.

Review Date: 1st November 2018.