**Assessment Team / Document Control Who might be harmed? (Yes / No)**

RA Ref: SS 04 – West Way Sports Hub

Activity: Track and Field Athletic Activities Athletes / participants Yes

If a review or changes are made to the content of this risk assessment, the amended assessment must be forwarded to [contact@chorley-athletic-and-triathlon.org](mailto:contact@chorley-athletic-and-triathlon.org) for review and uploading on to CAAT website

Location / address: West Way Sports Hub, West Way, Chorley. PR7 6DJ Coaches / volunteers: Yes

Approved by: Katie Hewison Visitor/s: Yes

Approved date: 2021/ 09 Members of the public: Yes

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| **Task: Provision of training and coaching with specific athlete grouping** | **Overall Risk Rating:** | |  | | --- | | **x** |   ***Low*** | ***Medium***   |  | | --- | |  | | ***High***   |  | | --- | |  | |

Review date and reason (regular review or straightaway): 2023/ 09

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| **Generic supportive controls:**  **CAAT AGM and** [**Constitution**](http://www.chorley-athletic-and-triathlon.org/web4/policies.php) **governs and outlining clubs objectives, roles, responsibilities, equal opportunities, child / adult protection and sub committees.**  **CAAT** [**Code of Conduct**](http://www.chorley-athletic-and-triathlon.org/web4/policies.php) **covers principles for vulnerable child / adults,** [**coaches**](http://www.chorley-athletic-and-triathlon.org/docs/Coach%20Register%20V2%202019.pdf)**, parents, athletes and juniors to ensure respect, integrity, standards, inclusivity and diversity.**  **CAAT Committee reviews, meetings and AGM ensures appropriate compliance and governance of club.**  **CAAT Coach meetings help continuous development of suitable training plans and safe training sessions leading to successful participation of sporting events.**  **CAAT** [**MOJO club membership**](https://membermojo.co.uk/) **governs attendees and emergency contacts at training session, incidents or injury shall be reported using** [**accident reporting form**](http://www.chorley-athletic-and-triathlon.org/web4/policies.php) **.**  **CAAT Website contains membership, training and competition information and is governed by privacy** [**terms and conditions**](http://www.chorley-athletic-and-triathlon.org/web4/terms.php)**.**  **CAAT Safeguarding is overseen by** [**key contacts**](http://www.chorley-athletic-and-triathlon.org/web4/safeguarding.php)**, all coaches are** [**DBS certificated**](https://www.gov.uk/government/organisations/disclosure-and-barring-service) **and volunteers either self-certify or have** [**appropriate level DBS**](https://www.gov.uk/government/organisations/disclosure-and-barring-service)**.**  **CAAT has approved** [**risk assessments**](http://www.chorley-athletic-and-triathlon.org/web4/risk.php) **(RA) for training and events. Site Specific Risk Assessment (SSRA) covering training venues and a COVID RA covering infection/ hygiene. These shall be referenced in collaboration with other relevant controls measures and instructions to form CAAT’s Emergency Action Plan (EAP) and safety arrangements.**  **CAAT operates within** [**Public Health England**](https://www.gov.uk/government/organisations/public-health-england)**,** [**UKA**](https://www.uka.org.uk/)**,** [**EA**](https://www.englandathletics.org/athletics-and-running/news/guidance-update-step-2/)**,** [**BTF**](https://www.britishtriathlon.org/britain/documents/covid-19/guidance-documents/british-triathlon-covid19-coaches-guidance-24.06.20.pdf) **and** [**TE**](https://www.triathlonengland.org/) **guideline to ensure there is a healthy and safe pathway to training and racing.**  **CAAT coach to carry club provided first aid kits to all training. First aider coverage reviewed periodically, first aid contents reviewed after use and annually for expiry dates.** |
| **Other supportive Information**  **Defibrillator Location:** side of main building adjacent to car park +Phone 999 for guidance and support.  **Venue First Aid: First aider on site + first aid kit at reception**  **Site Responsible Person Contact:** Steward at reception, Duty manager Rachael Martin 08983515610 Operational Manager Rennie Richardson 07919359545  **Hospital:** Chorley and South Ribble Hospital, Preston Rd, Chorley PR7 1PP. [Phone](https://www.google.com/search?rlz=1C1CHBF_enGB870GB870&sxsrf=ALeKk03Z7MKmc-xC9xWl-MXQ86mEOaF_Hg:1594651293643&q=chorley+and+south+ribble+hospital:+emergency+department+phone&ludocid=15774026381402427772&sa=X&ved=2ahUKEwjwnJf_usrqAhURRxUIHbkiD4QQ6BMwG3oECBAQAg): [01257 261222](https://www.google.com/search?q=chorley+hospital+emergency+department&rlz=1C1CHBF_enGB870GB870&oq=chorley+hospital+emer&aqs=chrome.0.0j46j69i57j0l5.12438j0j8&sourceid=chrome&ie=UTF-8) Royal Preston Hospital, Sharoe Green Lane, Fulwood, Preston PR2 9HT 01772 716565 |

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| Lost / missing athlete from group session | Athlete physical or mental distress, injury to person, | * MOJO booking in shall be used to record attendance * Coach to athlete ratio shall be within guidelines of [**UKA**](https://www.uka.org.uk/)/[**BTF**](https://www.britishtriathlon.org/britain/documents/covid-19/guidance-documents/british-triathlon-covid19-coaches-guidance-24.06.20.pdf) / [Gov.uk](https://www.gov.uk) and appropriate for activities / athletes’ age and ability * Coach has set session with safeguarding in mind to oversee athletes * Clear instructions to athletes on arrangements in place and who are the coaches / parent’s supporting session * Athlete understands which coach and parent is overseeing them * Use of buddy system encouraged if athlete goes to use toilet facilities. * Coach to take mobile phone and implement ICE follow up as required * Any incident reported to safeguarding team member | Low |  |
| Slip trip and fall | Athlete  Parent /RP, coach, member of public. physical distress, injury to person. | * Follow activity RA to ensure safe use, handling and maintain of equipment * Change footwear from field to track activities to help reduce debris and contamination of running surface. * Equipment not in use to be safely located on site, stored in container, or returned back to vehicle on car park. | Low |  |
| Incident leading to requirement of Emergency Action Plans (EAP) / evacuation | Athlete, parent / RP, and coach | * Approved RA, and SSRA detailing EAP based on the type of training, athlete participants, location and type of training /event.   Training to start at one of the two locations A&B rendezvous points unless otherwise stipulated   * 1. Entrance to track via path passed main building   2. At the car park footpath central to pitches   ICE evacuation point A, if compromised then point B  West Way EAP map to help illustrate locations  Lead coach to oversee EAP and to help ensure all athletes are safe, inform / work with site responsible person, contact athletes RP for athletes as required. Inform safeguarding lead as required, | Low |  |
| Poor safeguarding | Athlete  Parent /RP, coach, member of public. physical or mental distress, injury to person, | * Coach understands of West Way privacy policy and safeguarding policy Please advise * Coaches and volunteer’s compliance with code of conduct. * Prior to session or event undertake a dynamic assessment risk assessment of training area/s and observe who is within proximity of the activities. * Evaluate your observations and consider possible risks to athletes / members of public, adjust training session, relocated, or cancel as appropriate. * Check in with athletes that they are healthy and well prior to training and ask them to highlight any issues arising when training * Undertake continual dynamic risk assessments during sessions and take suitable intervention or actions to keep athletes / members of public safe, * Have a clear communication channels and rendezvous point/s agreed with parents ICE for if training or event is cancelled prior or during | Low | Rennie Richardson Operational Manager to send on West Way safe guarding policy and privacy policy. Philip Watson to review and amend CAAT risk controls were appropriate. |
| Other facility users | Athlete, coach, parent, Injury to person from physical activities or other users | * Undertake dynamic risk assessment of the weather prior to training and ensure athlete/s are suitably prepared for weather conditions i.e. heat, sunshine, wet, cold, ice, wind, * Undertake dynamic risk assessment of the terrain prior to training / event and ensure athlete/s have appropriate instruction and footwear for the ground conditions * Review area for obstructions and hazards such as damaged track surface, to remove or reduce potential risk to athletes by highlighting area or divert from hazard. * Review other activities taking place in close proximity to help ensure social distancing and safe training areas. Mark out area as required and use marshals / support as appropriate to help facilitate safe training/event. * Coaches to liaise with one another regarding lanes / areas in use. * Track etiquette to be demonstrated and encouraged by coaches. * Coach to carry first aid kit and be able to apply appropriate first aid response or make suitable arrangements to get athlete medical care. | Low |  |
| Infection transmission and poor hygiene | Athlete, coach, parent / RP and members of public | * Compliance with COVID secure RA * Compliance with West Way Sports Hub controls measures and EAP * Athletes, parents and coaches to undertaken personal good hygiene practices prior to training and afterwards per [**Public Health England**](https://www.gov.uk/government/organisations/public-health-england)guidance. * The coaches training session or event is suitable to avoid unnecessary foreseeable transmission of infection or disease (per COVID secure RA) | Low | Rennie Richardson Operational Manager to send on West Way risk assessment and emergency arrangements. Philip Watson to review and amend CAAT risk controls were appropriate. |
| Poor welfare facilities | Athlete, coach, parent / RP | * Toilets and washing facilities in main building leading to track * No child to access public welfare facilities during training session without suitable RP or buddy system used. | Low |  |
| Equipment stored on site | Coach, Athlete and Parent / RP | * Coach and approved persons only access storage facility on site * Equipment to suitability stored * No flammable or chemicals to be stored within container * Container to be secure and locked when not in use * Racking and lighting within container TBC * Dedicated storage key holders / key at reception. | Low | CAAT finance community to approve racking and additional lighting. |
| **Drawings / supportive detail as required:**    2 x 3G Pitches | | | | |

