



RISK ASSESSMENT

South Shields FC Foundation
Charity Number 1176894

PURPOSE

To ensure South Shields FC Foundation provides a safe environment for all its activities.

VERSION

Jan 2021

Statement of Intent

1. South Shields Football Club Foundation believes that thorough risk assessments in advance of activity are key to ensuring that everyone involved may be kept safe and protected throughout the programme.

Aims

2. Our aims are to:
 - a. identify potential problems, hazards and risks in relation to venues and equipment used and in the execution of activities in the South Shields FC Foundation programme;
 - b. formulate control measures to mitigate those risks;
 - c. act promptly when problems are identified;
 - d. promote a culture of awareness and responsibility around minimising risk.

Methods

3. **Training and awareness** - All staff and volunteers are provided with copies of the risk assessment material. All staff and volunteers are trained to accept responsibility for minimising risk around the work of South Shields FC.
4. **Checklists** - Our risk assessment starts with detailed checklists that cover: venues (indoor and outdoor); equipment; activity.
5. **Action Forms** - Action forms are completed for all risks and hazards that surface from the checklist exercises and supplementary observation.



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Activity Checklist	
<i>Playing/Training Activity</i>	
Is all playing and training activity constantly and actively supervised?	
Is there an appropriate ratio of supervising adults to children at all times?	
Have participants been taught how to handle equipment and materials safely?	
Are participants safely and appropriately attired for the activity?	
<i>Care and protection activity</i>	
Has everyone involved been made aware of fire alarms and emergency evacuation procedures?	
Has everyone involved been made aware of relevant health, safety and personal hygiene issues?	
Has everyone involved been made aware of where participants may & may not go?	
Is everyone involved aware that participants must be supervised at all times?	
Is supervision sufficient to prevent unauthorised access to children and/ or children becoming lost?	
<i>Records</i>	
Have parents/guardians all signed consent forms before activity?	
Is the supervising coach aware of all relevant medical conditions of participants?	
Are full registration records being kept and checked?	
Are parents' emergency contact details available in case of an illness or injury?	
Is a list available of adults authorised to collect children?	

Equipment Checklist	
<i>Playing/Training Equipment</i>	
Has South Shields FC owned equipment been checked to ensure it is safe for the ages and stages of the children involved?	
Has venue/loaned equipment been checked to ensure it is safe for the ages and stages of the children involved?	
Is all club equipment to be used in good condition, clean and fit for purpose?	
Is all venue/loaned equipment to be used in good condition, clean and fit for purpose?	
Is all equipment laid out to allow adults and children to move safely between activities?	
Is all equipment laid out so participants active in one 'zone' are not at risk from activity going on in another 'zone'?	
Is all equipment not in immediate use stored or stacked safely?	
Are all materials to be used non toxic?	
<i>Other equipment</i>	
Is equipment in the area/room (such as chairs) safe for adults and children to use?	
Is all electrical equipment out of reach of children or suitably guarded?	
Is the first aid kit present, well stocked and easily accessible?	
Is a club or facility Accident Book present and easily accessible?	
Are full registration records being kept and checked?	

Venue Checklist	
<i>Venue Name:</i> _____	
<i>Playing/Training Area</i>	
Is the area/surrounding area free from obstacles?	
Is the area/surrounding area free from rubbish/dog faeces?	
Is the surrounding area free from dangers, such as open water?	
Is the area fit and appropriate for activity?	
Are fixtures and fittings secure and safe?	
Are all potentially dangerous materials stored out of children's reach?	
Is there adequate lighting?	
Is there clean and adequate toilet provision?	
Is the temperature of hand-washing water thermostatically controlled to prevent scalds?	
Is fresh water available?	
If required, are adequate changing facilities available?	
Are all warning signs clear and in appropriate language?	
<i>Emergency points</i>	
Are emergency exits clearly marked?	
Are emergency exits free from obstacles?	
Can emergency vehicles access area/facility?	
Are evacuation procedures posted and clear for all to see?	
Is a working telephone available with access to emergency numbers?	

Action Form	
Summary of the Hazard	
Who or What is at risk?	
Priority for action	
IMPACT	(Low) 1 2 3 4 5 (High)
LIKLIHOOD	(Low) 1 2 3 4 5 (High)
Proposed action to overcome the risk	
Person Responsible	