

# Poole Hockey Club; Leadership 6 – Site Risk Assessment

Venue: ASHDOWN LEISURE CENTRE

Date: 15/11/2021

## Travel / Car Park

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
<ul style="list-style-type: none"> <li>Slippery surface</li> <li>Uneven surface</li> <li>Road traffic accident</li> </ul>	Players / coaches umpires / spectators	<ul style="list-style-type: none"> <li>Road signage in place</li> <li>Roads maintained by venue</li> <li>Footpaths around car park and crossings identified</li> <li>Lighting provided after dark</li> </ul>				


## Changing rooms/Club house

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
<ul style="list-style-type: none"> <li>Slippery surface</li> <li>Uneven surface</li> </ul>	Players / coaches umpires / spectators	<ul style="list-style-type: none"> <li>Changing rooms managed by venue</li> <li>Any defects to be immediately reported by club members and officers to Ashdown Reception</li> </ul>				

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## Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
General first aid incident	Players / coaches umpires / spectators	<ul style="list-style-type: none"> <li>• Mobile phone at pitch side</li> <li>• Landline in leisure centre reception</li> <li>• Ashdown Duty Manager can be contacted on 07833 090787 or 01202 604224</li> <li>• Coaches trained in first aid and training records maintained by Club Secretary</li> </ul>				
Heart attack	Players / coaches umpires / spectators	Defibrillator at reception and another for public use on wall outside Magna Academy 				


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## Safety information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
			Review EH H&S policy template and propose appropriate policy for PHC	A Collyer	15/9/21	12/11 draft distributed to committee for review
Dealing with an incident	Players / coaches umpires / spectators	<ul style="list-style-type: none"> <li>Emergency procedure and incident reporting form available on club website</li> <li>All accidents and incidents must also be reported to the Ashdown Duty Manager who can be contacted on</li> </ul>	EH injury reporting procedure link on PHC website does not work. Replace with active link or copy of document.	TGalloway	15/9/21	27/10 link updated and takes to EH procedure
Effective evacuation	Players / coaches umpires / spectators	<ul style="list-style-type: none"> <li>Ashdown Evacuation Normal Operating Procedure (NOP) held at reception</li> <li>Fire evacuation procedure published by Ashdown on reception notice board</li> </ul>				

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		 <ul style="list-style-type: none"> <li>The Assembly point is on the MUGA tennis courts</li> </ul>				
Members not aware of participation risk and control measures	Players / coaches umpires / spectators		Updated risk assessment to be posted on Club website by Club Secretary	T Galloway	3/9/21	27/10 Signed RA posted on PHC website
Concussion	Players / coaches umpires / spectators	All concussions must be taken seriously to safeguard the health and welfare of players. Failing to do so can have serious consequences, including death. The principles of concussion	Link to EH 'Concussion Guidelines for Parents & Coaches' to be distributed to club officers and coaches as well as posted on PHC website for members;	R Wharton / T Galloway	15/9/21	27/10 Link to concussion guidelines posted on website

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		management are; RECOGNISE – REMOVE – RECOVER – RETURN	<a href="#">Hockey Concussion Policy Nov 2018 v2 (1).pdf</a>			
Covid 19	Players / coaches umpires / spectators	Covid 19 measures are assessed in a bespoke PHC RA which should be referenced in parallel with this document				

## People and Delivery

Check that the people delivering sessions are appropriately qualified to deliver to the relevant participants. Check that it is only those that are required to engage with participants are doing so and have an appropriate level of access.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
<ul style="list-style-type: none"> <li>Inappropriate sessions for age group leading to injury</li> <li>Poorly managed coaching sessions</li> </ul>	Players		Links to EH 'Planning safe hockey' guidance and 'Do / Do not posters' to be distributed to club officers and coaches as well as posted on PHC website for members; <a href="#">Safe Hockey   England Hockey</a>	R Wharton / T Galloway	6/9/21	1/9 guidance shared with coaches by AJW 27/10 link posted on PHC website

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leading to injury						
	Players	<ul style="list-style-type: none"> <li>Sessions only led by appropriately trained coaching staff</li> <li>Coaching staff training records maintained by Club Secretary</li> </ul>				

## Playing Area/Training Area

Check that the area and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
<ul style="list-style-type: none"> <li>Slippery surface</li> <li>Uneven surface</li> <li>Collision with other players</li> <li>Collision with equipment</li> <li>Collision with barriers / fencing</li> </ul>	Players / coaches /umpires	<ul style="list-style-type: none"> <li>Pitch managed and maintained by Ashdown</li> <li>Pitch checked by umpires / coaches before use to ensure safe and free from obstacles</li> <li>Senior coaches to assess playing surfaces each week, and relocate training areas / cordon off areas needing repair / advise players if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Ashdown Leisure Centre RA 1.4 (March 21) obtained from Everyone active and referenced in this document. Updates to be obtained and reviewed at least annually.</li> </ul>	A Collyer	1/2/22	

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<ul style="list-style-type: none"> <li>• Hit by ball or stick</li> <li>• Muscle injury</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure all spare goals and any other obstructions are well off the playing surface</li> <li>• Floodlights used in poor light. Coaches / umpires to inform Ashdown Reception if there is an issue with any of the lights.</li> <li>• Play stopped by coach / umpire if pitch frozen, slippery or considered unsuitable for any other reason</li> <li>• Players advised to wear protective clothing including gum shields and shin pads</li> <li>• All players to ensure they wear appropriate footwear and clothing</li> <li>• Goalkeepers advised to wear full protective clothing</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Warm up sessions conducted at start of coaching and matches.</li> <li>• Appropriate qualified coach in charge of each coaching session</li> <li>• Coaching sessions segregated by age / skills to minimise risk</li> <li>• Team manager / captain responsible at matches</li> <li>• First aid kit available at all sessions</li> <li>• First aider always available at Ashdown Leisure Centre</li> <li>• Coaches to ensure when using goals that no person is stood behind the goal area.</li> </ul>				
<ul style="list-style-type: none"> <li>• Slippery surface</li> <li>• Uneven surface</li> <li>• Collision with barriers</li> <li>• Hit by ball</li> </ul>	Spectators / visitors	<ul style="list-style-type: none"> <li>• All spectators to remain behind bounce boards</li> <li>• All non-essential persons kept off pitch and to remain behind bounce boards</li> </ul>				



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		<ul style="list-style-type: none"> <li>Area surrounding pitch maintained by Ashdown</li> <li>Floodlights used in poor light. Coaches / umpires to inform Ashdown Reception if there is an issue with any of the lights.</li> </ul>				
<ul style="list-style-type: none"> <li>Security</li> <li>Welfare</li> </ul>		<ul style="list-style-type: none"> <li>All members to challenge any unknown visitors to verify identity</li> <li>Club welfare officer identity published on PHC website</li> </ul>				

## Equipment

Check that it is fit and sound for activity and suitable for age group/ability, check there is no equipment left from other activities or obstructions left in the sporting area

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Sharp edges / projecting fixings	Players / coaches /umpires	<ul style="list-style-type: none"> <li>Goals positioned by Ashdown staff before sessions</li> <li>Any goal re-positioning to be undertaken by at least 2 adults</li> </ul>				

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		<ul style="list-style-type: none"><li>• Goals checked by senior coaches / umpires before each session to ensure they are in a fit state to be used with no damage which could cause hazard to players</li><li>• Each player must take responsibility for their own kit.</li></ul>				

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## Participants

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
<ul style="list-style-type: none"> <li>Existing medical conditions escalate during session/game</li> <li>Inappropriate first aid due to existing medical conditions or allergies</li> </ul>	Players	<ul style="list-style-type: none"> <li>Medical records maintained by members on Teamo</li> <li>Junior coaching session register taken weekly by Deputy Chair or Secretary</li> <li>First aiders check for prior conditions before commencing any treatment</li> </ul>				

REVIEWED BY;

Name: A COLLYER

Signed: *Andy Collyer*

Date: 15/11/2021

APPROVED BY;

Signed: A POTTER

Signed: *A.L. Potter*

Date: 24/02/2022