

Ballymena & Antrim Athletics Club.....RISK ASSESSMENT

2017

Location:	ANTRIM FORUM	Assessment by:	
Activity/Area:	FUNDAMENTALS – ALL AREAS	Assessment Date:	

Fundamentals require special attention over and above all the usual checks expected of coaches and athletes at Antrim Forum, because of the age and number of athletes attending with their parents/carers.

In preparation, we have provided a “go-bag” containing a first aid kit, accident report forms, a list of essential emergency numbers and athlete contact details. This is kept with an identified volunteer throughout the session.

The name and contact number of the Designated Child Protection Officer to be prominently displayed at the registration and at all subsequent athlete sessions.

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	How will you put the assessment into action?		
				By whom?	By when?	Complete?
<p><u>Registration</u></p> <p>There may be up to 300 people present at the initial registration process, including parents/carers, coaches and athletes. The confined area presents an opportunity for an accident.</p>	<p>Athletes, parents/carers, coaches and volunteers</p>	<p>#Start registration at 6:15pm. #Provide enrolment desks spread across the spectator area, taking any age group. #Take athletes onto the track area into age groups. #Subsequent sessions have athletes sign up within their age group to allow Lead Coaches to know who is in their group each week.</p>	<p>Recruitment of up to 6 volunteers to man the registration week one and 4 for subsequent weeks.</p>	<p>Pauline Thom Andrea Newell</p>	<p>25th April 2017</p>	

<p><u>Year Groups</u></p> <p>Year group numbers will vary week to week. We must ensure adequate coach/support numbers to provide a ratio in each group of 1:8</p>	<p>Athletes</p>	<p>#Provide a Lead Coach for each year group who will stay with that group throughout the summer sessions. #Provide support coaches/volunteers to each group to meet the 1:8 ratio.</p>	<p>#Provide 6 Lead Coaches (preferably with teaching experience). #Identify & brief 15 support coaches/volunteers in advance of the first session. #Designate a Senior Coach to review group numbers throughout the sessions and allocate appropriate support. #Provide a coloured Bib for all coaches & supporters to enable athletes to identify coaches across the groups.</p>	<p>Pauline Thom Stephen Lewis</p> <p>Bertie Allen</p>	<p>25th April 2017</p> <p>Every session thereafter</p>	
<p><u>In Session Control</u></p> <p>Instruct athletes to remain within the fenced track area at all times.</p>	<p>Athletes safeguarding.</p>	<p>#The Senior Lead Coach will have ultimate say in the use of the track and infield. Anyone else wishing to use the track must secure the Senior Lead Coach permission. #Lead Coach to spell out the rules to athletes. Support staff vigilance.</p>	<p>Only coaches, athletes and helpers/assistants to be allowed onto the track or infield during the training hour.</p>	<p>Pauline Thom All Coaches & Volunteers</p>	<p>Every session</p>	

<p>During the hour, some athletes will need to visit the toilets, which are outside the fenced area and visited by athletes and visitors.</p> <p>There will be many athletes using most of the arena area. There is a danger that individuals may get in the way of other groups cross the track when it is being used for running.</p> <p>There may be times when a Coach needs to deal with a sudden important issue.</p>	<p>Athletes. Child Protection issue</p> <p>Athletes may be injured by crashing into one another.</p> <p>Athletes & coaches needing support.</p>	<p>#Instruct athletes to visit toilets in pairs. #Volunteer to be assigned task of monitoring the toilet area.</p> <p>All Coaches to instruct and enforce athlete arena etiquette at all times and be vigilant of potential danger.</p> <p>#Make good use of the support coaches and delegate where possible. #Ensure the Designated Senior Coach is informed and reallocate support as required.</p>	<p>Volunteer assigned to monitor toilet area.</p> <p>Designate one crossing area at the start/finish line where all athletes will cross to access all areas of the infield.</p>	<p>Bertie Allen to assign</p> <p>All coaches to explain rules at start of each session</p> <p>Bertie Allen Pauline Thom</p>	<p>Every session</p> <p>Every session</p> <p>Every session</p>	
<p><u>Athlete injury</u></p> <p>There will be times when athletes become injured.</p>	<p>Athletes</p>	<p>#Identify injury #Contact parent/carer if present. #Apply First Aid by</p>	<p>#Identify First Aiders available at each session. #Have First Aid kit &</p>	<p>Graham Moffett Andrea Newell</p>		

		<p>trained First Aider #Complete Accident Report Form.</p>	<p>Accident Report Forms available. #Ensure all athletes have a contact name/number recorded.</p>			
<p><u>Athlete release</u></p> <p>At the end of each session it is important that each athlete is picked up by their parent/carer or identified friend.</p>	<p>Athlete Child Protection. Children aged 5-11 need safeguarding.</p>	<p>Request parents/carers to come to barrier area to collect children. Children only to be released to parent/carer when they are identified.</p>	<p>Set out the rules at start of each session.</p>	<p>Pauline Thom All coaches and volunteers</p>		