



London Wayfarers Hockey Club

Risk Assessment for Hockey Sessions (In-Season Weekends)

Venue: Kennington Park

Completed by (name): Mark Atherton

Date: 16 / 12 / 2022

Review Date: August 2023 *

(Signature)

Note: The Kennington Park facility is currently being resurfaced. A full risk assessment will be undertaken once the pitch has been signed off and re-opened for use, and before the first London Wayfarers HC training session/fixture.

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.

| Description of Hazard | Evaluation of risk (high/med/low) | Who might be harmed? | Action(s) to minimise risk | Action by | Person to advise if risk is outside of own competence to assess | Re-evaluation of risk (high/med/low) |
|-----------------------------|-----------------------------------|-------------------------------------|--|-----------------------------------|---|--------------------------------------|
| Weather – inclement weather | Med | Players, coaches, umpires, managers | Pitches to be inspected prior to use. Grounds staff and/or lead coach(es) to ensure that the pitch is playable, not frozen and that players are kept safe in the event of a storm (moving indoors if required). Coaches to end sessions early if necessary, follow the above steps and communicate to parents of players where required. Refer to club guidance document: <i>Inclement Weather, Potential Fixture Postponements & Cancellation of Training</i> | Grounds staff and/or lead coaches | | Low |
| Playing surface (pitch) | Med | Players, coaches, umpires, managers | Venue responsible for ensuring that the surface is maintained and fit for purpose. | Coaches | Grounds staff | Low |
| Perimeter fencing | High | Spectators | Check that there are no damaged or missing panels in the fencing around the pitch. Note any damaged or missing areas with the facility management. | Coaches | Grounds staff | Low |

Playing Area/Training Area continued

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|---|-----------------------------------|---------------------------|---|--|---|--------------------------------------|
| Additional pitch furniture (i.e. spare hockey goals, etc) | Med | Players and umpires | Ensure that any equipment/pitch furniture, not being used for the training session/game, is moved back to the perimeter fencing to maximise the amount of run-off area. | Coaches | Grounds staff | Low |
| Spectators | Med | Spectators | Authorised spectators (e.g. parents, coaches, etc) are permitted to watch the activity from the seating area. Young spectators to be supervised at all times. | Appropriate adults to monitor and enforce (e.g. coaches, umpires, Group Captains, etc) | | Low |
| Theft of possessions | Med | Anyone using the facility | Those using the facility should not leave valuables unattended on the seating area and should take all items away from the pitch after use. Personal possessions (such as stick bags, additional clothing items, etc) may be left on the seating during the session but at the owner's risk. Alternatively, kit may be stored during the session on the far side of the pitch. | Coaches | | Low |
| Hockey balls being used whilst unsupervised | High | Players and coaches | Coaches, umpires, managers and Group Captains to monitor and enforce. Includes anyone not actively in the session, who should remain outside of the perimeter fencing or on the spectator seating at all times. If coaches are late to the session, players should not use any equipment until they arrive and young players must be supervised by at least two appropriate adults until the coach has arrived. <i>Refer to England Hockey's Planning Safe Hockey document.</i> | Coaches, managers, umpires, Group Captains, etc Appropriate adults | | Low Low |

Playing Area/Training Area continued

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|---|-----------------------------------|---|--|---|---|--------------------------------------|
| Hockey balls travelling into other areas of the pitch | High | Players, coaches, umpires, managers | Coach education (including undertaking England Hockey's <i>Safe Hockey</i> online module). Session planning should factor this in. <i>Refer to England Hockey's Planning Safe Hockey document.</i> | Coaches | | Low |
| Spacing | Med | Players | Ensure that there is sufficient space for each of the planned activities, including appropriate space between activities (e.g. mini games to have a 'buffer' zone between each pitch), taking into consideration loose balls, rebounds/goalkeeper clearances and the direction in which players are working. | Coaches | | Low |
| Floodlights | High | Anyone on the pitch / at the facility | Nobody to access the pitch until the floodlights have been turned on. In the event of floodlight failure, the session/game should immediately be stopped and only resumed if the lights are turned back on. | Lead coach | Grounds staff, on-duty manager | Low |
| | Med | Players, coaches, umpires | If any of the floodlights and/or bulbs are not working, coaches to determine whether it is safe for the session/game to go ahead (consideration to be given to the amount of natural light). If necessary/safe, training to be restricted to areas of the pitch that are fully lit. Issue to be communicated to the on-duty manager. Contact numbers for facilities team can be found below. | Lead coach | | Low |
| Pitch access | Med | Players, parents, coaches, umpires, team managers and officials | Ensure that the area leading to the pitch gate is safe to use (i.e. free from obstructions, not slippery or icy). | Lead coach, event organiser, registration, team managers and Group Captain(s) | Grounds staff, on-duty manager | Low |

Changing Rooms and Toilets

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

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|---|-----------------------------------|--|---|--------------------|---|--------------------------------------|
| Use of changing facilities and/or toilets | Med | Players | <p>Indoor facilities are shared with other users. Young players should arrive changed for their session and be supervised when walking to/from the toilets.</p> <p>Club members and guests to be respectful of other groups using the facilities.</p> <p>Personal possessions should not be left in the changing rooms to prevent against theft.</p> <p>Refer to the following England Hockey guidance:</p> <p><i>Good Practice - Supervision Communication Social Media & Changing Rooms – 2019</i></p> <p>N.B. The club policy also stipulates that team talks should be held in open, public spaces wherever possible, in the presence of two appropriate/DBS-checked adults. Only in the event of adverse weather should changing rooms be used for team briefings (again in the presence of two appropriate, DBS-checked adults, at least one being the same gender as the players).</p> | Appropriate adults | On-duty manager | Low |
| Slippery floors, poor lighting | Med | Anyone using the changing room/toilets | Duty Manager to conduct regular checks to ensure the facility is safe to use. Any issues to be reported to the Duty Manager. | | On-duty manager | Low |
| Emergency exits to be kept clear | High | Anyone accessing the club house | Notices by exits. On-duty manager to monitor. | | On-duty manager | Low |

Site Access & Parking

Ensure that all visitors to the site have the required access codes and park in the designated areas.

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|-----------------------|-----------------------------------|---------------------------|---|----------------------------|---|--------------------------------------|
| Access | Med | Anyone accessing the site | <p>There is no on-site parking. Players to enter the park by foot and make their way directly to the pitch.</p> <p>Members and visitors should be made aware that the roads around the park (e.g. the A3) are extremely busy and vigilance should be shown when travelling to the site (including using the designated pedestrian crossings).</p> | Anyone accessing the site | On-duty manager | Low |
| Parking | Low | n/a | There is no on-site parking. Parking is available on nearby streets, such as Prima Road, Offley Road and Cranmer Road. | Anyone driving to the site | | Low |

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.

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| Goals | Med | Players and coaches | Goals must be inspected before use to ensure that they are fit for purpose. This includes checking goal nets for any holes (must be repaired before use), bolts and backboards. If any issues cannot be easily rectified on site (or if they require the attention of facilities staff), alternate goals must be used (or cones if no other suitable goals are available). Any damage to goals or concerns must be reported to the Duty Manager. | Coaches Lead Coach | Grounds staff | Low |
| Goals (handling) | Med | Players, coaches and umpires | Minimum of two people required to move goals (to ensure their safety and also to protect against damage to the goal). Appropriate adults and/or young adults (under the supervision of an adult) to move the goals. Younger players should not be asked/attempt to move the goals. | Coaches and/or appropriate adults | | Low |
| Goals (spare) | Med | Players, coaches and umpires | Spare hockey goals should be moved to the outer perimeter of the pitch and secured. | Coaches and/or appropriate adults | | Low |
| Bibs, balls, cones, throw down markers, etc | Med | Players, coaches, umpires and team managers | Only equipment brought to the facility by the coach and/or organiser to be used (i.e. players must not use their own equipment before the session/match begins), Coaches to ensure that all equipment is fit for purpose and is used appropriately. | Coaches | | Low |
| Storage | Med | Anyone accessing the pitch | All equipment to be stored in a safe and secure manner when not in use. | Coaches, team captains | | Low |

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.

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| Coaching ratios | Med | Players | In accordance with England Hockey guidance, ratios of coaches/volunteers to players should be as follows: 1:8 5+ (with a minimum of two adults) 1:12. 12+ with a minimum of two adults) 1:16. Adults and 15+ | Lead coach, Coach Coordinator | Welfare Officer | Low |
| Clothing and footwear | Med | Players and umpires | Players to be appropriately attired for all sessions/matches, taking into consideration the temperature and weather conditions. Players should have appropriate footwear (N.B. bladed or studded footwear is not permitted). | Coaches and team managers | | Low |
| Safety equipment | High | Players | Players are expected to wear shin pads and mouthguards to all sessions and matches (mandatory for junior players). Left-hand gloves are recommended for players from age 10 upwards but are not mandatory. | Coaches and team managers | | Low |
| Jewellery and watches | Med | Players | Coaches/team managers to ask players to remove all jewellery prior to the start of the session/match. Jewellery that cannot be removed for religious reasons must be covered and made secure before the player can participate. | Coaches and team managers | | Low |
| Goalkeeper equipment | High | Goalkeepers | In order to participate goalkeepers must have pads and kickers, gloves, body armour, full helmet and throat guards, and an abdominal guard. Kit to be inspected before use (e.g. straps, checking that the helmet is fit for purpose, etc) | Coaches | GKA, Welfare Officer | Low |

Participants continued

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| Location of 'resting' players and substitutes | High | Players | Coaches to ensure that 'resting' players wait in areas clear from risk (i.e. away from goals), are supervised and have an unobstructed view of the activity. | Coaches, team managers, captains and umpires | | Low |
| Medication (e.g. inhalers, EpiPens, etc) | High | Players, coaches and umpires | Participants carrying medication (e.g. EpiPens, inhalers, etc) should make the lead coach/or and first aider aware, and location of medication throughout the session to be agreed. | Coaches and first aiders | | Low |
| Emergency contact numbers available | Low | Players, coaches and umpires | Relevant coaches, captains and managers to have access to emergency contact details via Teamo. Parents/guardians (juniors) and/or players (adults) to update as required on the annual membership renewal form. | Parents (juniors), players (adults) | Welfare Officer | Low |
| Medical records available | High | Players, coaches and umpires | Relevant coaches, captains and managers to have access to medical information via Teamo. Parents/guardians (juniors) and/or players (adults) to update as required on the annual membership renewal form. | Parents (juniors), players (adults) | Welfare Officer | Low |
| Drop off policy (juniors) | High | Junior players | Junior players should be dropped off at the pitch entrance and only be released into the care of club officials (e.g. DBS-checked coaches and/or Group Captains/team managers) once they have been registered. | Lead coach, Group Captain, group registration | | Low |
| Registers getting wet in the rain | Med | n/a | Where possible, Teamo app to be used for session registration. Waterproof folder to be used for all paper attendance registers. | Group Captain(s) and registration | Welfare Officer | Low |
| Collection policy (juniors) | High | Junior players | Junior players should be collected directly from the pitch and must sign-out with club officials (e.g. DBS-checked coaches and/or Group Captains/team managers) before they leave. | Lead coach, team managers, Group Captain | | Low |

Safety & Safeguarding

Ensure that relevant policies are updated and accessible, that general welfare is taken into consideration and that appropriate action can be taken in the event of an emergency.

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| Late collection policy (juniors) | High | Junior players | <p>The club will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.</p> <p>Refer to the following England Hockey guidance:</p> <p><i>Good Practice - Supervision Communication Social Media & Changing Rooms - 2019</i></p> | Lead coach and Group Captain | | Low |
| Emergency and evacuation procedures | High | Anyone using the facility | All club procedures are outlined in the club's <i>Emergency and First Aid Policy</i> . All incidents/accidents/injuries to be reported using the Accident Report Form provided. Coaches made aware as part of their induction. | Welfare Officer, Director of Hockey, Coach Coordinator | | Low |
| | High | Anyone involved in the activity | Lead coaches and any other club officials involved in the running of the activity must be made aware of the emergency and evacuation procedures for the site/facility (including emergency access and assembly points). | Club Fixtures & Facilities Officer, Welfare Officer | Facility Manager | Low |
| Telephone access | High | Anyone using the facility | <p>Lead coaches must have a charged mobile phone with them at all times.</p> <p>In the event of an emergency (or if a mobile phone becomes unavailable – e.g. due to loss of battery), phone access is also available in the site office, which is open throughout the booking.</p> | Lead coach | On-duty manager | Low |

Safety & Safeguarding continued

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| General welfare | Med | Anyone involved in the activity | <p>Those attending the session have to enter/exit through the park. When allocating pitch slots, consideration should be given to which groups are scheduled to use the facility and at what times (factoring in time of day, darkness, etc).</p> <p>Members should not leave the facility alone, but should travel in groups of at least two. Children must be supervised at all times when leaving the facility.</p> | Lead coach | Welfare Officer | Low |
| Child welfare | Med | Junior players | All people working with children must be DBS checked, have the appropriate safeguarding training and, where required, coaching qualification(s). | Coach Coordinator, Director of Hockey | Welfare Officer | Low |
| Dehydration | Med | Players | Coaches to ensure that appropriate rest periods and hydration breaks are built into planning (and review throughout the session as required). | Coaches | | Low |

Safety & Safeguarding continued

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|--------------------------------------|-----------------------------------|----------------------|--|-----------------------------|---|--------------------------------------|
| Unauthorised taking of photos/videos | Med | Junior players | <p>All members to complete basic consent when they register at the start of each season. All juniors complete additional photo consent.</p> <p>Membership Administrator/Welfare Officer to regularly share lists with appropriate club officials, of children for whom consent has not been granted.</p> <p>Anyone taking photos/videos at training and/or fixtures should register with the organiser beforehand.</p> <p>Players and volunteers should be made aware if photos/videos are being taken at a session/game.</p> <p>Photographers should be clearly visible at all times (e.g. wearing a high visibility jacket).</p> <p>Refer to the following England Hockey guidance:</p> <p><i>SafeGuard - Good Practice Guide – Updated March 2022</i></p> | Lead coach, event organiser | Welfare Officer | Low |

Medical & First Aid

Ensure that relevant policies are updated, that fully stocked first aid kits are accessible at all sessions and appropriate adults available to administer basic treatment and that the location of the nearest defibrillator is known.

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|--|-----------------------------------|---------------------------------|---|--|---|--------------------------------------|
| Absence of qualified first aider(s) | High | Anyone involved in the activity | All sessions/matches must have a minimum of one qualified first aider (with valid/updated certificate). | Group Captains(s), Director of Hockey, Coach Coordinator | Welfare Officer | Low |
| First aid kit insufficiently stocked | High | Anyone involved in the activity | <p>Club official responsible for the first aid kit to liaise with the club welfare officer(s) if items are used and the kit needs replenishing.</p> <p>Note: All incidents/accidents must be reported using the Accident Report Form.</p> <p>Refer to the following for further information:</p> <p><i>London Wayfarers HC – Emergency & First Aid Policy</i></p> | Lead Coach, first aider(s) | Welfare Officer | Low |
| First aid kit accessible and in clear view | High | Anyone involved in the activity | <p>First aid kit must be taken to all sessions/fixtures, be accessible (i.e. not in a locked container) and in clear view throughout the session.</p> <p>First aiders should be made aware of the location of the first aid kit.</p> | Lead Coach, first aider(s) | | Low |
| Defibrillator access | High | Anyone using the facility | Location of defibrillator to be confirmed. | | Facility Manager | Low |
| Inaccurate information on first aid policies and/or risk assessments | Med | Anyone using the facility | Ensure that the club's <i>Emergency & First Policy</i> is updated, with the correct information regarding the nearest hospitals and defibrillator location(s). | | Welfare Officer | Low |

Contact Number(s)

| | | |
|-------------------------------------|---------------|-----------------------------|
| Site office (KP) | 020 7091 0846 | Duty Manager |
| Welfare Officer (Penny Stubbs) | 07788 744 011 | welfare@londonwayfarers.com |
| Director of Hockey (Mark Atherton) | 07519 600 887 | markatherton@hotmail.co.uk |
| Coach Coordinator (Calum MacDonald) | 07872 519 422 | lwhc.coaching@gmail.com |

Location

| | |
|---------------------|--|
| Address | Kennington Park, Camberwell New Road, Kennington, London, SE11 4AS |
| What3Words Location | Lawn.Spray.Marker |

** Street addresses and postcodes are often not accurate enough to specify precise locations, such as sports pitch entrances, and don't exist for parks and many rural areas. This makes it hard to find places and prevents people from describing exactly where help is needed in an emergency. What3Words provides unique, three-word combinations pinpointing every 3m square on earth and may save the emergency services valuable time in locating the pitch entrance and/or any casualty/injured person.*

Accident & Emergency Department

The nearest Accident & Emergency Departments to each of the sites used by London Wayfarers HC are listed below with contact details. The numbers entered into the grid below the sites denote the distance in miles from the site to the hospital in question.

| Nearest Hospital | Bank of England Sports Ground | Battersea Park | Crystal Palace | Dulwich College | Kennington Park | King' s House Sports Ground | La Retraite | Newton Prep | Streatham & Clapham High School | St Francis Xavier 6 th Form College | Wimbledon High School | Address | Contact Number |
|------------------------------------|-------------------------------|----------------|----------------|-----------------|-----------------|-----------------------------|-------------|-------------|---------------------------------|--|-----------------------|--|----------------|
| Charing Cross Hospital | | | | | | 4.0 | | | | | | Fulham Palace Rd, London, W6 8RF | 020 3311 1234 |
| Chelsea and Westminster Hospital | 3.3 | 1.2 | | | | 5.0 | 3.0 | 1.6 | | 2.7 | | 369 Fulham Road, London SW10 9NH | 020 3315 8080 |
| Croydon University Hospital | | | 2.7 | 3.7 | | | | | | | | 530 London Road, Croydon CR7 7YE | 020 8401 3000 |
| King's College Hospital | | | | 3.3 | | | | | | | | Denmark Hill, Brixton, London SE5 9RS | 020 3299 9000 |
| Kingston Hospital | 3.6 | | | | | | | | | | 2.9 | Galsworthy Rd, Kingston upon Thames, KT2 7QB | 020 8546 7711 |
| St George's Hospital | | | | | | | 2.0 | | 1.8 | 2.0 | 1.9 | Blackshaw Road, London SW17 0QT | 020 8672 1255 |
| St Mary's Hospital | | | | | | | | | | | | Praed Street, London, W2 1NY | 020 3312 6666 |
| St Thomas's Hospital | | 2.0 | | | 1.0 | | | 1.9 | | | | Westminster Bridge Road, Lambeth, London SE1 7EH | 020 7188 7188 |
| University Hospital Lewisham ** | | | | 2.9 | | | | | | | | Lewisham High Street, London, SE13 6LH | 020 8333 3000 |
| West Middlesex University Hospital | 3.3 | | | | | 5.4 | | | | | | Twickenham Road, Isleworth, Middlesex, TW7 6AF | 020 8560 2121 |

** This service is for anyone aged 16 or over.

Site Map



- Orange arrow Pitch access
- Yellow arrows Parking available on Prima Road, Offley Road and Cranmer Road
- Pink circle Site office, changing facilities and toilets
- Blue shaded area Spectator seating and bag/clothes storage



London Wayfarers Hockey Club

Activity Lead Checklist

This checklist is intended purely as a guide for those leading sessions and/or responsible for training, fixtures and the welfare of players in their care. It is by no means exhaustive and space is provided below to add additional items/checks to meet the needs of the session, site and all those accessing the site/actively involved in the session/fixture.

Venue:

Completed by (name):

Date:

Activity Date:

(Signature)

| Item | Yes / No |
|---|----------|
| First aid kit fully stocked | |
| Mobile phone charged | |
| Registers produced for the session | |
| Access code known | |
| Facility safe to access and emergency routes clear/safe to use | |
| Playing surface is fit for purpose (check for damage, flooding, ice, etc) | |
| Floodlights in full working order | |
| Equipment checked and safe to use | |
| Pitch equipment/furniture moved to appropriate areas of the facility | |
| Players registered before entering the pitch | |
| Players aware of policy for going to the toilets | |
| Lead coach present and on the pitch before equipment is used (e.g balls) | |
| First aid kit and player medication accessible and in view | |
| | |
| | |
| | |

| Item | Yes / No |
|---|----------|
| GK equipment fit for purpose | |
| Players wearing personal protective equipment (mouthguard, shinpads) | |
| Players appropriately attired for the session | |
| All jewellery and watches removed (or secured and covered) | |
| No spectators on the field (only people actively involved in the session) | |
| Consideration given to the location of resting players and substitutes | |
| Appropriate rest periods and hydration breaks provided | |
| Authorised photographers only and players/volunteers made aware | |
| Junior players collected directly from the pitch facility | |
| Appropriate action taken if parents are late to collect | |
| Any issues with the site, facility and/or equipment reported | |
| Any welfare concerns and/or accidents reported | |
| Equipment stored in a safe and secure manner | |
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