



# London Wayfarers Hockey Club

## Risk Assessment for Hockey Sessions (In-Season Weekends)

**Venue:** Wimbledon High School

**Completed by (name):** Mark Atherton

**Date:** 05 / 06 / 2023

**Review Date:** August 2023

(Signature)

### 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.  <i>Refer to club guidance document: Inclement Weather, Potential Fixture Postponements &amp; Cancellation of Training</i>	Duty manager 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	Estates team	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	Estates team	Low
Additional pitch furniture (i.e. spare hockey goals, mini hockey goals, pitch dividers, tennis nets, etc)	Med	Players and umpires	Ensure that any equipment/pitch furniture, not being used for the session/game, is moved back to the perimeter fencing or to the pitch recess areas, to maximise the amount of run-off area.	Coaches	Estates team	Low

## Playing Area/Training Area continued

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)
Dugouts	Med	Players, coaches, umpires	<p>Dugouts to be inspected before use (note that the dugouts are located on the far side of the pitch). If damaged, the dugout(s) should not be used (this should be communicated to everyone at the facility, including spectators, signs attached to the dugout and where possible, the area to be secured or taped/coned off).</p> <p>Any damage to goals or concerns must be reported to the Facility Manager.</p>	<p>Coaches and/or organisers</p> <p>Lead coach</p>		Low
Spectators	Med	Spectators	Only people actively involved in the training session/match to be allowed onto the pitch. Spectators to remain outside of the pitch perimeter fencing. Young spectators to be supervised at all times.	Appropriate adults to monitor and enforce (e.g. coaches, umpires, Group Captains, etc)		Low
Hockey balls being used whilst unsupervised	High	Players and coaches	<p>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 at all times.</p> <p>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.</p> <p><i>Refer to England Hockey's Planning Safe Hockey document.</i></p>	<p>Coaches, managers, umpires, Group Captains, etc</p> <p>Appropriate adults</p>		<p>Low</p> <p>Low</p>
Hockey balls travelling into other areas of the pitch	High	Players, coaches, umpires, managers	<p>Coach education (including undertaking England Hockey's <i>Safe Hockey</i> online module). Session planning to factor this in.</p> <p>Pitch dividers can be used to prevent balls from being played into other areas of the pitch.</p> <p><i>Refer to England Hockey's Planning Safe Hockey document.</i></p>	Coaches		Low

## Playing Area/Training Area continued

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)
Lack of run-off area	Med	Players, umpires	<p>There is limited run-off area at the far ends of the pitch, such that the main goals cannot be pushed back from the edge of the pitch.</p> <p>Coaches to take sensible precautions when designing activities/setting up small-sided game play, to prevent against player collision into the goals (e.g. activities set up away from the goals, where required, buffer areas to be marked out with cones/throw down markers to create additional run-off space).</p>	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	Med	Players, coaches, umpires	Use of the floodlights is not currently permitted. If it becomes too dark to run the activity safely, it must be stopped. Lead coach and, where appropriate, umpires to monitor.	Lead coach, umpires		Low
Pitch access	Med	Players, parents, coaches, umpires, team managers and officials	<p>Ensure that the area leading to the pitch gate is safe to use (i.e. free from obstructions, not slippery, icy or flooded).</p> <p>If alternate entry points to the pitch are safe to use, the lead coach and/or activity lead to liaise with the Duty Manager.</p>	Lead coach, event organiser, registration, team managers and Group Captain(s)	Duty manager	Low

### Changing rooms and toilets (Pavilion)

Check that indoor areas 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)
Use of changing facilities and/or toilets	Med	Players	<p>Young children to be supervised when walking to/from the pavilion. Older children to go together in at least pairs.</p> <p>Only designated areas of the facility to be used (e.g. no access to the lounge area unless permission has been granted by the School Finance &amp; Operations Office and/or the Duty Manager – e.g. in the event of extreme weather conditions).</p> <p>Refer to the following England Hockey guidance:</p> <p><i>Good Practice - Supervision Communication Social Media &amp; 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	Duty manager	Low
Slippery floors, poor lighting	Med	Anyone using the changing room/toilets	Duty Manager/cleaning staff to conduct regular checks to ensure the facility is safe to use. Any issues to be reported to the Duty Manager.		Duty manager	Low
First Aid Room	Med	First aiders, coaches	<p>Additional first aid supplies are available from the First Aid room in the Pavilion. In the event that these are required, permission should be granted from the Duty Manager and those using the supplies should advise what has been used/needs to be replaced.</p> <p>Check to ensure that the floors are not slippery.</p>	First aiders, coaches	Duty manager	Low

### Changing rooms and toilets (Pavilion)

Check that indoor areas 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)
Emergency exits to be kept clear	High	Anyone accessing the pavilion	Notices by exits. Estates team to monitor.		Duty manager	Low

## Site Access & Parking

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

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)
Access	Low	Anyone using the site	Access to the pitch is through the main site entrance on Nursery Rd and across the car park, to the nearest pitch gate.	Event organisers, team captains, Group Captains		Low
Parking (coaches / umpires)	Med	n/a	<p>Coaches and/or umpires may be granted to permission to park in the site car park adjacent to the pitch. However, this must be strictly by agreement in advance and the duty manager to open the gate to allow access. Vehicles must be registered with the School Finance &amp; Operations Office in advance of the activity (including name of owner, make, model and registration).</p> <p>When accessing the site, drivers should use appropriate speed and watch for players accessing the pitch through the car park on foot.</p>	Coaches, umpires	School Finance & Operations Office, Duty Manager	Low
Parking (other users)	High	n/a	<p>No on-site parking is available for other visitors to the site. Parking on Nursery Road is also strictly forbidden.</p> <p>For all other visitors to the site parking is available on adjoining roads, such as Edge Hill and Darlaston Road (please note that parking fees are charged at certain times of the day/week).</p> <p>Those organising the activity (e.g. Group Captains, team captains/managers, etc) should make this clear in communications with visiting teams/clubs.</p> <p>Strictly no parking, waiting, dropping off or collection from outside of the ambulance station. Obstructing the entrance could have significant consequences (both for our relationship with the school and continued use of the facility, and those requiring urgent assistance from the ambulance staff).</p>	Visitors to the site, parking marshals, Group Captain(s), team captains/managers, event organisers	Duty manager	Low

## Site Access & Parking

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

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)
Unauthorised parking	High	Anyone requiring assistance from the ambulance service	<p>Parking marshals to be appointed for activities involving visiting teams/clubs, to ensure that parking regulations are strictly adhered to.</p> <p>Parking marshals to monitor from the site entrance and be clearly visible (high vis jacket to be worn).</p>	Group Captain(s)		Low
School minibuses accessing the car park	Med	Anyone visiting the site	From time-to-time school staff will access the car park to drop off and/or collect school minibuses. Users to be vigilant when walking through the car park.	Parents		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.

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)
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 Facility Manager.	Coaches  Lead Coach	Estates team	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.  Please note that the two main goals are relatively light and easy to move. However, the other goals are extremely heavy. Before attempting to move, make sure that other players/coaches are a safe distance from the goals. Appropriate lifting technique to be used when moving small distances.	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 or to the pitch recess areas, and secured.	Coaches and/or appropriate adults		Low



## Equipment continued

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)
Mini hockey goals	Med	Players, coaches and umpires	<p>Mini hockey goals should be moved to the outer perimeter of the pitch.</p> <p>If mini goals are used for the activity/session, check that there are no holes in the netting and be mindful of the direction of travel of balls being played towards the goal.</p> <p>Players should not sit on the mini goals.</p>	Coaches	Estates team	Low
Pitch dividers	Med	Players, coaches and umpires	<p>Pitch dividers should be moved to the outer perimeter of the pitch when not in use.</p> <p>Check for damage before using in the session and return to the outside of the pitch after use.</p>	Coaches	Estates team	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, or from the storage container, 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
On-site storage	Med	Anyone accessing the pitch	<p>Equipment storage is available on the far side of the pitch. Coaches to ensure that equipment is stored in a safe and secure manner, and that the storage unit is locked after use.</p> <p>N.B. If coaches with keys for the storage container are not in attendance, the Duty Manager (Max) also has a spare key.</p>	Lead coach	Duty manager	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.

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)
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

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)
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 (not at the main site 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 (not from the main site entrance) and must sign-out with club officials (e.g. DBS-checked coaches and/or Group Captains/team managers) before they leave. Junior players should not leave the facility and must not wait on Nursery Rd to be collected.	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.

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)
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 &amp; 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	<p>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). <i>See Appendix 1.</i></p> <p>In the event of a major incident, the assembly point is between the hockey pitch and the tennis courts, outside of the Pavilion.</p>	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 pavilion, which is open throughout the booking.</p>	Lead coach	Duty manager	Low

## Safety & Safeguarding continued

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)
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
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.

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)
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 &amp; 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	The defibrillator can be located on the wall in the medical bay (first door of the Pavilion, on the left-hand side. A duty manager will be on site, should you require help and/or assistance locating it.		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 &amp; First Policy</i> is updated, with the correct information regarding the nearest hospitals and defibrillator location(s).		Welfare Officer	Low

## Contact Number(s)

Main office reception (BP)	07512 321 671	Duty Manager (Max)
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	Wimbledon High School, Nursery Road, Wimbledon, SW19 4JA
What3Words Location *	Rash.Hint.Frog

*\* 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 <sup>th</sup> 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



- Yellow lines Site access
- Blue lines On-street parking
- Red lines No parking
- Orange arrows Pitch access
- Pink circle Toilets and changing rooms
- Purple circle First Aid room
- Turquoise area Under cover shelter
- Red area On-site storage
- Yellow area Dugouts
- Blue Area Spare goal 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	

## APPENDIX 1

### FIRE & EMERGENCY EVACUATION PROCEDURE – NURSERY ROAD SITE – September 2022

Whenever the fire alarm sounds, it should be treated as genuine and the full evacuation procedure must be completed before approval is given to return to the buildings.

#### THE ALARMS

- **A FIRE OR FIRE EXERCISE, OR EMERGENCY EVACUATION FOR ANY OTHER REASON**, will be indicated by a loud continuous siren.
- If you discover a fire, activate nearest alarm call point.
- If you discover any other potential emergency, e.g. a gas leak, bomb threat, immediately inform a member of staff.
- **Staff member to call the fire brigade to report the fire.**

Local Fire Brigade Station - Wimbledon Fire Station  
87 Kingston Road  
London SW19 1JN  
020 8555 1200

#### EVACUATION OF THE BUILDING

- **Whenever** the alarms sound, there should be complete silence so instructions can be heard.
- Staff should direct the class to the nearest exit and report at the assembly point (see map below).
- **Leave room quickly and calmly. Close door behind you. Do not collect your belongings.**
- **Walk calmly but as quickly as possible** to the assembly point unless otherwise directed.
- When leaving buildings, hold back double doors to allow two lines of people to leave together.

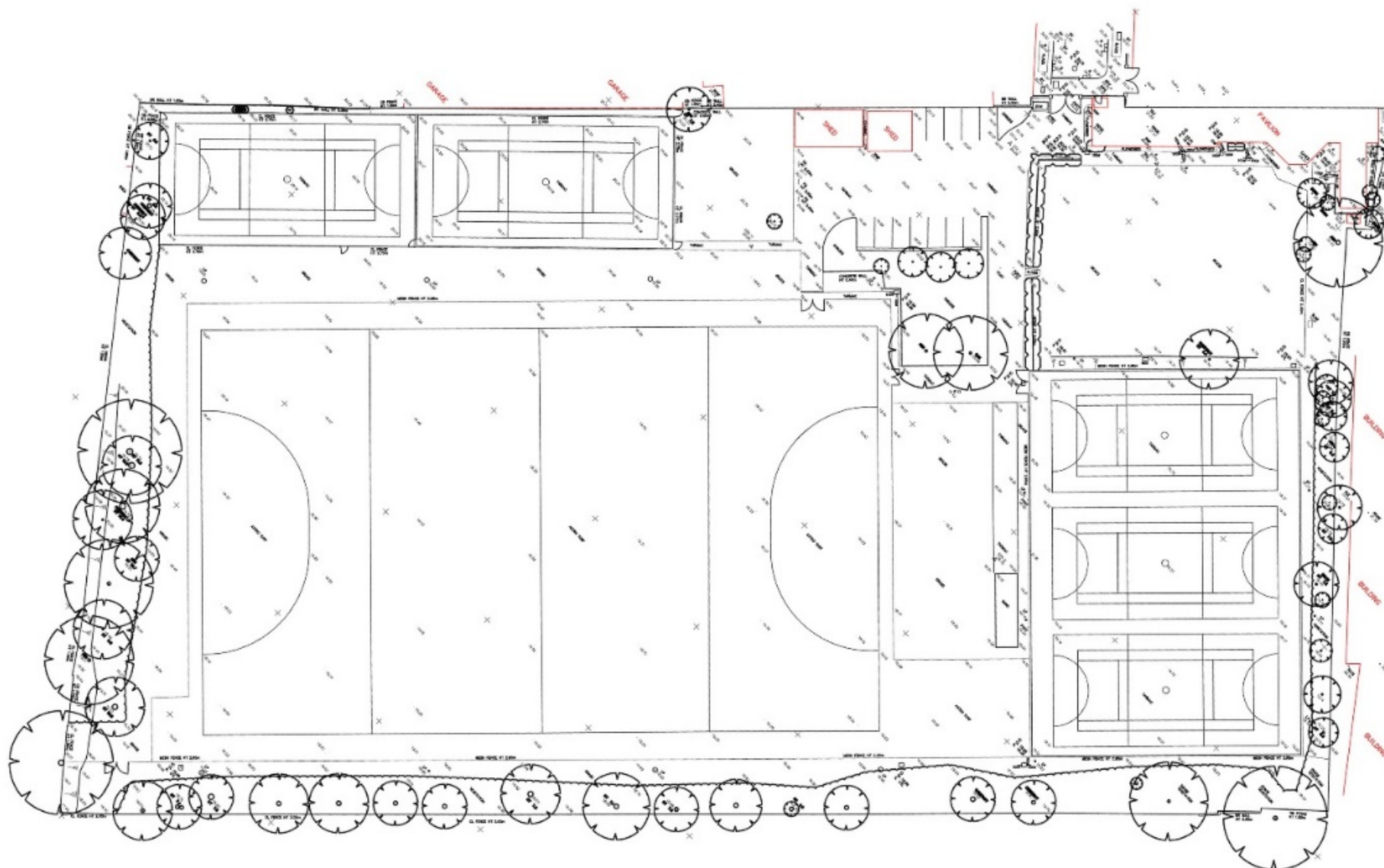
#### REGISTRATION OF STUDENTS

- Students assemble as depicted on the assembly point diagram and wait for registration **in silence**.
- Staff register students to ensure are all present.
- Once girls are accounted for, staff call the main school to report fire and correct / missing students.



## EMERGENCY EVACUATION ASSEMBLY AREAS – SEPTEMBER 2022

### Nursery Road



**Students with Visiting Tutors**

Visiting tutors escort student to appropriate assembly point, pass responsibility for student to school staff; register as detailed above.

**Fire Identification**

Staff to read any fire alarm control system panel; identify location of the fire;

**THE FIRE ALARM MUST NOT BE RESET UNTIL APPROVED BY THE FIRE OFFICER**

**Report to Fire Officer**

Most senior member of staff report to Fire Officer giving details of any missing personnel and fire location

**Security**

Staff to ensure gates are open and monitor them to prevent access to all but the emergency services

All other vehicular movement is prohibited

**ON COMPLETION**

**Fire Officer:** Review evacuation process and address any issues or concerns.

**Caretakers:**

- **Repair** the call point(s).
- **Reset** the alarm system from any panel
- **Check** all alarmed emergency exit doors for operation and reset as necessary
- **Check** all controlled emergency exit door tags are intact; replace as necessary.

**HOLIDAY PROCEDURE and OUT OF SCHOOL HOURS****General**

Term time principles and procedures apply.