



London Wayfarers Hockey Club

Risk Assessment for Hockey Sessions (Camps & Clinics)

Venue: Dulwich College

Completed by (name): Mark Atherton

Date: 16 / 02 / 2023

Review Date: August 2023

(Signature)

Note: The Dulwich College Track Pitch 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

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)
Additional pitch furniture (i.e. spare hockey goals, lacrosse goals, pitch dividers, 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
Dugouts (Main Pitch)	Med	Anyone using the dugout	Dugout to be inspected before use (note that the dugouts are located outside of the pitch perimeter fencing). If damaged, the dugout 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). Any damage to goals or concerns must be reported to the Facility Manager.	Coaches and/or organisers Lead coach	Grounds staff, duty manager	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. Camp Director and lead 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 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>	Camp Director and lead coaches Appropriate adults		Low 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)
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 to 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.	Camp Director / Lead coach	Grounds staff, 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.	Camp Director / Lead Coach		Low
Runners on the athletics track	Med	Anyone accessing the pitch	When accessing the Track Pitch, check if any runners are using the track, to prevent against collision and/or disruption of their session.	Camp Director / Lead Coach		Low

Sports Centre

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>These are not visible from the pitch facility. Young children to be supervised when walking to/from the clubhouse. 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 gym area, swimming pool, etc under any circumstances).</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	Duty manager	Low
Emergency exits to be kept clear	High	Anyone accessing the Sports Centre	Notices by exits. On-duty staff to monitor.		Duty manager	Low
Unauthorised / unsupervised Sports Centre access	Med	Anyone accessing the Sports Centre	Club members should only access designated areas of the Sports Centre (e.g. toilets and/or changing rooms).	Camp Director / Lead coach, parents	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)
Site access	Med	Anyone accessing the site	Caution should be applied when walking along College Road and/or Pond Cottages, and pedestrian crossings used. Visitors should also note that College Road is regularly used by cyclists. Young players should always be supervised when accessing the site.	Anyone accessing the site		Low
Pitch Access (Main Pitch)	Med	Anyone accessing the site	Access to the pitch is directly from/to the car park. Junior players must be collected directly from the pitch and supervised when leaving the facility.	Camp Director / Lead Coach		Low
Pitch Access (Track Pitch)	Med	Anyone accessing the site	Ensure that the path from the car park to the Track Pitch is clear from obstructions and safe to use (i.e. not icy). There is a keypad lock on the gate from the Sports Centre to the Athletics Track & Tennis Courts. The combination is C1478X.	Camp Director / Lead Coach	Duty manager	Low
Parking (coaches / event organisers)	Low	n/a	Parking may be permitted for coaches and/or activity organisers transporting equipment to the site. However, this must be agreed in advance with the Sports Centre and relevant permits granted/received.	Camp Director / Lead Coach	Duty manager	Low
Parking (players, parents, spectators, umpires, team managers, visitors/opponents, etc)	Low	n/a	All other visitors are permitted to park in the College main site car park. Please note that the access code for the College main site parking area, required when the gate is closed, is #3234. If you experience any difficulties, there is an intercom button. Other visitors are not permitted to park at the Sports Centre, or park/wait on double yellow lines, zig-zags or hatching.	Anyone accessing the site	Duty manager	Low

Site Access & Parking 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)
Speed of vehicles	Med	Anyone using the site	Sports Centre users do have access to the car park however, so caution should be applied when walking through the car park area.	Anyone using the site	Duty manager	Low
			Those using the car park should adhere to speed limits, both on Pond Cottages and in the Sports Centre car park (visible on street/site signage).		Duty manager	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 Camp Director / 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.	Coaches and/or appropriate adults		Low
Mini hockey goals	Med	Players, coaches and umpires	Mini hockey goals should be moved to the outer perimeter of the pitch. 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. Players should not sit on the mini goals.	Coaches	Grounds staff	Low
Pitch dividers	Med	Players, coaches and umpires	Pitch dividers should be moved to the outer perimeter of the pitch when not in use. Check for damage before using in the session and return to the outside of the pitch after use.	Coaches	Grounds staff	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)
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 stored on-site 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 (general)	Med	Anyone accessing the pitch	All equipment to be stored in a safe and secure manner when not in use.	Camp Director and coaches		Low
Storage (Track Pitch)	Med	Anyone accessing the pitch	Equipment storage is available on the Track Pitch. Coaches to ensure that equipment is stored in a safe manner and that the storage unit is locked after use.	Camp Director / Lead Coach		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+	Camp Director / 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).	Camp Director / Lead Coach		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.	Camp Director / Lead Coach		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.	Camp Director / Lead Coach		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.	Camp Director and coaches		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.	Camp Director, coaches and first aiders		Low
Emergency contact numbers available	Low	Players, coaches and umpires	The Camp Director and/or lead coaches, and LWHC Bookings to have access to emergency contact details via Cvent (the Coach Coordinator, Director of Hockey and club Welfare Officers also have access). Parents/guardians (juniors) and/or players (adults) to update as required on the annual membership renewal form.	Parents (juniors)	Welfare Officer	Low
Medical records available	High	Players, coaches and umpires	The Camp Director and/or lead coaches, and LWHC Bookings to have access to medical information via Teamo (the Coach Coordinator, Director of Hockey and club Welfare Officers also have access). Parents/guardians (juniors) and/or players (adults) to update as required on the annual membership renewal form.	Parents (juniors)	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.	Camp Director or Lead Coach		Low
Registers getting wet in the rain	Med	n/a	Paper registers will be provided by the club's Coach Coordinator, the Director of Hockey or LWHC Bookings for session registration. Waterproof folder to be used for all paper attendance registers.	Camp Director or Lead Coach	Welfare Officer	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)
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 Camp Director) before they leave.	Camp Director or Lead Coach		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 & Changing Rooms - 2019</i></p>	Camp Director or Lead Coach		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).</p> <p>In the event of a major incident, the assembly point is the entrance to the Sports Centre car park, marked by a large green sign.</p> <p>Sports Club staff will lead any evacuation. In the event of hearing a fire alarm, please leave the building via the nearest fire exit as quickly and safely as possible.</p>	Club Fixtures & Facilities Officer, Welfare Officer	Facility 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)
Telephone access	High	Anyone using the facility	Lead coaches must have a charged mobile phone with them at all times. 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 Sports Centre, which is open throughout the booking.	Camp Director / Lead Coach	Duty manager	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

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 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>	Camp Director / Lead Coach	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).	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>	Camp Director, 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>	Camp Director, Lead Coach, first aider(s)		Low
Defibrillator access	High	Anyone using the facility	<p>The defibrillator is located in the main Sports Centre Reception (N.B. there are seven in total on the College site).</p> <p>It is in a yellow, marked, unlocked box on the wall (no access code required).</p>		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)

Sports Centre reception (DC)	020 8299 9292	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	Dulwich College, Dulwich College Sports Club, Pond Cottages, London, SE21 7LE
What3Words Location (Main Pitch) *	Lofts.Hardly.Double
What3Words Location (Track Pitch) *	Cheek.Pizza.Crib

** 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 (Main Pitch)



- Yellow shaded area
 - Orange shaded area
 - Orange arrow
 - Purple arrow
- Car park
 - Sports Centre entrance
 - Pitch access
 - Toilets and changing rooms

Site Map (Track Pitch)



- Yellow lines Directions to pitch
- Orange arrow Pitch access
- Pink shaded area On-site equipment 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	