

London Wayfarers Hockey Club

Risk Assessment for Hockey Sessions (Camps & Clinics)

Venue: Streatham & Clapham 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	<p>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.</p> <p>Refer to club guidance document:</p> <p><i>Inclement Weather, Potential Fixture Postponements & Cancellation of Training</i></p> <p>Historically the pitch has had a tendency to flood/pool under heavy rain. Coaches to assess whether the pitch is safe to use in such weather.</p>	Grounds staff and/or Camp Director / Lead Coach		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, mini 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
Dugouts	Med	Anyone using the dugouts	Dugout(s) to be inspected before use. If damaged, the dugout should not be used (this should be communicated to everyone involved in the activity, 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 duty caretaker.	Camp Director / Lead Coach Camp Director / Lead Coach	Grounds staff, duty caretaker	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, coaches, etc)		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 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

School Building / 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 toilets and/or pavilion (changing facilities)	Med	Players, umpires	<p>Toilets should only be accessed through the entrance directly opposite the pitch gate and are located on the left-hand side of the corridor. Users are not permitted to use other entry points into the school building.</p> <p>Young players should arrive changed for their session and be supervised when walking to/from the toilets.</p> <p>Changing facilities and showers are available at the weekends in the pavilion (located across from the far corner of the pitch, adjacent to Abbotswood Road) and may be used by club members/visiting teams if booked in advance. They should be left in the same state they were found.</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	Duty caretaker	Low
Slippery floors, poor lighting	Med	Anyone using the changing room/toilets	Duty caretaker to conduct regular checks to ensure the facility is safe to use. Any issues to be reported to the duty caretaker.		Duty caretaker	Low

School Building / Pavilion 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 access to the school building	Med	Players, coaches, umpires, parents	The school building may only be entered for access to the toilets. Access to other areas of the school is strictly forbidden.	Camp Director / Lead Coach		Low
Emergency exits to be kept clear	High	Anyone accessing the school building and/or pavilion	Notices by exits. Facilities team to monitor.		Facilities Manager	Low
Bicycle storage	Med	Cyclists	Anyone cycling to the pitch should store their bike in the racks provided (on the outside of the school building behind the near goal). Bikes are not permitted on to the pitch.	Camp Director / Lead Coach		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 via the gate on Abbotswood Road, directly above the pitch entrance. Other entry points to the school grounds should not be used, unless expressly advised to do so.	Camp Director / Lead Coach / LWHC Bookings Team		Low
Parking	Low	n/a	<p>On-site parking is not available. Visitors to the site should park on Abbotswood Road or Hoadly Road.</p> <p>Drivers should take note of street signage and road markings, adhere strictly to parking regulations and avoid parking in areas marked as "Keep clear."</p> <p>No parking at any time in front of the school/emergency access gates.</p>	Camp Director / Lead Coach / LWHC Bookings Team		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 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.	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 and coaches		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		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		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		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 or from the gate on Abbotswood Road, and must sign-out with club officials (e.g. DBS-checked coaches and/or Group Captains/team managers) before they leave.	Camp Director / Lead Coach / LWHC Bookings		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>If the school need to lock the facility, coaches to wait with junior players directly outside the gate on Abbotswood Road, until the player(s) have been collected.</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 / Lead Coach / LWHC Bookings		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	Lead coaches must have a charged mobile phone with them at all times.	Camp Director / Lead Coach		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>	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).	Camp Director / Lead Coach / Director of Hockey / Coach Coordinator	Welfare Officer	Low
First aid kit insufficiently stocked	High	Anyone involved in the activity	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. Note: All incidents/accidents must be reported using the Accident Report Form. Refer to the following for further information: <i>London Wayfarers HC – Emergency & First Aid Policy</i>	Camp Director / Lead Coach / first aider(s)	Welfare Officer	Low
First aid kit accessible and in clear view	High	Anyone involved in the activity	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. First aiders should be made aware of the location of the first aid kit.	Camp Director / Lead Coach / first aider(s)		Low
Defibrillator access	High	Anyone using the facility	The defibrillator can be located in the foyer of the pavilion (by the kitchen area). It is accessible at all times, is not locked and there is no code required.		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)

Main office reception	020 3123 9103	Duty Caretaker
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	Streatham & Clapham High School, 42 Abbotswood Road, Balham, SW16 1AW
What3Words Location *	Owner.Behind.Spent

** 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



- Yellow lines
- Orange arrows
- Pink arrow
- Pink circle
- Blue box

- On-street parking available
- Entrance to facility
- Access to toilets
- Toilets
- Pavilion (changing rooms)



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	