

## **TRAINING CLUB RISK ASSESSMENT**

### **Assessment Overview**

**Location:** Playermade Training Club, 168 Avenue Road Extension, LE2 3EJ

**Training Club Contact Number:** 0116 210 3621

**Assessor:** Michelle Devlin

**Date:** 01.11.24

**Health and Safety Officer:** Michelle Devlin

**Michelle Devlin Contact:** 07376 928450

### **HAZARDS IDENTIFIED**

#### **1. Natural and Artificial Hazards**

- Slips, trips, and falls
- Overcrowded communal areas

#### **2. Equipment-Related Hazards**

- Equipment failure
- Dropped, fallen, or thrown equipment
- Entrapment/crushing
- Injury by burn or scald

#### **3. Emergency Situations**

- Fire or emergency evacuation
- Getting lost/loss of goods

#### **4. Inappropriate Interaction**

- Inappropriate interactions among participants or visitors
- Behavioral Expectations
- Anti-Bullying Policies

#### **5. Health Risks**

- Spread of infections/germs
- Staff/public lock-in

#### **6. Child Protection and Safeguarding**

- Ensuring the safety and well-being of all participants, particularly minors.

## **CONTROL MEASURES**

### **General Safety Measures**

- Website Updates: Provide regular updates on safety and attendance policies through the website.
- Spectator Management: Managed attendance of spectators to prevent overcrowding.
- Controlled Group Sizes: Maintain appropriate training ratios to ensure safety and supervision.
- Child Safety: Ensure all participants have been provided with advice for safe lifting and all training club controls.
- Access: To ensure that this document as well as a telephone are accessible at all times.
- Emergency Evacuation: In the event of an emergency evacuation, all spectators must exit the building and meet outside **Jackson's Garage**, located to the left of the building as you walk out the front door.

### **Hygiene Practices**

- Disposable hand towels provided.
- Onsite cleaner ensures maintenance of shower cleanliness, including shower heads, glass screens, basins, and toilets.
- Towels advised to cover benches while in use.
- Showers run frequently to prevent waterborne illness.
- Participants advised to bring individual drinking bottles.
- Hand wash, sanitizer, and hand cream made available near all basins.
- Toilet Facilities: Spectators are reminded to leave toilet facilities clean and tidy as they were found. If facilities are not in good working order, please report the issue to a member of staff when convenient. Toilets will be monitored and checked by staff frequently to ensure cleanliness and proper functioning.

### **Emergency Preparedness**

- First Aid: First aid kit available onsite to manage minor injuries, all coaches first aid trained.
- Emergency Contacts: Emergency contact details available to coaches and staff.
- Alarm Systems: Intruder alarm connected to designated local staff members.
- Office Security: Office door remains on the latch and accessible to the landline phone at all times.
- Fire Protocol: Clear fire exits remain accessible and visible at all times.
- Emergency Contact: Emergency contact number for premises officer located in the office.

#### **Immediate Response**

- Observation: Staff should closely monitor all participants for signs of illness or fainting, such as dizziness, weakness, pale skin, or unusual behavior.
- Amenities: Water and sugar biscuits or chocolate onsite
- Approach: If a child or visitor shows signs of distress, a staff member should approach them calmly and assess their condition.

### **First Aid Administration**

- If the individual is conscious, ask them to sit or lie down in a safe area, ask the unaffected children to occupy a safe space, with guidance while first aid is being administered.
- If they are fainting or have fainted, place them in a lying position with their legs elevated.
- Ensure the area is clear of any hazards.
- Provide calm reassurance to the all members of the group

### **Calling for Assistance**

- Designated first aid officer to ensure the first aid kit is readily available and sufficiently supplied.
  - Staff Notification: Alert other staff members or a parent or responsible adult about the situation so they can assist as needed.
- Calling for Help: If the situation requires further medical assistance, call for emergency services (999 or local emergency number).

### **Defibrillator Access**

- If needed, assign a staff member or a responsible member of the public to retrieve the defibrillator from its location: **202 Clarendon Park RD, Leicester, LE2 3AF.**
  - Ensure clear directions are provided to the individual going to get the defibrillator.
- <https://stores.centralengland.coop/leicestershire/leicester/202-clarendon-park-road>

### **Parental Notification**

- Staff should call the parents or guardians of the affected child to inform them of the situation and provide updates.
- If the affected individual is an adult visitor, ensure they have the opportunity to contact someone as well.

### **Managing Multiple Casualties**

- Assign specific staff members or visiting members of the public to manage each individual case to ensure all receive appropriate care.
- Designate one staff member to oversee the overall situation and maintain communication among staff.

Safe Area: Move affected individuals to a designated safe area away from the main activity to monitor their condition while ensuring that other participants are supervised.

### **Documentation**

- Document the incident in the sessional register, noting the time, nature of the incident, actions taken, and any follow-up required.
- Include details of any communication with parents or emergency services.

### **Post-Incident Follow-Up**

- After the incident, conduct a debriefing session with staff to review the response and identify any improvements needed for future incidents.

- Follow up with the affected individual and their parents to check on their well-being and ensure any necessary support is provided.

## **Training**

- All staff receive regular training on first aid procedures, emergency response, and how to recognise signs of illness or distress in children and visitors.

## **Training and Equipment Safety**

- Regular Equipment Checks: Equipment checked daily for defects; spare parts available for maintenance.
- Proper Lifting Techniques: Safe lifting techniques taught during induction, with a focus on proper spotting techniques.
- Monitoring: Staff supervise group activities closely; ongoing head counts conducted during sessions.
- Training Zones: Participants made aware of designated training zones; safety protocols explained during member induction.
- Returning Equipment: To promote responsibility and maintain a safe training environment, all athletes are required to return gym equipment to its designated storage area after use. This practice ensures that the training space remains organised and safe for all participants. Process for safe usage in introduction.

## **Health and Hygiene**

- Footwear and Clothing: Appropriate footwear and clothing (no air bubbles) advised prior to attendance.
- Spill Management: Designated drinking areas to avoid spillages; mop and wiping equipment available for quick response.
- Infection Control: Hygiene practices in place to mitigate the spread of infections/germs.

## **Visitor Management**

- Close Proximity Policy: Close parent proximity policy during young persons' attendance.
- Controlled Access: Restricted access to training areas for non-training personnel; only essential equipment advised for participants.
- Emergency Plans: Personal plans made for emergencies, such as lost participants.

## **Communal Area Management**

- Controlled Flow: Clear signage to guide participants and parents in communal areas to prevent congestion.
- Designated Waiting Areas: Specific areas designated for parents and guardians to wait for participants, reducing overcrowding in entrance and exit zones.
- Staff Presence: Staff members positioned in communal areas to manage flow and ensure safety during peak times.
- Sanitization Stations: Hand sanitizing stations available at entry and exit points to promote hygiene.

### **Escort Process for Participants**

- Exit Procedure: All participants will be escorted to the exit door by staff at the end of each session.
- Parental/Transport View: Staff will ensure participants are safely handed over to parents or their designated transport upon exit.
- Sign-out System: A sign-out sheet will be maintained to track participants leaving the venue to ensure accountability.
- Emergency Protocol: In the event of an unrecognized pickup, staff will follow emergency protocols to ensure participant safety until appropriate guardians are identified.

### **Child Protection and Safeguarding**

- DBS Checks: All staff, including coaches, must undergo Disclosure and Barring Service (DBS) checks prior to employment.
- Safeguarding Training: Staff trained in safeguarding policies and procedures, ensuring they understand how to recognise and respond to safeguarding concerns.
- Clear Policies: Clear safeguarding policies available to parents, guardians, and participants, outlining how to report concerns.
- Monitoring and Reporting: Regular monitoring of interactions between staff and participants, with a clear procedure for reporting any inappropriate behavior.

### **Additional Measures**

- Emergency Drills: Regular fire drills and emergency evacuation procedures practiced with participants and staff.
- Learning Environment: Creating a supportive learning environment that encourages positive interactions and feedback.

**Assessor Signature:** M. Devlin

**Date:** 01.11.24