



## RISK ASSESSEMENT POLICY

CM Sports (UK) Ltd risk assessment policy is referenced from **SKASC4: Prepare effective and safe sports coaching venue** developed by Skills Active, v1 (URN: SKAD473), November 2013 (review due April 2018).

### OVERVIEW

This standard is about the coach providing the appropriate resources and making sure the venue meets national guidelines. It also covers building effective working relationships with participants and others who may be involved in the sessions.

The standard is divided into four parts these are:

1. Prepare resources for the session
2. Assess and manage possible risks
3. Develop and maintain working relationships
4. Safeguard and protect children and vulnerable adults

Each venue CM Sports (UK) Ltd is hiring should have a risk assessment form *completed (available on the Box and in the CM Sports Handbook)* and this should be reviewed during the hire period. If any coach needs assistance or clarification they must seek advice. Matt Northcott is the Designated Lead for Risk Assessment, supported by Area Managers Cameron Nutter and Craig Howes.

Please note each school will also have their own risk assessment policy which is effective during school hours – please consult with the school's management as to what is required of us as visitors.

This standard is for coaches who plan, conduct and review sessions within a framework normally devised by a national governing body.

### QUICK REFERENCE GUIDE:

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|---|---|
| <ol style="list-style-type: none"> <li>1. <b>Resources</b> <ol style="list-style-type: none"> <li>1.1. venue</li> <li>1.2. equipment</li> <li>1.3. personal clothing and equipment</li> <li>1.4. other staff</li> </ol> </li> <li>2. <b>Participant</b> <ol style="list-style-type: none"> <li>2.1. children</li> <li>2.2. youth</li> <li>2.3. talents</li> <li>2.4. adults</li> <li>2.5. participants with particular needs</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>3. <b>Hazards</b> <ol style="list-style-type: none"> <li>3.1. activities in your session</li> <li>3.2. other activities</li> <li>3.3. equipment</li> <li>3.4. the physical environment</li> <li>3.5. competence of staff</li> <li>3.6. participant behaviour</li> <li>3.7. participant special requirements</li> </ol> </li> <li>4. <b>Abuse</b> <ol style="list-style-type: none"> <li>4.1. physical</li> <li>4.2. emotional</li> <li>4.3. neglect</li> <li>4.4. sexual</li> <li>4.5. bullying</li> </ol> </li> </ol> |
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## PERFORMANCE CRITERIA

### *Prepare resources for the session*

#### *You must be able to:*

- P1 select the **resources** you need for the coaching sessions
- P2 check the **resources** meet specific sport rules and regulations
- P3 handle equipment that prevents injury and damage
- P4 organise **resources** for your planned sessions and the **participants**
- P5 ensure the venue is safe and conducive to learning for all **participants**
- P6 make sure **others** involved in the session have the information they need

### *Assess and minimise possible risks*

#### *You must be able to:*

- P7 identify and take account of existing risk assessment for
  - the activities you are planning
  - the **resources** you will be using
  - the **participants** who will be taking part
- P8 produce a risk assessment by
  - checking the venue in which the sessions will take place
  - identifying possible **hazards**
  - assessing the likelihood of these **hazards** causing harm and the severity of the harm they might cause
  - plan how to minimise these risks to a level acceptable to national guidelines
- P9 produce a contingency plan or amend session plan based on the risk assessment
- P10 make sure you have information about the normal operating and emergency procedures for the venue where the session will take place
- P11 get advice from a competent person if there are **hazards** or risks you are not competent to assess yourself

### *Develop and maintain working relationships*

#### *You must be able to:*

- P12 develop an effective rapport with **participant** and **others** involved in the coaching sessions
  - P13 use, language and behaviour that support your organisation's commitment to equality of opportunity, diversity and inclusion
  - P14 communicate effectively with **participants** and others
  - P15 give **participants** and other people appropriate time, attention and support
  - P16 actively listen to, and take account of, what **participants** and others have to say
  - P17 manage conflict effectively
  - P18 take account of equality and diversity in working relationships
- make sure relationships with **participants** are in line with relevant codes if practice*

### *Safeguard and protect children and adults at risk*

#### *You must be able to:*

- P19 have up-to-date information on guidelines for safeguarding and protecting children and adults at risk

- P19 identify what the policies and procedures mean in the coaching context
- P20 follow procedure for:
- Safeguarding and protecting children and adults at risk at all times
  - Protecting yourself from potential accusations
- P23 be alert to possible signs of **abuse**
- P24 receive, record and report any concerns you may have about the welfare of children and adults at risk
- P25 maintain confidentiality

## KNOWLEDGE AND UNDERSTANDING

### Prepare resources for the session

#### *You need to know and understand:*

- K1 the resources required to deliver the coaching sessions
- K2 national requirements for resources
- K3 how to handle equipment that prevents injury and damage
- K4 How to organise resources to support your planned sessions and the participants
- K5 Why it is important to ensure the environment is safe and conducive to learning for all participants
- K6 the information required to deliver a coaching session
- K7 The importance of good communication skills when preparing for sports coaching session

### Assess and minimise possible risks

#### *You need to know and understand:*

- K8 How to complete a risk assessment
- K9 what to check for possible risks and hazards
- K10 how to check the environment in which the sessions will take place
- K11 why is it important to know participants medical conditions or other special needs
- K12 types of risk and the factors which drive different types of risk
- K13 the importance of protecting the interests of participants and how to identify their views in relation to risk
- K14 national guidelines for risk assessments
- K15 actions to take if you discover a hazard or risk
- K16 information about the normal operating and emergency procedures for the environment where the session will take place
- K17 where to get advice from a competent person if there are hazards or risks you are not competent to assess yourself

### Establish and maintain working relationships

#### *You need to know and understand:*

- K18 how to work in partnership and build an effective rapport with participants and others involved in the coaching sessions
- K19 Your organisation's and your personal responsibilities and liabilities under equality, diversity and inclusion legislation and any relevant codes of practice
- K20 how to communicate effectively with participants and others

- K21 the importance of giving participants and others appropriate time, attention and support
- K22 why it is important to have active listening skills and what this means
- K23 why you should always ask questions when there are things you are
- K24 unsure about
- K25 why it is important to know what types of information others need from you and how to give them this information in a way that meets their needs
- K26 how to communicate accurately and clearly and why this is important
- K27 how to organise your ideas so that you can make effective contributions to discussions
- K28 why you should always give others the opportunity to contribute their ideas and why it is important to take account of their ideas
- K29 the types of conflict that may happen with participants and others and how to deal with
- K30 why it is important to present a positive image of yourself and your organisation
- K31 why it is important to lead by example in terms of your behaviour, words and actions supporting a commitment to equality of opportunity, diversity and inclusion.
- K32 your organisation's and your personal responsibilities and liabilities under equality, diversity and inclusion legislation and any relevant codes of practice

### ***Safeguard and protect children and adults at risk***

#### *You need to know and understand:*

- K33 the requirements of the organisation and the law in regard to Safeguarding and protecting children and adults at risk and your responsibilities for this
- K34 where to access up-to-date information and or guidelines for safeguarding and protecting children and adults at risk
- K35 the importance of protecting yourself from potential accusations
- K36 the common signs and indicators of abuse
- K37 how to record and report any concerns you may have about the welfare of children and adults at risk while maintaining confidentiality

### **GLOSSARY**

**Supervisor** - The person who directly manages your work. Such as lead/head coach, activity leader, line manager, centre manager

**Venue** - Workplace, sports pitch, sports hall, sports club (indoor or outdoor), any area used for recreation, sport or activity

**Participants** - People taking part in coaching or activity sessions

**Participant with particular needs** - this could be people with physical disabilities, learning difficulties or medical problems or as defined by the sport such as; people with disabilities or medical conditions which may mean they need special attention. Participants in a sport that may hold a specialist role and require additional coaching, such as football and hockey goal keeper, cricket wicket keeper, rugby conversion kicker

**Hazard** - This is something that is dangerous or that could cause harm.

**Risk** - The possibility or chance of loss, danger or injury

**Abuse** - To use something in a way that is wrong or that wasn't intended or to hurt or injure something or someone by acting badly or neglectfully.

**Others** - This could include other coaches, Nutritionist, Parents, Physiotherapist, Facility others, Mentors, Volunteers, Sport administrators, Physiologist, Psychologist and Biomechanics, Strength & conditioning coach, lifestyle coach, mentor, strength and conditioning coach, lifestyle coach/mentor.