



CM Sports Risk Assessment Policy	
This version date	September 2025
Review date	September 2026

Purpose

- To ensure all coaching sessions are planned and delivered safely, respecting and protecting all participants, especially children, young people, and adults at risk.
- To comply with current UK legislation, national governing body requirements, and best practice (e.g. from UK Coaching, Sport England).
- Applies to all coaches, staff, volunteers, contractors, and any others involved in delivering sessions for CM Sports (UK) Ltd.

Responsibilities

Role	Responsibilities
Designated Lead for Risk & Safeguarding	Oversee policy implementation; update policy; training; ensure risk assessments and safeguarding procedures are followed.
Area Managers / Supervisors	Support coaches; ensure equipment, venues, staffing meet standards; monitor compliance; assist in risk & safeguarding incidents.
Coaches / Session Leads	Complete risk assessments; ensure safe environment; identify and manage hazards; report concerns; maintain relationships; ensure equality & inclusion.
All Staff & Volunteers	Understand and follow this policy; participate in relevant training; report concerns.

Risk Assessment Procedure

1. Prior to Session
 - Inspect the venue: surfaces, lighting, safety of structures, access and egress, emergency exits.
 - Inspect equipment: condition, suitability, maintenance, compliance with sport rules.
 - Check participants' special needs, medical conditions, clothing/footwear.
 - Review previous risk assessments or incident records for that venue or similar sessions.
2. Identify Hazards

Consider: environmental, equipment, activity-specific, staffing/competence, participant behaviour, external factors (weather, other users of venue).

3. Assess Risks
Rate the *likelihood* and *severity* of each hazard.
4. Mitigation Measures
 - Eliminate risk where possible.
 - If not, reduce risk via controls (e.g. safety guards, supervision, participant briefing).
 - Plan for emergencies (first aid, fire, evacuation, medical emergencies).
5. Contingency Plan
Be ready to adapt or cancel the session if risk becomes unacceptable (e.g. extreme weather, unsafe equipment).
6. Documentation
 - Use a standard risk assessment form.
 - Make it available to all relevant staff.
 - Review during the hire period or if circumstances change.
7. Review & Feedback
After sessions, reflect on incidents or near misses; update risk assessments accordingly.

Safeguarding Children & Adults at Risk

In line with current UK Coaching policies:

- Definitions & Scope
 - Child: person under 18.
 - Adult at risk: someone aged 18+ who has needs for care or support and is, or may be, unable to protect themselves.
- Legislation & Policies to Note
 - UK Coaching Safeguarding Children Policy (v1.1, approved 2022; review due 2026). [ukcoaching.org](https://www.ukcoaching.org)
 - UK Coaching Safeguarding Adults Policy (v1.1, approved September–October 2023; review due 2026). [ukcoaching.org](https://www.ukcoaching.org)
 - Sport England guidance on safeguarding & safer environments. [Sport England](https://www.sportengland.org)
- Key Safeguarding Behaviours
 - Always putting welfare of the participant first.
 - Recognising signs of abuse (physical, emotional, sexual, neglect, bullying).
 - Ensuring safe recruitment (DBS checks, references).
 - Maintaining appropriate boundaries and codes of conduct.
- Reporting & Responding to Concerns
 - If you observe or suspect abuse, follow the reporting flow: Coach/Staff → Designated Lead → relevant statutory agency.
 - Use incident/concern report forms. Document factually, with dates, times, names.
 - Respond without delay. If immediate danger, call emergency services (999).
- Confidentiality & Information Sharing
 - Store records securely.
 - Share information only with those who need to know, or when law requires.
 - Respect participant's privacy and dignity.

Working Relationships, Equality, Diversity & Inclusion

- Build rapport, communicate clearly, listen actively.
- Respect all participants regardless of age, gender, ability, race, religion, sexual orientation, disability.
- Adapt coaching methods, resources, equipment to suit individual participant needs.
- Ensure inclusive language, behaviour, and equal opportunity.
- Deal with conflict or discrimination swiftly and fairly.

Resources & Training

- Staff to receive regular training in: first aid; safeguarding children and adults; equality, diversity & inclusion; risk assessment.
- Keep up-to-date with changes in legislation, national governing body requirements, and best practice.
- Maintain records of staff training.

Monitoring & Review

- The policy and all associated procedures (risk assessments, safeguarding, equipment checks etc.) to be reviewed at least every 12 months, or sooner if new legislation, serious incident, or changes in working practice.
- Performance indicators include: incidents reported; feedback from participants; compliance with risk assessments; staff training completion.