



CM Sports Risk Assessment Policy	
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1. Purpose

CM Sports is committed to ensuring that all coaching, sports, physical activity and children's sessions are planned and delivered safely, professionally and inclusively.

The purpose of this policy is to ensure that:

- all sessions are appropriately planned and risk assessed;
- participants are protected from avoidable harm;
- children, young people and adults at risk are safeguarded;
- venues and equipment are safe and suitable;
- staff understand their responsibilities for identifying and managing risk;
- safeguarding concerns are recognised, reported and responded to without delay;
- appropriate emergency arrangements are in place;
- coaching is inclusive and responsive to individual needs;
- incidents and near misses are recorded and reviewed; and
- CM Sports complies with relevant legislation, statutory guidance, contractual requirements and recognised good practice.

Where CM Sports delivers activities within schools or early years settings, staff must also comply with the safeguarding, health and safety and operational requirements of the host setting.

2. Scope

This policy applies to all activities delivered by or on behalf of CM Sports, including:

- school-based sessions;
- after-school clubs;
- holiday activities;
- sports coaching;

- physical activity sessions;
- competitions and events;
- community activities;
- trips and outings;
- outdoor activities;
- taster sessions;
- activities involving children and young people;
- activities involving adults at risk; and
- any other activity where CM Sports has responsibility for participants.

It applies regardless of whether the activity takes place at a CM Sports venue, school, community facility, sports centre, outdoor location or another third-party venue.

3. Legal and Regulatory Framework

CM Sports will have regard to relevant legislation, statutory guidance and recognised good practice, including where applicable:

- **Keeping Children Safe in Education (KCSIE) 2026;**
- **Working Together to Safeguard Children 2026;**
- the **Early Years Foundation Stage (EYFS) Statutory Framework 2026**, where applicable;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010;
- Children Act 1989 and 2004;
- Safeguarding Vulnerable Groups Act 2006;
- relevant Disclosure and Barring Service requirements;
- applicable national governing body requirements;
- contractual requirements imposed by schools, local authorities, commissioners or other organisations; and

- relevant guidance from Sport England, UK Coaching and other recognised sporting and safeguarding bodies.

The 2026 EYFS framework requires providers to take necessary steps to keep children safe and well and specifically includes requirements concerning safeguarding, suitable people, health and safety, records and policies.

4. Safeguarding is Everyone's Responsibility

Safeguarding is the responsibility of everyone working for CM Sports.

All staff must understand that safeguarding concerns can arise during a coaching session, before or after a session, during travel or outings, online, or through information disclosed by a child, parent, colleague or another person.

Staff must maintain a professional attitude of:

"It could happen here."

Staff must:

- remain alert to signs of abuse, neglect and exploitation;
- listen to children and take concerns seriously;
- act immediately when concerns arise;
- report concerns through the appropriate safeguarding procedure;
- never promise a child complete confidentiality;
- maintain appropriate professional boundaries;
- record concerns accurately and promptly; and
- cooperate with safeguarding procedures and investigations.

Safeguarding concerns must never be ignored or left for another person to deal with.

5. Roles and Responsibilities

Role	Responsibilities
Designated Safeguarding Lead / Designated Lead for Risk & Safeguarding	Oversee safeguarding and risk arrangements; provide advice and support; ensure appropriate training; monitor risk assessments and safeguarding procedures; coordinate responses to concerns;

	liaise with relevant agencies and host settings where appropriate.
Area Managers / Supervisors	Support coaches; monitor compliance; ensure venues, equipment and staffing arrangements are appropriate; review risk assessments; support incident management; escalate concerns appropriately.
Coaches / Session Leads	Complete or review relevant risk assessments; inspect the environment and equipment; maintain appropriate supervision; identify and manage hazards; follow safeguarding procedures; report concerns and incidents; adapt activities to participants' needs.
All Staff and Volunteers	Follow this policy and related procedures; complete required training; maintain professional standards; identify and report risks and safeguarding concerns; contribute to a safe and inclusive environment.
Management / Directors	Ensure appropriate resources, staffing, training, insurance, policies and oversight are in place and that significant risks are addressed.

6. Risk Assessment

CM Sports will take reasonable and proportionate steps to identify and manage risks associated with its activities.

Risk assessments will consider:

- the venue;
- the activity;
- equipment;
- participants;
- staffing;
- supervision;
- weather and environmental conditions;
- accessibility;
- medical needs;

- behavioural considerations;
- emergency arrangements;
- other venue users;
- transport and travel where applicable; and
- any previous incidents or identified risks.

The level of assessment required will be proportionate to the nature and complexity of the activity.

7. Pre-Session Safety Checks

Before a session begins, the Session Lead or designated member of staff must consider whether the environment is safe and suitable.

Checks should include, where relevant:

Venue

- flooring and playing surfaces;
- lighting;
- temperature and ventilation;
- entrances and exits;
- emergency exits;
- fire safety arrangements;
- toilets and changing facilities;
- access routes;
- hazards from other users;
- trip hazards;
- unsafe structures or fixtures; and
- accessibility requirements.

Equipment

- condition;
- suitability for participants;
- correct use;

- stability and security;
- cleanliness;
- maintenance;
- age and ability suitability; and
- compliance with relevant sporting requirements.

Unsafe equipment must not be used.

Where a hazard cannot be safely controlled, the activity must be adapted, postponed or cancelled.

8. Participant Considerations

Staff must consider the individual needs of participants before and during activities.

This may include:

- age;
- ability;
- SEND;
- physical disabilities;
- medical conditions;
- allergies;
- medication requirements;
- behavioural needs;
- communication needs;
- emotional wellbeing;
- previous injuries;
- cultural or religious considerations;
- appropriate clothing and footwear; and
- any information provided by parents, carers or the host setting.

Information necessary to keep a participant safe must be communicated to relevant staff on a need-to-know basis.

9. Risk Assessment Procedure

CM Sports will follow the following process:

Step 1 – Identify the Activity

Consider what the session involves and who will participate.

Step 2 – Identify Hazards

Consider hazards associated with:

- the environment;
- equipment;
- activities;
- staffing;
- supervision;
- participants;
- behaviour;
- weather;
- external factors; and
- emergencies.

Step 3 – Assess the Risk

Consider:

- the likelihood of harm occurring; and
- the potential severity of harm.

Step 4 – Put Controls in Place

Where possible:

1. eliminate the hazard;
2. substitute or change the activity;
3. introduce physical controls;
4. increase supervision;
5. provide appropriate instructions and equipment; and
6. ensure staff have the necessary competence.

Step 5 – Check the Controls

Staff must ensure controls are actually working in practice.

Step 6 – Record Where Appropriate

Written risk assessments should be maintained where appropriate to demonstrate how significant risks are being managed.

Step 7 – Review

Risk assessments must be reviewed:

- periodically;
- when circumstances change;
- following an incident;
- following a near miss;
- following changes to equipment or venue;
- following changes to participants or staffing; or
- where existing controls are found to be ineffective.

The EYFS 2026 framework requires providers to take reasonable steps to ensure staff and children are not exposed to risks and to be able to demonstrate how risks are managed.

10. Dynamic Risk Assessment

A written risk assessment does not remove the need for staff to assess risks during the session.

Coaches must continually consider whether circumstances have changed.

For example:

- equipment becomes damaged;
- a participant becomes unwell;
- behaviour becomes unsafe;
- weather changes;
- the venue becomes overcrowded;
- another activity creates a new hazard;
- staffing levels change; or

- a safeguarding concern arises.

Where a risk becomes unacceptable, the coach must stop or adapt the activity.

No session is more important than the safety of participants.

11. Emergency Procedures

Staff must know the appropriate emergency procedures for the venue in which they are working.

Emergency arrangements should consider:

- first aid;
- fire;
- evacuation;
- missing children;
- serious injury;
- medical emergencies;
- severe weather;
- unsafe premises;
- safeguarding emergencies; and
- emergency contact arrangements.

Where there is an immediate risk to life or serious harm, staff should contact the emergency services by calling **999**.

The relevant host school's or venue's emergency procedures must also be followed where applicable.

12. First Aid and Medical Emergencies

CM Sports will ensure appropriate first-aid arrangements are considered for the activities it delivers.

Staff must know:

- who the designated first aider is;
- where first-aid equipment is located;

- how to summon assistance;
- how to access emergency contact information; and
- the procedure for recording accidents and injuries.

Where EYFS requirements apply, CM Sports will comply with the applicable paediatric first-aid requirements.

The 2026 EYFS framework specifically includes paediatric first-aid requirements within its safeguarding and welfare provisions.

13. Safeguarding Children

A child is anyone under the age of 18.

CM Sports recognises that children may experience or be exposed to:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- exploitation;
- bullying;
- child-on-child abuse;
- harmful sexual behaviour;
- sexual harassment;
- online abuse;
- criminal exploitation;
- county lines activity;
- radicalisation;
- abuse within the family or community; and
- other forms of harm.

Staff must remain alert to changes in behaviour, presentation, attendance, relationships or wellbeing.

A safeguarding concern must be reported without delay in accordance with the CM Sports safeguarding procedures.

14. Adults at Risk

CM Sports recognises that adults may also require safeguarding support.

An adult at risk may be an adult who:

- has needs for care and support;
- is experiencing, or is at risk of, abuse or neglect; and
- is unable to protect themselves from that abuse or neglect because of those needs.

Staff must respond to concerns involving adults appropriately and report them through the relevant safeguarding procedure.

15. Responding to a Disclosure

If a participant discloses a concern:

Staff should:

- remain calm;
- listen carefully;
- allow the person to speak;
- take the concern seriously;
- avoid leading questions;
- avoid investigating;
- explain that information may need to be shared to keep them safe;
- record the information as accurately as possible; and
- report the concern immediately to the DSL or appropriate safeguarding lead.

Staff must not:

- promise secrecy;
- investigate the allegation themselves;
- confront an alleged perpetrator;
- ask unnecessary or leading questions; or

- delay reporting.
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16. Reporting Safeguarding Concerns

The normal reporting route is:

Coach / Staff Member → Designated Safeguarding Lead → Relevant Agency / Host Setting / LADO / Police / Children's Social Care, where appropriate.

The precise route will depend on the circumstances and the setting in which CM Sports is working.

Where the concern relates to the DSL or another senior member of staff, staff must use the alternative reporting route identified in the CM Sports safeguarding and whistleblowing procedures.

If immediate danger exists, emergency services must be contacted.

17. Allegations Against Staff or Volunteers

Any allegation that a member of staff, volunteer, coach, contractor or other adult working with children may have:

- harmed a child;
- behaved in a way that may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm; or
- otherwise breached safeguarding expectations

must be reported immediately.

CM Sports will follow its **Managing Allegations Against Staff and Volunteers** arrangements and, where working in a school or relevant setting, cooperate with the appropriate Local Authority Designated Officer (LADO) and other agencies.

Staff must not conduct their own investigation.

18. Low-Level Concerns

CM Sports recognises the importance of identifying and responding to low-level concerns about adults working with children.

A low-level concern may relate to behaviour that:

- is inconsistent with the Staff Code of Conduct;
- falls below expected professional standards;
- causes concern about professional boundaries; or
- does not meet the threshold for a formal safeguarding allegation but should not be ignored.

Low-level concerns must be reported and recorded appropriately.

Patterns of low-level concerns must be monitored and reviewed.

19. Professional Boundaries

Coaches must maintain appropriate professional boundaries at all times.

Staff must:

- communicate appropriately;
- avoid unnecessary physical contact;
- use physical contact only where justified, appropriate and proportionate;
- avoid being alone with a child wherever reasonably possible;
- avoid inappropriate relationships with participants;
- avoid favouritism;
- avoid private or inappropriate communications;
- follow CM Sports requirements regarding phones, photography and social media; and
- maintain professional conduct both online and offline.

Any necessary physical contact during sports coaching must be appropriate to the activity, proportionate, explained where possible and carried out in a professional manner.

20. Supervision

Staff must maintain appropriate supervision throughout sessions.

Supervision arrangements must take account of:

- participant numbers;

- ages;
- needs;
- activity type;
- venue;
- risks;
- staffing levels;
- staff competence; and
- any additional support requirements.

Where staffing levels become inadequate to maintain safe supervision, the session must be adapted or stopped.

For EYFS provision, CM Sports will comply with the applicable statutory staffing and supervision requirements.

21. Equality, Diversity and Inclusion

CM Sports is committed to providing inclusive activities where everyone is treated fairly and with dignity.

Staff must respect participants regardless of:

- age;
- sex;
- disability;
- race;
- religion or belief;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity;
- marriage or civil partnership; or
- other protected or personal characteristics.

Coaching should be adapted where reasonably possible to support individual needs.

This may include adapting:

- equipment;
- instructions;
- activities;
- communication;
- playing areas;
- group sizes; or
- levels of support.

Discrimination, bullying, harassment or victimisation will not be tolerated.

22. SEND and Additional Needs

Staff must consider the needs of children and young people with special educational needs and/or disabilities.

Coaches should:

- obtain relevant information where available;
- communicate clearly;
- adapt activities;
- provide appropriate equipment;
- use reasonable adjustments where appropriate;
- work with parents, carers and host settings where necessary; and
- seek additional advice when required.

The safety and dignity of the participant must remain central to any adaptation.

23. Behaviour

CM Sports promotes positive behaviour and respectful relationships.

Coaches must use appropriate behaviour-management strategies and must never use:

- physical punishment;
- humiliation;
- threatening behaviour;

- discriminatory language;
- degrading treatment; or
- any other harmful practice.

Where behaviour presents an immediate safety risk, staff must take proportionate action to protect the participant and others.

Persistent or serious behavioural concerns must be reported through the appropriate procedure.

24. Equipment Safety

All equipment must be:

- suitable for the activity;
- appropriate for the age and ability of participants;
- checked before use;
- maintained appropriately;
- used according to manufacturer or governing-body requirements; and
- removed from use if damaged or unsafe.

Damaged equipment must be clearly identified and reported.

Staff must never knowingly use equipment that presents an unacceptable risk.

25. Outdoor Activities and Weather

Outdoor sessions must consider weather and environmental conditions.

Coaches must monitor:

- extreme heat;
- cold;
- heavy rain;
- high winds;
- thunderstorms;
- poor visibility;
- unsafe surfaces; and

- other environmental hazards.

Activities must be adapted, moved indoors or cancelled where conditions create an unacceptable risk.

26. Trips, Outings and Off-Site Activities

Any activity away from the normal venue must be appropriately planned.

Consideration must be given to:

- venue risks;
- transport;
- supervision;
- participant information;
- emergency contacts;
- first aid;
- accessibility;
- safeguarding;
- ratios and staffing;
- collection arrangements; and
- contingency plans.

Additional risk assessments should be completed where necessary.

27. Incident and Accident Reporting

All significant accidents, injuries, safeguarding concerns and relevant incidents must be reported in accordance with CM Sports procedures.

Records should include, where appropriate:

- date;
- time;
- location;
- people involved;
- factual description;

- action taken;
- witnesses;
- whether medical assistance was required;
- whether parents/carers were informed;
- whether the host setting was informed; and
- any further action required.

Records must be factual and objective.

28. Near Misses

CM Sports encourages staff to report near misses.

A near miss is an incident where harm could have occurred but did not.

Near misses are important because they can identify hazards before someone is injured.

CM Sports will review relevant near misses and may amend:

- risk assessments;
 - procedures;
 - equipment;
 - staffing;
 - training; or
 - session arrangements.
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29. Recording and Information Sharing

Safeguarding and safety records must be:

- accurate;
- factual;
- dated;
- stored securely; and
- accessible only to those who have a legitimate need to access them.

Information will be shared appropriately where necessary to protect a child or adult at risk.

Data protection and confidentiality must never prevent necessary safeguarding information from being shared.

30. Training

CM Sports will provide or require appropriate training according to staff roles.

Training may include:

- safeguarding children;
- safeguarding adults;
- Prevent;
- first aid;
- paediatric first aid where applicable;
- health and safety;
- risk assessment;
- equality, diversity and inclusion;
- SEND awareness;
- behaviour management;
- professional boundaries;
- emergency procedures; and
- sport-specific coaching requirements.

Training records will be maintained.

Staff must complete mandatory training and keep required qualifications current.

31. Working With Host Schools and Settings

Where CM Sports delivers sessions within a school, nursery, children's centre, community organisation or other setting, staff must comply with relevant local procedures.

This may include:

- signing-in procedures;
- safeguarding reporting routes;
- emergency procedures;

- fire procedures;
- first-aid arrangements;
- visitor procedures;
- use of equipment;
- photography and mobile-phone rules;
- behaviour procedures; and
- site-specific risk assessments.

Where the host setting's requirements are stricter than CM Sports' general procedures, staff must follow the applicable host-setting requirements unless instructed otherwise by CM Sports management.

32. Insurance

CM Sports will maintain appropriate insurance arrangements for the activities it undertakes, including appropriate public liability cover where required.

Staff must operate within the activities and responsibilities covered by CM Sports' insurance arrangements.

33. Monitoring and Quality Assurance

CM Sports will monitor the effectiveness of its safety and safeguarding arrangements.

Monitoring may include:

- review of risk assessments;
- venue checks;
- equipment checks;
- staff observations;
- training compliance;
- incident and accident records;
- safeguarding concerns;
- near-miss reports;
- participant and parent feedback;

- complaints;
- inspection findings; and
- lessons learned.

Where weaknesses are identified, CM Sports will take proportionate action to improve practice.

34. Policy Breaches

Failure to follow this policy may place participants, staff and CM Sports at risk.

Depending on the circumstances, failure to comply may result in:

- additional training;
- supervision;
- management action;
- disciplinary action;
- removal from a session or role;
- safeguarding referral; or
- referral to another relevant organisation or statutory agency.

Serious safeguarding concerns will be dealt with under the appropriate safeguarding procedures.