

JM Sports Coaching General Risk Assessment



Business Name:	JM Sports Coaching Hartlepool
Location(s):	Stranton Primary School Hartlepool
Age Range:	3-13 years
Activities Covered:	Sports, arts and crafts, inflatables and enrichment activities
Assessment Date:	September 2025
Review Date:	September 2026
Completed By:	J.Murray

This document will be reviewed on the following schedule: Before each holiday camp period, when introducing new activities, after any serious incident, annually (minimum) and when introducing new activities.

General Site & Environment			
Hazard	Who at Risk	Risk Level	Control Measures
Slips, trips & falls	Children, staff	Medium	Daily visual site check: spillages cleaned immediately; safe footwear as party of policy.
Uneven outdoor surfaces	Children, staff	Medium	Boundaries marked; staff positioned strategically; younger children supervised closely.
Weather (heat, cold, rain)	Children	Medium	Sun cream policy: shade provided; water breaks every 20–30 mins; indoor backup plan.
Unsafe access/exit	Children	High	Secure gates; sign-in/out register; password collection system.
Unknown persons on site	Children	High	Visitor sign-in; ID check; escorted at all times.

JM to check- EpiPen and Inhalers accessible?????

Sports & Physical Activities			
Hazard	Who at Risk	Risk Level	Control Measures
Collisions during games	Children	Medium	Age grouping; clear safety rules; warm-up sessions
Trips during running games	Children	Medium	Clear playing areas; appropriate footwear required
Equipment misuse (bats, balls, cones)	Children	Medium	Safety briefing; age-appropriate equipment only
Overexertion	Children	Medium	Regular hydration breaks; activity intensity adjusted by age
Minor injuries (cuts, sprains)	Children	Low	First aid trained staff onsite; accident book maintained

Arts & Crafts Activities			
Hazard	Who at Risk	Risk Level	Control Measures
Scissors misuse	Children	Medium	Child-safe scissors; supervision for under 6s
Allergic reaction to materials	Children	High	Parental medical info collected; non-toxic materials used
Small items (choking risk 3–5 yrs)	Younger children	High	Age-appropriate materials; close supervision
Glue/paint ingestion	Younger children	Medium	Non-toxic supplies; supervision

External Enrichment Providers			
Hazard	Who at Risk	Risk Level	Control Measures
Unvetted adults working with children	Children	High	DBS checks verified; safeguarding policy shared; contract in place
Unsafe specialist equipment	Children	High	Risk assessment provided by provider; staff supervision maintained
Lack of safeguarding understanding	Children	High	Providers briefed on your safeguarding & behaviour policy
Activity-specific injuries	Children	Medium–High	Provider insurance verified; dynamic risk assessment before session
Additional Controls: <ul style="list-style-type: none"> • Copy of provider’s public liability insurance • Written agreement outlining responsibilities • Staff remain present during all sessions • Copy of DBS details 			

Safeguarding & Child Protection			
Hazard	Who at Risk	Risk Level	Control Measures
Child goes missing	Child	High	Headcounts at transitions; secure perimeter; missing child procedure
Unauthorised collection	Child	High	Password system; ID check; collection register
Peer bullying	Children	Medium	Behaviour policy; staff intervention; incident recorded
Allegations against staff	All	High	DBS checks; safeguarding training; clear reporting procedures

Medical & Health			
Hazard	Who at Risk	Risk Level	Control Measures
Allergic reactions	Child	High	Medical forms collected; allergy list displayed discreetly with all coaches/staff.
Asthma attack	Child	Medium	Inhalers accessible; staff aware
Dehydration	Children	Medium	Scheduled water breaks
Illness spread	All	Medium	Handwashing routine; sanitiser available; exclusion policy

Early Years (3–5 Years Specific Controls)			
<i>Younger children require enhanced supervision and adapted activities.</i>			
Hazard	Who at Risk	Risk Level	Control Measures
Toileting accidents	(3–5 Years Specific Controls)	Low	Clear toileting procedure; 2 staff if intimate care required
Separation anxiety	(3–5 Years Specific Controls)	Low	Quiet area available; nurturing approach
Choking risk	(3–5 Years Specific Controls)	High	No small food parts; close supervision during snacks and lunch.
Fatigue	(3–5 Years Specific Controls)	Medium	Rest breaks; calm activities built into schedule
Staff Ratios: <ul style="list-style-type: none"> • 3–5 years: 1:8 • 6–8 years: 1:10–15 • 9–13 years: 1:15–22 			

Behaviour & Wellbeing			
Hazard	Who at Risk	Risk Level	Control Measures
Challenging behaviour	All	Medium	Clear behaviour policy; positive reinforcement
Emotional distress	Child	Low	Quiet zone available; staff communication with parents
Physical aggression	Children	Medium	Immediate intervention; incident recorded and parent contract to collect child from site.

Fire & Emergency Procedures			
Hazard	Who at Risk	Risk Level	Control Measures
Fire	All	High	Clear evacuation plan; register taken; fire exits checked daily
Lockdown situation	All	High	Lockdown procedure in place; staff trained
Serious injury	All	High	Emergency contacts accessible; ambulance procedure

Daily Safety Checklist	Additional Essential Documents to support Risk Assessment
<ul style="list-style-type: none"> - Site walk completed - Equipment checked - First aid kit stocked - Register printed - Allergy list accessible - Toilets safe & clean - External visitors signed in 	<ul style="list-style-type: none"> • Safeguarding Policy • Behaviour Policy • Health & Safety Policy • Missing Child Procedure • Emergency Evacuation Plan • First Aid Policy • Risk Assessments from External Providers