



# Haywards Heath Harriers



## Risk Assessment: Training at Warden Park Academy (Revised May 2020)

### 1. Introduction and Scope

This document has been prepared in accordance with the UK Athletics (UKA) approved code of practice for the safe conduct of track and field events

It covers the training evenings held by Haywards Heath Harriers (the Club), during the period between September and April, at or commencing from, the Sports Halls, Warden Park Academy, Haywards Heath. Training sessions are between 17.00 and 21.00 hrs (Juniors 17.00 – 19.00 hrs) on Tuesday evenings.

The facilities used by “the club” are part of the academies premises and are purpose building sports halls. A number of gymnasiums are available for use by the club, all of which are purpose built and have painted, solid or wooden floors.

In addition, areas outside the sports halls but within the campus are available for use. Athletes will also, under supervision if required, train off the site.

In the context of this document the term “Coach” refers to the actual person qualified as a coach and in charge of or organising a training session and persons who act as assistants / helpers and have specific responsibilities during a training session. “Group leader” refers to any person who is actively leading a group of athletes.

### 2. Juniors and Intermediates

Juniors are defined for the purpose of this document as those “youngsters” who train during the 17:00 to 19:00 time period in the sports hall or outside either within the Academy campus or in public places (Junior Ennis 17.00 – 18.00 hrs and Junior Farah 18.00 – 19.00 hrs)

Intermediates are defined for the purpose of this document as those “youngsters” who train between 19.00 hrs to 20.15 hrs. This group may train as a separate section or if appropriate, with the Senior group of athletes.

The recommended minimum requirements for this training session are:

- a) A qualified grade 2, or above, coach shall be present
- b) All junior and intermediate athletes are required to sign in a registration book on arrival and be signed out prior to departure by the responsible adult collecting them
- c) A ratio of 1 coach or assistant per 12 junior
- d) Athletes shall be a minimum of 9 years of age
- e) There shall be a suitable club First Aid kit available

### 3. Risk Assessment

#### General Assessment

Hazard	Who/How affected	Control Measures
<p><b>Child Safety</b></p> <p>(Juniors and Intermediates)</p>	<p><b>Athletes, Coaches</b></p> <p>Sports Complex is large, multi-floored building with various access points.</p> <p>Academy employees within area at times.</p> <p>Academy students and adults have unrestricted access to complex</p>	<p>1. Athletes instructed to remain within training venue.</p> <p>2. Instructed not to go to other parts of building</p> <p>3. Main door to be kept secure</p> <p>4. Athletes to inform Coach or Assistant if leaving area.</p> <p>Responsibilities: 1 – 4: Coaches and Assistants</p>
<p>Floor area</p>	<p><b>Athletes, Coaches</b></p> <p>Floor is dirty and dusty/ risk of slipping and falling</p> <p>Ensure floor is not wet from water bottles or shoes (adverse weather)</p>	<p>1. Inspect floor, clean if possible. Warn athletes of danger / change training session, if necessary</p> <p>Responsibilities: 1: Coach in charge</p>
<p>Floor area</p>	<p><b>Athletes, Coaches, Parents / Carers</b></p> <p>Floor is newly polished/ risk of slipping and trips.</p>	<p>1. Inspect floor, warn athletes of danger / change training session if necessary</p> <p>Responsibilities: 1 Coach in charge</p>
<p>Equipment in hall area</p>	<p><b>Athletes, Coaches, Parents / Carers</b></p> <p>Equipment, e.g. benches, mats, have been left in hall area/ risk of accident from running and hitting equipment or playing around with equipment</p> <p>Equipment not fit for purpose causing injury</p>	<p>1. Check state of hall on arrival, clear away unwanted equipment</p> <p>2. Check for damage / unsuitability of equipment</p> <p>Responsibilities: 1 &amp; 2: Coach in charge</p>

#### 4. Indoor training

This refers to the training carried out in the sports hall during the 17:15 to 21:00 hrs on Tuesday evenings. This covers the warm up / stretching regime, indoor training session, including use of equipment and implements and circuit training.

<b>Hazard</b>	<b>Who/How affected</b>	<b>Control Measures</b>
Clothing	<p><b>Athletes</b></p> <p>Athletes wearing inadequate and appropriate clothing for training purposes.</p>	<p>1. Observe all athletes on arrival, speak to athlete if clothing is inadequate / inappropriate</p> <p>Responsibilities: 1: Coach in charge</p>
Drink / Hydration	<p><b>Athletes</b></p> <p>Athlete at risk of dehydration due to not having brought suitable drink to training</p>	<p>1. Observe all athletes on arrival, speak to athlete/ parents if they have no drink or it is not suitable/refuse to accept for training if seriously inadequate</p> <p>Responsibilities: 1: Coach in charge</p>
Previous injury/illness	<p><b>Athletes</b></p> <p>Athlete has an existing injury or illness which may affect their ability to train/perform</p>	<p>1. Athletes/parents must be regularly reminded of the need to advise the coach of any injury or illness and not to bring the athlete to training if serious or contagious</p> <p>Responsibilities: 1: Coach in charge</p>
Plyometrics	<p><b>Athletes</b></p> <p>Athletes receive impact injuries from landing or other injuries from improper action</p>	<p>1. Ensure suitable landing mats/beds to provide a safe landing</p> <p>2. Instruct and observe athletes in correct action in plyometric exercises. Highlight incorrect action where necessary</p> <p>Responsibilities: 1 &amp; 2: Coach taking session</p>
Storage of equipment	<p><b>Coaches, Athletes</b></p> <p>Equipment is stored in a dedicated shed outside sports halls. Risk of equipment falling on persons removing / storing kit.</p>	<p>1. Ensure kit is properly stored and safe.</p> <p>2. No younger members to access store</p> <p>3. Ensure sufficient people present to assist</p> <p>Responsible. 1-3. All persons accessing store</p>

<b>Hazard</b>	<b>Who/How affected</b>	<b>Control Measures</b>
Use of equipment	<p><b>Athletes</b></p> <p>Athletes receive injuries as a result of improper use of equipment Equipment unsuitable for exercise/ broken / incorrectly set up Athlete using equipment without permission</p>	<ol style="list-style-type: none"> <li>1. Instruct and observe athletes in correct use of equipment. Highlight incorrect use where necessary</li> <li>2. Inspect equipment and ensure it is in good condition, appropriate to the exercise and set up correctly</li> <li>3. Ensure athletes do not use equipment without permission</li> </ol> <p>Responsibilities: 1 &amp; 2: Coach taking session</p>
Jumps - general	<p><b>Athletes</b></p> <p>Improper/broken/incorrectly set up equipment</p>	<ol style="list-style-type: none"> <li>1. Inspect equipment and ensure it is in good condition, appropriate to the event and set up correctly</li> </ol> <p>Responsibilities: 1: Coach taking jumps session</p>
Jumps – injuries	<p><b>Athletes</b></p> <p>Athletes receive impact injuries from landing at end of jump</p>	<ol style="list-style-type: none"> <li>1. Ensure sufficient landing mats/beds to provide a safe landing, including risk of hitting a wall if landing area is against the wall</li> </ol> <p>Responsibilities: 1: Coach taking jumps session</p>
Running – slipping and falling over	<p><b>Athletes, Coaches &amp; Parents / Carers</b></p> <p>Athlete is running ‘out of control’ Athlete is making dangerously sharp turns</p>	<ol style="list-style-type: none"> <li>1. Athlete must be brought under control</li> <li>2. Athlete must be instructed to take care in turning. Session may need to be modified if it is the cause</li> </ol> <p>Responsibilities: 1 &amp; 2: Coach in charge</p>
Running – collision with object or another runner	<p><b>Athletes, Coaches</b></p> <p>Athlete is running ‘out of control’ Athlete is wandering into equipment, across other athletes path, into oncoming athletes</p>	<ol style="list-style-type: none"> <li>1. Athlete must be brought under control</li> <li>2. Athlete must be instructed to take care, Session may need to be modified if it is the cause</li> </ol> <p>Responsibilities: 1 &amp; 2: Coach in charge</p>
Throws - general	<p><b>Athletes, Coaches</b></p> <p>Dangers of throwing implements in and around other athletes</p>	<ol style="list-style-type: none"> <li>1. All throws sessions must begin with a safety briefing</li> </ol> <p>Responsibilities: 1: Coach taking throws session</p>

<b>Hazard</b>	<b>Who/How affected</b>	<b>Control Measures</b>
Throws – hitting another athlete	<p><b>Athletes, Coaches</b></p> <p>Athletes throw lands outside area. Athlete is throwing when other athletes are in front/in landing area</p>	<ol style="list-style-type: none"> <li>1. Athlete must be instructed to throw accurately or be stopped from throwing</li> <li>2. Athlete must be warned not to throw when other athletes are in front/in landing area and other athletes advised to clear area if necessary</li> </ol> <p>Responsibilities: 1, 2 &amp; 3: Coach in charge</p>
Circuit Training	<p><b>Athletes, Coaches</b></p> <p>Athletes unclear as to the exercises presented and how they should be carried out correctly and safely risking injury</p>	<ol style="list-style-type: none"> <li>1. Demonstrate each exercise and how to do it correctly prior to starting the first circuit</li> <li>2. Observe athletes in training and advise/correct any who are carrying out an exercise incorrectly</li> </ol> <p>Responsibilities: 1 &amp; 2: Coach in charge and any coach assisting</p>
Discipline	<p><b>Athletes, Coaches</b></p> <p>Athletes misbehaving in a manner likely to cause an accident</p>	<ol style="list-style-type: none"> <li>1. Caution athlete accordingly and bring under control. 'Bench' athletes who refuse to obey instructions and advise parents</li> </ol> <p>Responsibilities: 1: Coach in charge</p>

## 5. Outdoor Training

This refers to the instances where groups of athletes are taken, or sent out to areas within the campus, onto the public highway or spaces for training purposes.

Hazard	Who/How affected	Control Measures
General	<p><b>Athletes, Group Leaders, Coaches &amp; general public</b></p> <p>Athletes unclear as to where the training session is to be held. Where possible, divide large group into smaller ones, based on ability.</p>	<ol style="list-style-type: none"> <li>1. Instruct athletes prior to departure where they are going</li> <li>2. Each group should, where available, be led by a "group leader"</li> <li>3. Group leader should be identifiable and take charge of group.</li> <li>4. First Aid or mobile phone to be available</li> </ol> <p>Responsibilities: 1, 2 &amp; 4: Coach taking session 3 &amp; 4: Group leader</p>
Training Venue	<p><b>Athletes, Coaches</b></p> <p>Venue unsuitable for training session leading to trips and falls. Unsuitable due to weather conditions. Excessive vehicle or pedestrian movements at venue.</p>	<ol style="list-style-type: none"> <li>1. Assess venue prior to session.</li> <li>2. Clear or indicate hazards</li> <li>3. Assess use by others during session</li> <li>4. Amend session to suit venue and conditions</li> </ol> <p>Responsibilities. 1 – 4: Coach taking session</p>
Outside equipment and Street furniture	<p><b>Athletes</b></p> <p>Injury to athletes using defective or unsuitable fitness equipment. Injury to athletes using or colliding with street furniture not intended or designed for athletic use</p>	<ol style="list-style-type: none"> <li>1. Assess equipment prior to session</li> <li>2. Assess other structures as to suitable for use or danger of collision</li> <li>3. Modify session to suit assessment.</li> </ol> <p>Responsibilities. 1 – 3: Coach taking session</p>
Clothing	<p><b>Athletes</b></p> <p>Athletes wearing inadequate clothing either for training purposes or for environment, e.g. cold. Unsuitable clothing when training outside in dark conditions. e.g. non- reflective or dark clothing</p>	<ol style="list-style-type: none"> <li>1. Observe all athletes on arrival, speak to athlete/ parents if clothing is inadequate/refuse to accept for training if seriously inadequate</li> </ol> <p>Responsibilities: 1: Coach in charge</p>

<p>Safety</p>	<p><b>Athletes, Group Leaders, Coaches &amp; general public</b></p> <p>Athletes do not behave appropriately and in a safe manner when in public places</p>	<p>1. Remind athletes prior to session of need for safety and what the safety requirements are</p> <p>Responsibilities: 1: Coach / group leader taking session</p>
<p>Roads/route</p>	<p><b>Athletes, Group Leaders, Coaches &amp; general public</b></p> <p>Athletes at risk to accident because of level of traffic/number of road crossings required in route, particularly when participating in time trials. Be aware of traffic movements and trip hazards (speed humps) within campus</p>	<p>1. As far as possible plan routes with low levels of traffic 2. Plan routes with as few road crossings as possible and controlled crossings where possible</p> <p>Responsibilities: 1 &amp; 2: Coach / group leader taking session</p>
<p>Weather</p>	<p><b>Athletes, Group Leaders &amp; Coaches</b></p> <p>Inclement weather which could lead to athletes getting cold/wet, slipping on ice/snow, accident due to poor visibility</p>	<p>1. Do not hold outside training session if weather not suitable</p> <p>Responsibilities: 1: Coach in charge</p>
<p>Visibility</p>	<p><b>Athletes, Group Leaders &amp; Coaches</b></p> <p>Weather/lighting conditions or training location are such as to either make it difficult for athletes to see and thus trip over or collide with unseen objects, or such as to make it difficult for other members of the public, whether pedestrians or cars, to see the athletes</p>	<p>1. Do not hold outdoor training session if visibility is not suitable 2. If conditions are reasonable despite the 'dark' ensure athletes are wearing reflective/fluorescent running bibs etc.</p> <p>Responsibilities: 1 &amp; 2: Coach / group leader in charge</p>

## **6. Premises evacuation**

In the event that the Sports Hall must be evacuated, Coaches and assistants will escort junior members from the building, via the most appropriate exit point, and if safe to do so, collect and take attendance sheets.

### **Fire assembly point will be outside main reception.**

Senior and intermediate members must make their own way to the assembly point and remain there.

They must not leave the campus until all persons have been accounted for.

## **7. Equipment Store**

The equipment store is a large wooden shed, situated outside the main building to the rear. Lighting in the area is general good. While there is some pathway to/around the store there are also some kerbstones and uneven hazards. Care should be taken when accessing the store. There is limited visibility within the shed during dark evenings.

Equipment is stored within the shed either on racking or on the floor.

Heavy items must be stored either low on the racking or on the floor.

When removing equipment, where possible it should be replaced in its original position and stacked the same.

The shed must remain secure at all times, using the padlock and / or door bolt.

Junior members must not have unsupervised access to the shed.

Intermediates members may have access subject to a coach's approval.

## **8. Athletes Responsibility**

This section describes the responsibilities of the athletes and how they are expected to behave if they are to become and remain members of the club. This recognises the fact that while officers of the club and coaches have a duty to carry out certain functions in the interest of safety they cannot stand next to each and every athlete and control their actions on an individual basis.

### **i. Specific requirements for Junior and Intermediate Athletes**

- a) Athletes must ensure that they or responsible adult, signs them in on arrival at the training session.
- b) Athletes must wait until the responsible adult whom they know and expect arrives to collect them, and sign them out, at the end of the session.
- c) Athletes who are not being collected but will make their own way home must advise the coach of this on arrival. The coach may make a judgement as to whether this is acceptable depending the on the pertinent circumstances.

### **ii. All Athletes**

- d) Athletes must listen carefully to the instructions of the coaches so that they understand the location, requirements and purpose of the training session.
- e) Athletes must obey the instructions of the coach and coaching assistants.
- f) Athletes shall not misuse/abuse the facilities and equipment and/or use them in a manner that may lead to an accident to themselves or another athlete or coach.

- g) Athletes who disobey instructions or behave in a manner likely to lead to an accident can expect to be disciplined by the coach and may face disciplinary action, including expulsion, from the club.
- h) Athletes must ensure that they wear appropriate clothing for the training session and bring with them sufficient and appropriate drink for the session.
- i) Athletes will be personally responsible for ensuring that they are wearing sufficient and appropriate light/bright clothing and/or fluorescent/reflective running bibs etc. for the outdoor training session when in dark or poor weather conditions.
- j) Athletes shall advise the coach on arrival of any injury or illness that they have, any other sport/training they have already participated in that day (or anything other activity) that may affect their ability to participate in the training session. The athlete shall accept responsibility for any subsequent problems that may ensue if they decide to participate in the training session. A coach retains the right to refuse to accept the athlete for training if they have concerns regarding the athlete.
- k) Athlete or a responsible adult (where appropriate) must ensure Emergency Contact forms are updated with any relevant details as soon as possible.
- l) Athletes shall behave and train in a safe manner, both for themselves and the athletes around them, observing the Highway Code, local bylaws etc. as may be appropriate to the location and nature of training session.
- m) Athletes shall be personally responsible for informing the coach of any injury, illness or other condition which may affect their ability to participate in the training session. The athlete shall accept responsibility for any subsequent problems that may ensue if they decide to participate in the training session.