

Next Generation Soccer Schools Risk Assessment

This is a generic risk assessment that covers a Next Generation Soccer Schools lessons within primary schools, parks and leisure centres. It is in place to ensure the safety of the children, coaches, parents, and teachers that are involved in Next Generation lessons.

<u>Number</u>	<u>Hazard or Risk</u>	<u>X if this applies</u>
1	Alcoholic Drinks	x
2	Animals	x
3	Chemicals	
4	Children / Young people	x
5	Coaching / teaching	x
6	Crowds - general public	x
7	Electrical appliances	x
8	Equipment /Tools/Special Props	x
9	Fire	x
10	Fireworks	
11	First aid procedures	x
12	Flammable materials	
13	Food (preparation, handling, hygiene)	x
14	Hazardous substances (dust, flumes, oils)	
15	Injury or exhaustion	x
16	Lighting /Lasers /Strobes /Special effects(smoke etc)	
17	Manual handling - carrying/lifting	x
18	Night time operations	
19	Noise (loud music etc)	x
20	Physcial activity	x
21	Physical contact (sports)	x
22	Possibilty of violence	x
23	Risk of infection	
24	Security / Marshals	

25	Sharp objects	x
26	Slips, trips and falls	x
27	Special needs for elderly or disabled	x
28	Spillages	x
29	Strike by objects (balls etc)	x
30	Subject sensitivity (film/lecture content, political message)	
31	Temperature - contact and ambient	
32	Temporary Structures (tents, marquees)	x
36	Weather - extremes	x
37	Work at height - cliffs, high areas	
38	Children and young people being left unattended	x
39	Objects left around	x

Next Generation Soccer Schools Risk Assessment

Business Name Next Generation Soccer Schools

Contact Name Steve Potts

Contact Number 07800 890413

Date updated 10 November 2016

Description of activity / event This is a risk assessment to ensure best practice is done, which will ensure the safety of the participants. The participants within a Next Generation lesson are; the coaches, the children (4 years to 11 years of age), the parents, and the primary school staff.

Next Generation Soccer Schools can be delivered at several different locations: Parks, schools, primary schools, leisure centres, and birthday parties.

Hazard Number (from overleaf)	Where is the risk present?	Describe the risk identified	How do you intend to minimise this risk?	Rate 1 (low) -5 (high)
1- Alcoholic drinks	All venues	Improper behaviour from the coaches due to alcohol intake.	<ul style="list-style-type: none"> Alcohol is prohibited at all times whilst representing Next Generation Soccer Schools. 	3
2 - Animals	Public parks Leisure centres	Young children can be at risk from animals when they are being taught in a public area	<ul style="list-style-type: none"> Ensure the area has a gate that is closed at all times when possible. Ensure the coaches are aware of the risk. Make sure children are in a contained area. 	1

4 - Children/ young people		The specific risks involved with children are; abuse, abduction, missing children, and injury.	<ul style="list-style-type: none"> • These will be minimized by ensuring the coaches have had child protection training. The specific measures will be detailed below. 	3
		Abuse	<ul style="list-style-type: none"> • All coaches will be child protection trained and briefed. • Coaches will have a DBS checks within the last year. • Any allegations will be treated with the upmost seriousness. 	3
		Abduction	<ul style="list-style-type: none"> • At sessions within public environments a register will be taken and the coaches will ensure parents or responsible guardians collect the children. • Coaches will not release children into another adults care unless with direct instruction from the parent. • Pick up instructions will be given to the coaches. 	3
		Missing children	<ul style="list-style-type: none"> • Coaches will keep an eye on the children and ensure the area is as safe as reasonably possible. • Dismissing children will be done by following certain procedure. 	3
		Injury	<ul style="list-style-type: none"> • The following guidelines within the risk assessment should be followed. Also in case of injury a first aid trained individual should always be present or accessible, as well as a first aid kit. 	3
5 - Coaching and Teaching	Children and coaches	Improper behaviour from the coaches	<ul style="list-style-type: none"> • Ensure all coaches have seen the risk assessment and aware of their responsibilities when working with children. 	3

6 - Crowds and general public	Children	Danger of abduction and abuse from members of the public.	<ul style="list-style-type: none"> • Keep children inside a controlled environment and ensure coaches are mindful of dangerous situations. • Ensure children are only released into the care of their legal guardian, or an authorised, pre-arranged person. 	2
7- Electrical appliances	Everyone	Electrocution	<ul style="list-style-type: none"> • Do not teach if there is danger from electrical appliances. • Check the area for possible hazards. 	4
8- Equipment	Everyone	Injury, choking	<ul style="list-style-type: none"> • Ensure there are no small parts within reach of children. • Do not teach with broken or dangerous equipment. • Check equipment before starting the lesson. 	2
9- Fire	Everyone	Injury, death, burns	<ul style="list-style-type: none"> • Follow the venues fire precautions. • Ensure fire procedure is known by all coaches at the venue. 	3
11- First aid procedures	Everyone	Injury as a result of poor first aid	<ul style="list-style-type: none"> • If first aid is required alert a member of staff who is first aid trained. If there are no members of staff available, check for immediate danger and then contact the ambulance service. • Make sure the non-injured children are safe whilst dealing with the injured person. 	4
13 - Food	Children	Allergic reactions	<ul style="list-style-type: none"> • Do not provide food to children under your supervision without prior consent from the parents. 	4

15 - Injury/ exhaustion	Everyone	Injury/ exhaustion	<ul style="list-style-type: none"> • As a coach take regular breaks especially if feeling tired or there is hot weather. • Ensure you have plenty of water throughout your coaching. • Give the children regular breaks if the weather is hot. • Make sure the children have appropriate clothing. 	3
19- Noise/ loud music	Everyone	Loud music damaging hearing	<ul style="list-style-type: none"> • Do not play music at a volume that could harm hearing. • Ensure children can still hear the coaches over music. 	2
20- Physical activity	Everyone	Fatigue	<ul style="list-style-type: none"> • Rest. • Take care whilst handling heavy equipment. 	2
21- Physical contact (Sports)	Children and Coaches	Children falling and children bumping into each other	<ul style="list-style-type: none"> • Explain to the children that they need to be careful not to crash into each other. • Minimise the risk for each game by spreading out spots. • Do not give footballs to all the children, only to those directly under your supervision. 	3
22 – Possibility of violence	Children	Children fighting with each other and coaches being violent towards children	<ul style="list-style-type: none"> • Coaches must be vigilant towards aggressive behaviour from children. • If problems occur the parents and the school should be notified. • As a coach you should never express yourself in an aggressive manor. 	
25- Sharp objects	Everyone	Injury, cuts and protrusions	<ul style="list-style-type: none"> • Ensure area is clear of all sharp objects • Check equipment is properly maintained and not broken. 	4

26- Slips, trips and falls	Children	Injury	<ul style="list-style-type: none"> • Explain to children they need to be careful. • Check equipment regularly and tidy area before. • Check children's footwear. • Check for shoe laces, assist in tying. • Ensure lessons are not done in dangerous conditions. • Warn children of slipping conditions and block off areas of concern. 	4
28- Spillages	Everyone	Slipping	<ul style="list-style-type: none"> • Clear up any spillages immediately. 	4
29-Strike by objects	children	Bruising, injury from contact	<ul style="list-style-type: none"> • Tell children to be careful with equipment. • Spread out marker cones. • Only give footballs to those directly under your supervision. • Keep footballs below head height unless well away from the children or they are fully aware of what the ball will be doing. 	5
36- Weather	Everyone	Exhaustion, heatstroke, illness.	<ul style="list-style-type: none"> • Ensure appropriate clothing is worn for weather from really hot to really cold. • Take extra drinks breaks and ensure hats and sun cream is applied before hot lessons for the coaches and the players. • Use your judgement as to whether the weather is too cold or too hot for football. • Keep children moving around and keeping warm during cold weather. 	5

38- Children being left unattende d	Children	Abduction	<ul style="list-style-type: none"> • Ensure area is safe and secure. • Keep register of children in parks and only let them leave with their guardian. • Do not leave children unattended at any time. 	4
39 – Objects being left around		Chocking, cuts, tripping	<ul style="list-style-type: none"> • Check the playing area before the lesson begins and clear away any potential hazards. 	4

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<u>Number</u>	<u>Hazard or Risk</u>	<u>X if this applies</u>
1	Footballs	X
2	Marker Cones	X
3	Goals	X
4	Bibs	X
5	Bubbles	X
6	Balloons	X
7	Cones	X
8	Medals	X

Next Generation Soccer Schools Risk Assessment (Part Two) - Equipment

Business Name Next Generation Soccer Schools

Contact Name Steve Potts

Contact Number 07800 890413

Date updated 10 November 2016

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Next Generation Soccer Schools can be delivered at several different locations: Parks, schools, primary schools, leisure centres, and birthday parties.

Hazard Number (from overleaf)	Person at Risk	Describe the risk identified	How do you intend to minimise this risk?	Rate 1 (low) -5 (high)
1 – Footballs	Coach, Children, Staff, Spectators	Slips and trips: This could injure ankles as well as injuries caused from falls. Footballs can also cause injury to the body in particular the head if they are hit with them.	<ul style="list-style-type: none"> • Make sure the children are kicking footballs away from other children. • Make sure where the children are moving to is clear of footballs as often as you can. • Ensure footballs are collected after each game. • Ensure spectators stand a far enough distance away. • Ensure staff do not kick footballs above head height towards children. 	4

2 – Marker Cones	Coach and Children	Injuries obtained from slipping on marker cones.	<ul style="list-style-type: none"> • Make sure if it is wet children are careful when standing by the marker cones and moving towards them. 	2
3 – Goals	Coach and Children	Children can trip over the goals. Children can also fall over or get tangled in the net.	<ul style="list-style-type: none"> • Make sure children do not lean on or play with the goal if possible. • Make sure children never climb over the goal. • Make sure if children have to walk around the goal or are playing games surrounding the goal they are mindful of the goal posts. Try not to set situations or games where they have to walk around the goal close to the net. 	4
4 – Bibs	Coach and Children	Bibs getting caught on things or being pulled by other children.	<ul style="list-style-type: none"> • Ensure children are wearing the bib properly, not just around their neck. • Ensure children know not to pull other peoples bibs. • Do not use damaged or torn bibs as they will be loose and can catch on things. 	4
5 - Bubbles	Coach and Children	Slipping on wet floor. Bubbles in eyes.	<ul style="list-style-type: none"> • Make sure the area is clear of wet marks as soon as they appear. • Ensure bubbles are not blowing into children faces. 	1
6 - Balloons	Coach and Children	Children running after balloons into dangerous situations or children swallowing bit of burst balloons.	<ul style="list-style-type: none"> • Make sure if children want to take balloons home we tie them to a piece of string that the children can hold on to or that the parents can tie onto them. • Make sure any burst balloons have been tidied up. • Consult with the nursery staff before using balloons within the lessons as some have their own policy regarding it. 	2

7 – Cones	Coach and Children	Slips on cones	<ul style="list-style-type: none"> • Make sure you do not have cones on slippery surfaces during games where the children may stand on them or run near them. 	3
8- Medals	Children	Physical harm	<ul style="list-style-type: none"> • Make sure medals are only given to children over the age of three. • Make sure the release mechanism on the point where the medals join is working. • Do not un pack the medals from their plastic cover in the nursery. 	

Next Generation Soccer Schools

Coaching Procedures

As coaches each of us has a responsibility to keep the children under our care safe and protected. To aid with this we have created a series of procedures that detail exactly what should be done when certain incidents occur. These will cover what to do in the event of: Accidents; bullying or any inappropriate behaviour (child protection); and register and going home time. Ultimately as a self-employed coach the point of responsibility lies with you and it will be your insurance that is in jeopardy should incidents be responded to incorrectly! We will detail what we recommend doing during and after the events, and our risk assessment should help minimise the risk to the children initially. These should help protect yourselves and the children's welfare and therefore keep our business operational and thriving.

Register and going home time

This refers to the extra-curricular activities with children where the coach has a register and is the responsible person for signing the children in and out with their parents. After-school clubs, breakfast clubs, and lessons within parks and non-school venues are included.

Registers:

1. The coach should have an up to date register with each child's; name, a contact number for their guardian, somewhere to tick them off, and any medical information that is relevant.
2. If you have to pick up the children from class rooms or anywhere similar make sure you count the number of children before you start walking and once again when you arrive at the soccer venue.
3. Furthermore, ask the teachers or parents that drop the children off if there are any absences.
4. The coach should tick the children off at the beginning of every session when everyone has arrived and is sitting down ready to play.
5. Any absences that were not explained by the teachers, then ask the assistant to investigate.
6. Ensure the children are quiet and calm during the register to reduce risk of mishearing or making mistakes during the process.

Going home time:

1. During home time have the children sitting down or in a calm controlled line.
2. Then as each parent arrives ask them who they are here to pick up. Only then do you summon the child who can then leave with their parent or guardian. If you have an assistant they can talk with the parents as you stay with the children or vice versa.

3. Any changes to the standard pick-up routine should have been notified early in the day through you directly, by leaving a note at the school office, or by contacting our booking office.
4. Make sure the children are comfortable with who has come to pick them up.
5. If the children show distress, are confused, or unsure who is picking them up then ask the child to remain under your supervision whilst you confirm with their parents or with the school teachers.
6. Do not let children walk home on their own under any circumstances.

Accidents and Injuries

This refers to incidents that happen where a child has been injured or had an accident that requires the coach's direct attention.

During the incident:

1. Ensure all other children are safe by stopping the lesson and sitting the children down somewhere out of harm's way.
2. Have the assistant coach/parent/school or nursery assistant deal with the non-affected children keeping them calm, under control and safe.
3. If you are first aid trained and feel comfortable dealing with the incident commence first aid.
4. Call 999 if it appears serious or call the child's parent if not.
5. Use your judgement as to whether the session can continue or if it should be stopped.

After the incident:

1. Notify the venue
2. Notify Franchise Owner and fill out an accident report form acquired from the office or printed from the template below.
3. Review the session structure, rules and risk assessment to ensure that this doesn't happen again.
4. At the beginning of the next session explain clearly any rule changes or new expectations for the children.

Bullying and other inappropriate behaviour

This refers to children that are behaving in an inappropriate manner within the soccer sessions. Some examples are; bullying, swearing, sexual behaviour and aggressive behaviour...

During the incident:

1. Stop the incident as soon as it is noticed

2. Separate the affected children whilst ensuring the assistant coach has control over the rest of the session
3. Explain the child's wrong doing ensuring they understand what they can and cannot do during soccer
4. If it is a minor incident let the child join back in, if it is more serious the child will have to stop soccer and be taken to their teacher or responsible guardian.

After the incident:

1. Report it to the school/parent if you have any concerns about the child or the children affected by the incident.
2. Report it directly to the Franchise Owner

Next Generation Soccer Schools Risk Assessment – First Aid Kit

This is a risk assessment of the first aid kit which is supplied to first aid trained coaches.

<u>Number</u>	<u>Hazard or Risk</u>	<u>X if this applies</u>
1	Items missing from the kit	X
2	Out of date items	X
3	Allergies	X
4	Infections	X
5	Use of medications	X
6	Use of creams and lotions	X
7	Improper use	X

Next Generation Soccer Schools Risk Assessment (Part Three) -

Business Name Next Generation Soccer Schools

Contact Name Steve Potts

Contact Number 07800 890413

Date updated 10 November 2016

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Hazard Number (from overleaf)	Describe the risk identified	How do you intend to minimise this risk?
Items missing from the kit	It would be a risk for someone to go into the first aid kit looking for something to treat someone with and then finding that item missing.	<ul style="list-style-type: none">• Laminated card in each first aid kit asking for any used or contaminated items to be replaced. Let Franchise Owner know about the items by email.

Out of date items	<p>It would be a risk for someone to go into the first aid kit looking for something to treat someone with and then finding that item was out of date.</p> <p>It is also a risk that they use the item and find it is not 100% functional.</p>	<ul style="list-style-type: none"> • Area Manager will regularly check the first aid kits once a month. • Also notify the users to maintain and check their first aid kits as well.
Allergies	Reactions to certain plasters, gloves etc...	<ul style="list-style-type: none"> • Only include contents that are latex free and hypoallergenic. • Check register for allergies before using first aid equipment.
Infections	Infections occurring by touching open wounds etc...	<ul style="list-style-type: none"> • Use the gloves and/or hand wipes to sterilise before touching anything else.
Use of medications		<ul style="list-style-type: none"> • Not included
Use of creams and lotions		<ul style="list-style-type: none"> • Not included
Improper use	People misusing the contents	<ul style="list-style-type: none"> • The laminated card has “only to be used by first aid trained people” • A First aid course has been provided for the coaches .