

Risk Assessment Form – Sport & Physical Activity Indoors and Outdoors

Venue	Activity/event Sports Clubs	Academic year 2025-26	Persons involved Participants, Team Managers, activity deliverers, event staff.		
Risk prior to measures	Who may be harmed		Precautions	Any further actions/venue specific risk	Risk rating after measures
Hair, clothing or jewellery entangled in equipment	Participants		Visual check of participants, they should wear appropriate clothing and shoes, remove jewellery and tie back long hair.	Deliverers to check clothing is suitable and no jewellery	Trivial
Participants colliding with each other or equipment / obstacles	Participants		Designate safe area. Draw attention to obstacles. Control pace and numbers of people active in the space.		Low
Collisions with non-participants	Participants & Non-participants		Ensure area is free from other users, instructor to remain vigilant to those who may enter area. Halt session if required.	Use designated areas only	Trivial
Tripping and falling onto a hard surface	Participants		Make participants aware of dangers e.g. slipping, tripping.		Low
Contact with foreign elements/objects on the playing surface	Participants		Inspect area prior to start of session, remove isolate any hazards		Trivial
Misuse or lack of control of equipment leading to purposeful or accidental striking of other people.	Participants		Reinforce safety message and game rules. Work in controlled groups with specific individual tasks. Establish safe spacing between each group. Discipline any negative or potentially dangerous behaviour,	Use qualified officials, code of conduct for participants	Trivial
Muscular injury though excessive stress/strain. Injury though incorrect execution of activity.	Participants		Follow aerobic and mobilising warm up exercises. Use appropriate size/weight equipment. Follow governing body guidelines and adhere to safe practice. Reinforce safety messages.	Assess quality and appropriateness of equipment.	Low

Showing a negative physical response to exercise – overly heavy breathing, dizziness etc.	Participants		Observe physical responses.	First aid provision on day.	Trivial
Children walking off unsupervised.	Participants		Ensure a head count is completed at the start of each activity. Ensure children are in an area which is visible to all staff. Set clear guidelines regarding where children are allowed to be & where they are not allowed to be. Ensure appropriate ratio's (1:10) are maintained at all times.		Low

Risk prior to measures	Who may be harmed	Precautions	Any further actions/venue specific risk	Risk rating after measures
Fall on football turf / burn	Participants	Make participants aware of dangers eg; tripping falling. Games/activity should be well controlled by deliverers.		low
Graze from fall on concrete surface	Participants	Make participants aware of dangers eg; tripping falling. Games/activity should be well controlled by deliverers.		Low
Young person becoming separated from their group	Participants	Advise team managers to keep control of young people and be conscious of their whereabouts at all times.	All staff wear uniforms to be identifiable to lost individuals	Trivial
Falling object or projectiles (eg balls etc)	Participants	Games / activities to be played in designated areas only. Under supervision of qualified staff.		Trivial
Trip or fall whilst using stairs	Participants/ Leaders/ deliverers	Use warning signs on stairs. Team Managers to control groups over bridge and using stairs.	Signs put up prior to start of event	Low
Twist/turn of joint eg ankle, knee, wrist.	Participant	Suitable warm ups and activities to be delivered by qualified coaches.	First Aid provision	Low
Cold / wet / icy conditions	Participants/ Leaders/ deliverers	Team Managers to ensure participants wear appropriate clothing for weather conditions. Coaches to be aware of impact weather has on session safety.		Trivial

Hot / humid conditions Sun stroke or burn	Participants/ Leaders/	Team Managers to ensure participants wear appropriate clothing for weather conditions. Coaches to be aware of impact weather has on session safety.		Trivial
Electricity cables/wires causing injury or trip/fall.	Participants/ leaders/	Warning signs in place and cables placed out of the way of passage.	Signs put up prior to start of event	Low
Moving vehicles	Participants/ Leaders/ deliverers	Control areas where vehicles will be moving and use warning signage.	Signs put up prior to start of event. Employment of car park attendants	Low
Awareness of policies and procedures	Participants/ Leaders/ deliverers	All staff must read and sign all ProStars policies and procedures prior to the start of camps.	Staff training will be provided to ensure staff understand the policies and procedures.	Low
Admissions and fees	Participants/ Leaders/ deliverers	Prior to the start of each camp, all children must be booked onto the camp via ProStars online booking site. When booking, parents will be asked to fill out basic information about their child which allows senior management from ProStars to assess the suitability of the booking.	Senior managers will be trained how to use the booking system to effectively book children onto programmes with ProStars	Trivial
Third-party providers	Participants/ Leaders/ deliverers	Prior to any third party providers being allowed on any camps, they must be DBS checked. This DBS check must be checked and stored in the drive by senior management at ProStars.		Low
Staff suitability	Participants/ Leaders/ deliverers	All staff must be DBS checked. Lead staff must have appropriate safeguarding and first aid training. Lead staff must have a minimum of a Level 2 coaching qualification or a BTEC Level 3. All qualifications must be stored in the drive.	Staff will receive training on how to deliver sports camps safely and effectively.	Low
Site suitability	Participants/ Leaders/ deliverers	Risk assessment of the site needs to be conducted each day by the lead staff. Prior to conducting a camp at a venue, senior staff should inspect the venue to assess its suitability for sporting activities.	Training on how to complete risk assessments will be provided.	Low

Fire safety	Participants/ Leaders/ deliverers	At the start of each camp, lead staff should inform everyone where the fire assembly points are and what to do if a fire breaks out. Senior staff need to confirm with the venue that the fire alarms are in working order (prior to the start of each camp).	Lead staff will be told where the fire assembly points are by senior staff.	Low
Emergency evacuations and closures	Participants/ Leaders/ deliverers	In the event of an emergency, staff should follow the venues Emergency operation policy. This needs to be explained to everyone at the start of the camp.	All staff should receive a copy of the venues emergency operation policy prior to the start of the camp.	Low
Health and Safety	Participants/ Leaders/ deliverers	Risk assessment of the site needs to be conducted each day by the lead staff.	Training on how to complete risk assessments will be provided.	Low
Accidents and injuries	Participants/ Leaders/ deliverers	Risk assessment of the site needs to be conducted each day by the lead staff. All accidents that have required first aid need to be recorded in the accident log by lead staff. A record should be kept for ProStars and a record should be given to the parent or guardian of the child. Prior to the child being released, the lead staff should explain what happened to the parent. In the event of a serious injury, 999 should be called as soon as possible. First aid should be administered by qualified staff and support staff should direct medical authorities to the site of the injury. In the event of a serious injury, a coach should stay with the child and all other children should be moved to a different room (if possible).	Training on how to complete risk assessments will be provided. Training will be provided on how to deal with accidents and injuries.	Low
Food	Participants/ Leaders/ deliverers	Children will be encouraged to bring their own food where possible. In the event that food is supplied for children it will be by a registered HAF company and all food purchased will be 'nut free.'		Low

Security	Participants/ Leaders/ deliverers	<p>Children will be coached in a secure location. For example, doors and exits should be locked where possible.</p> <p>When children need to leave the room (e.g. for toilet breaks), they should be escorted by a member of staff.</p> <p>Leaders should ensure that all children are in a place that is visible to them at all times.</p>	Staff will receive training on keeping children safe.	Low.
Missing children	Participants	<p>A register should be taken prior to the start of each activity.</p> <p>Leaders should ensure that all children are in a place that is visible to them at all times.</p> <p>In a case where children do become missing, staff should search the venue as soon as it is safe to do so. If the child is not found, the Police should be called.</p>		Low
Uncollected children	Participants	<p>Prior to the start of camps, times will be clearly advertised on ProStars booking system.</p> <p>In the event where a parent is late, they should let the lead coach know as soon as possible.</p> <p>Coaches will be expected to wait with a child for up to 15 minutes after the time of the camp. After this time, the coach should ring the police to come and collect the child. The coaches should remain with the child until the appropriate authorities take responsibility for the child.</p>		Low
Behaviour	Participants/ Leaders/ deliverers	<p>All lead staff should set out expectations for children's behaviour at the start of each day.</p> <p>All staff should follow ProStars behaviour policy.</p>	Staff will receive training on behaviour management strategies of staff.	Low

		If children's behaviour is persistently bad or endangers the safety of others, the child's parents must be contacted for them to come and collect them.		
Holiday club staff members, volunteers and other visitors under the influence of alcohol or drugs	Participants/ Leaders/ deliverers	<p>If any staff member is found to be under the influence (or seems to be under the influence), senior staff at ProStars must be informed immediately.</p> <p>Lead staff should remove the individual from the camp. If it is the lead staff under the influence, senior staff must be called to remove that member of staff from the camp.</p>		Low
Taking photographs	Participants/ Leaders/ deliverers	<p>When children sign up for the camp, parents will be asked if they give permission for their child to be photographed. This register will be given to the lead staff at the beginning of each day.</p> <p>It is the lead staff's responsibility to inform other staff as to who can be photographed.</p>		Low