

COLLECTIVE ACTIVITIES - RISK ASSESSMENT

Department/Area	Reach Coaching staff	Date Assessed	February 2024
Person Conducting Assessment	Daniel Clark-Basten (Atlas)	Date Reviewed	April 2024
Managers Name	Dan Palmer	Date Reviewed	Jan 2025
Title of Risk Assessment	Reach Collective Activities	Date Reviewed	Feb 2026
Detail the source of the risk: The background information, description of the Event.	This assessment though not exhaustive is to highlight the potential hazards involved in the activities described and the mitigating steps put in place to minimise risk of personal injury or harm.		

Item	Who is at Risk	Significant Hazards	Initial Risk			Control Measures	Residual Risk		
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Horse riding	Staff & Students	<p>While tacking up & grooming the horse students could sustain a range of Injuries from:</p> <ul style="list-style-type: none"> ➤ Being kicked ➤ Being bitten ➤ Stood on <p>While riding the horse/pony students could sustain injuries from:</p> <ul style="list-style-type: none"> ➤ Falling from saddle ➤ Being thrown 	4	4	16	<ul style="list-style-type: none"> ➤ Staff & Students will: ➤ Attend a pre-activity safety briefing. Safety briefing includes behaviour expectations and the need to listen carefully to all instructions. ➤ Attend a safety brief prior to making contact with horses. ➤ Remain aware and vigilant of horse's mood and movements. ➤ wear appropriate clothing and PPE e.g. riding helmet, gloves. ➤ Be supervised at all times by a competent person. ➤ Always remain in designated areas. ➤ Horse riding club to have Emergency procedure in place. ➤ Horse riding club to be fully insured. ➤ Only trained, competent and experienced staff and students must lead horses with inexperienced riders. ➤ Instructor assesses rider's capability, competence and confidence at all times so as to ensure all riders receive the correct level of support. ➤ All beginner and inexperienced riders to use a mounting block. The horse to be held while riders mount the horse. ➤ Stable staff ensure that all horse have been fitted properly with the correct head gear, lead, saddle etc.. 	3	4	12
Manual handling Hay/feed	Staff & Students	<ul style="list-style-type: none"> ➤ Musculoskeletal injuries ➤ Dust inhalation causing irritation ➤ Insect/mite bites ➤ Allergic/skin reaction 	3	3	9	<ul style="list-style-type: none"> ➤ Riding club to supply adequate manual handling equipment (<i>sack trucks, barrows etc</i>). ➤ Staff and students to use all available manual handling equipment. ➤ Students have appropriate manual handling training. ➤ Only trained personnel to operate agricultural equipment. ➤ Staff and students observe personal hygiene requirements. 	2	3	6

COLLECTIVE ACTIVITIES - RISK ASSESSMENT

		<ul style="list-style-type: none"> ➤ Knocked over by horse 				<ul style="list-style-type: none"> ➤ Stable personnel to monitor horse's behaviour and mood to ensure area is safe for staff and students to work in. ➤ Bedding down and mucking out tasks are only undertaken when stable personnel deem that is safe to do so. ➤ Staff and students wear full required PPE for the task. ➤ Staff and students are supervised at all times. ➤ Trained first aider on site. ➤ Full first aid box available on site. 			
Court sports	Staff & Students	<p>Sports impact injuries such as:</p> <ul style="list-style-type: none"> ➤ Muscle/tendon Sprains & strains ➤ Bruising ➤ Skeletal breaks & fractures ➤ Eye damage <p>Impact injuries from:</p> <ul style="list-style-type: none"> ➤ Collision with players ➤ Hit with shuttlecocks/balls ➤ Fighting 	4	3	12	<ul style="list-style-type: none"> ➤ A safety briefing is delivered to the students including the awareness of each other, other players and spectators, behaviour expectations. ➤ Ensure the court surface is in a suitable condition. ➤ Ensure the court area remains suitably maintained in a clean & dry condition. ➤ Courts should be swept clean of all debris as required. ➤ Restrict fluids around the court area. ➤ A maximum number of students per team on court at any one time. ➤ No drinks allowed in the sports hall ➤ Maintain a clutter free area around courts ➤ Suitable free space is maintained to the rear of courts. ➤ First aid kit available in the sports hall. ➤ Trained first aiders available. ➤ Suitable clothing & footwear should be worn. ➤ Students warm up and stretch before and after the activity. ➤ Horseplay is strictly prohibited. ➤ Monitor behaviour of group and individuals & stop session if becoming too boisterous. ➤ Zero tolerance policy for aggression implemented. ➤ Constant supervision. ➤ Equipment is in good order and checked before using. 	3	3	9
Cricket / Rounders	Students	<p>Sports impact injuries such as:</p> <ul style="list-style-type: none"> ➤ Muscle/tendon Sprains & strains ➤ Bruising ➤ Skeletal breaks & fractures ➤ Eye damage <p>Impact injuries from:</p> <ul style="list-style-type: none"> ➤ Collision with players ➤ Hit with ball ➤ Fighting 	4	3	12	<ul style="list-style-type: none"> ➤ A safety briefing is delivered to the students including the awareness of each other, other players and spectators, behaviour expectations. ➤ Ensure surface to be played on is flat & suitable. ➤ Weather conditions are suitable. ➤ First aider is present with suitable first aid kit. ➤ All equipment is in good condition before using. ➤ Warm up exercises have been completed prior to play. ➤ Behavioural conditions and expectations are explained before play. ➤ Appropriate PPE is worn by Batsmen. ➤ Suitable clothing & footwear should be worn. should be worn. ➤ Umpires or staff to stop play if ground conditions become unplayable or weather conditions become unsuitable. 	2	3	6

COLLECTIVE ACTIVITIES - RISK ASSESSMENT

Swimming	Students	<ul style="list-style-type: none"> ➤ Drowning ➤ Excessive water inhalation ➤ Muscular cramp ➤ Lacerations from lifted/damaged tiles ➤ Injuries sustained from slipping poolside/showers ➤ Electric shock from hair dryers ➤ Viral infections such as verruca's 	4	4	16	<p>Pool safety brief given to all including:</p> <ul style="list-style-type: none"> ➤ Behaviour in and around the pool. ➤ Expectations of Reach Students ➤ Rules and procedures for using the facility. ➤ Suitable hazard & Warning signs in place. ➤ Depth markers to indicate where the deep and shallow ends are. ➤ Students are ALWAYS supervised. ➤ Pool only to be used when Lifeguards are present. ➤ Rescue equipment e.g., buoyancy aids are available close to the pool. ➤ First aid kit in close proximity to the pool. ➤ Monitor behaviour of group and individuals. Stop session if becoming boisterous. ➤ Session is stopped if students repeatedly break rules. ➤ Swimming pool to ensure all equipment is in good condition. ➤ Students & staff use the facility at their own risk. 	3	4	12
Visit to swing park	Children & Young people	<ul style="list-style-type: none"> ➤ Trap fingers in the entrance gate. ➤ Collision with equipment such as swings, see-saws, roundabout, spring ride on's, zip lines. ➤ Breaks, fractures and sprains from falling off equipment such as swings & zip lines. ➤ Exposure to elements, sun, rain etc. ➤ Contact with animal faeces in sand pits & grassed areas. ➤ Minor injuries from running around, grazes minor cuts. 	4	3	12	<ul style="list-style-type: none"> ➤ Staff will ensure the park being visited is reputable and managed by the local councils. ➤ Gates will be opened and closed by staff, ensuring it is secured. ➤ All staff are first aid trained and will carry suitable first aid equipment. ➤ Children & young people, if necessary, will be shown how to use the equipment, i.e how to mount & dismount safely. ➤ All children & Young people will be suitably dressed and if required sunscreen applied before any play activities begin. ➤ As far as reasonably practicable, staff will survey the play area for any animal faeces and advise the children & Young people accordingly. (staff are not to clean this under any circumstances). ➤ While maximum autonomy will be given to the children & young people during general play, they will be supervised at all times and calming/de-escalation measures introduced where appropriate. 	2	3	6
Third party Adventure activities	Students	<p>Injuries sustained from falling from height such as:</p> <ul style="list-style-type: none"> ➤ Head injuries ➤ Lacerations ➤ Skeletal breaks & fractures ➤ Muscular injuries ➤ Damage to equipment 	4	3	12	<ul style="list-style-type: none"> ➤ Reach staff will ensure all providers have the required standards and insurances in place prior to deploying on outings. ➤ The activity centre will ensure all medical provisions are in place. ➤ Only skilled and qualified staff will undertake the leadership of any activity. 	2	3	6

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Number from Risk Assessment	Transfer Key Actions Required for Risks	Who is responsible?	Target date/ By When?	Progress	Completed Date

Risk Assessment Summary Index									
LIKELIHOOD (L) =	ALMOST CERTAIN	5	SEVERITY (S) =	SEVERE	5	=	DEGREE OF RISK (DR) (Likelihood x Severity)	RESIDUAL RISK RATING (The level of Risk after control measures have been introduced)	
	PROBABLE	4		MAJOR	4			1 - 8 = LOW RISK	
	POSSIBLE	3		SERIOUS	3			9 - 15 = MEDIUM RISK	
	IMPROBABLE	2		MODERATE	2			16 - 25 = HIGH RISK	
	REMOTE	1		MINOR	1				