

OVER THE NET, BACK OF THE NET SPORTS CAMPS

RISK ASSESSMENT FORM

DATE: SEPTEMBER 2024

Risk Assessment

Assessing the risks at any event/activity is essential. This risk assessment has been pre-populated with a non-exhaustive list of some key hazards that apply to most events and activities. Consideration must be given for additional control measures that may be required for these hazards, along with any other hazards that are specific to the type of event/activity. These may include the use of any special equipment, health and safety and access needs for disabled children/adults.

Name and role of Lead Adults	Name of other adult supervisors	Date of risk assessment
Peter Neathey Robert Ellis Sam Neathey		3/9/24
Name of Event/Activity	Number of Children	Date(s) of Event/Activity
Over the Net, Back of the Net Sports Camps		21-25/10/24

Hazard	Who at risk	Initial Risk Score (L / M / H)	Control Measures	Mitigated Risk Score (L / M / H)
Risk of incidents arising from unsupervised children	Children	L	<ul style="list-style-type: none"> • All adult supervisors will hold an up to date DBS and have completed basic awareness safeguarding training • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • Coaches/staff will ensure they have read and always uphold the Over the Net, Back of the Net Sports Camps Safeguarding Policy and Reporting Procedures. • Coaches/staff are competent for the scope of the specific event/activity undertaken. • Minimum staff/children ratios will be <ul style="list-style-type: none"> ○ 2:8 for children 10 and under ○ 2:10 for children aged 11 and over • Where visits require a higher level of supervision, this will be detailed as follows (blank if not applicable): <ul style="list-style-type: none"> ○ • Group control measures used to supervise children will require large groups be split into predetermined small groups each with named staff. • Children will be accompanied by a member of staff/their own parent to any public toilets (for non-public toilets, the member of staff/parent will wait nearby and in direct line of sight of the toilet) • Children are briefed about appropriate conduct and specific risks about which they should be aware. 	L

Emergencies, medical issues and accidents	Adults Children	M	<ul style="list-style-type: none"> • All Over the Net, Back of the Net Sports Camps are qualified First Aiders • Staffing ratios to children will allow for dealing with emergencies that require the group to split up. • Consent process includes specific medical/medicinal information, dietary requirements and emergency contact details. • First Aid kit and mobile phone carried with the group. Emergency procedure card carried with First Aid kit. • Emergency contact(s) available to assist both in and out of normal working • Event/activity timetable, location and coach/participant list known to emergency contacts. • Staff have list of children plus parent/carer contact details with them. • Participants briefed in what to do should they become separated from the group. • Any specific medical needs have been considered. 	L
Adverse weather	Adults Children	L	<ul style="list-style-type: none"> • Spare clothing for children who may not come prepared with suitable clothing. • Weather forecast checked ahead of visit and programme adjusted accordingly. • Where over-exposure to the sun is possible, sun block carried (at least SPF30) and administered by the children themselves. • Access to drinking water available. • Suitable breaks out of the sun ensured in the timetable for the day. 	L

Risk of abuse and bullying	Adults Children	L	<ul style="list-style-type: none"> • All staff will hold an up-to-date DBS and have completed basic awareness safeguarding training. • All staff will be aware of and comply with the safeguarding policy and procedures. • Children and parents will be given information on safeguarding in advance of the trip and informed of who to report any concerns to. • ChildLine and NSPCC numbers will be shared with staff, parents and children. • Minimum staff/children ratios will be <ul style="list-style-type: none"> ○ 2:8 for children 10 and under ○ 2:10 for children aged 11 and over. • Communication with children through electronic devices will be conducted in accordance with the online safety and communication policy. • Children required to complete and return the acceptable use statement for internet and social media use. • All staff will comply with the anti-bullying policy. 	L
Inappropriate photography, filming and social media activity	Children	L	<ul style="list-style-type: none"> • Over the Net, Back of the Net Sports Camps photography policy in effect/adopted. • Over the Net, Back of the Net Sports Camps online safety and communication policy in effect. • Children required to complete and return the acceptable use statement for internet and social media use. 	L

Missing children	Children	M	<ul style="list-style-type: none"> • Missing child procedure relayed to all staff • Venue management details have been ascertained in advance. • Contact details for all children mobile devices available to hand if they get separated. • Children informed of venue meeting points / where to go if they get separated. • Emergency contact details for all children have been obtained. 	L
Inappropriate use of changing facilities	Adults Children	L	<ul style="list-style-type: none"> • Details of venue changing facilities to be ascertained in advance. • Children will have single use of changing facilities / come to the event changed and ready to play and will shower and change back at home/accommodation. • Staff will not use the changing facilities at the same time as children 	L
Late or non-collection of children by parents/carers	Children	H	<ul style="list-style-type: none"> • Collection arrangements discussed and agreed in advance with parents, including the process that will be followed in the event of non-collection. • Significant/repeated concerns about timekeeping and non-collection are raised to the Over the Net, Back of the Net Safeguarding Officer • A record of late or non-collection is kept on file. 	M
Other (detail)				
Other (detail)				

Name of Lead Coaches: Peter Neathey Robert Ellis Sam Hillman	Signature:	Date:
Names of Safeguarding Officer: John Love John.tennis@blueyonder.co.uk 07511 886971	Signature:	Date: