

TEMPLATE RISK ASSESSMENT FORM

VERSION 1.0 – FEBRUARY 2020

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 Adult	Name of other adult supervisors	Date of risk assessment
Name of Event/Activity	Number of Children	Date(s) of Event/Activity

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		<ul style="list-style-type: none"> • All adults 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. • Team Captains will ensure they have read and at all times uphold the LTA Safeguarding Policy and Reporting Procedures (www.lta.org.uk/safeguarding) • Lead Adult (and other adult supervisors) is competent for the scope of the specific event/activity undertaken. • Minimum staff/player ratios will be <ul style="list-style-type: none"> ○ 2:8 for children 10 and under ○ 2:10 for children aged 11 and over 	

			<ul style="list-style-type: none"> • 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 pupils will require large groups be split into predetermined small groups each with named leaders. • 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) • Players are briefed about appropriate conduct (including the code of conduct) and specific risks about which they should be aware • Parental consent is obtained for all visits that require transport, plus a completed consent and emergency contact form • The Lead Adult will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group (only LTA registered venues are used for trips) 	
Emergencies, medical issues and accidents	Adults Children		<ul style="list-style-type: none"> • [name of individual] is a qualified First Aider • Staffing ratios of adult supervisors 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 hours as follows: <ul style="list-style-type: none"> ○ • Event/activity timetable, location and coach/player list known to emergency contacts • Lead Adult has list of players plus parent/carer contact details with them • Players briefed in what to do should they become separated from the group • Any specific medical needs have been considered as follows (blank if not applicable): <ul style="list-style-type: none"> ○ 	

Adverse weather	Adults Children		<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. Any specific controls for extreme weather will be detailed as follows (blank if not applicable): <ul style="list-style-type: none"> ○ • Where over-exposure to the sun is possible, sun block carried (at least SPF30) and administered by the children themselves • Access to bottled drinking water available • Suitable breaks out of the sun ensured in the timetable for the day 	
Risk of abuse and bullying	Adults Children		<ul style="list-style-type: none"> • All adult supervisors will hold an up to date DBS and have completed basic awareness safeguarding training • All adult supervisors 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/player ratios will be <ul style="list-style-type: none"> ○ 2:8 for children 10 and under ○ 2:10 for children aged 11 and over • Adult supervisors will only enter children's bedrooms when required for the trip purposes (i.e. room inspection) and will do so as pairs • Room inspections conducted by two adult supervisors each day • 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 • Adults not associated with the trip will not be allowed to have unsupervised contact with children • All children provided with code of conduct for the trip • All adult supervisors comply with the anti-bullying policy 	

Inappropriate transportation methods	Adults Children		<ul style="list-style-type: none"> • All transportation has been formally agreed for the purposes of the trip • Minimum of two adult supervisors will travel in the vehicle with juniors sat in the back at all times (in emergency situations it may be necessary for one adult supervisor to drive a child to a hospital) • Parents and children will be informed of the destination, reason for the journey and who the driver and second adult supervisor will be • Parents will have provided a consent form confirming they are happy for their child to be taken in the car • Drivers will have a valid UK driving licence, satisfactory DBS check (if applicable), MOT certificate, road tax and insurance • All travellers will comply with laws on the use of seatbelts and restraints • Rest breaks taken for every two hours of driving 	
Inappropriate photography, filming and social media activity	Children		<ul style="list-style-type: none"> • LTA/County/Club photography policy in effect/adopted • County/Club online safety and communication policy in effect • All adult supervisors on trip familiar with the LTA photography and filming best practice guidance • Children required to complete and return the acceptable use statement for internet and social media use 	
Missing children	Children		<ul style="list-style-type: none"> • Missing player flowchart (copy in LTA Safeguarding at events, activities and competitions resource) provided to all adult supervisors • 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 	
Inappropriate use of changing facilities	Adults Children		<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 • Adult supervisors on the trip will not use the changing facilities at the same time as children 	
Late or non-collection of children by parents/carers	Children		<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 a • Significant/repeated concerns about timekeeping and non-collection are raised to the Club Welfare Officer / County Safeguarding Officer (delete as required) • A record of late or non-collection is kept on file 	

Other (detail)				
Other (detail)				

Name of Lead Adult	Signature:	Date:
Name of Welfare Officer / County Safeguarding Officer (delete as required):	Signature:	Date: