

GUILDFORD HOCKEY CLUB RISK ASSESSMENT

Description of Activity	Sport - Hockey	Times/ Days of Activity	Weekday evenings, Weekend daytime, holiday daytime.
Location(s) of Activity	Indoors – Queen’s Sports Centre Outdoors – Broadwater School. Charterhouse School. Priorsfield School and other hockey pitches or indoor courts used to host hockey.	Nature of the Activity	7 and 11-a-side invasion ball game. High intensity.

Area of Concern	What are the Hazards?	Who might be harmed and how?	Preventive Measures (What are we already doing?)	Anything else to manage risk?	Action by whom?	Action When?	DONE
1. People							
1.1 Players							
<i>Ratios</i>	<ul style="list-style-type: none"> - Lack of Supervision - Lack of Space 	Players. <i>Slips, trips, falls, collisions.</i>	<ul style="list-style-type: none"> - 1:10 U6+ - 1:12 12+ - 1:14 13+ - 1:16 – adults and 15+ 		Lead coach in charge of activity		
<i>Clothing</i>	<ul style="list-style-type: none"> - Inappropriate clothing for activity 	Players. <i>Cuts, bruises, strains</i>	<ul style="list-style-type: none"> - Coaches to check kit is appropriate to the activity and weather conditions - Players are expected to wear shin pads and mouthguards to all practices and matches. Left hand gloves recommended from age 10 upwards, but individual preference. 		Coaches Member in charge of activity		
<i>Goal Keepers Equipment</i>	<ul style="list-style-type: none"> - Inappropriate level of protection - Kit not worn properly 	Players. <i>Bruises, cuts, strains, breaks, death.</i>	<ul style="list-style-type: none"> - In order to participated GKs must have pads & kickers, gloves, body protectors, full helmet & throat guards, abdominal guard. - Help kitting out and sizing up provided at the start of the season. 		Coaches Member in charge of activity		

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<i>Jewellery</i>	<ul style="list-style-type: none"> - Jewellery - Watches 	Players. <i>Cuts, bruises, strains, eye injury</i>	<ul style="list-style-type: none"> - Coaches to ask players to remove all jewellery prior to starting the session. - Jewellery that cannot be removed for religious reasons must be made secure before player can participate 				
<i>Footwear</i>	<ul style="list-style-type: none"> - Incorrect footwear - Laces untied 	Players, Coaches <i>Cuts, bruises, sprains, strains</i>	<ul style="list-style-type: none"> - Coaches to check footwear is appropriate and in good repair - Bladed or long studded footwear is not acceptable 		Coaches Member in charge of activity		
<i>Equipment</i>	<ul style="list-style-type: none"> - Faulty Equipment - Misuse - Carrying heavy bags to and from pitches 	Players, Coaches <i>Cuts, bruises, strains, eye injury</i>	<ul style="list-style-type: none"> - Players should be taught to carry equipment safely 		Coaches Member in charge of activity		
<i>Awareness of Procedures/ Routines</i>	<ul style="list-style-type: none"> - Players unaware of safety issues relating to activity specific routines/ procedures 	Players, Coaches <i>Cuts, bruises, strains, eye injury</i>	<ul style="list-style-type: none"> - Players should be involved in the risk-management process - Players should be made aware of all normal procedures for a hockey session - Goal keepers encouraged to remain on their feet as much as possible and to face the ball at all times 		Coaches Member in charge of activity		
<i>Medical</i>	<ul style="list-style-type: none"> - Unidentified - Known medical conditions 	Players <i>Pre-existing conditions</i>	<ul style="list-style-type: none"> - Ensure players are medically fit to play - Appropriate water breaks given to players based on the weather conditions and or intensity of the activity - Medical information shared with all coaches that run sessions with players. Emergency contact information available to coaches. 		Coaches Member in charge of activity		

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			- Each team and age group to have two qualified First Aiders.				
1.2 Coaches							
<i>Expertise</i>	- Unsafe session through lack of knowledge/ experience - Coaches unaware of H&S guidelines due to experience.	Players, coaches <i>Cuts, bruises, strains, eye injury</i>	- Coaches should have a current knowledge and understanding of the rules, techniques and tactics of the activity they are supervising, teaching or officiating. This will be covered by coaches inset, training and release of current information and details. Also includes umpiring ability and updating on changes in the rules of the game		Lead Coaches Member in charge of activity Director of Sport		
<i>Supervision</i>	- Lack of appropriate supervision	Players <i>Cuts, bruises, strains, eye injury</i>	- Players should be supervised during all activities - Coaches should circulate the group in a way that allows the greatest supervision of all players while keeping the risk of injury low		Coaches Member in charge of activity		
<i>Teaching position</i>	- Inappropriate circulation of teacher	Coaches, Student <i>Cuts, bruises, strains, eye injury, trips, falls, collisions</i>	- Coaches should circulate around the group in a position that does not endanger players or themselves - Coaches to be observant at all times when session starts, especially of balls		Coaches Member in charge of activity		

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2. Context							
2.1 Facility							
<i>Work area</i>	Inappropriate working space	Coaches & Players <i>Cuts, bruises, strains, eye injury, trips, falls, collisions</i>	<ul style="list-style-type: none"> - Coaches should ensure the space is appropriate to the activity, number and level of the players. - Coaches to ensure that work area is free from all equipment not in use during activity - There should be a suitable run off between the playing area and perimeter of working space (1-2m). Where not possible, rules and organisation should be adjusted accordingly. - The surface should be true and flat - Check for frozen, flooded or otherwise unfit surfaces before sessions start and during sessions if the weather deteriorates. 		Coaches Member in charge of activity		
<i>Floor</i>	- Uneven floor Slippery Floor	Coaches & Players <i>Cuts, bruises, strains from trips, falls, collisions</i>	<ul style="list-style-type: none"> - Coaches should check ground/ carpet/ floor to ensure there are no risks to safety from holes, stones, glass, sharp plastics, animal excrement and unsecure goalposts. - Indoor court – check the hall floor 	- Concerns reported to Broadwater, Priorsfield, QSC coaches /Grounds manager	Coaches Member in charge of activity		
<i>Spacing</i>	Too many players playing on a pitch	Coaches & Players <i>Cuts, head injuries, bruises, sprains strains</i>	<ul style="list-style-type: none"> - Groups should be spaced appropriately based on the activity, age, ability of the players as well as taking in to consideration loose balls and direction players are working. 		Coaches Member in charge of activity		

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		<i>from trips, falls, collisions</i>					
<i>Location operating procedures</i>	Coaches and players not knowing operating procedures of location.	Coaches & players <i>Cuts, head injuries, bruises, sprains strains from trips, falls, collisions. Injuries through manual handling errors.</i>	- Players should be made aware of the normal procedures and routines for a hockey session.		Coaches Member in charge of activity		
2.2 Procedure/ Routines							
<i>Emergency procedures</i>	A lack of awareness of emergency procedures	Coaches & Players <i>Major injury/death</i>	- Medical Emergency procedure outlined in First Aid training, in the clubhouse and during coach education sessions. - Coaches and players should be made aware of this		Coaches Member in charge of activity		
2.3 Equipment							
<i>Appropriate use</i>	Inappropriate use of equipment	Coaches & Players <i>Cuts, head injuries, bruises, sprains & strains from trips, falls,</i>	- Equipment used in activities must be used appropriately for the activity and the age, ability and physical make-up of the group.		Coaches Member in charge of activity		

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		<i>collisions with players, coaches or equipment.</i>					
<i>Suitable</i>	Equipment not suitable for age, weight, activity	Coaches & Players <i>Cuts, head injuries, bruises, sprains & strains from trips, falls, collisions with players, coaches or equipment.</i>	- Equipment should be checked to ensure it is fit for purpose and meets the player’s needs. - Coaches should visually check goals & nets are secured so not to topple over, in good condition with all bolts in place. Faulty goals should not be used and reported to the Ground Manager Maintenance of goals will be carried out by the Grounds team regularly		Coaches Member in charge of activity Grounds Manager		
<i>Handling</i>	Inappropriate handling/ moving of equipment	Coaches & Players <i>Cuts, head injuries, bruises, sprains & strains from trips, falls, collisions with players, coaches or equipment.</i>	- Players should be educated on how to safely move equipment including where appropriate, goals. This should be based on their age, experience and physical make up.		Coaches Member in charge of activity		
<i>Storage</i>	Equipment not stored appropriately	Coaches & Players <i>Cuts, head injuries, bruises, sprains & strains from trips, falls,</i>	- All equipment should be stored in a safe and secure manner when not in use.		Coaches Member in charge of activity		

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		<i>collisions with players, coaches or equipment.</i>					
<i>Checking</i>	Equipment is not properly checked and so is faulty when used	Coaches & Players <i>Cuts, head injuries, bruises, sprains & strains from trips, falls from faulty equipment.</i>	<ul style="list-style-type: none"> - Coaches should visually check equipment before each session to ensure it is in good condition. - Grounds team will maintain the goals and pitches to a good condition. - Coaches should visually check all balls and sticks to ensure they are safe for use. 		Grounds manager Coaches member in charge of activity		
3. Organisation							
3.1 Group Organisation							
Registration	Missing player	Players <i>Major injury possible</i>	<ul style="list-style-type: none"> - Players to be kept within the venue until collection from a known adult or parent. 		Coaches Member in charge of activity		

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Warm Up	No warmup	Players <i>Sprains, strains, breaks</i>	<ul style="list-style-type: none"> - Physical warm up and stretching outlined to all participants - Warm up recommended at the start of each session where activity levels cannot be progressed slowly - Focus on lower body mobility 		Coaches Member in charge of activity		
Weather Conditions	Lightning, Ice, Hard Pitches, Sunshine, cold temp, hot temp		<ul style="list-style-type: none"> - Coaches to take into consideration the conditions when planning sessions to ensure the wellbeing of all involved. - Foil blankets to be carried in first aid kits. - Water breaks given appropriately - Pitches checked before each session 				
3.2 Teaching							
<i>Appropriate & Progressive practice</i>	Players are unable to cope with demands of practice. Inappropriate activities.	Coaches & Players <i>Cuts, sprains, breaks, head injury, eye injury</i>	<ul style="list-style-type: none"> - Coaches should plan for progression through conditioned practices and mini games that match age, experience, ability and confidence of players involved. - Players should be developed to exercise good stick and ball control at all times - Controlled pushing should be well established before hitting is introduced. 		Coaches Member in charge of activity		
3.3 Preparation							
<i>Setting Up of Equipment</i>	Setting up of goals and exercises	Coaches, Players <i>Cuts, head injuries, bruises, sprains & strains from trips, falls</i>	<ul style="list-style-type: none"> - Where more than one group is working on a pitch, care should be taken to avoid balls being hit across other activities. 		Coaches Member in charge of activity		

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3.4 Emergency Action

<i>Fire/ Evacuation</i>	Evacuation procedures not known	Coaches, Players	Coaches should follow guidance given in NOPS and EOPs		Coaches Member in charge of activity		
<i>Medical Emergency</i>	Medical procedures not known	Coaches, Players	Coaches should follow guidance given in NOPS and EOPs		Coaches Member in charge of activity		

4. Phased Return to Hockey. June 2020

<i>Area of Concern</i>	<i>What are the Hazards?</i>	<i>Who might be harmed and how?</i>	<i>Preventive Measures (What are we already doing?)</i>	<i>Anything else to manage risk?</i>	<i>Action by whom?</i>	<i>Action When?</i>	<i>DONE</i>
<i>Organisation of the safe return protocol listed below</i>	Should any coaches or players not be familiar with the following advice there will be a risk that the regulations will not be carefully followed.	Players and coaches	A Covid Officer, Dan Fox, working for Guildford hockey Club will be responsible for training the coaches that work at the club and sharing information with all players that use the facility. Part of this is always ensuring that a Covid Supervisor, who has been trained to implement the following regulations.	James Bennett, GHC Coach will be trained to take over as Covid Officer should Dan Fox need to self-isolate.	Training by Dan Fox. Supervised by the GHC Board	Before the restart of hockey activity	

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<i>Facility and Clubhouse</i>	Spread of virus on surfaces or between people.	Coaches and players	<p>No players or spectators allowed into the clubhouse at any time.</p> <p>Coaches may use only the downstairs disabled toilet and are asked to wipe down all surfaces after use using the antiseptic wipes.</p> <p>Hand sanitiser must be used for every entry/exit from the clubhouse.</p> <p>Only the Covid supervisor will lock and unlock access points to the clubhouse and open all pitch side gates at the start of the day/lock up at the end of the day.</p> <p>Covid Supervisor on site each day to make sure that the rules are followed.</p>	Signage at the clubhouse to explain the regulations and details sent out to every member using the facility.	Dan Fox to train each of the Covid Supervisors and send out information to each member using the facility	Before return to play.	
<i>Car Park Area</i>	Spread of virus between people.	Coaches and players	<p>A ten-minute change over period between sessions (five minutes for one group to leave before the second group arrive, not more than five minutes before the start of their session).</p> <p>Players and coaches are either in the designated pitch areas or in their cars. No gathering outside in the car park.</p>	Regulations sent to all users prior to their session.	Covid supervisor on duty to make sure that sessions end promptly, and players leave the	Before return to play. And on the day of each session	

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			All players and coaches are reminded about standard 2m social distancing protocol that is to be observed at all time.		facility on time.		
<i>Hockey pitch</i>	Spread of virus between people that are in proximity	Coaches and players	<p>Sticking to the mandatory government and sport England recommendations or minimum 2m social distancing between players. By</p> <p>1) dividing the pitch into four equal area with a 2m exclusion zone between each. Players and coaches must not cross the exclusion zone into another area.</p> <p>2) Within each area only household groups or 1 on 1 (coach and player) are permitted.</p> <p>3) Access to the four areas is via the exclusion zone at the pitch side (see map)</p> <p>4) All gates are to be left open and all fixtures, including goals, must be left untouched.</p>	Regulations sent to all users prior to their session.	All coaches and players responsible for their own behaviour with the Covid supervisor ensuring that social distancing is followed.	Before return to play. And on the day of each session	
<i>Equipment</i>	Spread of virus via surfaces of equipment (cones, balls etc.)	Coaches and players	<p>Only GHC equipment and balls will be used and they will be disinfected by the Covid supervisor at the end of each day.</p> <p>No players or coaches will touch hockey balls with their hands.</p>	Regulations sent to all users prior to their session.	All coaches and players responsible for their own behaviour	Before return to play. And on the day	

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			Each coach will have their own set of cones, which will be disinfected at the end of each day.		with the Covid supervisor ensuring that social distancing is followed.	of each session	
<i>First Aid</i>	Spread of virus whilst administering first aid	Coaches and players	<p>Covid supervisor will be responsible for delivering first aid and will take charge of the GHC First Aid kit for the day.</p> <p>Should First Aid be required then the Covid supervisor will follow the Red Cross advice on administering First Aid during the Covid pandemic https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-during-the-coronavirus-outbreak</p>	All Covid Supervisors given training and advice from the Red Cross prior to reopening.	All coaches and players will be made aware of the availability of First Aid in extreme situations only.	Before return to play. And on the day of each session	
<i>Covid Test and Tracing procedure</i>	Spread of the virus to groups of people who come in to contact with people who test positive for Covid	Coaches and players	<p>Should anyone that has used the facility test positive for Covid or be forced to self-isolate with Covid-like symptoms then</p> <p>1) They must inform the GHC Covid Officer Dan Fox immediately.</p>	This message will be sent out with the weekly newsletter to reinforce it's importance.	Players and Coaches, plus GHC Covid officer	Before return to play.	

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			2) Dan will inform anyone that has been in cloce contact with them and ask them to self-isolate in line with government regulations (currently 14 days)				
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