

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
Alan Richardson, Victor Travieso	James Page, Nghia Nguyen, Ben Spicer, Chris Blanks	20-Oct-2022
Name of Event/Activity	Number of Children	Date(s) of Event/Activity
Junior Club Session	~24 across 4 full size courts	Friday evenings (summertime), 6.30pm-7.30pm

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	M	<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"> ○ 2:16 across 2 full size courts • Group control measures used to supervise pupils will require large groups be split into 	L

			<p>predetermined small groups each with named leaders.</p> <ul style="list-style-type: none"> • 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 	
Emergencies, medical issues and accidents	Adults Children	M	<ul style="list-style-type: none"> • 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. • 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 	L
Adverse weather	Adults Children	M	<ul style="list-style-type: none"> • 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"> ○ Event cancelled when weather conditions make play unsafe • 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 	L
Inappropriate photography, filming and social media activity	Children	M	<ul style="list-style-type: none"> • LTA/County/Club photography policy in effect/adopted • County/Club online safety and communication policy in effect 	L
Missing children	Children	L	<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 • Emergency contact details for all children have been obtained 	L

Late or non-collection of children by parents/carers	Children	L	<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 	L
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Name of Lead Adult Victor Travieso	Signature: Victor Travieso	Date: 28/10/2022
Name of Welfare Officer James Page	Signature: James Page	Date: 31/10/2022