

Risk Assessment Dean Park Parent Teacher Association Clubs

Date of Assessment	January 2022	Assessor(s)	PTA Clubs Coordinator in conjunction with coaches/club manager
What is the activity?	Gymnastics	Where is the activity carried out?	Dean Park Sports Hall

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completed
Falling over or tripping during session	Participants	Inherent risk that may occur at any time during a practice or through no fault coach or other participants.	Coach should check area for any potential hazards that could cause players to fall, i.e loose floor boards, rubbish, bags and benches.	Lead Coach	Before the start of the session	
Muscle strain or tear	Participants	Appropriate warm-up incorporating dynamic and static stretching of all major muscle groups should be done at the start of each session.	Appropriate cool down incorporating stretches of all major muscle groups should be done at the end of each session.	Lead Coach	Before the start of the session	
Falling or tripping over equipment	Participants	Coach should designate an area away from activity where equipment can be stored. Equipment in halls i.e. benches, beams etc should be moved to an area where they are least likely to get in the way until they are needed.	Coach should make participants aware of any equipment that cannot be removed completely out of the working area. Coaching equipment should only be used for the purpose of its design.	Lead Coach	Before the start of the session	

Dehydration/ Heat Exhaustion	Participants	Players should be encouraged to bring water or juice to every session.	Coaches should incorporate sufficient water breaks during their sessions to allow players to take on fluids.	Lead Coach	Before the start of the session	
Behaviour	Participants	Use ground rules to maintain good behaviour expectations. Refer to PTA Behaviour Policy.	Any unacceptable behaviour must be dealt with immediately by the coach/volunteer.	Lead Coach	Before the start of the session	
Pre-existing medical conditions	Participants	Details of any participant pre-existing illness, medical conditions, medication taken are identified on the register.	Coach must check the register prior to the session and ensure they keep an eye on the child.	Lead Coach	Before the start of the session	
Toilet breaks	Participants	Players will be encouraged to go at the start of the session or at an assigned toilet break midway through the session. Adhoc toilet breaks mid session will not be encouraged.	Encourage toilet breaks at start before the start of the session. Children will use the toilet in the school building and must go in pairs and notify the coaches that they are going.	Lead Coach	Before the start of the session	
Pick up/drop of children to and from the sessions	Participants	Participants to be registered by coach at start of the session and ensure that they are allowed home in the capacity highlighted in the register.	Participants are welcomed and registered at the start of each session. Coach is to be on the school site and prepared for the session 10 minutes prior to the session starting. Coach should familiarise themselves with any medical info/or advice provided on the register. At pick-up children are to be lined up at the door where the coach will hand over the children to parents (if marked as collected), self travel home (if that is specified in the register). Children will be marked out as they leave the session and leave the coaches care. The coach will remain with all children until everyone is collected/made their way home. Any child not picked up, wait five minutes then call parents and the Club Coordinator on for advice. If the Club Coordinator is not available, then	Lead Coach	Before and at the end of the session	

			the coach is to call the Clubs Manager Paul Rattray on 07968 846261 for advice.			
Change of Coaches	Participants	If a coach is unable to make a session they must notify the Club Coordinator with at least a week's notice who in turn advises parents. A lead coach with PTA Disclosure Scotland check must be present with any stand-in coach.	Any stand in coach must be suitably qualified and be aware of the children on the register, their medical needs and collection agreement.	Coach	With adequate notice of the session affected	

Club Coordinator			
Assessment date		Assessment review date	

Are other specific risk assessments required?

Asbestos

Control of Substances Hazardous to Health

Display Screen Equipment

Electricity

Fire Safety

Lone Working

Manual Handling

New and Expectant Mothers

Noise

Personal Protective Equipment

Stress Management

Vibration

Work Equipment

Workplace Health, Safety and Welfare

Working at Height

Dean Park Primary School

Parent Teacher Association

Registered Scottish Charity No SC024582