Worcestershire County Golf Limited
Risk Assessments

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GENERIC RISK ASSESSMENT 1 – ALL EVENTS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Supervision/control of children	Injury, death, abduction, abuse	Players, staff and volunteers.	All organisers and volunteers to be recorded on the County Safeguarding register and be in possession of the relevant and required training and checks. Supervisor must be aware of relevant policies and this risk assessment.		Low

			Should the supervising adult be called away from the activity action must be taken to ensure that a suitable adult takes over or the activity is stopped, the children taken to a safe place with suitable supervision and parents contacted to collect the child.		
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Players, staff and volunteers.	Consider possible weather conditions and plan appropriate programme, clothing, and equipment. Plan for children who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained, and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to children and parents.	Low
Child lost or separated from group, inadequate supervision.	Injury, death.	Children.	• Ensure supervising volunteers competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named Volunteers, identification system). • Discuss itinerary and arrangements with children. • Briefing to all on what to do if separated from group. • Head counts by Volunteers particularly at arrival/departure points, and when separating and reforming groups.	Plan supervision before visit and brief volunteers and children.	Low
Illness or injury.	Illness, injury.	Players, staff and volunteers.	• 1st aid cover accessible and appropriate • Volunteers know how to call emergency services. • Children and parents are reminded to bring individual medication, and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones carried if available. • Emergency contacts arranged	Location of first aid kit and first aid trained person known. Medication brought by children.	Low
Special needs of specific children – medical,	Illness, injury.	Children	• Obtain information from parents • Take advice from Learning Support if appropriate	Use parental consent form.	Low

behavioural, educational.			• Make necessary arrangements for individual children including individual risk assessment and additional volunteering as necessary.		
Volunteers/parents own children.	Injury or death.	Children, other children, volunteer.	If volunteer/parent families join group, child supervision must not be compromised. Volunteers/parents children are similar age to group and supervised with children or separate supervision arranged.	Consider before volunteering agreed. Parents children will not be supervised by volunteers	Low

GENERIC RISK ASSESSMENT 2 – TRAVEL FOR EVENTS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Traffic accident, coach.	Injury, death, separated from group.	Players, volunteers & staff	• Coach from a reputable supplier. • Coaches have seat belts, and that volunteer ensures they are used. • Buses without seatbelts are avoided if possible and never used on high-speed roads. • Sufficient supervision • Suitable embarkation points used (for example, coach park, on to wide pavement). • Close supervision and head counts during any breaks in journey and getting on and off coach.	Coach to be booked by County Secretary	Low
Use of private vehicles.	Injury, death.	Players, staff and volunteers.	• All use in compliance with road traffic act. • Seatbelts always worn.		Low
Minibus travel.	Injury, death, separated from group.	Players, staff and volunteers..	• All used in compliance with road traffic act. • Care always taken in parking in suitable place for disembarkation. • Close supervision and head counts during any breaks in journey and getting in and out of bus.	Minibus to be booked by County Secretary	Low
Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Players, staff and volunteers.	• Brief children on: ♦ purpose and timings of stop. ♦ how and where to contact volunteer. • Remain in pairs or threes (buddy system – each responsible for named other) • Remind about moving traffic (driving on right abroad). • Careful head count before departure.	Consider age of children when adopting control measures	Low

On foot.	Injury, death.	Players, staff and volunteers.	Route on foot planned to avoid fast roads wherever possible. Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. Children are briefed about hazards and behaviour required.	Planning	Medium
Use of public transport: trains, trams, underground, bus, air travel.	Injury, death, separated from group.	Players, staff and volunteers.	Journey is planned and assessed – key risk points identified. Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. Large groups divided into small groups each with leader(s). Children know their group and leader(s). Emergency plan in place – children briefed where they are going, what to do if separated from group.	Planning	Low

GENERIC RISK ASSESSMENT 3 – ACCOMMODATION

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Fire	Death	Players, staff and volunteers.	• Briefing to all children about expected standards and code of behaviour. • Identify requirements at time of booking and check during pre-visit (if possible) and/or on arrival. • All to be briefed on fire evacuation actions. • A group list is held by volunteer to ensure registration of whole party after an evacuation of the building. • A group list is held by volunteer to ensure registration of whole party after an evacuation of the building.	Accommodation to be booked by County Secretary. Use of Junior Code of Conduct.	Low

Attack or disturbance by intruder	Injury, death, abduction	Players, staff and volunteers.	• Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation • Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that volunteer or reliable children occupy these rooms. • If other guests share the accommodation seek sole occupancy of the floor if possible and have designated volunteer rooms adjacent to children. • Ensure children understand that they inform volunteer in the event of an emergency. • Check children at “lights out”. • Designate responsibilities and roles for individuals.	Pre-visit check and/or check of information/ assurance from reputable tour operator. Briefing of children regarding expected behaviour and actions	Low

Safeguarding	Injury, death, abduction, abuse	Players, staff and volunteers.	• Separate male and female sleeping accommodation • Volunteer accommodation adjacent and same floor as children. • Children can easily contact volunteer throughout night. • Children are checked into rooms at ‘lights out’. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc. • Children know what to do if concerned	Pre-visit check and/or check of information/ assurance from reputable tour operator.	Low
Domestic hazards.	Injury, death.	Players, staff and volunteers.	• Accommodation has tourist board rating/other external validation of standards. • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, volunteer and children to report any faulty items found in rooms.	Pre-visit check and/or check of information/ assurance from reputable tour Operator by County Secretary. Check on arrival.	Low

Night time tendencies.	Injury, death.	Players, staff and volunteers.	Information gained from parents about children' illnesses, sleepwalking, etc. Suitable supervision arranged to meet needs of children.	Use recommended parental consent form.	Low
Additional needs.	Injury	Players, staff and volunteers.	Accommodation meets any additional needs of anyone in the group.	Pre-visit check as necessary.	Low

GENERIC RISK ASSESSMENT 4 – USE OF A PROVIDER

(for example, visit to coaching centre/golf club, use of coaches)

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Provision does not meet authority standards/ best practice.	Injury, death.	Players, staff and volunteers.	Check organisation is reputable, competent, and safe. • Check literature provided. • Gain information from other users. • Get operator risk assessments beforehand. • Pre-visit centre. Volunteer in Charge maintains on-going assessment throughout visit.	Volunteer in Charge to check and raise any concerns	Low/ medium.
Programme does not meet needs of group.	Injury, death.	Players, staff and volunteers.	• Volunteer/WCGL gives necessary information to provider about age, ability, and any special needs in group. • Programme is agreed with provider before visit.		Low
Lack of clarity about split of responsibilities between volunteer/WCGL and provider.	Injury, death.	Players, staff and volunteers..	• Ensure clear programme agreed and separate responsibilities for volunteer/WCGL and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned, and risk assessed by volunteer/WCGL or provider. • Where volunteer/WCGL is undertaking responsibility for activities (for example, evening activities, town visits), these are properly planned, and risk assessed.		Low

GENERIC RISK ASSESSMENT 5 – GOLFING ACTIVITIES

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Injury, death.	Players, staff and volunteers.	• Volunteer in charge aware of walking in terrain and of leading groups. • Volunteers and children informed of how to act around of hazards, water features, ditches, steep slopes, etc. • Weather forecast obtained and conditions monitored, special consideration to be given to electrical storms and fog.	Club H&S policy and course risk assessment, and/or advice from manager of site. Ongoing assessment by Volunteer in Charge at start and during activity.	Low
Injury, illness or emergency away from immediate help.	Injury, death.	Players, staff and volunteers.	• First aid trained person – club or service location. • First aid kit. • Information about pre-existing medical conditions and medication carried. • Volunteers are briefed and have planned emergency procedures.	Pre-planning of emergency procedures and communications. Conform location of first aid trained person and first aid kit.	Low
Exposure to extreme weather – cold, wet, heat and sun.	Injury, death.	Players, staff and volunteers.	□ Daily weather forecast obtained. □ All participants have suitable footwear, clothing, and equipment to match expected conditions.	Parents and children given checklist – kit checked before departure.	Low