

VERWOOD TOWN FOOTBALL CLUB EMS SPORTS HALL – COMETS SESSION RISK ASSESSMENT

Session Type: Comets Session in Sports Hall

Location: EMS Sports Hall, Verwood

Assessment Completed by: Club Volunteers

Basis: Reasonable endeavours, reviewed by Club Committee and Welfare Officer

Review Date: Annually or after any significant incident, venue change, or change in guidance

Purpose

- To identify and reduce risks associated with Comets sessions at EMS Sports Hall.
- To cover venue safety, toilet and handwashing facilities, supervision ratios, emergency procedures, and site-specific risks.

Controls

- Session content must be age-appropriate.
- The hall, equipment, access routes, toilets, and handwashing facilities must be checked before use.
- Ensure the sports hall floor is dry and free from hazards, equipment is appropriate for indoor use, exits are clear, and no outdoor footwear or outdoor balls are used on the surface.
- Adults must supervise all activities and stop or modify the session if conditions change.

Emergency and Reporting

- First aid to be administered by the nearest qualified person available.
- Call emergency services where required and keep access routes clear for responders.
- Log injuries, equipment defects, near misses, and safeguarding concerns promptly.
- Safeguarding concerns to be referred immediately to the Club Welfare Officer.
- All adults to be briefed on emergency exit locations and evacuation procedure before the session starts.

Risk Register

Hazard	Who is at Risk	Potential Consequences	Existing Controls	Further Actions Required
Boundary crossings or poor spacing between players	Players, coaches	Collisions, trips, loss of control	Clear area markers used; players briefed before each session	Reset space when activities change
Equipment not suited to the age group or unsuitable for indoor use	Players, coaches	Impact injury, floor damage, reduced control	Age-appropriate and indoor-compatible equipment used throughout	Inspect kit before session; remove any unsuitable items
Lack of focus leading to unsafe behaviour	Players, coaches	Incidents during drills or games	Positive coaching and active supervision maintained throughout	Pause session and reset when standards slip
Slips on hall floor or unsafe indoor surface	Players, coaches	Falls, collisions, floor damage	Floor inspected before use; hazards removed; outdoor footwear not permitted on the hall floor	Close or relocate session if floor is wet or otherwise unsafe
Emergency exit blocked or hall access issue	All users	Delayed evacuation, congestion, injury	Exits kept clear throughout; all adults briefed on evacuation routes before session	Do not start session until safe access and clear exits are confirmed
Safeguarding concern in changing areas, toilets, or corridors	Children	Distress, harm	Two club adults present throughout; no adult to be alone with a child at any time	Report immediately to the Club Welfare Officer; follow the club safeguarding procedure
Medical emergency or allergic reaction	Players, adults	Life-threatening outcome, delayed emergency response	Medical and allergy information captured at registration; first aid kit on site	Confirm emergency access route with venue before session starts
Unauthorised access or unrecognised visitor entering the session	Children, adults	Safeguarding risk	Session held in a controlled venue booked exclusively for club use	Challenge any unrecognised adult; report to venue staff immediately
Fire alarm activation or emergency evacuation required	All users	Delayed evacuation, injury, confusion	All adults briefed on emergency exits and assembly point before session	Designate one adult to perform a sweep of the hall on evacuation; do not re-enter until given all-clear by venue