



NSSA Generic Risk Assessment for Training, Trips to Competitions, Including Travel Aboard and Hotel Stays

Please note NSSA is affiliated to the National Ice Skating Association (NISA) – for further information about the NISA Safeguarding Policy and Procedure and risk assessments please see <http://www.iceskating.org.uk/>

Risk Assessment				
Hazard	People Harmed	Risk Control	Further Action	Person Responsible
Attendance and training at public venues	All participants – safeguarding risk	<p>Remind all club members that training at the NIC takes part in a public venue.</p> <p>Advise parents/guardians of children year 6 and under that children should not be left on their own before, in-between or after scheduled training sessions.</p> <p>Remind children year 7 and over to remain in groups of 2 or more.</p>	Statement placed on the NSSA website for guardians/parents of children year 6 and under.	<p>NSSA committee</p> <p>Team Manager</p> <p>Parents/guardians</p>
Shared use of the ice / ice surface	All participants	Compliance with NISA qualified coach : skater ratios.	Team Managers to raise instances with parents/guardians where	Coaches

	– risk of injury	<p>Coach to ensure appropriate behaviour from skaters to minimise risk of injury.</p> <p>Coaches to work together to share the ice.</p> <p>Coaches and skaters to be vigilant in identifying hazards on the ice.</p> <p>Coaches to report difficulties to venue staff to rectify hazards on the ice.</p> <p>Skaters to wear NSSA uniform and keep hair in tidy bun.</p>	<p>skater’s behaviour has put themselves or other skaters at risk.</p> <p>Use of NSSA disciplinary procedure if poor behaviour from skaters persists.</p>	<p>Team Managers</p> <p>Skaters</p> <p>Parents/guardians</p>
Risk of injury from blades	All participants – risk of injury	<p>All skaters to use guards when walking to and from the ice.</p> <p>All skaters to use soakers when packing skates away.</p>	<p>Team Managers to raise with parents/guardians where skater’s behaviour has put themselves or other skaters at risk.</p> <p>Use of NSSA disciplinary procedure if poor behaviour from skaters persists.</p>	<p>Skaters</p> <p>Team Managers</p> <p>Parents/guardians</p>
Off ice and fitness training Ballet	All participants – risk of injury	<p>Compliance with NISA qualified coach : skater ratios.</p> <p>Coach/ballet teacher to ensure appropriate behaviour from skaters to minimise risk of injury.</p>	<p>Team Managers to raise instances with parents/guardians where skater’s behaviour has put themselves or other skaters at risk.</p>	<p>Coaches</p> <p>Ballet teacher</p> <p>Team Managers</p> <p>Skaters</p>

		Skaters to wear NSSA uniform and keep hair in tidy bun.	Use of NSSA disciplinary procedure if poor behaviour from skaters persists.	Parents/guardians
Bullying	Skaters – risk of harm	Remind all concerned about the NSSA and NISA codes of conduct. Follow the NISA Anti-bullying procedure. Committee members monitor closed social media groups. Encourage skaters to use these channels of communication.	Welfare Officers to run team building sessions for squads affected. Use of NSSA disciplinary procedure if poor behaviour from skaters Persist.	Team managers Coaches Parents/guardians Welfare Officers
Travel	All participants – risk of injury	Book travel arrangements with a reputable company. Review coach company risk assessment and insurance prior to the trip and make arrangements for compliance.	Provide copies of relevant risk assessments to Team Managers. Where the coach company does not have a risk assessment check licence and insurance and implement the following action: <ul style="list-style-type: none"> • Place adults throughout the coach. • Place an adult near emergency exits and toilet. • All children/young people to wear seat belts at all times. • No child/young person to sleep on coach floor. 	Committee Member lead for trip Committee Member lead for trip Team Manager

Fire	All participants – risk of injury	<p>Check that accommodation meets national standards or has a fire certificate.</p> <p>Visual inspection of fire escapes, alarms, equipment, meeting point and procedures.</p> <p>Ensure that all participants are aware of their nearest fire exits. Ensure that all participants know fire assembly points.</p> <p>Ensure participants know what to do in the event of a fire i.e. use stairs not lifts, not to return to a burning building etc. Ensure that participant’s doors open correctly and all locks operate smoothly.</p> <p>Follow guidance from venue and fire marshals</p>	<p>Pre visit check or check of information / assurance from reputable tour operator.</p> <p>Check on arrival. Take up any issues, such as locked fire doors, with management.</p> <p>All managers to have list of participants / register of attendance at training.</p>	<p>Committee Member lead for trip</p> <p>Team Manager</p>
Dietary requirements	Those affected – risk of harm	<p>Ensure that accommodation staff know of requirements well in advance.</p> <p>Check with accommodation staff on arrival that inappropriate food or additives will not be present.</p>	<p>Staff to source alternative food supplies in the locality if this is a problem.</p> <p>All managers to have copies of completed medical forms.</p>	<p>Committee Member lead for trip</p> <p>Team Manager</p>

		In foreign countries have relevant medical treatments to hand at meal times especially so if it is intended to eat “out” at any time.		
Child protection	All participants – safeguarding risk	<p>Where possible obtain room allocation prior to arrival.</p> <p>Ensure wherever possible that access to the group’s accommodation is restricted. This can be via either reception staff or some other method.</p> <p>Ensure where possible that an adult is present on each floor where children are accommodated.</p> <p>Children in academic year 6 or below must share a hotel room with a parent or nominated adult (over 18 years old) as detailed in the Health/Nominated Adult Form.</p> <p>Ensure that linking balconies (if present) are secured and locked from the inside.</p> <p>If skater’s rooms have keys ensure there is access to a master key.</p> <p>Ensure skaters know how to easily contact managers/chaperones throughout the night e.g. internal telephone numbers are tested and recorded for skaters, managers and chaperones.</p>	<p>Obtain floor plan prior to visit or on arrival.</p> <p>All managers to have copies of Health/Nominated Adult Form.</p> <p>Pre visit check or check of information / assurance from reputable tour operator.</p> <p>All managers to keep copies of room numbers and internal telephone numbers.</p>	<p>Committee Member lead for trip</p> <p>Team Manager</p>

		Ensure skaters are checked into their rooms at "lights out"		
Hazards in rooms	All participants – risk of injury/harm	<p>Managers/chaperones to undertake visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings.</p> <p>Check rooms immediately on arrival.</p> <p>All party members to report any faulty items found in rooms.</p> <p>All skaters aware of emergency and first aid procedures and how to contact manager/chaperones if required at any time.</p> <p>Young people appropriately briefed about expected standards of behaviour and Code of Conduct.</p> <p>Check security of balcony doors, ensure they both shut and lock, have guard-rails and are safe to stand on.</p> <p>Check for openings into roof space, especially where bunk beds are being used.</p>	<p>If not safe insist that the balcony doors be secured.</p> <p>Check all faults are resolved.</p>	Team Manager
Hazards in hotel / on site	All participants – risk of injury	<p>Ensure that lifts have internal doors fitted.</p> <p>Place out of bounds any areas considered dangerous i.e. balconies, rooftops etc.</p> <p>Place out of bounds any entrances that open directly onto main roads unless accompanied by managers/chaperones.</p> <p>Insist on the wearing of indoor footwear.</p>		Team Manager

First aid is required	All participants – risk of injury	Each squad has a fully equipped first aid kit. Reviewed and replenish first aid equipment prior to each trip. First aid kits are present on the bus and at the side of the ice at all times.	Make use of rink first aid facilities as appropriate.	Team Manager
Young person gets lost	All participants – risk of harm	Issue all participants with details of the hotel(s) used and contact numbers in both English and the language(s) of the country or countries to be visited. If off-site the details of an emergency contact and location to be provided as above. Conduct regular head counts.	Produce laminated cards to be issued to all children/young people on arrival at the hotel. Identify in advance foreign language speaker if aboard Give each child a number to facilitate easy head counts.	Committee Member lead for trip Team Manager
Local traffic (foreign)	All participants – risk of injury/harm	Remind participants that traffic will appear on the other side of the road. France (parts) traffic in road islands has to give way to those entering not the other way round as in Britain. When travelling on foot place an adult at head of the party and at the rear and stop periodically to re-group/head count, especially when crossing roads. Head count at the beginning of the walk and at the end.	Place older girls amongst younger girls to help supervise.	Team Manager
Passports (foreign)	Skaters – safeguarding risk	Nominated adults to look after the passports of their child/ren.	Managers to have photocopies of all passports.	Nominated adults Team Managers

		It is recommended where possible and safe to do so, that all passports are stored in the hotel/site safe until needed.		
Medical treatment (foreign)	All participants – risk of injury/harm	Collect The Health/Nominated Adult Forms from all participants prior to departure. Participants to have EHIC card. Managers to recommend that all participants to have health insurance to cover non related skating accidents. Ensure sufficient funds are available for medical treatment in the country to be visited. Organise such additional medical insurance as may be necessary in the country to be visited.	Photocopies made and kept by the managers. Ensure access to club credit card.	Team Manager
Special needs	All – risk of harm	Accommodation meets any special needs of anyone in the group. Agree strategies for managing special needs with parents, guardians, carers and nominated adults prior to the trip.	Where necessary agree that parent, guardian or carer accompanies the child/young person concerned.	Committee Member lead for trip Team Manager
Night time tendencies	Young People – risk of injury/harm	Information gained from parents re skater's illnesses/medical requirements/sleepwalking etc. Agree suitable supervision arrangements with parent, guardian or carer prior to the trip.	Managers to have copies of Health/Nominated Adult Forms . Where necessary agree that parent, guardian or carer accompanies the child/young person concerned.	Team Manager Parents/guardians

