

Safeguarding Risk Assessment for Training Sessions

Event:

Date:

Potential risk areas	Risks identified/comments (Note any potential associated risks, activity or behaviour)	Risk rating	Who might be harmed?	How will the risk be managed?	Action by whom	Action by when	Complete
<p>Taking and Sharing Responsibility:</p> <p>1. Has the organising committee identified and agreed safeguarding requirements for the event?</p> <p>2. Who at your event has lead responsibility for safeguarding?</p> <ul style="list-style-type: none"> • How is this being communicated out competitors/spectators/volunteers/staff • Has each participating squad or team identified a safeguarding lead person?(if applicable) <p>Recruitment, employment and deployment of staff and volunteers:</p> <p>1. Have you undertaken criminal record checks for roles in regulated activity?</p> <p>2. Have you discussed your Event Safeguarding Plan with the following at your Training Session?</p> <ul style="list-style-type: none"> • First Aid • Photographers <p>Pre-event Safeguarding Risk Assessments:</p> <p>Have you carried out a Pre-event Safeguarding Risk Assessment of;</p> <ul style="list-style-type: none"> • the venue(s) and opportunity for unsupervised one to one contact • Communication and information sharing • Transport to and from the event. Driving Licence & Insurance check 							

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<p>Codes of Conduct:</p> <ul style="list-style-type: none"> • Have competitors/spectators/volunteers/staff signed up to codes of conduct? • Do those taking part understand how breaches of the code of conduct will be dealt with? • Have you discussed your NO tolerance approach to bullying, racism and sexism • Have you been clear about appropriate relationships between adults and young people? <p>Supervision: Have you considered the ratio of coaches/supervisors to young people at the event?</p> <ul style="list-style-type: none"> • Do you know the ages of your riders? • Have all supervising adults been vetted for suitability? • Is there a range of abilities coming to the session and have you enough supervisors to cover this? • Have you discussed supervision when not riding? • If you are planning to drive the young people to venues etc. supervision levels need to be considered? • Have you clarified when the responsibility for the U18 rider transfers from the parent to the trainer/coach and back again at the end of the training session? <p>Consents:</p> <ul style="list-style-type: none"> • Have you received written consents prior to the training session? • Do the consents cover all aspects of the session, ridden and non-ridden? • Have the parents provided emergency contact details, information on medical conditions and/or any additional needs? 							

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<ul style="list-style-type: none"> Have you included photography and the use of personal images on the same consent form? Have you included reference to your code of conduct on your consent form? 							
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<p>Medical Information:</p> <ul style="list-style-type: none"> Is medical information available to coaches who have responsibility for the young person? If a young person requires medication during the session have you agreed how this will be stored and administered? <p>Young People with additional vulnerabilities:</p> <ul style="list-style-type: none"> Do you have any, deaf, disabled or young people with additional vulnerabilities competing at your event? Have you discussed any changes that you need to make to help them to stay safe? <p>Missing Children:</p> <ul style="list-style-type: none"> Do you have a flowchart outlining procedures to follow in the event that a child or young person goes missing? <p>Responding to Concerns</p> <ul style="list-style-type: none"> Have you discussed how safeguarding concerns can be raised and where do you publicise this? Does everyone involved know who to report concerns to? Do you have the contact details for your local Police Force, Local Children’s Social Care, Member Body Safeguarding Lead Officer, NSPCC 24 Hour Helpline available? Do you have an incident reporting form to record any concerns? 							

Risk rating matrix

<input type="checkbox"/>	Minor impact	Moderate impact	Serious impact	Severe impact
Very likely	Medium risk	Medium risk	High risk	High risk
Fairly likely	Medium risk	Medium risk	High risk	High risk
Fairly unlikely	Low risk	Low risk	Medium risk	Medium risk
Very unlikely	Low risk	Low risk	Low risk	Medium risk

Total risk rating

Risk level	Total No.
High risk	
Medium risk	
Low risk	

Declaration:

The information above has been considered and we are/are not satisfied that it is safe to allow the event to commence/continue.

Signed: Event Safeguarding Lead	
Print name:	Date:
Signed:	
Print name:	Date: