

The Sulgrave Club

Risk Assessments

Approved	Date	1. Signature – Club Manager	2. Signature – Development Worker
Whole document completed	29 September 2025		
To be reviewed	September 2026		

Amendments	Date	1. Signature	2. Signature
1 General			
2 Sports hall			
3 Roller skating			
4 Main hall			
5 Toilets			
6 Room 3			
7 Art room			
8 Kitchen / canteen			
9 Offices			
10 Outside			
11 Offsite activities			
12 Swimming			
13 Theme parks			

14	Residential Centres			
15	Minibus			
16	Coach/Public transport			

KEY

		1	Unlikely	2	Possible	3	Likely
1	Low impact	1	No action	2	Monitor	3	Monitor
2	Medium impact	2	Monitor	4	Action	6	Action
3	High impact	3	Monitor	6	Action	9	Stop

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
1	General						
1a	Young people running around, play fighting, etc.	Minor to severe injury	I:2 / L:3 Score:6	Clear instructions on expected behaviour displayed and given to young people	Ongoing	Club manager	I:2 / L:1 Score:2
	Young people fighting	Minor to severe injury	I:2 / L:2 Score:4	Young people to be supervised by staff in all activity areas at all times	Club nights	Staff	
				Repeat offenders to be suspended	When necessary	Club manager	
1b	Fire	Minor to severe injury	I:3 / L:2 Score:6	Fire marshal training	Every 3 years	Premises manager / Staff	I:1 / L:2 Score:2
				Fire drills	Annually	Club manager / Staff	
				Fire extinguishers installed and serviced	Annually	Premises manager	
				PAT testing of all electrical equipment	Annually	Premises manager	
1c	Minor injury	Injury worsens	I:2 / L:2 Score:4	First aid training	Every 3 years	Staff / Club manager	I:1 / L:1 Score:1
				Sulgrave staff to administer initial first aid	As required	Staff	
				First Aid kits replenished	As required	Club manager	

1d	Serious injury	Injury worsens	I:3 / L:2 Score:6	<p>First aid training</p> <p>Sulgrave staff to administer initial first aid and call an ambulance if necessary</p> <p>If not present, the Club manager will be contacted and parents informed</p>	<p>Every 3 years</p> <p>As required</p> <p>As required</p>	<p>Staff / Club manager</p> <p>Staff</p> <p>Staff</p>	I:1 / L:1 Score:1
1e	Pre-existing medical conditions	Condition worsens	I:3 / L:2 Score:6	<p>Condition declared on Membership Form & Parental Consent, Medical Information and Indemnity Form (residential)</p> <p>Preventative measures / reactive measures planned before attendance</p>	On joining	Club Manager	I:3 / L:1 Score:3

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
2	Sports Hall (including football, basketball, dodgeball)						
2a	Slippery floors (spillage)	Injury from slipping	I:2 / L:2 Score:4	No drinks allowed No drinks sign Immediate clean-up of spillages / wet floor signs	Ongoing Permanent Club nights	Club manager Premises manager Staff	I:2 / L:1 Score:2
2b	Slippery floors (wet weather)	Injury from slipping	I:2 / L:2 Score:4	Mats in high footfall areas Immediate clean-up of any wet areas / wet floor signs	Club nights Club nights	Staff Staff	I:2 / L:1 Score:2
2c	Blocked doors / fire exits	People trapped in the event of a fire	I:3 / L:2 Score:6	Fire exits clearly marked Fire exits kept clear	Permanent Ongoing	Premises manager Staff	I:3 / L:1 Score:3
2d	Children running into each other while playing football / basketball	Minor injury	I:1 / L:2 Score:2	All young people that are not involved in the game must be seated on the benches provided Safety pads on pillars behind seating	Club nights Installed	Staff Premises manager	I:1 / L:1 Score:1

2e	Collisions with equipment while playing football / basketball	Minor to severe injury	I:2 / L:2 Score:4	All unnecessary equipment removed to a safe distance. Ensure all equipment is fit for purpose before and during play. Withdraw equipment from use if found to be unsafe All equipment faults to be reported to Club manager or Premises manager.	Club nights Club nights Immediately Immediately	Staff Staff Staff	I:2 / L:1 Score:2
2f	Dangerous tackles while playing football	Minor to severe injury	I:2 / L:2 Score:4	Slide tackles and excessive force are not permitted. Persistent offenders will be removed from the activity.	Club nights	Staff	I:2 / L:1 Score:2
2g	Incorrect footwear while playing football / basketball	Minor injury	I:1 / L:2 Score:2	Trainers must be worn by all participants.	Club nights	Young people / Staff	I:1 / L:1 Score:1
2h	Ignorance of rules while playing football / basketball	Minor injury	I:1 / L:2	Rules to be made clear at start of activity All players must adhere to the rules of the games	Club nights Club nights	Staff Young people	I:1 / L:1 Score:1

2i	Aggression between players while playing football / basketball	Minor to severe injury	I:2 / L:2 Score:4	<p>Clear instructions on expected behaviour displayed and given to young people</p> <p>Young people to be supervised by staff at all times</p> <p>Repeat offenders to be suspended</p>	<p>Ongoing / Club nights</p> <p>Club nights</p> <p>When necessary</p>	<p>Club manager / Staff</p> <p>Staff</p> <p>Club manager</p>	<p>I:2 / L:1 Score:2</p>
2j	Inexperienced coaches for football / basketball	Potential injury from misuse of equipment / poor management of game	I:1 / L:2	<p>Check coaches' qualifications / experience</p> <p>Supervise all non-qualified / inexperienced coaches</p>	<p>On appointment</p> <p>Club nights</p>	<p>Club manager</p> <p>Staff</p>	<p>I:1 / L:1 Score:1</p>
2k	Young people climbing Jacobs ladder	Injury from falling	I:2 / L:2 Score:4	<p>Climbing ladder not permitted</p> <p>Young people to be supervised by staff at all times</p>	<p>Club nights</p> <p>Club nights</p>	<p>Staff</p> <p>Staff</p>	<p>I:2 / L:1 Score:2</p>
2l	Fitness activities	Injury from falling	I:2 / L:2 Score:4	Fitness activities to be instructed / supervised at all times	Club nights	Staff	<p>I:2 / L:1 Score:2</p>

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
3	Roller skating (in sports hall)						
3a	Falling / colliding with other skaters	Minor to severe injury	I:2 / L:2 Score:4	Activity supervised by qualified staff All young people to wear protective clothing supplied First aid kit to hand	On activity On activity On activity	Club manager Staff Staff	I:1 / L:2 Score:2
3b	Collision with buttress in gym	Minor to severe injury	I:2 / L:2 Score:4	Buttress area to be cordoned off First aid kit to hand	On activity On activity	Staff Staff	I:2 / L:1 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
4	Main Hall (including table tennis, pool, play station, varied games)						
4a	Equipment used inappropriately	Minor to severe injuries	I:2 / L:2 Score:4	All activities to be supervised by staff at all times Where appropriate, instructions for use to be prominently displayed	Club nights Ongoing Club nights	Staff Premises manager Staff	I:2 / L:1 Score:2
4b	Equipment malfunction	Minor to severe injuries	I:2 / L:2 Score:4	Only staff to put out equipment All equipment faults to be reported to Club manager or Premises manager	Club nights Immediately	Staff Staff	I:2 / L:1 Score:2
4c	Stacked tables and chairs falling	Minor to severe injury	I:2 / L:2 Score:4	All tables and chairs to be stacked safely and securely when not in use Instruction for safe and secure stacking of tables and chairs to be given / displayed	Club nights Ongoing	Staff Premises manager	I:2 / L:1 Score:2
4d	Incorrect footwear while playing table tennis	Minor injury	I:1 / L:2	Trainers must be worn by all participants.	Club nights	Young people / Staff	I:1 / L:1 Score:1

4e	Children running into each other while playing table tennis	Minor injury	I:1 / L:2 Score:2	<p>Playing area to be clearly marked out / separated from other activities</p> <p>All young people that are not involved in the game must be seated</p>	<p>Club nights</p> <p>Club nights</p>	<p>Staff</p> <p>Staff</p>	<p>I:1 / L:1 Score:1</p>
4f	Collisions with Table Tennis equipment	Minor to severe injury	I:2 / L:2 Score:4	<p>All unnecessary equipment removed to a safe distance.</p> <p>Ensure size of area is appropriate for number of players involved and not too crowded.</p> <p>Ensure appropriate supervision in games to maintain safety.</p> <p>Tables spaced out appropriately to give room in between.</p>	<p>Club nights</p> <p>Club nights</p> <p>Club nights</p> <p>Club nights</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>I:2 / L:1 Score:2</p>
4g	Table corners, hitting hands on table when serving, hitting head on table when collecting balls	Minor injury	I:1 / L:3 Score:3	<p>Make players aware of these potential hazards</p> <p>Provide fishing net for collecting table tennis balls</p>	<p>Club nights</p> <p>Ongoing</p>	<p>Staff</p> <p>Club manager</p>	<p>I:1 / L:1 Score:1</p>

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
7	Art Room						
7a	Iron used during art activities	Minor burns Fire	I:2 / L:2 Score:4 I:3 / L:2 Score:6	All activities involving use of iron to be instructed and supervised	Club nights	Staff	I:2 / L:1 Score:2
7b	Use of paints / glue during art activities	Toxic if ingested	I:2 / L:2 Score:4	All activities involving paints / glue to be supervised	Club nights	Staff	I:2 / L:1 Score:2
7c	Fold out furniture	Minor to severe injuries	I:2 / L:2 Score:4	Instruction for safe use of fold out furniture to be displayed Only staff to put out equipment All equipment faults to be reported to Club manager or Premises manager	Ongoing Club nights Immediately	Premises manager Staff Staff	I:2 / L:1 Score:2
7d	Wires from computers to wall	Trips leading to minor to severe injuries	I:2 / L:2 Score:4	All cables to be secured to floor with hazard tape	Club nights	Staff	I:2 / L:1 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
8	Kitchen/Canteen						
8a	Cooker / cooking hot food	Burns Fire	I:2 / L:2 Score:4 I:3 / L:2 Score:6	Basic kitchen safety instructions given to all young people before taking part in cooking Young people supervised at all times when in the kitchen	Club nights Club nights	Staff Staff	I:2 / L:1 Score:2
8b	Spillages	Injury from slipping	I:2 / L:2 Score:4	Immediate clean-up of spillages / wet floor signs	Club nights	Staff	I:2 / L:1 Score:2
8c	Food poisoning	Illness, death	I:3 / L:2 Score:6	Food hygiene training for all staff working in the kitchen Maintain high standards of hygiene and cleanliness in the kitchen during cooking activities	Ongoing Club nights	Club manager Staff	I:3 / L:1 Score:3
8d	Sharp implements	Minor to severe injury	I:3 / L:2 Score:6	Young people are supervised at all times when in the kitchen Knives and other sharp implements are stored in locked cupboards / drawers when not in use	Club nights Ongoing	Staff Staff	I:3 / L:1 Score:3

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
9	Outside						
10a	Barbecue	Minor to severe burns Fire	I:2 / L:2 Score:4	Barbecue to be supervised at all times Only appropriate barbecue equipment to be used Fire extinguisher and first aid kit to hand	When BBQ used	Staff Premises manager / Staff Staff	I:2 / L:1 Score:2
10b	Spray painting	Toxic fumes	I:2 / L:2 Score:4	Spray painting to be supervised at all times Face masks to be worn at all times	When spray painting	Staff Staff	I:2 / L:1 Score:2
10c	Gardening	Minor to severe injury	I:3 / L:2 Score:6	Young people are supervised at all times when in the garden All tools are stored in locked cupboards when not in use All fertilisers etc are child and pet friendly	When gardening Ongoing Ongoing	Staff Staff Staff	I:3 / L:1 Score:3
10d	Weather conditions	Minor injuries	I:2 / L:2 Score:4	Children are advised to wear appropriate clothing, e.g. sun lotion, hats, jackets etc. dependent on the time of year	Before / during any outdoor activity	Staff	I:1 / L:1 Score:1

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
11	Offsite activities – general						
11a	Weather conditions	Minor injuries	I:2 / L:2 Score:4	Children are advised to wear appropriate clothing and bring a change of clothing with them if appropriate Sun lotion, hats, jackets etc. advised dependent on the time of year and activity to be undertaken	On trips	Club manager, staff Club manager, staff	I:2 / L:1 Score:2
11b	Minor injuries	Injuries worsen	I:2 / L:2 Score:4	Staff always carry first aid kit and administer basic first aid when necessary Club manager to be informed	On trips	Staff	I:1 / L:2 Score:2
11c	Injuries requiring treatment by venue staff	Injuries worsen	I:3 / L:1 Score:3	Liaise with venue first aiders and report incidents to Club manager Club manager to inform parents / carers	As required As soon as possible	Staff Club manager	I:3 / L:1 Score:3
11d	Leaving young person behind	Severe distress	I:3 / L:2 Score:6	Register check before every outward and return journey	On trips	Staff	I:3 / L:1 Score:3
11e	Insufficient staff	Unable to respond to incidents	I:2 / L:2 Score:4	Minimum staff:child ratio of 1:7 always observed	On trips	Staff / Club Manager	I:1 / L:1 Score:1
	Please also refer to ‘Offsite Activities – Procedures’						

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
12	Offsite activities - swimming pools						
12a	Drowning	Death	I:3 / L:2 Score:6	Only use official swimming pools Follow swimming pool rules and regulations Ensure sufficient ratio of staff to children in pool	When swimming	Club manager Staff Club manager	I:3 / L:1 Score:3
12b	Young people are weak swimmers	Danger of drowning	I:3 / L:2 Score:6	Parents to inform staff of their child's swimming ability via consent forms. Children are briefed on their behaviour and the importance of staying within their own depth Weak swimmers must wear arm bands and use buoyancy aids.	Before trips Before swimming When swimming	Club manager Staff Staff	I:3 / L:1 Score:3
12c	Too much food	Danger of cramp when swimming	I:1 / L:2 Score:2	Children will eat their meals after swimming	After swimming	Staff	I:1 / L:1 Score:1

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
13	Theme parks						
13a	No risk assessment available from Theme Park	Danger of activities is unknown	I:3 / L:1 Score:3	Club Manager to obtain and read risk assessment for Theme Park (usually available on their website) If not available, cancel planned visit	Before visits	Club Manager	I:1 / L:1 Score:1
13b	Children misbehave on rides	Danger of injury	I:3 / L:2 Score: 6	Staff ensure children adhere to all safety instructions, e.g. height and weight restrictions, seat belts, harnesses, lap bars secured, children remain seated until ride has stopped. Staff to inform ride operators of any safety concerns.	During visits	Staff	I:3 / L:1 Score:3
13c	Young people get lost	Distress	I:2 / L:2 Score:4	All young people supplied with club mobile and club manager's numbers. If lost they will ask venue staff ONLY to use a telephone. If problem with mobile networks all young people are informed of a time and place to meet at the end of the day	On trips	Staff	I:1 / L:2 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
14	Residential Activity Centres						
14a	No risk assessment provided by Activity Centre	Danger of activities is unknown	I:3 / L:1 Score:3	Club Manager to obtain and read risk assessment for Activity Centre (usually available on their website) If not available, cancel planned visit	Before visits	Club Manager	I:3 / L:1 Score:3
14b	Parents/carers unaware of the activity risks & children's responsibility to behave	Parents/carers and children uninformed	I:2 / L:1 Score:2	Club Manager to ensure Parental Consent, Medical Information and Indemnity Form completed for each participating child	Before visits	Club Manager	I:1 L:1 Score:1
14c	Children misbehave during activities	Danger of injury	I:3 / L:2 Score: 6	Staff ensure children listen and adhere to all safety instructions given by Centre staff. Staff to inform Centre operators of any safety concerns. Staff to inform Club Manager of any repeated or serious misbehaviour.	During visits	Staff Staff Staff / Club Manager	I:3 / L:1 Score:3
14c	Children misbehave during free time	Danger of injury	I:3 / L:2 Score: 6	Staff ensure children are properly supervised at all times. Staff to inform Club Manager of any repeated or serious misbehaviour	During visits	Staff Staff / Club Manager	I:3 / L:1 Score:3

14d	Repeated or serious misbehaviour by child	Danger of injury to themselves or others	I:3 / L:2 Score:6	Club Manager acts on 'Responsible Behaviour' clause in 'Parental Consent, Medical Information and Indemnity Form' and removes child from activity or residential as appropriate	During visits	Club Manager	I:1 / L:3 Score:3
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	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
15	Travelling by minibus						
15a	Driver competence	Accident / Minor to severe injury	I:3 / L:2 Score:6	Drivers must be D1 trained First aid kit on board. If necessary, staff will contact emergency services, club manager, parents.	As required As required	Staff Staff	I:3 / L:1 Score:3
15b	Minibus roadworthiness	Breakdown / Accident	I:3 / L:2 Score:6	Driver is responsible for checking for any defects. MOT, Tax, Insurance to be kept up to date	Before driving Annually	Staff Club manager	I:3 / L:1 Score:3
15c	Insufficient staff	Unable to respond to incidents within the minibus	I:2 / L:2 Score:4	2 staff members in each minibus Staff to always carry Club phone	On trips	Staff / Club manager Staff	I:1 / L:1 Score:1
15d	Faulty seat belts	Minor to severe injury	I:3 / L:2 Score:6	MOT / service includes seat belt testing & repair Staff ensure passengers use seat belts Faulty belts to be reported to Club manager and repaired by Premises manager Seats with faulty seat belts not to be used	Annually On trips Immediately On trips	Premises manager Staff Staff / Club manager / Premises manager Staff	I:3 / L:1 Score:3

15e	Locked doors / blocked aisles impede evacuation in an emergency	Minor to severe injury	I:3 / L:2 Score:6	Staff instructed to keep all doors unlocked and all aisles clear	When minibus in use	Club manager / Staff	I:2 / L:1 Score:2
15f	Accidents on boarding and dismounting	Minor to moderate injury	I:2 / L:2 Score:4	Staff will supervise boarding and dismounting of minibus Portable step available	When in use	Staff	I:2 / L:1 Score:2
15g	Travel sickness	Inconvenience	I:1 / L:3 Score:3	Parents asked about young people's travel medication before trips Check that medication taken / supplied before trips	When places on trips booked	Club manager Staff	I:1 / L:3 Score:3

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
16	Travelling by coach / public transport						
16a	Blocked aisles impede evacuation in an emergency	Minor to severe injury	I:3 / L:2 Score:6	Staff instructed to ensure all aisles kept clear	On trips	Staff	I:2 / L:1 Score:2
16b	Accidents on boarding and dismounting	Minor to moderate injury	I:2 / L:2 Score:4	Staff supervise boarding and dismounting	On trips	Staff	I:2 / L:1 Score:2
16c	Travel sickness	Inconvenience	I:1 / L:3 Score:3	Parents asked about young people's travel medication before trips Check that medication taken / supplied before trips	When places on trips booked	Club manager Staff	I:1 / L:3 Score:3