



UNITY SPORTS COLLECTIVE CIC

RISK ASSESSMENT PROCEDURE

1. Purpose

Unity Sports Collective CIC is committed to providing safe, structured, and supportive environments for all children, young people, staff, volunteers, and visitors participating in our activities.

This Risk Assessment Procedure outlines how risks will be identified, assessed, managed, monitored, and reviewed to reduce the likelihood of harm, accidents, injuries, safeguarding concerns, or unsafe practice.

Risk assessments support the organisation's:

- Health and Safety responsibilities
- Safeguarding responsibilities
- Duty of care to participants
- Compliance with legal and insurance requirements

2. Scope

This procedure applies to all Unity Sports Collective CIC activities, including:

- Football coaching sessions
- After-school provision
- Holiday programmes
- Community sports activities
- Trips and enrichment activities
- Use of parks, sports halls, schools, and community venues
- Travel and transport arrangements
- Events and tournaments
- Online or digital engagement where applicable

This procedure applies to:

- Staff
- Coaches
- Volunteers
- Sessional workers
- Contractors
- Management representatives

3. What is a Risk Assessment?

A risk assessment is the process of:

- Identifying potential hazards
- Assessing who may be harmed and how
- Evaluating the level of risk
- Implementing control measures to reduce risk
- Recording findings where appropriate
- Reviewing risks regularly

Risk assessments help ensure activities remain safe, appropriate, and well managed.

4. Responsibilities

Director / Management Responsibilities

The Director and management team are responsible for:

- Ensuring appropriate risk assessments are completed
- Reviewing assessments regularly
- Ensuring staff understand safety procedures
- Taking action to reduce identified risks
- Ensuring incidents are recorded and responded to appropriately
- Monitoring health and safety compliance

Staff, Coaches and Volunteers Responsibilities

All staff, coaches, and volunteers must:

- Follow agreed safety procedures
- Identify and report hazards or concerns
- Take reasonable care for their own safety and that of others
- Use equipment safely and appropriately
- Escalate safeguarding or welfare concerns immediately
- Contribute to dynamic risk assessment during activities

5. When Risk Assessments Must Be Completed

Risk assessments should be completed:

- Before new activities begin
- Before trips or off-site activities
- Before using new venues or equipment
- Where activities involve vulnerable participants
- When significant changes occur
- Following serious incidents or accidents
- When concerns or hazards are identified

6. Areas Covered by Risk Assessments

Risk assessments may include consideration of:

Football and Sports Activities

- Slips, trips, and falls
- Injuries during play
- Unsafe equipment
- Unsafe surfaces or weather conditions
- Inappropriate behaviour
- Contact injuries

Safeguarding Risks

- Supervision ratios
- Unauthorised adults
- Bullying or peer conflict
- Missing participants
- Inappropriate communication
- Emotional wellbeing concerns
- Child exploitation risks

Trips and Visits

- Travel arrangements
- Public safety
- Venue safety
- Emergency contacts
- Collection and drop-off procedures
- Staffing levels

Weather Conditions

- Extreme heat
- Heavy rain
- Thunderstorms
- Unsafe playing conditions
- Hydration concerns

Activities may be adapted, postponed, or cancelled where conditions present unacceptable risk.

Medical and Injury Risks

- Existing medical conditions
- Allergies
- Asthma
- Injuries during activities

- Emergency first aid access

Emergency contact details should be available where appropriate.

Venue and Environmental Risks

- Fire exits
- Unsafe facilities
- Public access concerns
- Toilet access
- Lighting and visibility
- Hazardous objects or surfaces

7. Dynamic Risk Assessment

Staff and coaches are expected to carry out ongoing “dynamic” risk assessments during activities.

This means continuously monitoring:

- Participant behaviour
- Weather conditions
- Equipment safety
- Environmental hazards
- Emotional wellbeing and safeguarding concerns

Activities should be stopped or adapted if risks become unsafe.

8. Accident and Incident Reporting

All accidents, incidents, injuries, safeguarding concerns, and near misses must be recorded appropriately.

Serious incidents should be reported immediately to the designated lead and emergency services contacted where necessary.

Incident records should include:

- Date and time
- Nature of incident
- People involved
- Action taken
- Follow-up required

9. Emergency Procedures

Unity Sports Collective CIC will maintain procedures for responding to emergencies including:

- Injuries or medical emergencies
- Missing participants
- Safeguarding disclosures
- Fire or evacuation
- Severe weather
- Unsafe behaviour or incidents

Staff should know how to:

- Contact emergency services
- Access emergency contact information
- Escalate concerns appropriately

10. Record Keeping

Risk assessments and related records will be:

- Stored securely
- Reviewed regularly
- Updated where required
- Shared with relevant staff where appropriate

11. Monitoring and Review

Risk assessments will be reviewed:

- Annually
- Following incidents
- Following changes to activities or venues
- Where concerns arise
- Following safeguarding concerns or complaints

This procedure will also be reviewed annually to ensure it remains effective and compliant with best practice.

12. Related Policies

This procedure should be read alongside:

- Safeguarding Policy
- Health and Safety Policy
- Code of Conduct
- Equality and Diversity Policy
- Trips and Visits Procedures
- Incident Reporting Procedures

14. Adoption of Policy

Carlos Lerma
Founder/Director
Unity Sports Collective (USC)

Adopted on:	June 2025
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