

CUDDINGTON & SANDIWAY TENNIS CLUB

RISK ASSESSMENT FOR COACHING

DAY-TIME HOLIDAY CAMPS



DATE OF RISK ASSESSMENT: SEPTEMBER 24TH 2023.

REVIEW DATE: SEPTEMBER 2025

Risk Assessment

Name and role of Lead Adult	Name of other adult supervisors	Date of risk assessment
Club coach; Jamie Oakes	Sara Oswell	24.09.2023
Name of Event/Activity	Number of Children	Date(s) of Event/Activity
Holiday Camp risk assessment	1-25	Various Day-time Holiday Camps

This holiday camp risk assessment is to be read in conjunction with the existing C&STC risk assessment which covers clubhouse fire, electrical incidents, accidents & emergencies, personal injury from trip hazards on court, personal injury from being hit by a tennis ball, broken & protruding wire, debris from broken floodlight, glass or bulb.

Hazard	Who at risk	Initial Risk Score (L / M / H)	Control Measures	Mitigated Risk Score (L / M / H)
Risk of incidents arising from unsupervised children	Children	H	<ul style="list-style-type: none"> All adult-supervisors will hold an up-to-date DBS and have completed basic awareness safeguarding training Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. Lead Adult (and other adult supervisors) is(are) competent for the scope of the specific event/activity undertaken. Minimum staff/player ratios will be 1:16 Regardless of the overall supervision ratio, at least two adults will be supervising children/young people at all times. 	L

			<ul style="list-style-type: none"> • Group control measures used to supervise pupils will require large groups be split into predetermined small groups each with named leaders. • Players are briefed about appropriate conduct and specific risks about which they should be aware • Parental consent is obtained for all children attending holiday camp & information provided regarding use of possible alternative venues/activities. A consent and emergency contact form is completed for all children via the Clubspark booking system, • The Lead Adult will ensure that the proposed locations are suitable for the activity and manageable for the group 	
Emergencies, medical issues and accidents	Adults Children	M	<ul style="list-style-type: none"> • Jamie Oakes is a qualified First Aider • Consent process includes specific medical/medicinal information, dietary requirements and emergency contact details • First Aid kit and mobile phone available to the group. • Lead Adult has list of players plus parent/carer contact details with them • Any specific medical needs will have been shared through the Clubspark registering process with club coach & disseminated to the relevant helpers present. 	L
Adverse weather	Adults Children	M	<ul style="list-style-type: none"> • Weather forecast checked ahead of camp sessions and programme adjusted accordingly • Where over-exposure to the sun is possible, sun block is encouraged by the holiday camp coaching team and administered by the children themselves • Access to drinking water is available in the clubhouse • Suitable breaks out of the sun ensured in the timetable for the day 	L
Risk of abuse and bullying	Adults Children	H	<ul style="list-style-type: none"> • All adult supervisors will hold an up-to-date DBS and have completed basic awareness safeguarding training • All adult supervisors will be aware of and comply with the club safeguarding policy and procedures • Clubhouse has safeguarding posters displayed with relevant contacts • Minimum staff/player ratios will be 1:16 Regardless of the overall supervision ratio, at least two adults will be supervising children/young people at all times. • Adults not associated with the holiday camp will not be allowed to have unsupervised contact with children attending the camp, (though may be using club facilities simultaneously) • All children provided with expectations regarding acceptable behaviour for the holiday camp 	L

Inappropriate photography, filming and social media activity	Children	M	<ul style="list-style-type: none"> Club photography policy is in effect & parents provide appropriate consent through the camp (Clubspark) booking system All adult supervisors on holiday camp will comply with the LTA photography and filming best practice guidance 	L
Missing children	Children	M	<ul style="list-style-type: none"> Head count completed by responsible adult during breaks Children informed of meeting points / where to go if they get separated Emergency contact details for all children have been obtained 	L
Inappropriate use of changing facilities	Adults Children	M	<ul style="list-style-type: none"> Children will come to the event changed and ready to play and whilst present will have single use of toilet / changing facilities (if required) as per C&STC changing policy Adult supervisors will not use the toilet/changing facilities at the same time as any child 	L
Late or non-collection of children by parents/carers	Children	M	<ul style="list-style-type: none"> Collection arrangements discussed and agreed in advance with parents, including the process that will be followed in the event of non-collection Significant/repeated concerns about timekeeping and non-collection are to be raised to the Club Welfare Officer 	L

Name of Lead-Adult Jamie Oakes, Club Coach	Signature: J Oakes	Date: 24.9.23 Revised 30.10.2023
Name of Club Welfare Officer Yvonne Williams	Signature: Y Williams	Date 24.9.2023 Revised 30.10.23