

Cambridge City Hockey Club (CCHC): Risk Assessment CCHC Hockey Activity

Home Venue: Wilberforce Road Sports Ground (WRSG), Wilberforce Road Cambridge, CB3 0EQ.

Facility operated by the University of Cambridge Sports Service (UCSS).

Risk Assessed: CCHC Hockey Activity	Approved by: Senior sub-committee (MB, RH, MS, SC and SE)
Date: Updated on 26 May 2022	Review Date: 01 June 2023

General Grounds at WRSG – these are run and maintained by the University of Cambridge Sports Service.

In addition to the sports facilities on site there are small grass areas, two lakes and significant area of foliage all around, which all provide natural boundaries between different areas and a pleasant site environment.

What are the hazards?	Who might be harmed?	Control(s) required	Risk Level	Further details of actions required
Personal Injury - People coming into contact with trees and bushes	CCHC members, players, coaches, parents of members, match officials, spectators, staff at WRSG.	<u>Responsibility of University of Cambridge Sports Service:</u> Site was designed appropriately with all planting and species located with safety in mind. All areas regularly maintained and cut back from areas such as the jogging track by trained, experienced ground staff. All areas clearly segregated using kerbs and ground colours. Grass area separates main sporting facilities from larger areas of foliage. First Aid provision and Emergency procedures details on display around site.	Low	CCHC to ensure prompt review of any updated information given to CCHC by the University of Cambridge Sports Service with respect to the safe operation of the site.
Personal Injury – drowning in lakes	All users	<u>Responsibility of University of Cambridge Sports Service:</u> Clear signage indicating dangers, depth of lakes and no swimming. Lifesaving buoys available close to the edge of lakes. Foliage, permanent fencing and landscaping in place around all lakes make access to lake extremely difficult.	Low	

		Bridge on jogging track is appropriately maintained and checked. First Aid provision and Emergency procedures details on display around site.		
Personal Injury – slips, trips & falls.	CCHC members, players, coaches, parents of members, match officials, spectators, staff at WRSF.	CCHC to ensure no sporting activity (for example warm ups) takes place on grassed areas. These are advised by University of Cambridge Sports Service as not suitable for sporting activities. <u>Responsibility of University of Cambridge Sports Service:</u> All sports surfaces are appropriate for use, regularly maintained and checked. All kerbing clearly visible and areas segregated by colours of surfaces. Maintenance helpdesk system in place with in University system and all areas monitored daily by staff to ensure areas are maintained appropriately. First Aid provision and Emergency procedures details on display around site.	Low/ Medium	CCHC to ensure prompt review of any updated information given to CCHC by the University of Cambridge Sports Service with respect to the safe operation of the site.
People Hazards/personal injury – unauthorised access	CCHC members, players, coaches, parents of members, match officials, spectators, staff at WRSF.	<u>Responsibility of University of Cambridge Sports Service:</u> Site gates locked when the site is closed. Area monitored by University Security staff 24 hours a day.	Medium	CCHC to ensure prompt review of any updated information given to CCHC by the University of Cambridge Sports Service with respect to the safe operation of the site.

Car Park at WRSB – this is run and maintained by the University of Cambridge Sports Service.

The car park consists of two main areas and an overflow car park.

Area 1: outside the main gate consisting of around 50 spaces along both sides of the driveway.

Area 2: consists of around 70 spaces at the back of the pavilion arranged and marked in a large rectangular area.

Area 3: Grass overflow car park located off the driveway (no lighting).

The driveway starts at the corner of Adams Road and Wilberforce Road and has a pedestrian pathway along one side.

What are the hazards?	Who might be harmed?	Control(s) required	Risk Level	Further details of actions required
<p><u>Personal Injury and damage to vehicles:</u></p> <p>Collision between moving vehicles (including bicycles).</p> <p>Collision Between moving and stationary vehicles.</p> <p>Collision between vehicles and pedestrians.</p> <p>Slips, Trips and Falls.</p>	<p>CCHC members, players, coaches, parents of members, match officials, spectators, staff at WRSB.</p>	<p><u>Responsibility of University of Cambridge Sports Service:</u></p> <p>Clearly defined car parking bays.</p> <p>Single-carriageway driveway allowing moving vehicles both ways.</p> <p>First Aid provision and Emergency procedures details on display around site.</p> <p>Speed limit sign installed on driveway and close to building (10mph).</p> <p>Access gate locked when facilities are closed.</p> <p>Access gate to Area 3 locked unless required for large events</p> <p>Area 3 marshalled at all times when open</p> <p>Pathway along main driveway leading into car park clear and unobstructed at all times.</p> <p>Driveway and car park not used for any sporting events.</p> <p>Clearly visible raised curbs separating car park from pedestrian areas.</p> <p>Cycle storage on site separate from car park and driveway.</p> <p>‘Keep Clear’ areas clearly painted on necessary areas.</p> <p>Vehicle access monitored by staff during pavilion opening hours.</p> <p>Marshals will wear High Visibility jackets</p> <p>In the dark, Area 3 will have two Marshalls who carry torches.</p> <p>Surfaces in car park areas 1 & 2 inspected monthly.</p> <p>Surface in car park Area 3 inspected after every use.</p>	<p>Medium</p>	<p>UCSS have advised they plan to improve the lighting.</p> <p>Possible installation of CCTV when site is connected to University Network.</p>

		<u>Responsibility of CCHC</u> CCHC to clearly communicate to parents and players the importance of respecting the speed limits on site. CCHC to clearly communicate to parents that it is their responsibility to ensure younger children are escorted safely across the car park to pedestrian areas.		Vehicle access additionally marshalled by CCHC on match days (due to participants being unfamiliar with the site), and when on site users are predicted to be over 100 at any one time.
Playing Areas including goals Wilberforce Road Sports Ground hosts 3 full sized, floodlit, sand-dressed synthetic hockey pitches. General maintenance of the pitch surfaces and pitch surrounds are the responsibility of UCSS. Check that the area and surroundings are safe and free from obstacles.				
What are the hazards?	Who might be harmed?	Control(s) required	Risk Level	Further details of actions required
<u>Playing surface is dangerous:</u> Degeneration or damage to pitch surface. Cold weather leads to pitch surface freezing.	Players, match officials and coaches	Inspection of pitches prior to each session by the responsible club officer (captain(s) or coach(s) leading session). If pitch deemed unfit for play responsible officer to cancel session(s) and inform participants. UCSS responsible for regular pitch inspections & maintenance.	Low/Medium	Communication of any cancelled sessions via: Teamo Website Twitter & Instagram

Equipment in poor working order	Players and coaches	<p>UCSS responsible for regular inspections & maintenance.</p> <p>CCHC to ensure all equipment in good working order before play, and is suitable for age group/ability. CCHC to check there is no equipment left from other activities or obstructions left in the sporting area.</p> <p>Goals Check goals for damage through misuse. Check that nets are in good repair – no broken links. Check backboards are secured & training pads are <i>in situ</i> if not a fixture.</p> <p>Dugouts Check dug outs are secure and in good condition.</p> <p>Fencing Check that there are no damaged or missing panels in the fencing around the pitch. CCHC to report any damaged or missing areas to UCSS staff.</p> <p>Lights UCSS are responsible for the maintenance and operation of the floodlights at WRSB. CCHC to report any damaged or missing bulbs to UCSS staff.</p>	Low	Responsible club officer to report any issues to UCSS staff.
Personal Injury – slips, trips & falls.	Players, coaches & spectators	Check that the pitch area and surroundings are safe and free from obstacles.	Low	
Non-essential (i.e., not a player, coach, manager, physio etc.) adults	Non-essential adults.	The responsible CCHC club officer will ask any non-essential adults to leave the playing area before any hockey activity resumes.	Low - medium	

on in playing area (on pitch, in dugouts or on playing side line).				
Babies or uninvited children in playing area (on pitch, in dugouts or on playing side line).	Babies or uninvited children.	The responsible CCHC club officer will ask any uninvited children to leave the playing area before any hockey activity resumes, and ensure there is a responsible adult to look after them. Parent will be asked to remove any babies on pitch/ in dugouts.	Low - medium	
Participants				
What are the hazards?	Who might be harmed?	Control(s) required	Risk Level	Further details of actions required
Injury or harm due to failure to register participants.	Players	Responsible Club Officer(s) to keep a register of all participants attending. Check that the attendance register is up to date with medical information and contact details.	Medium	Teamo App
<u>Personal injury:</u> Slips, trips & falls. Injury due to impact by hockey ball.	Players (adult and junior), coaches, umpires, physios, team managers.	Protective Equipment Captains & Coaches to ensure junior players are appropriately attired and have the correct protective equipment, or they cannot participate in a session: <ul style="list-style-type: none"> • Gum shields and shin pads. • Goalkeepers – correct GK kit. • Mandatory for a junior player (U18) to wear a protective face mask if they defend a short corner. 	Medium-High	

<p>Injury due to impact by hockey stick.</p> <p>Injury due to impact between players and / or equipment such as the goal.</p>		<p>Captains & Coaches to strongly encourage adult players to wear the correct protective equipment.</p> <p>First Aid provision</p> <p>First Aid provision and Emergency procedures details are on display around site (UCSS).</p> <ul style="list-style-type: none"> • The captain/coach will arrange suitable medical treatment for all players. • First aid kit accessible at all times– all parts including PPE checked and in date. • WRSB will have a first aider on duty for all CCHC sessions. • CCHC captains/coaches to always have access to a phone to call 999. • There is a defibrillator located in reception which is accessible at all times the pitches are in use. • An incident/accident reporting form must be completed for ANY player requiring treatment. • Inform parent carer if player U18 <p>CCHC will complete the England Hockey online 'Injury Monitoring Form' following injuries sustained that require one or more of the following:</p> <ul style="list-style-type: none"> • Treatment from a first aid specialist (e.g., Team doctor/ first responder) • Hospital treatment • Subsequent visit(s) to a GP 		<p>Guidance for first aid provision clearly described in CCHC guidance (www.cambridgecityhc.org)</p> <p>First Aid information included in induction information for captains and coaches.</p> <p>CCHC Injury Monitoring Form: https://forms.gle/e4t2wHzF844PTKDC6</p> <p>EH Injury Monitoring Form: https://customervoice.microsoft.com/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6iRVREkAkAJNq8s5Hn9XhOtUQUQ4UIBJMVNSQ0M0MDVOSFIZUDA2RFYxRi4u</p>
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Injury or harm during warm-up activity.	Players, coaches & spectators	<p>Junior players are not allowed on the pitches until the coach, captain or another responsible club officer is present.</p> <p>All warm-up activity will be supervised according to the recommended minimum supervision ratios.</p> <ul style="list-style-type: none"> • Under 8's: 1 adult: 8 children (with a minimum of 2 adults) • Over 8's: 1 adult: 12 children (with a minimum of 2 adults) • Over 18's: 1:16 <p>Warm-up activity will be planned to take into consideration:</p> <ul style="list-style-type: none"> • Equipment needed • The surface under use • The mix of ages and abilities in the group • What else is happening on the pitch (i.e., other sessions / people / etc) 	Medium	
Injury or harm due to failure to hold emergency contact details and medical information.	Players, coaches	<p>Emergency contact and medical information is collected at player registration.</p> <p>Relevant captains, coaches, and team managers to have access to players medical information and emergency contact details at all sessions.</p>	Medium	<p>Teamo App</p> <p>Teamo App Hold offline copy as backup.</p>
Injury or harm due to inadequate supervision.	Players	<p>U18s are not allowed unattended at Wilberforce Road.</p> <ul style="list-style-type: none"> • If a parent/carer is late then the responsible club officer will wait with the young person at the club, wherever possible with other club members, volunteers or parents. • U18s to arrive at agreed time for their session. <p>Junior players are not allowed on the pitches until the coach, captain or another responsible club officer is present.</p>	Medium	Late collection policy in place and communicated to parents – available on website .

		<p>Sessions will be run according to the following supervision ratios as advised by England Hockey:</p> <ul style="list-style-type: none"> • Under 8's: 1 adult: 8 children (with a minimum of 2 adults) • Over 8's: 1 adult: 12 children (with a minimum of 2 adults) • Over 18's: 1:16 		
Injury or harm due to inadequate training / DBS checks.	Players	<p>Coaches who are directly responsible for U18s (typically lead coaches) are required to complete face to face safeguarding education. The accepted courses are:</p> <ul style="list-style-type: none"> • UK Coaching's 'Safeguarding and Protecting Children' Workshop • FA Safeguarding Children Workshop • RFU 'Play it Safe' • LTA Safeguarding & Protection in Tennis <p>All assistant coaches/ helpers are required to complete EH's basic online safeguarding training, found on the Hockey Hub.</p> <p>CCHC will perform a DBS check for anyone who is working or volunteering in a role that is in 'regulated activity' with anyone under the age of 18.</p> <p>Ensure captains and coaches have read and understood current England Hockey and CCHC policies & guidance: https://www.cambridgecityhc.org/page.php?item=join&subitem=safeguarding https://www.englandhockey.co.uk/governance/duty-of-care-in-hockey/safe-hockey</p>	Medium	<p>All safeguarding training is valid for 3 years and then must be renewed if the coach is still responsible for U18s.</p> <p>DBS checks should be repeated every 3 years if the club officer is still responsible for U18s.</p> <p>Welfare Officer to ensure safeguarding training and DBS checks are up to date.</p> <p>Induction sessions for coaches and captains at the start of each season.</p>
Injury or harm due to inadequate floodlighting	Players (adult and junior), coaches, umpires,	<p>UCSS are responsible for the maintenance and operation of the floodlights at WRSF.</p> <p>CCHC to report any damaged or missing bulbs to UCSS staff.</p>	Low	

	physios, team managers.	<p>CCHC Club officers to inform UCSS staff if lights are not switched on and the session be delayed until floodlights are switched on and light at safe levels for play.</p> <p>UCSS have agreed that low level lighting will be left on for a short period to allow players to exit the pitches safely if they are the last session of the evening.</p>		
Spectators				
What are the hazards?	Who might be harmed?	Control(s) required	Risk Level	Further details of actions required
Injury to Spectator during training or match play due to contact with a flying ball.	CCHC players, parents, coaches and other spectators.	<p>There should be no shooting drills (or any drills that include shooting at goal) towards the spectator sides of the pitches.</p> <p>The act of hitting balls at the rebound boards/fence at high speed during warm up is not allowed.</p> <p>In the event of drills or small sided games that run across the pitch, spectators are not allowed to access the spectating area marked by the yellow hatched areas. This is to stop spectators standing directly behind the goals. If spectators are present in these spectator areas, it is the responsibility of coaches or the *responsible club officer to ask any spectators present to move outside the hatched area before commencing the activity.</p> <p>Spectators are allowed to access the full spectator area to view any hockey activity where play runs along the length of the full-size pitch.</p>	Low / Medium	<p>Safety signs will be installed by Cambridge University Sports Service who operate the facility at WRSG.</p> <p>CCHC will ensure all club officers are aware and up to date with current guidance for the safe use of WRSG by spectators.</p> <p>*A responsible club officer might be a coach, team captain, or any other CCHC club officer.</p>
Injury to another facility user due to a flying ball	CCHC members, players, coaches, parents of	Responsible club officer to ensure that external pitch gates are closed.	Low / Medium	*A responsible club officer might be a coach, team captain, or any other CCHC club officer.

leaving the pitch areas.	members, match officials, spectators, staff at WRSG.	<p>There should be no shooting drills (or any drills that include shooting at goal) towards the spectator sides of the pitches to minimise the risk of balls clearing the external fencing.</p> <p>The act of hitting balls at the rebound boards/fence at high speed during warm up is not allowed to minimise the risk of balls clearing the external fencing.</p>		
Pavilion & Changing Rooms at WRSG This is managed and maintained by the University of Cambridge Sports Service. The Pavilion is a Licensed Premises. The Pavilion is being refurbished and is currently only accessible for use of the toilets and to access First Aid from UCSS Staff. This section will be updated when the pavilion is reopened and updated operational advice is received from UCSS.				
What are the hazards?	Who might be harmed?	Control(s) required	Risk Level	Further details of actions required
Catering & use of kitchen area	All users of the pavilion.	CCHC members have no access to the kitchen area. Catering and any risks arising from that are the responsibility of UCSS and Cantab Catering who are the current catering contractors.	N/A	
<u>Personal Injury</u> Slips, trips or falls. Collision with equipment or fabric of building.	All users of the pavilion.	<u>Responsibility of University of Cambridge Sports Service (UCSS):</u> Maintenance helpdesk system in place within university system and all areas monitored daily by UCSS staff to ensure areas are maintained appropriately. Floors appropriate for the areas (e.g., non-slip floors in showers and changing facilities).	Low	

Injury or harm due to individuals under the influence of alcohol/drugs		<u>Responsibility of CCHC</u> CCHC to ensure compliance with laws relating to buying and consuming alcohol for CCHC players who are U18.		
Emergency Access				
Failure to keep Emergency vehicles access clear	All users	University of Cambridge Sports Service have implemented clear signage and areas for emergency vehicle access to the pitches. CCHC members to park responsibly, adhering to all signs regarding emergency vehicle access.	Medium	
Failure to access telephone to call emergency services.	All users	CCHC captains/coaches to always have access to a phone to call 999.	Medium	
Emergency services respond to wrong location.	All users	Emmanuel College Sports Ground is located off Wilberforce Road and has the same postcode. Be very clear when specifying location: Wilberforce Road Sports Ground, Wilberforce Rd, Cambridge CB3 0EQ Send someone to meet the ambulance	Medium	Consider using What3Words App to confirm location: rope.club.ledge

Defibrillator not accessible	All users	<p>The defibrillator is located in reception and is accessible at all times the pitches are in use - UCSS to ensure access to pavilion</p> <p>All CCHC club officers aware of how to access the defibrillator.</p>	High	<p>Guidance for first aid provision clearly described: In CCHC guidance - https://www.cambridgecityhc.org/page.php?item=join&submit=safeguarding</p> <p>First Aid information included in induction information for captains and coaches.</p>
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