

RISK ASSESSMENT FORM

Department:	Location: Ice Rinks	Date of Assessment:	Assessment Number:
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Activity or Task being assessed: (In case of an Event: Dates From... to... should be included)	Inclusive Skating Sessions Including Skate UK And Groups
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Who may be affected by the task? (E.g. Venue staff, Organisers, Promoters Staff, Visitors, Exhibitors, Contractors, Young/new/inexperienced staff, Disabled, Children, New/expectant mothers, Elderly) (In case of an Event include: Visitor Profile and Attendance)	Staff, public and inclusive skaters	How many may be affected? (E.g. One person, 2-5, 6- 10, 11-50, 51-100, 100-500, 500 +)
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See 'Risk Assessment Guidance' document for explanation of Risk assessment, activity / task being assessment, hazard, consequences, risk, control measures, probability, severity, risk rating

Identify Hazards Identify hazards/element(s) of activity that could reasonably be expected to result in significant harm .	Consequences What could result from the hazard?	Risk Rating <i>Probability x Severity = Risk level</i>	What control measures would reduce the risk of injury or ill health?	Revised Risk Rating <i>Probability x Severity = Risk level</i>	Action Level HIGH, MEDIUM or LOW						
Shared use of ice	Risk of injury to themselves and/or others	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">P 4</td> <td style="width:33%;">S 3</td> <td style="width:33%;">R 12</td> </tr> </table>	P 4	S 3	R 12	<ol style="list-style-type: none"> 1. Pre-booked groups during school times will be allocated an area of the rink and this will be cordoned off from other public skaters prior the start of the session – A session taking place on an Olympic Rink is taped all the way across the ice (at the Ice Breakers end) using red/white traffic tape and/or cones 2. Joint Parent & Toddler/Disabled Inclusion sessions taking place on 	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">P 3</td> <td style="width:33%;">S 3</td> <td style="width:33%;">R 9</td> </tr> </table>	P 3	S 3	R 9	Med
P 4	S 3	R 12									
P 3	S 3	R 9									

NATIONAL ICE SKATING ASSOCIATION INCLUSIVE SESSIONS SAMPLE RISK ASSESSMENT

Ice Surface	Risk of slips, trips and falls causing personal injury to a skater	4	3	12	<p>the Main Arena – ice will be sectioned off from the parent and toddler session by using the cones/tape system.</p> <ol style="list-style-type: none"> 3. Manual wheelchair users must be supervised by a parent, guardian or carer. 4. Electric wheelchairs/mobility scooters – speed to be regulated by user, wheels are to be clean to ensure grip on ice is maintained, unit can be manually pushed off in the event of breakdown or battery failure. 5. Skate UK Inclusive/Group Lessons attendance are restricted to max of 15:1 pupil/coach ratio. Support staff assisting the group if the pupil/coach ratio is exceeded. 6. During Inclusion Family Sessions - Supervisory/coaching staff will be available at all times during all sessions with a guideline of 1 coach to 30 people 7. Coach to obtain assistance if number of people exceed guideline in point 5. <ol style="list-style-type: none"> 1. Qualified coaches to supervise activities 2. Ice maintenance programme in place which includes regular ice resurfaces and on-going maintenance as required. 3. Coach to check ice surface and rink barrier is safe and maintained prior the start of the session 4. Coach to monitor the quality of the ice surface during the session and report any defects to the Manager 	2	3	6	Med
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					<p>on Duty/Ice Maintenance.</p> <ol style="list-style-type: none"> 5. Where defect is identified as being dangerous corrective action taken. 6. Skates to be worn by all participants and tied securely. Signage displayed on 'How to Tie Skates' properly in the Skate Hire area. Skates are optional for those in a wheelchair. 7. Signage of the rules of the rink is displayed within the ice rink. 8. First aid qualified staff on duty including Coaches, Rink Assistants and Manager on Duty. 9. Coach to be aware of the Accident Reporting procedure. 10. Coach to ensure that no unauthorised person takes part in the session by collecting ticket receipts/checking register before accessing the ice. 11. Coach to be easily identified by participants through uniform 				
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Coaches	Risk of injury to themselves and/or others	P 3	S 3	R 9	<ol style="list-style-type: none"> 1. Coach/Assistant to be suitably qualified and possess an up to date recognised coaching qualification eg NISA Level 1/2, EIHA Level 1/2 fully insured and first aid trained. 2. Sports Assistants to be competent skaters in their ice sports discipline or be competent at Skate UK level 4 as a minimum. 3. Coach to work in accordance with the governing body for sport guidelines. 4. All Coaches/Sports Assistants to possess satisfactory Disclosure & Barring certificate and have 	P 2	S 3	R 6	Med
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NATIONAL ICE SKATING ASSOCIATION INCLUSIVE SESSIONS SAMPLE RISK ASSESSMENT

<p>Skaters</p>	<p>Risk of personal injury to themselves and others</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>received safeguarding training</p> <ol style="list-style-type: none"> 5. First aid qualified staff on duty including Coaches, Rink Assistants and Manager on Duty. 6. Coach to undertake personal professional development in accordance with the Governing Body for Sport and NIC Mandatory Training 7. Coach/co-ordinator to be in possession of radio to obtain assistance if required. 8. Coach to have read and be aware of the disabled evacuation policy. <ol style="list-style-type: none"> 1. School skating safety briefing sheet supplied to school prior to attending the session via admin email to main point of contact at school/group. 2. When school/group arrives for week 1 the Coordinator will reinforce the pre-brief which was sent to the school in 4.1 3. The Coordinator/Senior Coach will carry out a walking test (off the ice). This will give an indication as to which skater will be able to stand and move on the ice better. 4. School to advise of any children with additional special needs prior to the session in order that necessary arrangements can be made 5. Pre on ice assessment to be carried out on the first week of the programme before the skaters access the ice by coaches to include a visual check of all pupils skates to check they are tied correctly as well as how to walk in 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Med</p>
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NATIONAL ICE SKATING ASSOCIATION INCLUSIVE SESSIONS SAMPLE RISK ASSESSMENT

<p>Equipment – Skating Equipment, Zamboni, Ice Skates</p>	<p>Risk of injury to skaters/coaches and/or others</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>skates, how to get up to standing position in the event of falling over.</p> <ol style="list-style-type: none"> 6. Coordinator to allocate coaches to each sub group and to review coach allocation based on the previous weeks lesson. 7. Coach to identify suitable ice space to deliver group lesson taking into account the number of skaters on the ice and level of competency of the group. 8. Coach to ensure that all activities on the ice are carried out in a safe manner and the lesson delivered in accordance with the Skate UK Inclusive course content. 9. Where practicable the Coach will endeavour to make sure pupils are positioned in front of them/in their sight line whilst lesson is taking place. 10. Any pupils behaving inappropriately/unsafe manner to be warned and if behaviour continues to be sent off the ice. Coach to inform the coordinator/school official of unacceptable behaviour. <ol style="list-style-type: none"> 1. When Zamboni is on the ice all of the gates are shut that access the ice rink and staff are in the ice rink area ensuring that no one gains entry to the ice. 2. All activity including the use of skating equipment will be supervised/monitored accordingly. 3. Coach to ensure sledges/on ice equipment are in a safe and usable condition prior the start of the session 4. All equipment is visually checked 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Med</p>
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<p>Aggressive Behaviour</p>	<p>Risk of injury and distress to skaters/coaches and/or others</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>and inspected on a regular basis by coach/rink staff. Skating equipment to be checked and maintained by a Rink Assistant on a monthly basis and inspection details recorded.</p> <ol style="list-style-type: none"> 5. On ice equipment to be removed from use if defect found during session and fault reported to the Manager on Duty or Sports Development Officer. 6. Ice Skates to be well maintained and suitable for the wearer. 7. Coach to ensure all activities involving the use of on ice equipment are used in a safe and controlled manner. 8. Prior to Arena session rubber matting to be put in position by Coach to enable access to and from the ice using the main Zamboni gates. Coach to ensure there are no trip hazards. The matting needs to be wide enough to accommodate skater and wheelchair. Coach to ensure that Zamboni gates are fully open. <p>1. Any person demonstrating aggressive behaviour whether verbal or physical will be reported to their group leader/carer. The person must be warned and if disruptive or acting in an unsafe manner will be asked to leave the ice and the incident recorded and reported to the Manager on Duty</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Med</p>
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Transferring On Ice Equipment from storage area onto the ice and back	Potential for injury due to improper transfer/manual handling	3	2	6	<ol style="list-style-type: none"> 1. Wherever possible trolley to be used to transfer equipment 2. Trolley to be stored safely 3. Staff received manual handling training 4. Whilst transferring equipment service corridor doors to be secured open to ease with transportation. Doors to be closed once equipment transferred 	2	2	4	Low
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Assessor(s) name:	Assessor(s) signature:	Date:
The Department Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards, control measures and further actions required.		
Managers name:	Manager's signature:	Date:
Further actions required and date complete:	Manager's signature:	Review due: (Date)