

Risk Assessment

All activities and events in RMVCC(P) require a risk assessment. Use this form to conduct a risk assessment where a generic risk assessment does not already exist or is not sufficient. Insert more rows if required. Do not complete shaded fields. Contact the HSO for guidance if required. Once complete, send to HSO for comment and approval. All risk assessments will appear in the 'Health and Safety' pages of the RMVCC(P) website. This form is based on MOD Form 5010a (Apr 08).

Unit:	Royal Marines Volunteer Cadet Corps Portsmouth Division	Assessment Number:	RA012	Assessment Date:	14 Apr 15							
Section or Department:	Physical Training	Assessment Type (Delete as appropriate; see Note 1)										
		Specific	Generic	Record of Dynamic Assessment								
Activity, Event or Process:	Sports and Physical Training (inc football, running, circuit training and minor sporting activities)											
Assessor (See Note 2)			HSO Acceptance									
Name:	M A May	Name:	C R Spratt									
Rank:	CSgt RMC Unit PTI	Rank & Position:	Lt RMC Health and Safety Officer									
Signature:	<i>M A May</i>	Signature:	<i>C R Spratt</i>									
Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Existing Control Measures (Specific existing Control Measures)	Risk Rating (See Note 3)			Additional Control Measures (Each Control Measure is to be specific and managed)	Residual Risk Rating (See Note 4)			Management Plan		
			L	C	R		L	C	R	Owner	Target Date	Comp Date
Pulled muscles	Participants	<ul style="list-style-type: none"> Good stretching and warm-up at beginning of session. Cadets not to over-extend beyond their abilities. 	1	2	2	n/a	1	2	2			
Bruising	Participants	<ul style="list-style-type: none"> Qualified instructor and/or first aider present. Contact sports adequately supervised. Equipment near training location at safe distance. 	1	2	2	n/a	1	2	2			
Hyperextension of joints	Participants	<ul style="list-style-type: none"> Adequate supervision and coaching at all times. 	1	2	2	n/a	1	2	2			
Slipping over	Participants	<ul style="list-style-type: none"> Inspection of area before training/activity. Good quality footwear to be used. 	1	2	2	n/a	1	2	2			

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Sprained / broken joints	Participants	<ul style="list-style-type: none"> • Ensure techniques are explained and done slowly to begin with. • Adequate supervision especially during contact sports. 	1	2	2	n/a	1	2	2			
Inability to breathe and find the exercise more difficult	Participants	<ul style="list-style-type: none"> • Notifying instructor and / or first aider and carrying inhaler / medication 	1	2	2	n/a	1	2	2			
Exacerbation of injuries	Participants	<ul style="list-style-type: none"> • Inform first aider and instructor of condition. • Medical consent forms. • Personal protective equipment always worn as required 	1	2	2	n/a	1	2	2			
Some members unable to complete exercises / becoming fatigued	Participants	<ul style="list-style-type: none"> • Instructor alters session according to every participants abilities. • Adequate supervision. 	1	2	2	n/a	1	2	2			
Not providing adequate protection to participants	Participants	<ul style="list-style-type: none"> • Check all equipment is satisfactory. 	1	2	2	n/a	1	2	2			
Unintentionally hurting training partner	Participants	<ul style="list-style-type: none"> • Participants should train with someone roughly their standard and size. • Adequate supervision. 	1	2	2	n/a	1	2	2			
Equipment and clothing	Participants	<ul style="list-style-type: none"> • All equipment should be suitable for the age, size, strength, ability and experience of the personnel involved • Potentially hazardous equipment (e.g. hard balls) should be stored in a safe place where personnel cannot access them. • Equipment not in use should be removed from the playing area. • Games posts should conform to current BS EN requirements, be kept in good condition and regularly painted. • All games posts should be checked regularly • Free standing posts should be secured when in use and in storage. • Lighter portable goals should be secured to prevent them tipping over. • Ensure personnel are not at risk from collision or impalement when using games posts as markers. • Corner flags should be tall enough and pliable to avoid injury to personnel on impact. • Balls that inflate should be 	1	2	2	n/a	1	2	2			

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		<p>maintained at the correct pressure.</p> <ul style="list-style-type: none"> • All equipment should be maintained in good condition and should be subject to regular inspection and maintenance. • Faulty equipment should be removed from use and from access by personnel, until repaired or replaced. • Personnel should wear appropriate clothing, footwear and protective equipment for the intended activity and playing surface. This should be checked prior to the activity commencing. • Track suit trousers and long sleeved tops should be used when playing on artificial surfaces to prevent friction injuries. • Personal protective equipment always worn as required Long hair should be tied back, nails kept short and all potentially hazardous personal effects removed or made safe prior to taking part in any games activity. • Chewing of food, sweets or gum immediately before or during games activities should never be allowed. 											
Organisation	Participants	<ul style="list-style-type: none"> • Match personnel by size, weight, age, experience and ability particularly in activities involving body contact and when mixed gender practice is permitted. • Personnel should only be exposed to challenges for which they have the mental ability and physical skills required to respond. • The rules and arrangements for games activities should be clearly explained prior to activities commencing. • Personnel should be made aware of acceptable routines and safe practice; this should also include the rules and etiquette of the game to be played. • An adequate warm up should be 	1	2	2	n/a		1	2	2			

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		<p>provided prior to commencement.</p> <ul style="list-style-type: none"> Supervising adults should use appropriate intervention and advice to ensure the safety of personnel, while accepting that there will be a reasonable level of robust play 											
Organisation	Participants	<ul style="list-style-type: none"> Before competitive play begins personnel should be taught the basic skills and rules involved in the intended activity. Teaching of all games should follow a carefully planned and graduated progression, which ensures that all personnel master the necessary skills at any given level of competence before progressing to the next stage. Conditioned or modified versions of games may be used for beginners, groups of varying ability, where there is a lack of personal kit or protection that has safety implications. Follow directives concerning the safe management of sport from JSP535. 	1	2	2	n/a		1	2	2			
Personnel	Participants	<ul style="list-style-type: none"> All sporting activities to be supervised by suitably and sufficiently competent and qualified personnel. Supervising adults should have a sound knowledge and understanding of the games activity they intend to teach, and of how to conduct lessons safely. Supervising adults should be aware of the risks associated with personal participation while teaching or coaching games activities, particularly those which are likely to involve physical contact with personnel or in which hard missiles are used. Participation by adults should be restricted to demonstrations in a controlled setting and to keeping games moving. It should not adversely affect their ability to maintain overall control of the games activity. 	1	2	2	n/a		1	2	2			

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		<ul style="list-style-type: none"> • Adults should not participate as team members alongside personnel during games or practices. • All coaches to be experienced in working with young people and hold relevant up to date NGB coaching qualifications. • Supervising adults should have knowledge of first aid and resuscitation techniques, and understand the procedures for treating neck and spinal injuries • Personnel should be suitably fit and adequately prepared for all activities and made aware of their personal responsibilities for their own safety and that of others. • Personnel should understand that excessive and overzealous competitiveness, loss of temper and inappropriate language is unacceptable. Where this occurs the games activity should be stopped. 									
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HSO Assessment Review (See Notes 2 and 5)

Review Date:	15 Apr 15	HSO Comments:	This RA does not cover adventurous training or extreme sports, not sports where the supervisors are provided by a third party (ie: non-RMVCC or non-MOD staff). These activities, which are infrequent, will need to be assessed separately. This RA assumes and requires that qualified sports/PT staff will always be in attendance. This RA does not include swimming or shooting, for which separate RAs are to be consulted.
Name:	C R Spratt		
Rank:	Lt RMC		
Signature:	<i>C R Spratt</i>		

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Notes:

1. If using a 'Generic' risk assessment, Assessors and the HSO are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

Risk Matrix (Likelihood x Consequence = Risk Rating)			Low	Medium	High
			Minor injury or illness	Serious injury or illness	Fatalities, major injury or illness
			1	2	3
High	Common, regular or frequent occurrence	3	3	6	9
Medium	Occasional occurrence	2	2	4	6
Low	Rare or improbable occurrence	1	1	2	3

3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping the activity or event; approval from Commanding Officer required before this activity or event takes place.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.
5. Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or responsibilities.
 - Following the introduction of more vulnerable personnel.
 - If "Generic" prior to the activity taking place to ensure no specific matters have arisen that require an amendment to or update of the generic risk assessment.