



# R66T ACADEMY

## R66T Academy Health & Safety Guidelines for Camps and Training Sessions

### Statement

The Health and Safety of staff, participants, spectators and all others involved in cricket is of paramount importance to the R66T Academy. We are committed, so far as reasonably practicable, to operating in accordance with the Health & Safety at Work Act 1974 and all relevant regulations made under the Act.

The R66T Academy will;

- Use its best efforts to provide adequate control of the health and safety risks arising from its activities
- Consult with staff and participants on matters affecting their health and safety
- Minimise the risk of accidents
- Maintain safe conditions for cricketing activity
- Review and revise this policy as necessary at regular intervals

It is the duty of designated R66T Academy staff to ensure that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work.

It is the duty of all R66T Academy staff, coaches, players, spectators and all others involved in cricket to act responsibly, and to do everything they can to prevent injury to themselves and others.

Matthew Root  
Chairman and Founder of the R66T Academy

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Project Manager for the R66T Academy



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## 1. R66T Academy Responsibilities

1.1 The R66T Academy acknowledges that it has the following responsibilities;

- To assess its activities, decide what could harm those involved and take precautions to prevent this from occurring.
- To explain to those involved how risks are controlled.
- To consult and work with appropriate people involved in its activities to protect everyone involved from harm.
- To provide staff with adequate health and safety training
- To provide its salaried staff with any necessary equipment and protective clothing and ensure that this equipment and clothing is maintained appropriately, free of charge.
- To report injuries, diseases and dangerous incidents to the HSE.
- To have insurance that covers its salaried staff in case they are hurt at work or become ill through work.
- To work with other organisations involved in R66T Academy activities to ensure that everyone's Health and Safety is protected

1.2 Everyone involved in R66T Academy activities and sessions is expected to;

- Take reasonable care of their own and other people's health and safety.
- Cooperate with the R66T Academy and its representatives on health and safety.
- Follow the guidance within this policy and any other training they have received.
- Tell an appropriate representative of the R66T Academy if they think something is putting anyone's health and safety at risk.

1.3 If there is a problem;

If anyone is worried about health and safety, they should raise this with an appropriate representative of the R66T Academy. In the first instance, this might be a member of R66T Academy staff with overall responsibility for the type of activity they are involved in. Further information is also available on the Health and Safety Executive (HSE) website – [www.hse.gov.uk](http://www.hse.gov.uk).

## 2. Employee Responsibilities

### 2.1 Staff

The work of the R66T Academy is carried out by a wide range of staff, some salaried, others paid on an ad hoc basis, and some as volunteers. The R66T Academy endeavours to ensure that all staff are qualified, experienced and briefed to enable them to carry out activities for the R66T Academy with appropriate understanding of the health and safety requirements. All staff and participants are expected to;

- Cooperate with other staff on health and safety matters.
- Avoid interfering with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person.



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## 2.2 Coaches

All coaches working for the R66T Academy must meet the following criteria;

- Hold a current appropriate coaching qualification (ECB, ACA, BCCI or other).
- Hold current, enhanced DBS check obtained via the ECB or other.
- Must have attended the following workshops within the previous three years: First Aid Appointed Person (or similar), SCUUK or alternate Safeguarding and Protecting Children or online Safeguarding Children module.
- Maintain responsibility for the supervision and conduct of the young people in their care throughout each session of activities they are delivering.
- Do their best to ensure the health and safety of everyone taking part in the programme, including other staff and any spectators.

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As a rough guide, coaches should always act as any reasonable parent would do in the same circumstances. Coaches must follow the instructions set out in the Code of Conduct and help with the control and discipline of the young people taking part in the programme's activities.

## 3. Risk Assessments

3.1 The R66T Academy undertakes two types of risk assessment:

- Facility risk assessment - designed to ensure that all facilities used are appropriate for the events which will be held at them.
- On the day risk assessment - checks undertaken at the beginning of every session to ensure safety on the day.

Where risks are well understood, events are planned and structured appropriately and coaches, staff, players and spectators are aware of major risks before the start of sessions/activities/camps, these risk assessments are sufficient.

### 3.2 Initial Facility Assessment

Facilities proposed for R66T Academy activities, sessions and camps are assessed by the R66T Academy Project Manager, Safeguarding or Health and Safety lead against the following criteria;

- Health and safety provision
- Accessibility, including access for disabled people
- Internal facilities
- External facilities
- Emergency procedures

A satisfactory assessment form (see appendix A) must be lodged with the R66T Academy Project Manager or appointed staff member before any facility is used for R66T Academy activities.



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## 3.3 On The Day Assessment

An appointed Lead Coach will carry out a risk assessment of the facility at the beginning of each session using the risk assessment form in appendix B of this policy. Any adverse findings of the risk assessments must be reported to the facility provider and remedial action agreed and implemented before activities begin. The Lead Coach will check that the implemented actions have removed or sufficiently reduced the risks and will record this on the risk assessment form. Adverse findings of risk assessments and the remedial measures adopted should be reported to the R66T Academy Project Manager or appointed staff member.

## 4. Event/Camp/Session Management

All staff are responsible for the health and safety of the participants and should consider stopping any activity if there is a threat of danger to any participant that has not been previously identified during the risk assessment processes. The use of mobile phones by staff, coaches or volunteers should be minimal when working, except where needed for video footage or video analysis and consent is given.

### 4.1 Lead Coach

It is the responsibility of the Lead Coach to become familiar with the facilities' own health and safety procedures and to communicate these to colleagues and participants.

The Lead Coach will ensure that the following tasks are completed at appropriate times during the programme;

- If not already in place, appoint a deputy to cover for the Lead Coach in case of illness or other emergency.
- Brief staff thoroughly before any activity begins.
- Check that staff have a clear understanding of what to do in case of an emergency.
- Check that all staff have details of the closest appropriate Accident and Emergency department.
- Check that the following are available to staff:
  - - Fully supplied First Aid kit
  - - Accident forms
  - - Incident forms
  - - Register, so a head count can be taken at any point
  - - Participants' emergency numbers
  - - Details of any participants' special needs

### 4.2 Other coaches and staff

Before each session, coaches and other staff should;

- Carry out a brief risk assessment of their particular working area and confirm verbally to the Lead Coach that the area is safe.
- Check whether there are any participants with special needs or requests in their group. For example, children with asthma should be cautioned to slow down if they start to feel breathless.



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- Before commencement of activities, checks should be undertaken to enquire if any of the children in their group have any medicine with them that they may need to take.
- Brief the participants in their group on the activity they will be participating in before they start (ie what is expected of them). Coaches should check that the activity is suited to the ability of the children in their group.
- Brief the participants in their group on how they are expected to behave and the consequences of misbehaviour (Code of Conduct).
- Ask the participants to assess what they can see in the activity area that may cause injury. Ask for their input as to how they will avoid injuries?
- Check that participants in their group are dressed appropriately for the activity before they start. For example, is anyone wearing jewellery that might injure another participant, is their footwear appropriate?
- Participants should dispose of all chewing gum or similar before any activity starts.

## 5. Accidents and First Aid

The Lead Coach, or an appropriately qualified deputy, will be the appointed person for each event. The Lead Coach or appointed deputy must record all accidents, however minor, using the form in appendix D. The Lead Coach should keep the completed form and send a copy to the R66T Academy Project Manager or appointed staff member as soon as possible, ideally by email.

### 5.1 Minor Injuries

Children who receive a minor injury should receive a standard injury letter to take home at the end of the session (see appendix C).

### 5.2 Major Injuries

Generally, a major incident involves an injury meeting the following criteria;

- Fracture, other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material



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In the event of a major incident, the Lead Coach should take the following steps;

- Stay calm, assess the situation and deal with any immediate danger to ensure that the group's safety is secured.
- If required, call an ambulance. Notify the Police if necessary.
- Ensure that one member of staff remains with the injured person whilst remaining in close vicinity to other staff, who will be responsible for moving the rest of the group away to ensure safety .
- Reassure the rest of the group - no one to phone home until authorised.
- Ensure that a member of staff accompanies any casualties to hospital.
- Complete an accident report (see Form D) and return it to the R66T Academy Project Manager or appointed member of staff as soon as possible after the incident.
- Make regular contact with those involved and report findings to the R66T Academy.

## 5.3 Reporting of Accidents

The R66T Academy Project Manager or appointed member of staff assesses every accident report received from Lead Coaches, decides whether it is reportable, in conjunction with the Safeguarding Lead and other members of staff where appropriate. A report is made to the Health and Safety Executive (HSE) when appropriate.

## 6. General Safety Guidelines

### 6.1 Child Welfare

The R66T Academy is committed to making cricket a safe and enjoyable experience for all players, other participants and spectators and particularly for children and vulnerable adults. As part of this commitment, the R66T Academy endorses and implements the recommendations of the England Cricket Board (ECB) publication "Safe Hands, Welfare of Young People in Cricket".

### 6.2 Ratios of Staff to Young People

It is important that there is an appropriate ratio of staff to young people at all events, particularly on away trips, to ensure the safety of the group. The minimum ratios are:

- 1 staff: 8 young people - if young people are under 8 years and no more than 26 children are involved in each party.
- 1 staff: 10 young people - if young people are over 8 years

There must be enough staff to be able to deal with an emergency (minimum of two staff at any event).

Consideration also needs to be given to the following;

- Gender, age, ethnicity and ability of the team
- Players with special needs, medical requirements or disabilities
- The duration of the journey
- The competence and likely behaviour of the players
- The number of team managers, assistants, coaches and specialist staff
- The experience of the staff in supervising young people



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## 6.3 Indoor Nets

Netting should;

- Be sound, not allowing balls through, underneath or out of the net.
- Not be too tight making balls rebound dangerously.
- Not billow out into adjacent nets or into areas where others are moving, spectating or walking.
- Have blinkers at batting ends 1.8 metres high and extending from the rear of the net at least 3 metres in front of the popping crease to absorb the ball's energy and prevent visual interference from net to net.
- Extend from the batting end as far as possible, preferably 1 metre past the bowling end if not the length of the building.
- Overlap or otherwise prevent balls from leaving the enclosed area if the side walls are drawn from opposite ends.
- Be wide enough to allow bowlers and batter to practice without undue hindrance (3.66 metres minimum).
- Be high enough to allow spin bowlers to flight the ball (4 metres minimum). Other material should cover any wall behind the bowlers to prevent balls rebounding from it.

## 6.4 Lighting and Background

The minimum average level of the lighting should be 1,000 lux. The background should be white, preferably, and well lit and be such that the ball can be easily seen against it.

## 6.5 Surfaces

Surfaces should be smooth, flat and free from holes and wrinkles and provide a safe foot hold for bowlers and batter. The ends of any overlay mats should be taped down. Wherever possible, matting should extend a minimum of 12 metres in front of the popping crease at the batter's end, if a full length mat is not used.

## 6.6 Outdoor Nets

Outdoor nets may sometimes not be totally enclosed to allow bowlers longer run ups therefore other aspects have to be considered.

### 6.6.1 Position

Nets should be sited so that balls hit out of the net cause minimal nuisance or danger to other players or members of the public who should always be directed to watch from a safe area.

Preferably nets should be oriented such that neither batters or bowlers face a setting sun. Unsuitable backgrounds against which the ball would be difficult to see should be avoided. Alternatively, different coloured balls may have to be used or sight screens provided.





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## 6.6.2 Surfaces

Surfaces should be maintained to provide a secure footing for batters and bowlers, whether of natural or non-turf construction and, so far as is reasonably practicable, be smooth, flat and free from any defect which would cause a ball to lift, shoot or turn dangerously from the pitching area. Whenever possible non-turf batting surfaces should extend a minimum of 12 metres in front of the popping crease with the ends securely fixed.

## 6.7 Outfield Practice

When players practise on the outfield they should do so in positions which minimise the risk of injury to fellow cricketers and spectators and damage to property.

## 6.8 Helmets and other protective equipment

All players should regard a helmet with a faceguard as a normal item of protective equipment when batting against a hard ball. This is in addition to pads, gloves, and, for men and boys, an abdominal protector (box). A thigh guard is also strongly recommended.

A helmet with a faceguard must be worn by young players when batting against a hard ball in practice and in matches. Wicket-keepers under the age of 18 years of age should wear a head protector with a faceguard or a wicket-keeper face protector at all times when standing up to the stumps (as a guideline, closer than 6 yards, 5.5 metres).

Young players should use head protectors which have been tested against the junior sized ball.

Women should use head protectors which have been tested against both the men's and junior sized ball or at least against the junior size ball.

Any individual taking responsibility for any player(s) under the age of 18 years of age should take reasonable steps to ensure this guidance is followed at all times. No parental consent to the non-wearing of a head protector should be accepted.

Spectacles, if used, should have plastic lenses and sit securely.

Good quality footwear which ensures sufficient grip, cushioning and support should be worn: rubber soled or other suitable composition footwear indoors and spiked or dimpled outdoors.

## 6.9 Definition of a hard ball

The guidance on protective equipment and the positioning of fielders applies whenever a hard cricket ball is being used. This includes the hard balls used in some forms of indoor cricket and the red and white coaching balls. The guidance also applies to net practice sessions with a hard ball.



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Coaches, managers and teachers should know whether the ball in use is “hard”, and if they are in doubt they should insist that helmets are worn. It is not intended that the guidance should apply when Kwik cricket balls, tennis balls, windballs and similar softer balls are being used.

In addition, the balls that are used in Inter cricket, which are rubberised with a seam, or similar balls from other manufacturers, do not require the wearing of helmets.

## 6.10 Overbowling

This is an important consideration especially for young bowlers whose bodies are not fully developed. Overbowling is a common cause of back injuries in cricket. Evidence suggests that much of the damage occurs early in the playing career and especially during growth spurts, though the effects do not often show themselves until the late teens.

The more talented and physically mature youngsters are generally most at risk as they tend to play at more than one age group level. To ensure that young fast bowlers do not place undue stress on their bodies, every attempt must be made to keep the amount of bowling within reasonable limits.

## 7. Net Coaching

### 7.1 Preparatory Steps

To ensure the session can take place safely the coach must check the physical state of the;

- Netting
- Surface where the ball is to pitch
- The batter's positions
- The run up and delivery areas of the bowlers

The coach should check and ensure that the area and equipment is safe for the type of activity which is to take place and that no damage or danger to property or persons is reasonably likely to occur.

Any defects should be remedied before practice commences; holes in netting should be tied up, foreign objects removed, dangerously greasy areas dried, covered or sawdusted etc.

Any dangerous or potentially dangerous objects or circumstances should be brought to the attention of players and staff and steps taken to limit the potential danger.

The participants must be made aware of which areas and actions are potentially dangerous and the circumstances in which they can move into potentially dangerous areas.

### 7.2 Net Discipline

The coach should ensure good net discipline and monitor participants continually during the session. Bowlers should bowl only when the batter is ready and they should face the position of the batter at all times.



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Numbers taking part should be limited so as to remain reasonably safe in all the circumstances, and, preferably, to a maximum of seven bowlers and two batters per net, at any time.

Coaches should endeavour to group players of similar ability and strength in order that they are equally matched.

Each participant must know the pre-arranged signal to stop which would be given where a potentially dangerous situation starts to arise and must appreciate that he/she must cease the activity immediately the signal is given.

All players must be aware of the correct methods of retrieving balls from the net. They must also not bowl or be allowed to bowl, if there is a danger of a ball in the net creating a hazardous situation, or when another person is retrieving a ball from the net.

If the next net is in use, balls must not be left where they could be disturbed by action from the adjacent net. The coach must ensure that in practice the players observe the Laws of Cricket i.e. bowl from the correct position and use a lawful action.

To assist this the bowling, popping and return creases should be clearly marked. The deliberate and frequent bowling of fast short-pitched deliveries should only be allowed on true pitches or other surfaces under the supervision of an experienced, properly qualified coach. The batter should previously have been instructed in how to play these deliveries by practising with soft (tennis) balls. Spectators should be directed to watch from designated areas and warned that they do so at their own risk.

## 7.3 Bowling Machines

Particular care should be taken when a bowling machine is used in the course of a practice session.

- The coach should always have overall responsibility for the operation of the bowling machine.
- All necessary regulations concerning the supply of electricity to bowling machines and manufacturers recommendations must be strictly adhered to.
- Batters should take the opportunity of observing several deliveries before taking strike.
- During practice, no adjustment to the machine should be made without the batter being informed of the result before receiving another delivery.
- Adjustments to the machine should be made only under the supervision of the coach.
- The feeder should ensure the batter is ready and indicate to him that he is about to feed the machine for each delivery.
- Balls should be inspected prior to use and rejected if worn or damaged.
- When practising certain strokes, it may be advisable for the feeder to have some form of physical protection.
- Do not increase the speed above that which the individual batter can play with some degree of certainty.



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## 8.1 Operating in Schools

Schools are separate institutions and each school has its own particular way of operating. However, there are a number of "dos and don'ts" that apply to every school. The ultimate responsibility for the health and safety of pupils is with the school, but R66T Academy staff visiting schools should bear in mind the following points;

## 8.2 Managing the environment

A brief risk assessment is vital before any activity begins (see section 3: risk assessments). School facilities are variable in terms of their suitability for cricket activities. Games and other activities may have to be modified to take account of the circumstances on a particular day. Surface must be appropriate and free from obstacles or dangerous objects.

There should be enough space for each child, and for group work to take place safely. Children should be given clear instructions and helped to understand potential hazards and risks and take steps to control the risks for themselves and others. Participants should wear appropriate clothing, including footwear. Jewellery should be removed or covered, and long hair tied back.

## 8.3 On the day

Extreme care must be taken when driving on school sites. Small children can be hard to see and do the unexpected, so vehicles must move no faster than 5mph on site whether children seem present or not. R66T Academy staff should establish contact with the designated school contact on arrival. A designated team member should give a short health and safety briefing at the start of any activity.

R66T Academy staff should make the children aware of any dangers existing on and around the playing field. A good example would be to lead by example and ask the children; "I see six things which could cause you injury. How many can you see?". The children should leave the area in an orderly fashion and should be clearly told which area to go to next.

## 9. Information for Parents

Establish and communicate the following information to parent(s);

- Why the trip is planned and what is its reason or purpose
- When the trip will take place – date, time of departure and estimated time of return.
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Method of transport
- Staffing arrangements, including the name and contact details of the team manager responsible for the trip
- Name and contact number of the person acting as the home contact
- Kit and equipment requirements
- Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
- Arrangements for food and drink



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## 9.1 Home Contact

Ensure there is a home contact who should be someone appropriately vetted who is not travelling away, will remain available and will act as a contact point in an emergency.

Ensure that the home contact is provided with the following information;

- Names of players and staff on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff which can be used while the staff are on the trip
- Telephone numbers for the police station nearest to the session or camp

## 9.2 Information about players

The following written and signed information must be obtained from parents/guardians/carers;

- Signed consent form accepting the code of conduct.
- Any specific medical information such as allergies and current medication.
- Special dietary requirements.
- Consent for emergency medical treatment.
- Agreement to pay the fee.
- Confirmation that contact details have not changed

## 9.3 Preparation of players

The Lead Coach and coaches should meet with players prior to the trip to agree;

- Expectation of the players
- Clothing list
- Codes of conduct/behaviour – this should be signed by all young players with their parents' permission.



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## FORM A.

## FACILITY CHECKLIST

Name of Facility \_\_\_\_\_

Are the following satisfactory at the facility?      Yes                  No                  N/A

Adequate Health & Safety Provision                  Yes                  No                  N/A

Adequate access for people with disabilities      Yes                  No                  N/A

**Internal facilities**      (Tick where appropriate)      Yes                  No                  N/A

Classroom    Yes                  No                  N/A

Sports hall    Yes                  No                  N/A

Changing rooms (lockable male & female)          Yes                  No                  N/A

Toilets (male & female)                                    Yes                  No                  N/A

Nets      \_\_\_\_\_

Number      \_\_\_\_\_

Condition

Mats    Good                  Average                  Poor

Nets    Good                  Average                  Poor

Lighting    Good                  Average                  Poor

**External Facilities**    Yes                  No                  N/A

Playing area    Yes                  No                  N/A

Outfield    Yes                  No                  N/A

Practice area    Yes                  No                  N/A

Area for spectators    Yes                  No                  N/A

**Emergency procedures**

Fire exits    Yes                  No                  N/A

Access to telephone    Yes                  No                  N/A

Access to First Aid box                                      Yes                  No                  N/A

**Presentation facilities**

TV/Video    Yes                  No                  N/A

OHP/Data Projector/Laptop                                Yes                  No                  N/A

Screen    Yes                  No                  N/A

Flip chart    Yes                  No                  N/A

Video viewing area    Yes                  No                  N/A

Facility checked by:

Name	Signature	Date



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FORM B.

ON THE DAY RISK ASSESSMENT

Event Title \_\_\_\_\_

Date \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

Tel No \_\_\_\_\_

		N/A	Satisfactory	Unsatisfactory	Rectified
Playing Area	Dry				
	Even				
	Free from hazards				
Surrounds	Texture of walls				
	Projections				
	Glass				
Changing Facilities					
Storage of Equipment					
Lighting					
Provision for spectators					
Emergency exits					
<b>Special Cricket Equipment</b>					
Netting					
Matting					
Background					
<b>Participants</b>					
Clothing and equipment					



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Hazard	Level of Risk (Highlight)			Score
	1	2	3	
<b>Group</b>	Group at appropriate competency at and above level of activity	Group with appropriate competency to attempt level of activity with suitable leadership	Novices with little or no experience of the activity at any level	
<b>Location</b>	A managed and staffed centre catering specifically to your activity	A managed but unstaffed centre suitable for your activity	A remote location. Unmanaged and unsafe	
<b>Leader(s)</b>	Leaders qualified at or above appropriate level for activity	Leaders experienced and competent as a participant at level of activity. No leadership experience.	No experience of activity as a participant or leader.	
<b>Activity</b>	No physical or strenuous activity	Softball cricket or similar only	Hardball cricket, including net practice.	
<b>Equipment</b>	Soft balls, kwik cricket kit and plastic bats	Soft balls, kwik cricket kit and wooden bats	Conventional hard ball equipment including nets	
<b>Transport</b>	Activity on site or local, no transport requirements for participants	Local or regional movement of participants/kit using self driven vehicles	Transportation of heavy or large items and many people, use of minibuses and trailers.	
<b>First Aid</b>	First Aid available. Access to emergency support. Persons qualified at appropriate level.	First Aid available. Access to emergency support. No or insufficient persons qualified at appropriate level.	First Aid not available. Persons not qualified at appropriate level. With or without access to emergency support.	
<b>Weather</b>	Change in weather will have no adverse effect on the group	Change in weather will have minimal effect on the group.	Change in weather could cause problems if the group is not adequately prepared.	
<b>Overnight Stay</b>	No overnight stay	Accommodation in hotel, B&B, staffed hostel or private residence	Bunkhouse or recognised campsite/hostel/hotel or self-catering.	





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Risk Identified	Initial Score	Proposed mitigation measures	Responsibility	New Score
Group				
Location				
Leaders				
Activity				
Equipment				
Transport				
First Aid				
Weather				
Overnight Stay				
<b>TOTAL SCORE</b>			<b>Final risk rating</b>	

## **RISK RATINGS**

10 or below	low risk
11 - 16	medium risk
17 - 21	high risk
22 - 25	very high risk
26 - 30	unacceptable risk

## **ALL EVENTS SHOULD BE MEDIUM RISK OR BELOW. PLEASE SEEK R66T ACADEMY GUIDANCE IF THE FINAL RISK FOR THE EVENT IS HIGHER**

I am familiar with and will abide by the R66T Academy Safety Guidelines  
 I have checked this facility and found it to be safe and suitable for this cricket activity

Name	Signature	Date



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FORM C.

## MINOR INJURY NOTIFICATION

Date .....

Dear (insert name of parent/guardian) .....

(insert full name of participant) .....sustained a minor injury today whilst taking part in a R66T Academy activity.

Details of the injury:

.....  
.....

Your child has received the following treatment:

.....  
.....

We suggest the following further action:

.....  
.....

Please contact me on this number if you need any further information:

.....

Yours sincerely,

.....



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FORM D.

## ACCIDENT RECORD FORM

Event	
Date	
Facility	
Address	

Name of Lead Coach	
Contact number	

Name of injured person	
Address of injured person	
Contact number	

Date and time of accident	
Location in venue of accident	
Nature of accident	
Details	

Details of action taken	
What happened to injured person after accidents	

Name	Signature	Date

**This form should be completed and retained by the Lead Coach and a copy sent to the R66T Academy Project Manager and the Safeguarding Lead as soon as possible, ideally by email.**