

Activity Risk Assessment

Activity		Attendees	
Venue		Date / Time	
Organiser / Lead		Assessment completed by	

Pre-Activity Check

☐ Playing surface inspected and safe	☐ Safe clearance from posts, fences, paths and fixed hazards
☐ Weather, temperature and visibility suitable	☐ Equipment checked and safe
☐ First-aid kit available	☐ Named first aider / responsible person confirmed
☐ Defibrillator location and emergency access known	☐ Relevant medical / emergency information available
☐ Sign-in / sign-out arrangements ready where required	☐ Staffing / supervision appropriate for participants
☐ Shared-use / venue-specific arrangements checked	☐ Any new or changed risks considered

Responsible Persons and Emergency Arrangements

Named responsible person / event lead	
Named first aider	
Safeguarding / welfare contact (if relevant)	
Emergency procedure	In an emergency, the responsible person or designated first aider should assess the situation, call 999 if required, contact the relevant emergency contact / parent or guardian, record the incident, and escalate any safeguarding concern under Scottish Touch procedures.
Nearest defibrillator location	
Emergency vehicle access point	

Venue address / postcode	
Other venue-specific emergency information	

Review and Approval

Risk assessment completed	☐ Yes ☐ No
Date completed	
Completed / reviewed by	
Trigger for earlier review	Change of venue, conditions, participant profile, staffing, activity format, medical/safeguarding needs, or following a significant incident / near miss.

Guidance Notes

- This is a generic template. It must be reviewed and adapted for the specific venue, participants, activity and conditions before use.
- Where children or young people are involved, coaches and support staff should meet the safeguarding, child-protection, role-specific training and PVG requirements applicable to their role.
- Staffing and supervision should be appropriate for the age, needs, experience and number of participants and the activities being delivered.
- Activity should be planned and delivered in accordance with applicable Scottish Touch policies, procedures and safeguarding framework.
- Where a participant has additional needs, relevant information and reasonable adjustments should be considered so the activity can be delivered safely and meaningfully.
- The Lead Coach or Event Organiser may pause, adapt, relocate or cancel activity if venue, weather, visibility, equipment, staffing or participant-welfare conditions become unsafe.
- Personal, medical and emergency information should be used only for the safe running of the activity and kept securely.
- This risk assessment should be treated as a live document and reviewed when circumstances change.

Appendix 1 - Risk Assessment Checklist

Hazard	Who Might Be Harmed	Residual Risk	Existing Controls	Further Action Needed	Implementation
1. Venue, Access & Environment Risks that vary significantly by venue and should be reviewed whenever the location or conditions change.					
Venue access / parking	Players, coaches, officials, volunteers, parents / guardians and spectators	Medium	Access routes, parking arrangements, lighting, vehicle movements and pedestrian routes are considered before activity. Participants are given relevant arrival/departure information.	Review access on arrival. Identify any temporary hazards and advise participants. Keep young players appropriately supervised around vehicle access areas.	Event Organiser / Lead Coach
Slips, trips and falls / playing surface	Players, coaches and officials	Medium	Playing area is inspected before use for holes, uneven or wet ground, debris, standing water, loose surfaces and other hazards. Suitable footwear is required and securely fastened.	Monitor the surface throughout. Stop, relocate or adapt activity if conditions become unsafe. Mark or exclude unsafe areas.	Lead Coach / Event Organiser
Weather / environmental conditions	All participants	Low	Forecast and conditions are reviewed. Heat, sun, cold, rain, wind, visibility and severe weather are considered. Participants are advised to bring suitable clothing, footwear and hydration.	Monitor conditions and participant welfare. Adapt, pause or cancel activity if weather, temperature or visibility becomes unsafe.	Lead Coach / Event Organiser
Fixed objects / pitch boundaries	Players, coaches and officials	Low	Adequate clearance is maintained from fences, paths, posts, walls and other fixed hazards. Post protection is checked where relevant.	Move activities, provide protection or mark/exclude unsafe areas where adequate clearance cannot be maintained.	Lead Coach / Coaching Team
Shared facilities / other users	Participants and other facility users	Medium	Activity area is clearly identified and supervised. Equipment does not obstruct shared routes. Coaches remain aware of adjacent activities, public access and shared changing/facility	Check other scheduled activity and shared-use arrangements on arrival. Adapt the playing area or session where conflicts or unexpected risks arise.	Event Organiser / Lead Coach

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2. Playing & Activity Risks Risks arising from how Touch activities are organised, coached, officiated and played.					
Player collisions	Players	Medium	Touch rules are enforced; activities are designed with appropriate spacing and supervision. Coaching is adapted for age, experience, ability and group size.	Reinforce controlled play and spatial awareness. Adapt groups or activities where size, ability or experience differences increase collision risk. Significant head impacts are managed as potential head injuries.	Coaching Team / Lead Coach
Fatigue / dehydration	Players	Low	Warm-up is included, water breaks are scheduled and workload is monitored. Players are encouraged to bring water.	Provide extra rest or hydration breaks, reduce intensity or withdraw a player where needed.	Lead Coach / Coaching Team
Clothing, footwear, jewellery / eyewear	Players	Low	Appropriate footwear and clothing are required. Jewellery is removed where practicable and sports-appropriate secure eyewear is used where required.	Check before activity and address anything presenting a snag, impact or trip risk.	Coaching Team
Unsafe sports equipment	Players, coaches and officials	Low	Balls, cones, flags, posts and other equipment are checked before use. Damaged or unsuitable items are removed.	Inspect equipment stock regularly and re-check if the session layout or activity changes.	Coaching Team / Event Organiser

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3. Behaviour, Safeguarding & Welfare Supervision, conduct, consent and welfare risks, including additional considerations where under-18s take part.					
Behavioural issues / rough play	Players, coaches, officials and volunteers	Medium	Codes of conduct and Touch rules are applied. Activity is actively supervised and positive, respectful behaviour is reinforced.	Intervene early. Adapt or remove a participant from activity if behaviour creates a safety risk. Escalate repeated, serious or safeguarding-related concerns under Scottish Touch procedures.	Lead Coach / Event Organiser
Safeguarding / inadequate supervision	Children and young people	Medium	Where under-18s participate, appropriate staffing, supervision and PVG arrangements are in place. Sign-in/sign-out and collection procedures are used where required.	Resolve uncertainty before releasing a young person. Follow safeguarding escalation procedures where collection arrangements fail or a concern arises.	Responsible Person / Lead Coach
Photography / recording without consent	Participants, particularly under-18s	Low	Photo/video consent is checked through SportMember or other approved records. Those responsible for images are briefed on restrictions and appropriate use.	Check consent before capturing or publishing identifiable images. Do not duplicate consent data unnecessarily on paper.	Event Organiser / Media Lead
Online / group communication	Participants, particularly under-18s	Low	Approved Scottish Touch communication channels and group arrangements are used. Communication follows safeguarding and social media requirements.	Escalate inappropriate messages, bullying, harassment or safeguarding concerns under the relevant Scottish Touch procedure.	Team Manager / Lead Coach

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4. Injury & Medical First-aid, injury and participant medical risks requiring preparation and a clear response.					
Minor injuries / cuts and abrasions	Players, coaches and officials	Low	Adequately stocked first-aid equipment is available. Minor injuries are treated promptly and appropriate protective gloves are used where blood/body fluids may be involved.	Record and escalate injuries where appropriate. Dispose of contaminated materials safely and reassess welfare before return to activity.	First Aider / Coaching Team
Head injury / suspected concussion	Players	Medium	Although Touch is non-contact, accidental collisions and falls may cause head injury. Any suspected concussion results in immediate removal from play and no return to the same session.	Follow Scottish Touch / recognised sport concussion guidance. For under-18s inform the parent/guardian. Seek medical assessment or emergency assistance where required.	Lead Coach / First Aider
Medical emergency / known medical needs	All participants	Medium	A named first aider is identified where required, first-aid equipment is available, and relevant medical/emergency information and contacts are accessible through approved systems.	Confirm emergency communication, defibrillator location and emergency vehicle access before activity. Make reasonable adaptations for known needs where appropriate.	First Aider / Event Organiser

Appendix 2

Participant Record -

Use only where the information is needed for the safe running of the activity. Keep the completed sheet secure and dispose of it in accordance with Scottish Touch data-protection arrangements.

DATE: _____

	NAME	PARENT / GUARDIAN (if U18)	CONTACT NO.	MEDICAL / ADDITIONAL NOTES	PHOTO CONSENT	IN ATTENDANCE	SIGN OUT / COLLECTION
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Activity Risk Assessment

Incident / Near-Miss Log

This log is for brief operational recording. Significant incidents, complaints or safeguarding concerns should also be recorded and escalated using the appropriate Scottish Touch procedure and form.

DATE / TIME	PERSON(S) INVOLVED	INCIDENT TYPE	DETAILS / LOCATION	ACTION TAKEN	REPORTED TO	INITIALS