

1. Information

Date:	Time:	Location:
Description of Event:		
<p>Dundee Hawkhill Harriers in collaboration with Pitreavie and Fife AC, competes as Kingdom Athletic Club in the UK Youth Development League Upper Division. The League comprises four matches per season: one in Scotland and three in England. This risk assessment is intended to cover the three matches in England.</p> <p>The team travels by coach from Dundee to the location of the match via pick up points in Glenrothes and Dunfermline and potentially other locations en route. The full team comprises 9 adults, as team managers and officials, and up to 42 athletes aged between 15 and 19. Occasionally in addition adults may also travel by private car with or without athletes. The journey south typically begins on Saturday morning. The team stays in a Premier Inn (or similar) overnight and travels to the athletics match on Sunday morning. After the match, the team travels home, leaving approximately 6.30pm and arriving home around midnight.</p> <p>This risk assessment does not include the actual athletics match as this is already covered by a UKA risk assessment.</p>		

2. Risk Assessment

Hazard	Who is at Risk	Control Measures
Road traffic accident en route	The team	<ul style="list-style-type: none">• Kingdom hires coaches from an experienced and well-known company and the same company has been used for many years.• Their drivers follow national legislation regarding coach travel.• The company has its own risk assessment.• Parents or coaches taking other adults and/or athletes in their private car are experienced drivers and have permission from the athletes'

		parents/carers.
Food poisoning	All members of the team	<ul style="list-style-type: none"> • The coach stops at service stations on the route south and north. Food providers in such locations are covered by their own risk assessments. • The team eats in the Premier Inn restaurant on the Saturday evening. The restaurant is covered by its own risk assessment. • Team members may bring their own food from home.
Illness	All members of the team	<ul style="list-style-type: none"> • A first aid kit is taken on the coach with the team. • All athletes complete an emergency contact sheet, which provides space for parents or athletes to disclose pre-existing medical conditions. Discussions are held between parents, the athlete and team management to develop a protocol for dealing with any particular health problems. • The emergency contact sheet requires parent/carer contact details for use in an emergency. • First Aid is provided at the match and this is covered by UKA's risk assessment for the event. • Both male and female adults accompany each trip.
Athletes becoming lost	athletes	<ul style="list-style-type: none"> • In the evening after dinner athletes are allowed to go for a walk, usually to a local supermarket to buy food for

		<p>lunch the following day. Athletes are required to go in at least pairs and all have at least one member of team management's mobile number.</p> <ul style="list-style-type: none"> • athletes and adults are counted onto the bus after every stop.
Alcohol abuse	athletes	<ul style="list-style-type: none"> • Kingdom has a zero tolerance policy for alcohol. Athletes are required to sign the emergency contact sheet, which also explains this policy and states that a) athletes who choose to drink alcohol on trips will be barred from future participation and b) team management reserves the right to search athlete bags.
Homesickness or isolation	athletes	<ul style="list-style-type: none"> • athletes share either twin or triple rooms. The athlete combinations are designed to provide for a buddy scheme whereby older or more experienced athletes support newer and younger athletes. • On the trip south, athletes are mixed into teams and are given a series of quizzes to compete, to foster new friendships and encourage social mixing • Team management appoints a male and female team captain and vice captain, with responsibility for supporting all team members.
Problems occurring at home	All members of the team	<ul style="list-style-type: none"> • All parents/carers have contact details for the team

		management.
Poor weather	All members of the team	<ul style="list-style-type: none"> • Most stadia have covered stands, important in the event of wet/cold/hot weather. Kingdom has access to several large tents, which can be taken and used if a stadium is not available. • Team members are strongly encouraged to bring appropriate warm and waterproof clothing or sun hats and sun block, depending on the forecast.
Child Protection issues	athletes	<ul style="list-style-type: none"> • All members of Team Management have completed PVG forms and are aware of all appropriate regulations. • There are always both male and female adults on the coach and in the accommodation. • Adults do not share bedrooms with athletes unless they are family members.
Athlete drop offs on return journey	athletes	<p>On the journey home, athletes are dropped off either at the three main collection points or at local collection points closer to home. This is almost certainly in the dark and can be late. The final drop off point, in Dundee can be very late, up to 2am, depending on the location of the match, or because of unexpected road conditions.</p> <ul style="list-style-type: none"> • All parents/carers are called when the bus has reached an appropriate point in the

		<p>journey, to inform them of the estimated time of arrival. If necessary, team management will call parents/carers – if the athlete’s phone has no battery or if the athlete is asleep. Team management have parents’/ carers’ contact details via the Emergency Contact form. Parents are asked to be at the pickup point in advance of the bus so as not to waste any journey home time.</p> <ul style="list-style-type: none"> • If, for whatever reason, the adult collecting the athlete is not waiting for the bus, the bus will wait at the local collection point until the adult arrives. If an adult is not at a main collection point, one of the adults on the bus getting off at that stage will either wait with the athlete until the adult arrives or will take the athlete home. • An athlete would only be left alone if a) the athlete was in a safe, lit place b) the adult has so instructed c) the athlete was happy with the arrangements.
Delays during the journey south or north	All members of the team	<p>It is possible that the journey in either direction will be delayed by unexpected road conditions or coach breakdown.</p> <ul style="list-style-type: none"> • The party will either remain on the bus or get off, depending on the prevailing conditions. If the team is required to get off the coach, they will be taken to the

		<p>safest and most convenient location.</p> <ul style="list-style-type: none">• If the delay will affect the arrival time at the accommodation or arrival home, appropriate phone calls will be made.• If the delay will affect the Saturday evening meal, appropriate phone calls and arrangements will be made.
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Signed:

(Dundee Hawkhill representative)

Date:

The form should be signed off by the organisers and submitted to the Club secretary prior to the trip.