



## Parkour & Gymnastics Risk Assessment

Event/Group Details	
Group Name	ADD & The Yard by People In Motion Pte Ltd
Place of Activity	Ngee An Polytechnic, The Yard
Date Of Activity	
Risk Assessment Review Date	25th June 2016

Ongoing Assessment
<p>Every 6 months The Risk Assessment are re-assessed.</p> <p>Risk Assessment process <u>must</u> be 'on-going' and 'dynamic'</p> <p>In other words, professional judgements and decisions regarding safety will need to be made <u>during</u> the activity. If the control measures aren't sufficient, the activity must not proceed.</p> <p>All personnel involved with the running of the event must receive very clear guidance and instructions for the management of the event and be very clear about their own roles and responsibilities for each aspect of the event and carry these out under the guidance given.</p> <p>The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to LUSU the next day.</p>

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
<b>Area of Activity : (e.g. Event Set Up)</b>							

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Surface and Lighting Conditions	Slips and Falls Bruises, Lacerations, Grazes, sprains. Concussions and bone fractures	Practicing members	<ol style="list-style-type: none"> <li>1. If conditions are deemed to be too wet by any member of the exec then the session will be cancelled and no training will take place</li> <li>2. If conditions are deemed to be moderately wet in an area, then training will be moved to a dry location</li> <li>3. If lighting is deemed to be poor in an area then training will be moved to a well lit area</li> <li>4. All techniques will be demonstrated and members will be trained in their use before they can use them with only general supervision</li> <li>5. Check surfaces before every practice to ensure they are safe to use; any slippery or unsafe surfaces will not be used</li> <li>6. Members' clothing – members must be wearing appropriate clothing and footwear or they will not be allowed to participate</li> <li>7. Metal surfaces will never be used when wet.</li> <li>8. Grass areas will only be used in dry conditions.</li> <li>9. Any acrobatic flips will only be done indoors in the gymnasium, or outdoors in dry area, under heavy supervision by qualified coaches.</li> <li>10. Gymnastics indoors will only be done in a suitable gym environment with appropriate matting.</li> </ol>	3	1	3	<ol style="list-style-type: none"> <li>1) Exec Members</li> <li>2) Exec Members</li> <li>3) Practicing member and Present Exec</li> <li>4) Practicing member and Present Exec</li> <li>5) Present Exec Members</li> <li>6) Present Exec Members</li> <li>7) Exec Members</li> <li>8) Exec Members</li> <li>9) Exec Members</li> <li>10) Exec Members</li> </ol>

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
	Code of Practice		<ul style="list-style-type: none"> <li>• Before any training is to take place, Execs will check the area for any surface hazards and decide whether the surfaces are safe and suitable for training. If the area/surfaces are not safe then an alternate area will be found and the hazardous area will not be used until it is safe. Metal surfaces will never be used if they are wet because they become very slippery. Training will only take place in well lit areas.</li> <li>• No techniques are to be undertaken by a practising member unless an instructor has demonstrated the technique and provided sufficient training on said technique. If the member is competent, then the technique can be carried out with minimal supervision.</li> <li>• The clothing of practising members must be unrestrictive and cover the knees when practising Parkour. All Parkour practitioners must wear suitable footwear, i.e. Trainers or similar. The Exec will check clothing and footwear when members arrive and if it is not suitable the member will not be allowed to participate until they have changed.</li> <li>• Parkour outside can only be done in dry conditions when the surfaces are dry and safe; this will be checked by the Exec members present before the session. Training in Parkour outside when wet must be done cautiously.</li> <li>• Indoor gymnastics practices will always be done in a gym which will have a suitable surface and matting to put down when it is required.</li> </ul>				

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
<b>Obstacles and structures: Walls, Rails, Mats, Ledges, Staircases.</b>	<b>Slips and Falls Bruises, Lacerations, Grazes, sprains. Concussions and bone fractures</b>	<b>Practising members and members of the public</b>	<ol style="list-style-type: none"> <li>1. When members are not comfortable using outdoor obstacles or are not competent then they will use safer indoor versions of obstacles i.e. vaulting blocks inside a padded gymnasium.</li> <li>2. All techniques will be demonstrated and members will be trained in their use before they can use them with only general supervision</li> <li>3. All obstacles and structures will be checked before use to ensure they are stable and secure and there is nothing sticking out from them which could injure a member.</li> <li>4. There will always be supervision during training sessions</li> <li>5. All members must remove watches, jewellery and any other items being worn which could get caught on obstacles or structures and cause injury.</li> <li>6. Look out for general public during exercises and if members of the public get close to the activity then halt the practice until the area is clear.</li> <li>7. Crash mats to be used when learning new gymnastics techniques.</li> <li>8. There will be a defined progression from easy obstacles to more difficult ones and members will work through the progression.</li> </ol>	3	2	6	<ol style="list-style-type: none"> <li>1. Leading exec member</li> <li>2. Instructor</li> <li>3. Present Exec</li> <li>4. Present exec</li> <li>5. Present Exec and All Members</li> <li>6. Instructor/ Designated Look Out/All members</li> <li>7. Present Exec</li> <li>8. Instructor/ Leading Exec Member</li> </ol>

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
	Code of Practice		<ul style="list-style-type: none"> <li>If members are not at a suitable level to use or feel uncomfortable using outside structures and obstacles then interior training with padded equipment (i.e. vaulting blocks inside a padded gymnasium) will be provided until the member is considered by the Exec to be at a reasonable standard of ability and safe to move to outdoor obstacles and structures.</li> <li>No techniques are to be undertaken by a practising member unless an instructor has demonstrated the technique and provided sufficient training on said technique. If the member is competent, then the technique can be carried out with minimal supervision.</li> <li>The Exec will check before the session begins that all obstacles and structures to be used in the practice to ensure they are stable and secure so they will not collapse or fall over. They will also check to ensure there is nothing sticking out of the obstacles and structures which could cause injury; such as nails or screws. Any obstacle or structure which is not safe will not be used.</li> <li>Training sessions will only take place with a member of the Exec present to supervise the session and sure it is conducted safely. They will also supervise all activity to ensure members are using techniques correctly and safely.</li> <li>Members will be told when they join and reminded at each session to remove watches, jewellery, and any other items they are wearing that could get caught on obstacles or structures and injure the person wearing the item.</li> <li>All parties involved in training sessions are responsible for keeping a look out for passing members of the public; if a member of the public comes close to the activity then the practice will be ceased until the area is deemed safe. If there is a limited line of sight, 1 person will be designated as a “look out”, and advise other members when the area is safe for practice.</li> <li>Crash mats will be used when members are learning new gymnastics techniques.</li> <li>There will be a progression of techniques and obstacles for members to use and this will be identified to them by the instructor and leading exec member. All members will follow the progression starting at the easiest and lowest risk and work their way up; only when they are deemed competent by the instructor or leading exec member can they progress to the next level of techniques and obstacles.</li> </ul>				

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Height	Slips and Falls Bruises, Lacerations, Grazes, sprains. Concussions and bone fractures, disablement, death	Practising members	<ol style="list-style-type: none"> <li>1. Practices will not occur on obstacles that include drops of a greater height than 2 metres.</li> <li>2. All techniques will be demonstrated and members will be trained in their use before they can use them with only general supervision</li> <li>3. There will always be supervision during training sessions</li> <li>4. All obstacles and structures will be checked before use to ensure they are stable and secure</li> <li>5. There will be a defined progression from easy obstacles to more difficult ones and members will work through the progression.</li> </ol>	3	2	6	<ol style="list-style-type: none"> <li>1. Exec members</li> <li>2. Instructor</li> <li>3. Exec present</li> <li>4. Present Exec</li> <li>5. Instructor/ Leading Exec member</li> </ol>
	Code of Practice	<ul style="list-style-type: none"> <li>• Practices will not occur on obstacles that include drops of a greater height than 2 metres; the exec members present will check all obstacles before use to ensure the drop is not greater than 2m.</li> <li>• No techniques are to be undertaken by a practising member unless an instructor has demonstrated the technique and provided sufficient training on said technique. If the member is competent, then the technique can be carried out with minimal supervision.</li> <li>• The Exec will check before the session begins that all obstacles and structures to be used in the practice to ensure they are stable and secure so they will not collapse or fall over. Any obstacle or structure which is not safe will not be used.</li> <li>• Training sessions will only take place with a member of the Exec present to supervise the session and sure it is conducted safely. They will also supervise all activity to ensure members are using techniques correctly and safely.</li> <li>• Crash mats will be used when members are attempting gymnastics skills from height for the first time. They will also be used when there is a large fall distance or high risk of falling off the obstacle. There will be a progression of techniques and obstacles for members to use and this will be identified to them by the instructor and leading exec member. High obstacles will be deemed as a higher level of difficulty than lower structures.</li> </ul>					

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
People	Slips and Falls Bruises, Grazes, sprains.	Members of the public, practising members.	<ol style="list-style-type: none"> <li>1. Use areas for training where general public numbers are considerably low.</li> <li>2. Announce warnings to passing members of the public that training is in process.</li> <li>3. Look out for general public during exercises and if a member of the public comes close to the activity then halt practice until area is clear.</li> <li>4. If a member is acting in a way where they are likely to injure themselves, other members, or the public then they will be told to stop their activity and warned about the dangers of their behaviour. If they continue to act in a dangerous manner they will be told to leave the session.</li> </ol>	2	1	2	<ol style="list-style-type: none"> <li>1. Exec members Present</li> <li>2. Exec members Present</li> <li>3. Instructor/ Designated Look Out/All members</li> <li>4. Exec Present</li> </ol>
	Code of Practice	<ul style="list-style-type: none"> <li>• The Exec will choose areas for practice sessions that are not busy public areas to reduce the chance of encountering the public.</li> <li>• Members will be told to be vigilant when training near the public. Members and Exec must show their presence to the public when a technique is being exercised, or stop the exercise, to reassure the public, and maintain line of sight. If a member of the public comes close to the activity then the activity must cease until they have moved away to prevent collision between members and the public.</li> <li>• All parties involved in training sessions are responsible for keeping a look out for passing members of the public; if a member of the public comes close to the activity then the practice will be ceased until the area is deemed safe. If there is a limited line of sight, 1 person will be designated as a “look out”, and advise other members when the area is safe for practice.</li> <li>• All members are expected to act responsible and sensibly when taking part in society activities. Anyone who is acting in a way that endangers themselves, other members, or members of the public will be told by the Exec to stop what they are doing and will be given a warning. If someone then continues to act in a dangerous manner they will be told to leave the session and may face disciplinary action.</li> </ul>					

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Poor welfare of members during training	Dehydration and over exertion. Strains and sprains.	All participating members	<ol style="list-style-type: none"> <li>1. A thorough warm up and cool down will be undertaken before and after any Parkour or gymnastics session</li> <li>2. There will be regular breaks and rehydration sessions during training</li> </ol>	2	1	2	<ol style="list-style-type: none"> <li>1. Instructing Exec</li> <li>2. Instructing Exec</li> </ol>
	Code of Practice	<ul style="list-style-type: none"> <li>• The Instructor will run a thorough warm up and cool down before and after every Parkour and gymnastics session. All members must participate and anyone who arrives after the group warm up must warm up individually before participating.</li> <li>• The sessions will be organised to include regular breaks and rehydration sessions. Members must ensure they do not overexert themselves and remain hydrated. It will be recommended by the Exec to all new members to bring drinks with them to sessions.</li> <li>• Members must understand the dangers of their environment and as such all members will be told by the Exec the potential hazards of the environment they are in, and the dangers of injury to the body.</li> </ul>					



Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Inexperienced Members	Slips and Falls Bruises, Lacerations, Grazes, sprains. Concussions and bone fractures, partial disablement.	Practising members	<ol style="list-style-type: none"> <li>1. Inexperienced members will be strongly advised to undertake training in the gymnasium/indoor session with mats, before undertaking training outdoors.</li> <li>2. The Exec will identify a progression of techniques and obstacles/structures. Beginners will always start at the easiest level of techniques and lowest level of structures or obstacles. Members will only progress to the next level once the Instructor or Exec are confident that the member is competent enough to progress.</li> <li>3. All techniques will be demonstrated and members will be trained in their use before they can use them with only general supervision</li> <li>4. There will always be supervision during training sessions</li> <li>5. Members will be told that they are not to attempt techniques which are beyond their ability.</li> </ol>	4	2	8	<ol style="list-style-type: none"> <li>1. Exec members</li> <li>2. Instructor and Exec Members</li> <li>3. Instructing Exec</li> <li>4. All Exec Present</li> <li>5. Instructor and Leading Exec</li> </ol>

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
	Code of Practice		<ul style="list-style-type: none"> <li>• If members are not at a suitable level to use or feel uncomfortable using outside structures and obstacles then interior training with padded equipment (i.e. vaulting blocks inside a padded gymnasium or indoor training area) will be provided until the member is considered by the Exec to be at a reasonable standard of ability and safe to move to outdoor obstacles and structures</li> <li>• All beginners will be strongly advised by the Exec when they join to start with indoor training using padded equipment before progressing onto outdoor obstacles and structures.</li> <li>• No techniques are to be undertaken by a practising member unless an instructor has demonstrated the technique and provided sufficient training on said technique. If the member is competent, then the technique can be carried out with minimal supervision.</li> <li>• Training sessions will only take place with a member of the Exec present to supervise the session and sure it is conducted safely. They will also supervise all activity to ensure members are using techniques correctly and safely.</li> <li>• The understanding of Progression in gymnastics and Parkour will be emphasised by the Exec before the member begins to train. The member MUST understand that they are under no obligation to continue or practice if they do not feel fit or able to do so and that they MUST stay within their own ability and not attempt techniques which are beyond them; this will be checked by the Exec.</li> <li>• There will be a progression of techniques and obstacles for members to use and this will be identified to them by the instructor and leading exec member. All members will follow the progression starting at the easiest and lowest risk and work their way up; only when they are deemed competent by the instructor or leading exec member can they progress to the next level of techniques and obstacles</li> </ul>				

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Medical Conditions and Injuries	<b>Medical conditions and injuries could cause impaired ability and result in slips and falls, triggering of medical condition, or worsening injuries.</b>	<b>Practising members</b>	<ol style="list-style-type: none"> <li>1) The society will find out from members before their first session any pre-existing medical conditions they have; the member will then be told to confirm with their doctor or medical practitioner that they are able to participate in parkour or gymnastics safely with their condition.</li> <li>2) Members with medical conditions are told to ensure they have their medication with them at all training sessions and games.</li> <li>3) It will be checked at the start of every session whether there are any injuries from previous training sessions. If anyone has an injury they will be told to check with their doctor or medical practitioner that it is safe for them to continue training before they train.</li> <li>4) The Exec will ensure there is always first aid provision at all training sessions.</li> </ol>	4	1	4	<ol style="list-style-type: none"> <li>1) Exec</li> <li>2) Exec</li> <li>3) Instructor and Lead Exec Member</li> <li>4) Exec</li> </ol>
	<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members with a medical condition must inform the Exec of this condition before their first session and always have their medication with them at parkour and gymnastics sessions. Members will be told this at their first session by the Exec and are expected to declare any medical conditions. Anyone with a medical condition will be told to check with their doctor or medical practitioner that they can safely take part in the society's activities with their medical condition. The member will be asked to verbally confirm this has taken place, unless it is a serious medical condition where a doctor's letter will be required.</li> <li>• At the start of each session the Instructor will ask all members present if they have a new injury since the last session; members are expected to declare any injuries they have. Anyone with an injury will be told to check with their doctor or medical practitioner that they are in a suitable condition to return to training. The member will be asked to verbally confirm this has taken place</li> <li>• Members will be made aware by the Exec that if they do not divulge any information regarding medical conditions they could be a hazard not only to themselves but also to other members.</li> <li>• There is first aid cover for training when on main campus; provided by the Porters and Security. The Exec will ensure they are able to get hold of the porters of Security in an emergency. For sessions on the grass areas at the front of campus and other locations the Exec will ensure that there is a first aider present and a full and up to date first aid kit.</li> </ul>					



## Sign Off

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

<b>Authorisation</b>			
<b>Position</b>	<b>Print Name</b>	<b>Sign</b>	<b>Date</b>
Head Coach @ ADD	FAGAN CHEONG	F. C	25 June 2016
Parkour & Freestyle Gymnastics Coordinator @ The Yard	MUHAMMAD ASRAF	M.A	25 June 2016
Director of The Yard & Gym With Me	ROSANNA TRIGG	R. E. T	

Please detail how this risk assessment will be communicated to all parties who must comply:

<b>Communication</b>			
<b>Who needs to understand this assessment?</b>	<b>How will this be communicated to them?</b>	<b>Person Responsible</b>	<b>Date</b>
Members	Briefing meeting at the start of the year <b>OR</b> Code of Practice will be available to all members	Head Coach and other Exec Members	04/02/2013

## Risk Rating Guide

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, students, etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

### Risk = Likelihood X Severity

Likelihood		The Severity		
Very Unlikely	0	No Action	No injury	0
Unlikely	1	First Aider	Bruising, minor cuts, grazes	1
Possible	2	Doctor	Strains, Sprains, concussion	2
Likely	3	A & E 1	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	3
Very Likely	4	A & E 2	Permanent /partial/total disablement or other reportable injury/disease	4
Certain	5	Death	Single Death or Multiple Death	5

Likelihood	Severity						Risk Rating	Score	Action
	Death	A&E2	A&E1	Nurse Unit	First Aider	No Action			
<b>Certain</b>	25	20	15	10	5	0	Trivial Risk	0 - 2	No further action required unless incidents occur
<b>Very Likely</b>	20	16	12	8	4	0	Low Risk	3 - 4	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.
<b>Likely</b>	15	12	9	6	3	0	Moderate Risk	5 - 10	Efforts should be made to reduce the risk over a defined period of time.
							High Risk	12 - 16	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.

<b>Possible</b>	10	8	6	4	2	0
<b>Unlikely</b>	5	4	3	2	1	0
<b>Very Unlikely</b>	0	0	0	0	0	0

Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.
------------------	---------	---