

# RISK MANAGEMENT **THE ESSENTIALS**

## DO NOT PUT YOURSELF & YOUR KIDS AT RISK

**In today's society effective risk management and duty of care are essential for safety and to protect the welfare and best interests of everyone involved**

Eliminate all avoidable risks, and take effective steps to minimise other risks. You must be able to show that you have taken all reasonable care. Know the safety rules and work within them. Fully document your policies and procedures. Keep parents fully informed, in writing.

- ★ Be knowledgeable about safety rules and the requirements of the sport. Always work within the approved safety framework that can be justified should an incident occur.
- ★ Be properly qualified for the position of responsibility you hold. Relevant qualifications are essential for Duty Of Care and obtaining insurance. Merely 'having experience' will not count if there is an incident. 'Accreditations', tests on knowledge of competition rules, are not qualifications.
- ★ All club staff with unsupervised access to children or vulnerable adults must be CRB cleared.
- ★ Know and follow the BCA Child Protection Policy. Have club staff appointed as welfare officers, and have them trained.
- ★ Carry out a full Risk Assessment on where you train. Identify and document every potential hazard, with who may be affected, and listing the steps you have taken to eliminate or minimise the risk. Sign and date it, reviewing it on a regular basis.
- ★ Have at least one staff member with current First Aid training.
- ★ Have an Emergency Plan, document it and practice it periodically. If there is an incident everyone will know what to do, immediately.
- ★ Know and practice fire/emergency evacuation procedures. Everyone should

know what to do, and you should keep your attendance register handy for this.

★ If stunting or tumbling ensure you have adequate safety mats / equipment. Check the condition of them regularly. Handle and store them with care.

★ Do not practice stunting or tumbling without a qualified staff member supervising, and ensure they do not stunt and tumble in other than the designated practice area/s or without qualified supervision.

★ Be knowledgeable on the latest Health & Safety requirements, Duty Of Care, and the legal obligations of working with children.

★ Clubs should have a written Constitution, clearly defining the basis on which the club is run, detailing roles and responsibilities.

★ All your rules and procedures should be fully documented, with copies to parents.

★ Inform parents, in writing, that cheerleading is a vigorous athletic activity, and as with other vigorous athletic activities an element of risk exists. Show how you effectively run risk management.

★ Be aware of any special needs or medical conditions that you need to know about, and have parents confirm this in writing. Seek written permission about issues such as applying plasters on a cut, inhalers, or giving non prescription medication supplied by parents.

★ Keep emergency contact numbers handy at all times. All injuries must be fully recorded.

★ Before considering going to any external event always check their insurance, child protection policy, and risk assessment plan. If they do not comply with adequate safety and care standards do not take your kids.



***Being able to prove that you have taken all reasonable care is your most important safeguard.***