



Scoot Skills Risk Assessment

Next Review Date: 29 September 2027

Last Reviewed: 29 September 2026

Description	Who	When	Associated Hazard	Control Measures	Risk Rating (L/M/H) Likelihood Rating (1/2/3) 1 = Not very likely 2 = Medium Likelihood 3 = Very Likely	Managed by	In place (Y/N)
Equipment	ASM Staff/ Participants	During activity	Over enthusiastic participants	All staff are trained in the safe use of equipment. Equipment is cleaned on a regular basis to avoid any cross contamination with in regards to infectious illness Equipment is checked daily to	M/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will	Y

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				ensure it is safe to use and fit for purpose. All equipment visually checked for defects by ASM Staff. Ensure all staff have appropriate cleaning materials and are fully trained in Covid safe procedures and correct PPE must be worn All equipment visually checked for defects by ASM Staff.		also liaise with the school	
Poor behaviour management of children leading to injury.	ASM Staff/ Participants	During activity	Danger of unnecessary Injury	Staff should be qualified or experienced, used to working with the age group concerned and considered competent to ensure that this activity is undertaken safely. Knowledge of basic first aid is desirable .ASM staff vigilance during session – participants not complying with rules removed from activity – group leader to be responsible for behaviour of group.	M/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Bumps/collisions/Slips/trips/falls	ASM Staff/ Participants	During activity	Larger participants colliding with smaller participants.	No user weighing over 90kg or 14 stone is permitted to use the equipment at any time. Responsible adult supervising always.		ASM Sports Health and Safety leader/Staff/ Managing Director who will	Y

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						also liaise with the school	
Weather conditions affecting staff and children adversely	ASM Staff/ Participants	During activity	Equipment failure, damage to sports area. Entrapment	Ensure sun hats are worn and school have discussed with children the need to wear sun lotion. Ask school to communicate with parents and reiterate message. Spillages are cleaned away immediately by staff. All scooters checked before the start of the session. Helmets/knee/elbow pads to be worn during the session. T&C's to include the use of sensible sports shoes. Site checks to be carried out by staff and records retained. Scooters serviced regularly. Vigilance during session to make sure pads and helmets are secure.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Railings/kerb/class room wall around the yard area	ASM Staff/ Participants	During activity	Slips/Trips/Falls due to external hazards	The course must be set up at least 2 metres from the railings/classroom and kerb area. Staff to make the children aware of the course boundaries and the importance of slowing down around the corners.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				Anyone showing a lack of control near these areas to be given assistance.			
Falling from obstacles	ASM Staff/ Participants	During activity	Cuts and Abrasions Slips, trips, and falls	Clear instruction before starting activity - participants told they can avoid any obstacle they aren't happy to try. Ensure participants understand rule that they have to allow 3 seconds clearance on the see-saw ramps. Vigilance during session - participants not complying with rules removed from activity - group leader to be responsible for behaviour of group members Helmets checked before the start of each session and after any impacts.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Manuel handling of equipment.	ASM Staff/ Participants	During activity	Slip, trips, and falls. Damage to surface area where activity is taking part.	Manual handling activities are limited to avoid injury and where required follow safe techniques as trained. Equipment is carried in small batches to limited manual handling activities.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Injury to muscles, joints and ligaments due to stretching, twisting and turning.	ASM Staff/ Participants	During activity	Slip, trips, and falls.	Warn participants to leave space between each other to avoid	L/1	ASM Sports Health and Safety	Y

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			Damage to surface area where activity is taking part	treading on fingers or kicking each other whilst moving. Instruct participants to correctly warm up and the importance of stretching ASM staff to be vigilant during session – participants not complying with rules removed from activity – group leader to be responsible for behaviour of group members.		leader/Staff/ Managing Director who will also liaise with the school	
Accidents and incidents.	ASM Staff/ Participants	During activity	Slips, trips, and falls	See first aid for accidents. If a child is badly injured staff inform parents and then head office so that substitute staff can attend site whilst one member of staff accompanies child. ASM Sports staff to provide a detailed overview of how the accident occurred through our Incident Report Form protocols. ASM Sports staff to alert school about the child's illness and arrange for immediate.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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Child Safety.	ASM Staff/ Participants	During activity	Child Safety	All sessions must comply will school policy in regard to class ratio School to have complete contact detail and medical forms, etc. Policy to be amended to not allow children to have access to mobile phones/tablets on site during the session. Mobile phones to be handed to be turned off, handed to staff, secured in locked box and returned at the end of a session. Form to be revised for three contact names and numbers and collection.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Jewellery	ASM Staff/ Participants	During activity	Cuts and Abrasions	Ensure all jewellery (including watches are removed before sports activity)	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Drinks (hot/cold)	ASM Staff/ Participants	During activity	Slips, trips, and falls	No hot drinks in or immediately adjacent to the activity area; staff hot drinks must be kept in a secure staff-only location.	M/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will	Y

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General Facility issues (Damage - Vandalism)	ASM Staff/ Participants	During activity	Varied	Staff to report issues to Facilities Management ASAP - Picked up during facility inspection/opening facility. - Staff advised to report damage. - Facility to be locked overnight and weekends.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
First Aid	ASM Staff/ Participants	During activity	Varied	Nominated on-site first aider notified of any injuries. Recorded via my asm. Parents notified if warranted.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Clothing	ASM Staff/ Participants	During activity	Varied	Only appropriate clothing to be worn: - Includes staff, students, and visitors. No exceptions - Sporty flexible attire	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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Foliage	ASM Staff/ Participants	During activity	Varied	Ensure foliage is maintained to ensure a safe activity space. Any fallen leaves need to be collected with the area being free from excessive mud and debris.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Asthma	ASM Staff/ Participants	During activity	Asthma attack Breathlessness	Ensure all pupils requiring an inhaler have it with them. Ensure the protocol is followed in the event of excessive exercise. Notify first aiders if an inhaler is used. Ensure pupils get appropriated rest period if required.	H/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Insufficient Lighting	ASM Staff/ Participants	During activity	Bumps, collisions	Light up every area where possible. Adequate lighting will ensure that children are safe and less likely to slip, trip or fall. If lighting falls to a poor standard activity stops.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Fire exits	ASM Staff/ Participants	During sports During evacuation	Slips, trips, and falls	Ensure no game related equipment is used in a way where it could potentially block fire exit routes.	H/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will	Y

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Roof tiles and windows	ASM Staff/ Participants	During sports	Impact injury Cuts and abrasions	Ensure roof tiles and windows are not interrupted during activities and games. Ensure games are performed in a direction whereby roof tiles and windows can be avoided.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Surrounding industrial fences and gates	ASM Staff/ Participants	During sports	Entrapment	Ensure games and activities are set up leaving a safe distance from the perimeter of the sports area.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Stairs on site	ASM Staff/ Participants	Ongoing	Slips, trips, and falls. Bumps	Ensure the stairs are clear for use and non-slip. Ensure a handrail is in place. Ensure the children are walking in a safe orderly way.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Persons developing illnesses or symptoms during a session.	ASM Staff/ Participants	Ongoing observation.	Unwell, sickness	If staff, young people, or children become unwell on site with a new, continuous cough or an elevated temperature they should be sent home. If they are unable	L/1	ASM Sports Health and Safety leader/Staff/ Managing	Y

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				to leave immediately in their own transport, they should be isolated while awaiting their collection. Children under eighteen should be supervised by one adult, if safe and appropriate, in an open-air space away from equipment, minimising the risk of transfer to the accompanying staff member. If a child is awaiting collection, and it is not safe or appropriate for them to be in an open-air space, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using		Director who will also liaise with the school	
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				standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent, or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was taken unwell with a new, continuous cough or an elevated temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for appropriate duration recommended by current public-health guidance after any contact with someone who is unwell. All household members of the unwell person must leave together; this includes siblings and parents that may also be on site as staff or volunteers. Once an unwell person has been identified care should be taken to thoroughly			
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				clean down all surfaces and equipment that they have been in contact with.			
Media consent	ASM Staff/ Participants		NA	parent or guardian will indicate whether they consent to media usage via myasm. Lead coach will check this information before using any form of social media.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Cleaning of contaminated areas.	ASM Staff/ Participants	Ongoing observation	NA	leaning an area with normal household disinfectant after someone with suspected coronavirus (infectious illness) has left will reduce the risk of passing the infection on to other people. If an area can be kept closed and secure for current public-health guidance, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by current public-health guidance. Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double bagged, then stored securely for current public-health guidance then thrown away in the regular	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	In place (Y/N)

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				rubbish after cleaning is finished. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grabrails in corridors and stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (infectious illness), consider using protection for the eyes, mouth, and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for appropriate duration recommended by current public-health guidance, and after removing gloves, aprons and other protection used while cleaning.			
End of session deep cleaning.	ASM Staff/ Participants	Ongoing observation	NA	ASM Sports staff will be responsible for the stringent routine cleaning of their communal walkways and activity areas at their venues. Throughout the day the ASM staff should be	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will	In place (Y/N)

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				cleaning frequently touched contact points as detailed below. In addition to this it is expected that each venue is cleaned routinely in line with the venue's current infection-control arrangements. This is to preserve the safety of the 'daily activity/venue arrangements'. Coaches are expected to clean		also liaise with the school	
Surface contamination and ongoing cleaning as needed.	ASM Staff/ Participants	Ongoing observation	NA	ASM Sports staff will be provided with their own cleaning kit for the purpose of sanitizing equipment. The kit will include multi-purpose cleaner, cleaning/disinfecting wipes and hand gel. Along with disposable cloths, gloves, aprons, and bin bags. Staff will be advised on the safe use and storage of the kit at the point of issuing. The kit and its contents will be always kept with the coach and kept out of reach of children. Where this is not Coaches are encouraged to return it to their vehicle in between use. It is the responsibility of the coach to replenish their kit from the provisions at the ASM Sports office. If a coach's individual RA states that they are not to attend	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	In place (Y/N)

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				the office, then they should inform a member of the management team when kit supplies are running low.			
Person to person contamination	ASM Staff/ Participants	Ongoing observation		discuss with young children daily the importance of good hand hygiene. Supervise young children to ensure they wash their hands for appropriate duration recommended by current public-health guidance more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues. Everyone should maintain appropriate hand hygiene, particularly after toileting, before eating and after contact with bodily fluids. Additional hand washing opportunities should be highlighted by the ASM Sports coach or setting staff where he/she feels it is appropriate. Coaches should not offer hand sanitiser to children, as it may cause irritation to the skin. Where water and drinks should not be refillable at communal water fountains. Encourage children to bring enough to drink from home. If water bottles must be refilled	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	In place (Y/N)

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				this should be supervised by an adult to ensure that the bottle does not touch the tap. Hand shaking and hand to hand contact games (such as circle games like 'The farmers in his den') should be removed from the programme of activities. Activities that require minimal hand contact are preferable. For example: football.			
Safeguarding and child protection	ASM staff/participants	Before and during activity	Safeguarding concern, abuse, neglect, child-on-child abuse, harassment or inappropriate staff conduct	All ASM staff/volunteers/contractors working with children must follow ASM and the host school's safeguarding arrangements and know how to contact the DSL/deputy. Concerns must be reported without delay, including low-level concerns and concerns about staff/contractors. Staff must maintain professional boundaries, appropriate supervision and safe collection arrangements. Child-on-child abuse, discriminatory/derogatory behaviour, sexual harassment/violence and serious violence are safeguarding matters and must be acted upon in line with the safeguarding procedure.	M/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y



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Staff competence, safer recruitment and DBS	ASM Staff/Volunteers/Contractors	Before deployment and during activity	Inappropriate or insufficiently competent person working with children	Staff must be appropriately trained, competent and briefed for the activity and age group. DBS eligibility/check requirements must be determined before deployment in accordance with current KCSIE 2026/DBS rules and the school's/ASM safer recruitment arrangements. Staff must complete required safeguarding and activity-specific training and understand their responsibilities. Where a role is regulated activity, required checks must be completed before the person starts that regulated work.	M/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y
Medical needs, allergies, medication and SEND	ASM Staff/Participants	Before and during activity	Medical emergency, deterioration of condition, allergic reaction, exclusion or unsafe participation	Obtain and use relevant medical, allergy, dietary, medication and SEND information through the school's/ASM agreed secure process. Follow individual healthcare plans and emergency medication arrangements. Staff must know how to respond to asthma, anaphylaxis, diabetes, epilepsy and other disclosed conditions relevant to the activity. Make reasonable adjustments and adapt equipment, space, instructions, intensity or	H/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y

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				participation where reasonably practicable; do not impose blanket restrictions solely because a child has SEND or a disability. Carry out an individual dynamic risk assessment where needs create activity-specific risks.			
First aid, emergency response and incident reporting	ASM Staff/Participants/Visitors	During activity and following incident	Injury, illness, delayed emergency response or failure to learn from an incident	A suitable first-aid needs assessment must be in place for the setting/activity, including consideration of children and other non-employees. A suitably trained first aider/appointed person and appropriate first-aid equipment must be available as determined by the assessment. Staff must know the emergency address/location, access route, telephone arrangements and evacuation procedure. Record accidents, near misses and safeguarding incidents through the appropriate ASM/school system; assess every incident for RIDDOR reporting and notify the school/parent/carers as required by the relevant procedure.	H/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y
Information security, photography and media	ASM Staff/Participants	Before and during activity	Data breach, inappropriate image use or disclosure of	Use only approved ASM/school systems and devices for personal information and images. Collect	M/1	ASM Sports Health and Safety Leader /	Y

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			personal/safeguarding information	and share the minimum information necessary. Check the applicable photography/media permissions and restrictions before taking or publishing images; do not use personal devices unless specifically authorised. Safeguarding information must be shared promptly where necessary to protect a child, while records remain secure and access is limited to those who need it. Follow ASM privacy/data-protection procedures and the host school's requirements.		Managing Director / Lead Coach in liaison with host school	
Illness, infection prevention and hygiene	ASM Staff/Participants	Before and during activity	Spread of infection or participation while unwell	Follow current public-health advice and the host school's infection-control arrangements rather than obsolete COVID-specific measures. Encourage appropriate hand hygiene, respiratory hygiene and routine cleaning of high-touch/shared equipment. Do not require a child or staff member who is acutely unwell to participate; follow the setting's arrangements for supervision, isolation where appropriate and collection/medical advice.	L/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y

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				Cleaning products must be stored and used safely and in accordance with COSHH requirements where applicable.			
Scooter speed, helmets and obstacle course	ASM Staff/Participants	During activity	Loss of control, fall or collision	Use equipment within manufacturer limits and only on a suitable surface. Inspect scooters, wheels, brakes/steering where fitted, helmets and protective equipment before use. Helmets must fit correctly and be checked after significant impact. Maintain safe separation and speed, establish one-way routes where appropriate, and stop activity if the surface becomes wet or unsafe. The existing 90 kg/14 stone limit is retained only where it is the manufacturer's/site requirement; it must not be treated as a universal legal limit.	H/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y

2026 Review/Update completed by: N Marren Date: 29-09-26

2026 independent/management spot check: Pending

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2026 compliance basis: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; Health and Safety (First-Aid) Regulations 1981; PUWER 1998 where work equipment applies; Manual Handling Operations Regulations 1992 where applicable; PPE at Work Regulations 1992 (as amended) where applicable; Equality Act 2010 and reasonable-adjustment duties; Children Act 1989/section 175 Education Act 2002 and KCSIE 2026 where applicable; Working Together to Safeguard Children 2026; Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025; and afPE Safe Practice in Physical Education, School Sport and Physical Activity (2024 edition/current online guidance). Local school/site safeguarding, emergency, medical, fire and premises procedures also apply. This generic assessment must be supplemented by a site-specific dynamic risk assessment before delivery.

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