# Image result for volleyball england logo**Risk Assessment Template**

Volleyball England has safety guidelines to ensure that reasonable steps are taken to keep everyone involved safe and to make sure that foreseeable accidents are avoided. Similarly, any venue or location where volleyball takes place will have their own health and safety policies which you will need to be aware of. Make sure that you know about, understand, and abide by the relevant sections of these policies.

You need to keep the participants in your care safe by completing pre-event checks in the form of a risk assessment and continuing to review the safety of the session all the way through. You need to consider realistically what could potentially go wrong, what effect this could have on those present and what you need to do to prevent it. Focus on risks that could cause actual harm. For many events all that is required is to follow a basic series of steps.

Ask yourself:

* What are the risks, high or low, of somebody being harmed by a hazard, and how serious the harm could be?
* How could accidents happen and who might be harmed
* What do you need to do to control the risks and make the event safer?

The Volleyball England risk assessment asks you to think about the people taking part in the event; the venue/location where the session is taking place, the equipment, and the games formats and activities you use and finally, the confidence and competence of the person in charge of the event. For more information on events taking place in public places, please read the CPSU Safeguarding Considerations [here.](https://thecpsu.org.uk/media/446252/events-held-in-public-parks-and-spaces.pdf)

These are some of the simple measures to take to keep everyone safe from harm:

**Actions to keep the participants safe**

* Have their emergency contact details
* Know their relevant medical history
* Know who has an impairment or individual need
* Check who carries medication and needs it with them
* Know their previous experience of volleyball
* Check if anyone is injured at each session
* Check the kit to see if it is appropriate for volleyball and weather conditions
* Check participants can be photographed, particularly the requirements for children in care

**Actions to make volleyball venues and locations safe**

* check the area is hazard free with no obstructions
* check the playing surface
* make sure there is sufficient space for the size group
* know the first aid procedures to follow
* Where is the first aid station?
* Who is the first aider?
* Where is the nearest defibrillator?
* Where is the accident record book?
* How do you report a near miss?
* When do you have to notify Volleyball England?
* know the emergency/accident procedures to follow
* Where are the fire exits?
* Where is the emergency assembly point?
* What is the emergency evacuation procedure?

**Action to use equipment safely**

* check the net height, court size and ball are appropriate for the players age, gender, and ability
* check the net has been set up correctly
* consider carefully before improvising equipment

|  |  |
| --- | --- |
| **LOW RISK****(Score 1-6)** | **Acceptable** |
| **MEDIUM RISK****(Score 8-10)** | **Task should only proceed with control measures** |
| **HIGH RISK****(Score 12-25)** | **Task must not proceed. Evaluate and reduce risk.** |

|  |  |
| --- | --- |
| **Risk Rating =** **Likelihood (L) x Severity (S)** | **HAZARD SEVERITY (S)** |
| **1** | **2** | **3** | **4** | **5** |
| **Negligible**No absence from work | **Slight**Minor injury/illness | **Moderate**Injury or illness absence from work | **High**Single person suffering serious injury or illness & long-term absence from work | **Very High**Multiple persons suffering serious injury or illness & long-term absence from work |
| **LIKLIHOOD (L)** | 1 | Very Unlikely  | **LOW** | **LOW** | **LOW** | **LOW** | **LOW** |
| 2 | Unlikely  | **LOW** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** |
| 3 | Possible  | **LOW** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** |
| 4 | Likely  | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |
| 5 | Very likely  | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of person Completing the Risk Assessment |  | Date of completion: |  |
| Venue: |  | Location of first-aid kit: |  |
| Address: |  | Stocked and maintained? |  Yes No |
| Date: |  | Club Event Welfare Officer(s): |  |
| Time: |  | Venue Contact: |  |
| Event Organiser(s): |  | Telephone Number: |  |
| ParticipantsNumbers /Age range: |  | Notes: |
| Venue documents read and understood?(Please ü appropriate **box**) | Normal Operating Procedures Yes No |
| Health and Safety Policy Yes No |
| Emergency Action Plan (EAP) Yes No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARD** | **PERSONS AFFECTED****e.g., participants, coaches etc.** | **CONTROL MEASURES** | **Who responsible** | **RESIDUAL RISK** |
| **L** | **S** | **R** |
| **Event Volunteers**Untrained volunteers | Event Volunteers Participants Spectators | * Clear roles and responsibilities assigned
* Training provided for all volunteers
 |  |  |  |  |
| **Playing Environment**Injury when setting up and setting down equipment, slippery surface,trip hazards, loose volleyballs, overcrowding, trips and falls, bad behaviour of participants or public | Event Volunteers Participants | * Ensure there are no benches or other equipment that can cause people to trip or fall
* Volunteers setting up the posts and net have been trained
* Have storage for volleyballs not in use
* Have somewhere for participants to store their belongings away from the playing environment
* Have somewhere for participants to leave drinks and take drink breaks away from the playing area
* Have a designated area for spectators
* Ensure spillages are cleaned
* Use throw down lines to mark the court boundaries in drills
* Ensure activities consider the space available
* Organise the flow of volleyballs in practices
* Explain risks to participants e.g., Balls rolling around the space and what to do
* Ensure the playing surface is flat and dry
* Be aware of local rules in public places
 |  |  |  |  |
| **Participant Management** Differing requirements of age, playing experience, fitness, and individual needs of participants | Event VolunteersParticipants | When the Event Organiser sends the event information to clubs/participants make sure you let them know how you will manage:* Taking a register
* Having emergency contact details for each participant
* Gaining consent to take part from each participant
* Checking if any participant has an impairment or individual need that will affect what they can do
* Checking if participants who carry medication have it with them
* Checking if participants have any illness or injury
* Checking participants are dressed appropriately
* Checking participants are appropriately prepared for weather conditions
* Participants warm up properly

The Event Organiser should:* Ensure that coach to participant ratio is:
	+ 9 – 12 years 1 adult to 8 participants
	+ 13 – 18 years 1 adult to 10 participants
* Regardless of the overall ratio, have 2 responsible adults
* Have clear handover procedures for U18s for the end of the event
* Limit the number of participants in the session, depending on the space and number of staff available
* Clear procedures for U18 participants moving around the facility e.g., going to the toilet
 |  |  |  |  |
| **Participant Welfare**Injury, Wellbeing, Safeguarding | CoachParticipantsSpectators | When the Event Organiser sends the event information to clubs/participants make sure you let them know about:* Who oversees the event
* Access to toilets
* Access to changing facilities
* Access to drinking water
* Café/ vending machine facilities
* If a packed lunch is required
* Managing diets and allergies
* Venue specific Emergency Procedures
* The First Aid procedures (including concussion protocols)
* Who the event Welfare Officer is
* How you manage:
	+ parental consent to photograph and video participants (P5 template provided)
	+ the contact information for anyone who photographs or videos (SP4 forms template provided)
	+ emergency contact information for all attendees
* how to report a concern
* know what to do if they are concerned about someone's behaviour towards them or another

Hold a briefing at the event for all participants to cover Housekeeping and other safety issues |  |  |  |  |
| **Equipment**Appropriate for the age and experience of participants |  | Competitions should follow Volleyball England Local Junior Competition Rules. When the Event Organiser sends the event information to clubs/participants make sure you let them know what balls, court size and net height are being used.The Event Organiser must ensure the:* equipment is set up in accordance with manufacturers guidelines
* All equipment is in working order
* Nets are visible
 |  |  |  |  |
| **Event Organiser**Inexperienced Organiser |  | The Event Organiser is responsible for the safety and welfare of the participants. They should: * Follow the Organisers Guide
* Complete an event specific Risk Assessment and share this with participating clubs
* Know who to contact for help and advice
* Not work alone
* Know the relevant Volleyball England Safeguarding and good practice policies and guidance

We encourage hosts to be members of Volleyball England and benefit from their advice, support and insurance cover. |  |  |  |  |