# 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-session 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 and ignore the trivial. For many sessions 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 session; the venue/location where the session is taking place, the equipment, and the practices and activities you use and finally, the confidence and competence of the person delivering the session.

For more information visit:

- Health & Safety Executive (HSE) Guidance on running a safe sports club [Here](https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm)

- Royal Society for the Prevention of Accidents (RoSPA www.rospa.com/)

- For 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)

Here are some simple measures to take to reduce the risk of 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 at each session
* 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

**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 |
| **LIKLI-HOOD (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 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 / Club Safety Plan Yes No |
| Emergency Action Plan (EAP) Yes No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARD** | **PERSONS AFFECTED****e.g., participants, coaches etc.** | **CONTROL MEASURES** | **Who is responsible** | **RESIDUAL RISK** |
| **L** | **S** | **R** |
| **Club Volunteers /**Untrained volunteers | Club Volunteers Participants | * 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 | Club 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
* 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 | CoachParticipants | * Ensure that coach to participant ratio is:
* 9 – 12 years 1 adult to 8 participants
* 13 – 18 years 1 adult to 10 participants
* Over 18s 1 adult to 16 participants
* Regardless of the overall ratio, 2 responsible adults must be present
* Have a clear handover procedure for U18s for the end of any event/session
* Limit the number of participants in the session, depending on the space and number of staff available
* Have a written session plan
* Take a register
* Have emergency contact details for each participant
* Gain consent from each participant
* Check if any participant has an impairment or individual need that will affect what they can do in the session
* Check if participants who carry medication have it with them for the session
* Check if participants have any illness or injury that will affect what they can do in the session
* Check participants are dressed appropriately for the session
* Check participants are appropriately prepared for weather conditions
* Have an appropriate warm up
 |  |  |  |  |
| **Participant Welfare**Injury, Wellbeing, Safeguarding | CoachParticipants | * Venue specific Emergency Procedures known
* First Aid procedures in place, including concussion protocols and access to a defibrillator
* Access to toilets
* Access to changing facilities
* Drinking water available
* Club Welfare Officer appointed, trained and known by all club members
* Participants have consented to photographs and videos (SP5 template)
* Take the contact information for anyone who photographs or videos (SP4 forms template provided)
* Access to a mobile phone in case of emergencies
* Volunteers and participants know how to report a concern
* Volunteers and participants know what to do if they are concerned about someone's behaviour towards them or another
 |  |  |  |  |
| **Equipment**Appropriate for the age and experience of participants |  | * All equipment is in working order
* Use reduced weight volleyballs for Juniors
* Appropriate net height and court size (refer to Junior Competition Rules)
* Set up equipment in accordance with manufacturer guidelines
* Nets must be visible
* For non-standard equipment keep an equipment log and records of upkeep and checks. In the event of a claim caused by nonstandard equipment, the club will need to have a written statement explaining the reason why the equipment did not conform to VE requirements.
* Suitably competent person to assess the risk and be guided by Volleyball England Facility Strategy.
 |  |  |  |  |
| **Session Deliverer**Inexperienced deliverer |  | * Trained appropriately for the age and experience of the participants
* For U18s to a minimum of Level 2
* U18s cannot deliver sessions without direct supervision
* Plan sessions using recognised volleyball activities
* Knows the Risk Assessment
* Knows who to contact for help and advice
* Does not work alone
* Knows the relevant club policies and codes of conduct
* Registered with Volleyball England
 |  |  |  |  |
| **Any other local requirement** |  |  |  |  |  |  |

.