**Logo

Description automatically generatedRISK ASSESSMENT TEMPLATE – EVENTS**

* A Risk Assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels.
* Risk Assessments are a legal requirement and should be recorded and reviewed.
* Risk Assessments illustrate good practice forethought planning and collective expertise. They are most effective when discussed with colleagues before writing and during recording.
* The Event Manager (person with overall responsibility) should ensure Risk Assessments are appropriate, and should make any necessary additions or changes.
* The dated signature by the Event Manager confirms that all staff/adults on the visit have read, understood and adopted the written Risk Assessment.

**The Risk Assessment process must be seen as ‘ongoing’ and ‘dynamic’. In other words, professional judgements and decisions regarding safety will need to be made during the activity. If control measures aren’t sufficient, the activity must not proceed.**

All event staff and volunteers should read and acknowledge the Risk Assessment and Welfare Plan before the event and listen to the event briefing from the Event Manager.

For further advice and guidance, visit <https://www.hse.gov.uk/>.

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| Name of activity/event: | Accommodation: | Age range of participants: |
| Location/Venue: | Travel Arrangements: | Event Manager(s): |
| Date activity of /event: | Number of participants: | Date of Assessment: |

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| **ASSESSMENT OF HAZARD & RISK** | | **CONTROL MEASURES** | | | | |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done?** |
| **Obstacles/ spillages within the playing area and surroundings.** | Players/staff/ volunteers may injure themselves if they trip over objects or slip on spillages | * All areas to be checked by staff/volunteers on arrival and before the start of activity. | Any objects which are left on walkways/on court during activity, must be removed immediately. | Staff / volunteers | Before and during activity. |  |
| Any spillages/bodily fluids must be cleaned immediately. | Staff / volunteers | During activity |  |
| **Faulty equipment** | Players risk injury from using unsafe equipment | * All equipment to be checked by staff on arrival and before the start of activity. * All equipment in the venue will meet Basketball England’s minimum standards * Any equipment deemed unsafe will not be used during activity and participants will be made aware of any faulty equipment where necessary | Any equipment that becomes unsafe during activity needs to be reported to staff and removed. | Players/staff/ volunteers | Before and during activity. |  |
| **Unauthorised participants** | Players/staff/ volunteers/ spectators | * Team staff to check that the register is correct and up to date with contact details and medical information * Make sure only registered players take part in activity | Registrations checked prior to games | Players | Before and during activity |  |
| **Photography/ videography** | Players/staff/ volunteers/ spectators at risk of photography/ videography used for inappropriate reason. | * Inform players/parents that a photographer/videographer will be present. * Ask parents to notify event organiser if they have concerns about their child being photographed or filmed. * Display signs informing photographers/videographers how to register their details. * Display photography guidelines | Provide a clear brief about what is considered appropriate in terms of content and behaviour. | Event Manager | Before the beginning of the event. |  |
| Photography, Video & Live Streaming permission form should be filled out by parents/guardians before the activity. | Parents/guardians. | Before event |  |
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| **Emergency** | Players/staff/ volunteers/ spectators may be injured during unorganised evacuation procedures.  Players/staff/ volunteers/ spectators could suffer fatal injuries from smoke inhalation/burns if trapped in a fire. | * Arranged MUSTER point established in case of fire or other emergencies. * Display evacuation procedures for all to see. * Provide a clear brief to all players, staff/volunteers and spectators regarding evacuation procedures at venue. * Ensure all staff and volunteers have access to information relating to health and safety. * All staff and volunteers will read and follow Basketball England’s Terrorist Guidance. * Emergency contact details for all players/staff/volunteers available to team staff and/or event manager. * Checks made to see if wifi is available in the venues and steps taken to ensure paper copies of any necessary paperwork available if wifi is not accessible. |  |  |  |  |
| **Injury** | Players at risk of physical harm. | * Activity level will be matched to group experience * Safety briefing for all players * Event Welfare Plan will be followed * First aiders in attendance * Some teams may have physiotherapists * All players to complete registration forms before the event * Relevant staff/volunteers will have access to player medical information where appropriate. * Scheduled morning & afternoon checks on food/medication/other welfare issues * Where possible a mental health first aider in attendance |  |  |  |  |
| **Violence to staff/volunteers** | Staff/ volunteers at risk of physical injury and at risk emotionally. | * Staff and volunteers will be made aware of the Managing Challenging Behaviour guidance. * Players and spectators to be informed of behavioural expectations in line with the standards adopted by the Basketball England Code of Ethics & Conduct. | Remind players/spectators of behavioural expectations during activity. | Event Manager.  Staff /volunteers. | During activity. |  |
| Any violent players / spectators will be asked to leave and the police called if deemed necessary. | Event Manager. | When deemed necessary. |  |
| **Covid-19** | Players / staff / volunteers / spectators | * + Basketball England’s Return to Play guidance will be followed at all times.   + All attendees will complete a temperature check on arrival and complete a screening questionnaire   + Sanitiser will be provided at entrance, exit and on each court and hygiene guidance followed by officials   + \*More detail added depending on RTP guidance at time of event. |  |  |  |  |

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| Name of Event Manager: | Signed: |
| Date: |