



## EVENT ACTIVITY RISK ASSESSMENT

*All risk assessment documentation must be completed prior to activity taking place*

- Sections A+B+C must be completed and signed by the Activity Organiser
- Section C must be signed and completed by a senior venue representative
- Sections A+B+C must be stapled and returned in full to Karen Mahoney (Club Safeguarding Officer) and copied to Clifford Pile (Junior Manager)

### Section A – Activity Details

<b>Event</b>	
<b>Type of activity</b>	
<b>Venue Name</b>	
<b>Activity start date</b>	
<b>Activity end date</b>	

<b>Has activity been planned in accordance with your sports plan</b>	Yes/No
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### Section B – Minimum Standards/Activity Risk Assessment

<b>Personnel</b>	<b>Yes</b>	<b>No</b>	<b>Details / Actions taken</b>
All personnel have been inducted			
All personnel have met compliance standards (Inc. DBS, SPC, FA)			
All personnel have a relevant qualification for their role			
All Coach's / Volunteers briefed on event safety procedures			
Coach / Adult to junior participant ratio fulfilled			
All personnel have signed up to the <b>Actonians Code of Conduct</b>			
All personnel have been briefed on all event safeguarding procedures including missing child policy, incident reporting & sun policy			



<b>Participants</b>	<b>Yes</b>	<b>No</b>	<b>Details / Action</b>
Initial Player Registration Forms Completed ( <i>Must be completed before activity commences</i> )			
Person designated to complete	<b>Name:</b> <b>Contact no:</b>		
Emergency Contact numbers and medical information is held by (if required)	<b>Name:</b> <b>Contact no:</b>		
Designated person to stay at venue until all young people have left or been collected	<b>Name:</b> <b>Contact no:</b>		

<b>Equipment</b>	<b>Yes</b>	<b>No</b>	<b>Details / Action required</b>
All equipment is fit and sound for activity			
All equipment is suitable for participants age/stage			

<b>Playing/training area</b>	<b>Yes</b>	<b>No</b>	<b>Details / Action required</b>
Is the area fit and appropriate for activity			
Is the area close to other activity that could increase risk			
Is the area checked for obstacles before each session			

<b>Emergency Points</b>	<b>Yes</b>	<b>No</b>	<b>Details / Action required</b>
Is there emergency vehicle access			
Is there a working telephone			
Is there a designated first aider			
Is there a first aid kit accessible			
Are there emergency procedures published and accessible			

**Name of Event Organiser:**

**Signed:**

**Date:**

**Name of Venue contact:**

**Signed:**

**Date:**

**Please ensure the forms are sent to Karen Mahoney (Club Safeguarding Officer) and copied to Clifford Pile (Junior Manager)**



***The attached risk assessment form (RA1) must be completed before the start of your activity.***

### **What is the Risk Matrix?**

The risk matrix allows you to calculate against the potential SEVERITY of HAZARDS and the LIKELIHOOD of an accident/incident occurring.

### **What is a Hazard?**

A hazard is described as a **potential source of danger**. Some of the following are examples

- Condition of playing surface e.g. wet, cracked ground etc
- Equipment being used i.e. Bat, ball
- Collision with others
- External Sources i.e. dogs, public
- Sunburn

### **What is meant by SEVERITY?**

Once the hazard has been identified i.e. Wet playing surface you will need to assess how serious the risk is. Severity for these purposes has been measured on a scale of 1 = Nil and 5 = Very High i.e. the wet surface presents a very high risk of player injury.

### **What do we mean by LIKELIHOOD?**

This refers to how high the probability is of players encountering the **potential source of danger**. Likelihood for these purposes has been measure on a scale of 1 – Not Likely to 5 – Very Likely



**Risk Assessment Matrix Guidelines**

**How to use the Risk Matrix**

Risk Assessment Form RA1 clearly shows the areas that you must assess your activity by. It is important that you use the following keys and tables to assist you with your assessment.

- **SEVERITY x LIKELIHOOD = RISK**

		LIKELIHOOD				
		5	4	3	2	1
HAZARD	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Risk	High	Moderate	Low
	16-25	6-15	1-5

**Severity (Hazard) / Likelihood Calculation Table**

Severity		Likelihood	
1	Nil	1	Not Likely
2	Slight	2	Possible
3	Moderate	3	Quite Possible
4	High	4	Likely
5	Very High	5	Very Likely



**Section c – Risk Assessment Form RA1**

Please complete the table below following the Risk Assessment Matrix Guidelines.

HAZARD	Severity x likelihood = Risk
Slips, trips and falls	
Being struck by equipment	
Exercise induced complications e.g. asthma or dehydration	
Collision with others	
Interference from external sources i.e. abduction, struck by a ball or dog bite	
Verbal abuse	
Physical violence	
Fire / bomb / major incident	
Sunburn	
Enter details identified from section B	

To be completed by a **SENIOR REPRESENTATIVE** of the **VENUE** and the **ACTIVITY ORGANISER**. **If the venue already has its own up to date Risk Assessment Form then please include a copy.**

We the undersigned acknowledge receipt of the above risk assessment of which this is a copy and hereby state that the venue and activity we are responsible for is suitable for this activity.

Name of Venue:

Name of Venue Representative:

Signed:

Dated:

Name of Activity / Event Organiser:

Signed:

Dated:

**Please ensure the forms are sent to Karen Mahoney (Club Safeguarding Officer) and copied to Clifford Pile (Junior Manager)**