**Logo

Description automatically generatedRISK ASSESSMENT TEMPLATE – CAMPS & TRIPS**

* 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 then ensure that those Risk Assessments are appropriate, or 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.

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

**The Risk Assessment process must be seen as ‘on-going’ and ‘dynamic’.**

**In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren’t sufficient, the activity must not proceed.**

**All staff should read and acknowledge the Risk Assessment and Welfare Plan before the camp and listen to the pre-camp and event briefings from the Event Manager.**

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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?** |
| **Behaviour below expected standards** | Players may suffer from illness or injury. | * Players will be supervised during the camp by team staff to ensure they do not have the opportunity to drink alcohol, smoke or take recreational drugs. * Expectations of players will be outlined at the pre-camp briefing. * Team staff will stay in the hotel and act as chaperones to ensure as far as possible that young people of different sexes are not staying in each other’s rooms. * Staff member situated on each floor of the hotel. * Rooms will be grouped together. * There will be the correct gender mix of staff to ensure male & female players’ welfare. |  |  |  |  |
| **Unqualified & inadequately trained staff.** | Players may be harmed physically or emotionally. | * Staff members will not enter players’ bedrooms and as far as possible will ensure a second staff member is present if it necessary to do so. * All staff will be DBS checked, hold the relevant qualifications relating to their position and have all relevant training. * Ensure all staff are familiar with the Basketball England Code of Ethics and Conduct, Safeguarding Policy and Duty of Care. |  |  |  |  |
| **Missing players** | Missing players will be unsafe and may suffer injury out in an unfamiliar environment. | * Team staff will ensure regular head counts are conducted. * A member of staff will be positioned at the back of the group when moving around the venue and if the group leave the venue at any point. | Make sure all staff are aware of the Event Welfare Plan. | Event Manager to send out relevant information. | Before the camp. |  |
| **Travel hazards** | Players / staff may suffer injury if not safely sat when vehicle is moving. | * All party members will be made aware of emergency procedures on the coach. * Seat belts worn at all times when the vehicle is moving. * Hand luggage safely stored. * No walking round the vehicle. * Procedure for leaving coach in an emergency/breakdown situation i.e. back third first, then road side, followed by pavement side. * The coach company should have on procedures – staff aware of these beforehand. * Buddy group systems used at stopping points. * All participants counted onto the coach after every stopping point by appointed staff member. |  |  |  |  |
| **Venue hazards** | Players / staff are at risk of injury if venue is unsafe.  Players / staff may be separated from the group if appropriate MUSTER point isn’t confirmed. | * Pre-inspection of the venue and detailed background knowledge has been obtained before the venue booking was made. * Appropriate briefings relative to the hazards listed or unforeseen hazards will be delivered by venue staff and/or Basketball England staff. * Where accommodation has been sourced for event staff/teams, the hotel must be made aware of the group’s age ranges and agree to accommodate them. * Player:staff ratios will be always met in the venue, hotel and wherever necessary. * Arranged MUSTER point established in case of fire or other emergency at venue, airport and accommodation. * Young people will not be in rooms with balconies and will be informed of emergency exits in hotel. |  |  |  |  |
| **Emergency** | Players / staff / spectators may be injured during unorganised evacuation procedures.  Players / staff / spectators could suffer fatal injuries from smoke inhalation/burns if trapped in a fire. | * Arranged MUSTER point established in case of fire or other emergency at venue, airport and accommodation. * Display evacuation procedures in venue for all to see. * Provide a clear brief to all players, staff and spectators regarding evacuation procedures at event venue. * Ensure all staff have access to information relating to health and safety. * All staff will read and follow Basketball England’s Terrorist Guidance. * All staff will read and follow terrorist advice on the Event Welfare Plan. * Emergency contact details for all players. * 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. |  |  |  |  |
| **Obstacles/spillages within the playing area and surroundings** | Players / staff may injure themselves if they trip over objects or slip on spillages. | * All areas to be checked by staff on arrival and before the start of activity. | Any objects that fall within playing area during activity, must be removed immediately. | Staff. | During activity. |  |
| Any spillages/bodily fluids must be cleaned immediately. | Staff. | 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 for equipment and where possible/necessary, FIBA venue & equipment regulations. * Any equipment deemed unsafe will not be used during activity and players will be made aware of any faulty equipment if necessary. | Any equipment that becomes unsafe during activity needs to be reported to staff and removed. | Players.  Staff. | During activity. |  |
| **Unauthorised participants** | All players / staff / spectators. | * 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. |  |  |  |  |
| **Photography/videography** | Players / staff / spectators at risk of photography/videography used for inappropriate reasons. | * 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 available for viewing. | Provide a clear brief about what is considered appropriate in terms of content and behaviour at event venue. | Event Manager. | Before the beginning of the event. |  |
| If necessary, Photography, Video & Media Permission form should be filled out by parents/guardians before the trip. | Parents/ guardians. | Before trip. |  |
| **Injury** | Players at risk of physical harm. | * Activity level will be matched to group experience. * Safety briefing for all players at event venue. * Event Welfare Plan will be followed. * First aiders in attendance. * All players will have filled out medical forms before the event. * Relevant staff will have access to players’ medical information. * Emergency contact details for all players. * Scheduled morning & afternoon checks on food/medication/other welfare issues * Where possible a mental health first aider in attendance |  |  |  |  |
| **Violence to staff** | Staff at risk of physical injury and at risk emotionally. | * Staff 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. | During activity. |  |
| Any violent players / spectators will be asked to leave and the police called if deemed necessary. | Event Manager. | When deemed necessary. |  |

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