**Birmingham 2022 Commonwealth Games**

**Activation Resources – (Clubs)**

Please adapt these materials to suit your needs.



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# **Risk Assessment Template**



**Commonwealth Games Activation 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 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 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.

These are some of the simple measures we expect deliverers 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
* 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 |
| **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: |  | Location of first aider: |  |
| Time: |  | Location of telephone: |  |
| Event Organiser(s): |  | Location of toilets: |  |
| Club Welfare Officer(s): |  | Location of changing rooms: |  |
| ParticipantsNumbers /Age range: |  | Location of drinking water: |  |
| Venue documents read and understood?(Please ü appropriate **box**) | Normal Operating Procedures Yes No | Venue Contact: |  |
| Health and Safety Policy Yes No | Telephone Number: |  |
| Emergency Action Plan (EAP) Yes No | Notes: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARD** | **PERSONS AFFECTED****e.g., participants, event staff etc.** | **CONTROL MEASURES** | **Who responsible** | **RESIDUAL RISK** |
| **L** | **S** | **R** |
| **Event Staff**Untrained helpers | Event Staff Participants | * Clear roles and responsibilities assigned, and training provided for all staff
 |  |  |  |  |
| **Site Environment**Injury when setting up and derigging equipment, overcrowding, trips and falls, extreme weather, bad behaviour of participants or public |  | * Marquees must be erected with a minimum of 2 staff to prevent injury
* Marquees to be staked down or weighted down
* Create plan of the event site to show the registration area, courts, challenge zones, marquees, toilets, first aid etc
* Plan the layout of the event to ensure people and vehicles can move about safely
* Manage entrances and exits to prevent overcrowding
* Nominated personnel only will be allowed in certain areas
* Sufficient space for participants to register and wait
* Parents/Carers asked to keep children away from certain areas
* Make sure enough sockets are available. Check that socket outlets are not overloaded by using unfused adaptors
* Ensure there are no trailing cables that can cause people to trip or fall
* Ensure any electrical equipment hired or borrowed, is suitable for use before using it
* Marquees/building available for shade or shelter
* Give advice about covering up and using sunscreen
* Adequate supervision of event
* Event staff will be on lookout for any incidents
* Nominated people will be available to contact for help
 |  |  |  |  |
| **Participants Management** Differing requirements of age, playing experience, fitness, and individual needs of participants |  | * Limit the number of participants in the session, depending on the space and number of staff available
* Have a written session plan
* Always have at least 2 responsible adults present
* Ensure any child participant has a parent/carer present throughout the session
* 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
 |  |  |  |  |
| **Participant Welfare** Injury, Wellbeing, Safeguarding |  | * Venue specific Emergency Procedures known
* First Aid procedures in place
* Access to toilets
* Drinking water available
* Club Safeguarding Officer has approved the Event Risk Assessment
* Take the contact information for anyone who photographs or videos the event (template provided)
 |  |  |  |  |
| **Field of Play**Slippery surface,trip hazards, loose volleyballs, sharp objects in sand, zones for each, guy ropes |  | * Nominated event staff will check the field of play
* Check weather conditions before set-up
* Have storage for volleyballs not in use
* Have somewhere for participants to store their belongings away from the field of play
* Use throw down lines to mark the court boundaries
* Ensure activities consider the space available
* Organise the flow of volleyballs in practices
* Have dedicated areas for volleyball challenges
* Explain risks to participants e.g., Balls rolling around the space and what to do
 |  |  |  |  |
| **Equipment**Appropriate for the age and experience of participants |  | * Use reduced weight volleyballs or beach balls
* Appropriate net height and court size
* Set up equipment according to manufacturer guidelines
* Nets must be visible
 |  |  |  |  |
| **Sessions Activator (deliverer)**Inexperienced deliverer |  | * Trained to a minimum of Volleyball England Activator Award
* Plan session using recognised volleyball activities
* Aware of Event Risk Assessment
* Knows who to contact for help and advice
* Does not work alone
 |  |  |  |  |

# **Registration Form Template**

**** **B2022 Volleyball Registration Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name**   | **Email**   | **Age**   | **Parents email**  **(If under 18).**   | **Emergency Contact No**  | **Gender**   | **Postcode**  |
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|        |     |     |     |   |     |     |
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I agree to (Club/organisation name) keeping, using and sharing my data with Volleyball England. Data will be kept in line with Volleyball England's GDPR Data Retention Policy, Data Protection Policy, and Privacy Policy which can be found at [www.volleyballengland.org/about-us/governance](http://www.volleyballengland.org/about-us/governance)

# **Social Media Graphics/ Poster Templates**

[Click here to download a promotional pack](https://drive.google.com/drive/folders/11t7lo6rxBt9gatEMgniBdzP-7p0z3t7P?usp=sharing) that includes poster templates, social media graphic and a copy of Volleyball England’s ‘Our Time to Shine’ logo.

These easy to personalise templates will work really well alongside photos of volleyball activity from your own club.

For general help and advice, please email communications@volleyballengland.org.

# **Photograph/Video Registration Form**

Please resize and print

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