

Scope of Risk Assessment 1	Introduction 2	Date of Assessment	Date To Be Reviewed	Responsibility
<p>To assess the risks of Junior National League Training, Basketball Camp Activities and generic basketball activities (After School Clubs / Community Hubs/ Healthy School Days) and Partnership Events.</p> <p>Staffing Declaration:</p> <p>All COLBF Staff leading activities hold the following qualifications and certification as a minimum standard.</p> <ul style="list-style-type: none"> - Basketball England Coaching Certificate (Level 2 or Level 3) - Emergency First Aid - DBS - Sports Coach UK Safe Guarding and Protecting Children <p>Please Note: All documentation is held electronically and is available on request.</p>	<p>COLBF</p> <p>City of Leeds Basketball deliver basketball across the city of Leeds and the county of Yorkshire. They are member of the NGB Basketball England, whose policies and good practice guidance we follow.</p> <p>Insurance Policy: Protectivity</p> <p>44900139407</p> <p>Public Liability £10,000,000</p> <p>Range of Activities:</p> <ul style="list-style-type: none"> - Junior National League (Sept – July) - Community Basketball (Sept – Aug) - NGB Projects (Sept – Aug) - LCC Projects (Sept – Aug) - Non-Residential Holiday Camps - Residential Holiday Camps <p>Age Range of Participants:</p> <ul style="list-style-type: none"> - Age 5 – 18 	June 2022	June 2023	Matthew Newby
		Completed By:	Authorised and Endorsed (Partnership Lead)	Director of COLBF
		MN (COLBF)	NR(NWSSP)	

Risk Factor of five or less – a controlled or insignificant risk

Risk Factor of Greater than Five but less than twelve – Action to eliminate or further control the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable

Risk Factor of over twelve The risk is unacceptably high and activity must cease until action has been taken to control the risk

Workplace & Equipment Controls: 3	Procedural Controls: 4
<p>CHECK LIST</p> <ul style="list-style-type: none"> - Staff Educated in project and site set up unique to each site. - Timetable for set up confirmed with site. - Delivery of equipment timetabled with site. - Access to site confirmed and numbers confirmed. - Correct equipment allocated to project - Staffing Ratio Confirmed. - Parking Confirmed with host site. - Contacts and Communications shared with partnership. - Permission to handout promotional materials. - Permissions (Photography and Film) - Confirmation of exemptions Note: Schools denote and wristbands to provided to distribute. 	<p>CHECK LIST</p> <ul style="list-style-type: none"> - Staff and Personnel working the event have appropriate qualifications and endorsement: <p>NGB Certification - NGB Qualification - First Aid - DBS – Safeguarding</p> <ul style="list-style-type: none"> - Staff Planning Meeting mandatory. - Participants and Supervisors briefed Bathrooms access, Fire Exits, emergency evacuation procedure and Muster Point. - Accidents and Incidents recorded as per COLBF policies and procedures. - Accident reports to be logged both in hardcopy at venue and via online medium. - NGB Safeguarding policy. - Consistent approach with Photography and Film opt out.

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Event Specific Detail	
<p>Event: NW SSP Commonwealth Legacy Event</p> <p>Participants Age: Key Stage 2 Year 5 and Year 6</p> <p>Gender Ratio: Variance School to School</p> <p>Total Number of Participants: 90 – 100</p> <p>Event Manger: Matthew Martin Newby (COLBF)</p>	<p>Date: 29th June 2022</p> <p>Time: 12:00 – 15:00</p> <p>Venue: LBU Headingley Campus</p> <p>Address: Headingley – Leeds – West Yorkshire – LS6 3QQ</p> <p>Participants:</p>

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Key contact: Matthew Newby

Key contact Tel: 07912178918

Key Contact Email: m.newby@cityofleedsbasketballclub.co.uk

NOTES:

SUPERVISION

Coach / Adults in position of responsibility and responsible for event supervision and Safety: Each School will have their own designated members of staff appropriate to numbers and LCC ratios. In addition to the 4 members of COLBF staff and international sports guests.

TRAVEL ARRANGMENTS

The travel arrangements are coordinated by each school. Parking will be either provided via permit or pay and display.

ACCOMODATION:

Not Applicable

Nearest Accident and Emergency Department:

LGI, Great George Street, Leeds, West Yorkshire, LS1 3EX

NW SSP Primary schools and Projected Numbers:

Burley St Matthias	30
Kirkstall St Stephens	12
Sacred Heart	12
Shire Oak	30

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CITY OF LEEDS BASKETBALL FOUNDATION: General Risk Assessment

Hazards		Persons at Risk	Evaluation of Current Risk				Additional Control Measures Required	Residual Risk Evaluation			
			Severity	Prob.	Overall Risk Factor	Acceptable ?		Severity	Prob.	Overall Risk Factor	Acceptable?
Staffing											
Minimum Operating Standards							All staff/coaches will have enhanced DBS with children's barred list check, hold the relevant qualifications to be in their positions and have all relevant training.				

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							Venue staff (LBU) and relevant COLBF staff will be in attendance, appropriately experienced for the roles.				
							Staff will be familiar with the Basketball England Code of Ethics and Conduct, Safeguarding Policy and Duty of Care				
							Any Safeguarding concerns to be reported in accordance with Basketball England Safeguarding				
Safeguarding											
GROUP TYPE and RATIOS							Supervision levels and suitable specialist staff are employed. Working ratios are as detailed in the Supervision & Staff Ratio Guidance (CPSU) as a minimum but supervision levels will be increased to reflect the nature of the activity.				

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							There will be the correct gender mix of staff to ensure male & female player's welfare.				
GROUPS SPECIFIC NEEDS							<p>Schools will be aware of any detailed special educational / medical needs / allergies and information shared in confidence to assist in quality of delivery.</p> <p>Activity level will be matched to group experience, environmental conditions and appropriate ratios.</p>				
Behaviour Management							<p>Staff will be made aware of the Managing Challenging Behaviours Guidelines.</p> <p>Behaviour and level of expectations of participants and staff to be in line with the standards adopted by the Basketball England Code of Ethics and Conduct. Expectations to be outlined at briefings</p> <p>The Code of Conduct is shared prior with school leads</p> <p>Breaching the code of conduct may result in sanctions for</p>				

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							players. School Leads to be made aware of any breaches.				
Tournament Coordination and Equipment											
EQUIPMENT							<p>Event Managers to ensure equipment used will match player ability or player age.</p> <p>All equipment to be used within the event will be subject to scrutiny beforehand. If any equipment does not meet the standards for the event or venue, it will be removed and not used, then new equipment will be sourced. No equipment will be used that does not match player ability or player age.</p> <p>All equipment in the venue will meet Basketball England's minimum standards for equipment and where possible/necessary, FIBA venue & equipment regulations Regular checks by duty staff to the facility and equipment to take place throughout. Event Managers to ensure equipment used will match player ability or player age.</p> <p>All equipment to be used within the event will be subject to</p>				

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Venue / Environment											
Court and Facility Considerations							<p>Pre-inspection of the venue and detailed background knowledge has been obtained before the venue booking was made.</p> <p>Appropriate briefings relative to the hazards listed or unforeseen hazards, will be delivered by venue staff and/or COLBF staff.</p>				

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							<p>Arranged MUSTER point established in case of fire or another emergency</p> <p>All staff to remain aware and inspect venue to ensure it is free from hazards for players. Any potential hazards to be reported to Event Managers.</p>				
Player / Official Welfare (Fatigue)							<p>Coaches / physios to monitor accumulated fatigue of individual players through daily meetings/ conversations.</p> <p>Event Staff adopt BE values and inform manager and player support staff of any issues, concerns or worries regarding injury, illness or fatigue.</p> <p>Players, Team Manager and Coaching staff will be asked to report any accidents/ illness to the Event Manager.</p>				
Player / Official / Spectator Welfare							<p>Spectator chairs positioned a safe distance from the court and players.</p> <p>All basketballs to be stored safely when not in use.</p> <p>Spectator chairs positioned a safe distance from the court and players.</p>				

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							<p>Spectator area established ensuring that the courts playing area remain clear</p> <p>Court managers and assistants to be aware of spectator conduct and encroaching onto the court/field of play</p> <p>Ensure appropriate run-offs for players on court</p>				
<p>Considerations In Set Up</p> <p>(Slips Trips and Falls)</p>							<p>Access routes are always kept clear and maintained</p> <p>Maintain good lighting to all areas, including parking area.</p> <p>Regular checks to be made on carpets and door strips – repair or remove as necessary.</p> <p>Electrical leads to be kept tidy and when crossing areas of access cable protectors are to be fitted.</p> <p>Ongoing cleaning and removal of bottles and waste on courtside</p> <p>Management of the areas surrounding the water fountains to minimize spillage</p> <p>Court to be cleaned when required and put out of action if deemed dangerous.</p>				

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							Raised floorboards to be replaced. Dead spots to be investigated and boards replaced				
Travel											
NOT APPLICABLE: Respective Schools responsibility and DOC.											
ACCOMMODATION											
NOT APPLICABLE: NON-RESIDENTIAL EVENT											
Emergency Procedure											
Accident / Incident							Named First Aiders on site, as sourced via the Event. Emergency procedures are in place and communicated to all staff and players including procedure for tournament venue, fire exits and MUSTER point in case of emergency. The BE base contact understands their role				

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							<p>and responsibility. The base contact has copies of forms, risk assessments and event welfare plans.</p> <p>Incident Report forms completed and sent to safeguardingbasketball@basketballengland.co.uk</p> <p>The Event Welfare Plan will be followed for serious injuries or illness.</p>				
Missing Person / People							<p>Staff to follow Event Welfare Plan Guidance for missing people.</p> <p>School Staff will ensure regular head counts are conducted and a member of staff will be positioned at the back of the group when moving around tournament venue.</p>				
Terrorism / Fire Arms Weapons Attack and Suspicious Items							<p>All COLBF staff will read and follow Basketball England's Terrorist Attack Guidance. They will also read and follow to terrorist advice on the Event Welfare Plan for the event.</p>				

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Additional Information	Severity Ratings	Probability Ratings

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