

RISK ASSESSMENT FORM – Students' Union

Activity: (Describe the activity: What is happening)	Volleyball training/matches		
Location(s):	Haxby Road sports barn		
Who may be exposed:	All players		
Responsible Person:	Ryan Barratt (Club Chair) Jessica Dixon (Health and Safety officer)		
Assessors name:	Ryan Barratt	Committee position:	Club Chair
Assessors signature:		Date of assessment	
Related Documents:	•	Review date:	
		Review date:	
		Review date:	

Get to Green! Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you've done that, the risk will be low! You'll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in Bold and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser.

Impact/severity	High	M	M	H	<p>Risk Matrix: The risk matrix to be used is a simple 3x3 with only one red area. This simplistic 'traffic light' approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:</p> <ul style="list-style-type: none">What are the chances of this happening? (Likelihood)And if it did happen, what is the worse that could happen? (Severity) <p>Always consider who this may affect (Staff, visitors, general public etc).</p> <p>A full detail explanation can be found at the end of this risk assessment.</p>
	Med	L	M	M	
	Low	L	L	L	
		Low	Med	High	
	Likelihood				

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
01.	Trips / Slips / Falls / Collisions with Other Players	<ul style="list-style-type: none"> ♣ Immediate first aid provision can be given to injured participants by club members / staff on YSJ University Campus ♣ Participants are informed and advised on correct footwear / clothing (participants without correct clothing / equipment are asked not to participate) ♣ Sessions are abandoned if indoor lighting is poor and putting participants at risk ♣ Inspection of Foss Sports Hall is completed prior to training / competitions ♣ Committee aware of how to call First Aid ♣ All training sessions must be taken by a competent coach who has the necessary coaching credentials ♣ No playing / training on wet surfaces ♣ Ensure that the court and surrounding area is clear before training / BUCS fixtures 	Medium	•	Low	
	Poor Quality Coaching	<ul style="list-style-type: none"> All individuals delivering sessions are required to have relevant Volleyball Coaching credentials. This must be documented and kept on file at the SU ♣ All coaches are advised to engage in continued professional development (CPD) 	Medium	•	Low	
	Muscle Strains / Bruising / Cuts / Bleeding	<ul style="list-style-type: none"> All participants / players must engage with an appropriate warm-up prior to training / competitive BUCS fixtures ♣ Players / participants suffering from muscle strains / bruising / cuts are immediately given the appropriate first aid provision 	Medium	•	Low	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
		♣ Any player suffering severe injury in game must seek further medical attention				
	Head / Spinal Injury	<ul style="list-style-type: none"> • If an individual is suspected to have suffered from a spinal / head injury the individual must NOT be moved • ♣ Emergency services (999) and YSJ-Active staff present at the facility must be notified immediately • ♣ Ensure a member of the team / YSJ-Active Staff / SU Staff is ready to meet the ambulance / paramedics on their arrival at YSJ University and lead them to Foss Sports Hall 	Medium	•	Low	
	Poor Court Quality / Maintenance	<ul style="list-style-type: none"> • Before use committee / YSJ-Active should complete a court inspection removing any harmful / foreign objects from the pitch / surrounding area • ♣ Students' Union / YSJ-Active will advise when the court is unplayable due to poor lighting and / or the quality of the court / sports hall 	Medium	•	Low	
	Posts	<ul style="list-style-type: none"> • ♣ Committee are to ensure that volleyball posts safe and undamaged prior to fixtures / training, posts must meet Volleyball England requirements / safety guidelines 	Medium	•	Low	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
	Incorrect Footwear	<ul style="list-style-type: none"> ♣ Players / session participants must wear footwear advised by YSJSU / YSJ-Active on different playing surfaces ♣ Individuals are encouraged to wear appropriate trainers / shoes with increased support / protection ♣ Individuals without correct footwear will be asked not to participate / play 		•		
	Inexperienced Players (Beginners)	<ul style="list-style-type: none"> All players new to the game must be shown basic technique of a variety of skills to reduce chance of incurring and injury during training / competitive fixtures ♣ Beginner players are encouraged to engage in training with other inexperienced / beginner players 		•		
	Fire	<ul style="list-style-type: none"> All electrical equipment used must be PAT tested prior to its use at training sessions / competitions (ie stereo systems / CD players) ♣ All club members must understand and know the fire evacuation procedure and know where the nearest fire assembly point is ♣ In the case of a fire, all participants / players, coaches and spectators must follow the evacuation procedure and inform security at the earliest possibility 		•		

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
	Use of Equipment / Storage of Equipment	<ul style="list-style-type: none"> Equipment must be checked for damage prior to every training session / use at competition, any damage to equipment must be reported the Students Union immediately, heavily damaged equipment must not be used for training sessions ♣ All equipment must be stored safely in the allocated storage unit ♣ No new equipment is to be ordered without authorisation from the SU 		•		
	Spectators / Members of Other Sports Teams	<ul style="list-style-type: none"> All spectators must be advised to keep well away from the courts during training and in competitive fixtures 		•		
	Trespassers Entering Foss Sports Hall	<ul style="list-style-type: none"> Fire exits must not be opened for fresh air, if the door does need to be opened at least one member of the squad must stand by the door to ensure externals do not enter Foss Sports Hall ♣ If an external trespasses during training / competition University Security Staff must be informed immediately, members of volleyball / coaches must not tackle or challenge the individual 		•		

RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.
York St John University Risk Assessment – York St John Operational: Version 003

Note: immediate action must be taken to address any identified net red risk

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

Hazard	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date

CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine "likelihood" you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently, a hazardous event occurs daily or throughout the day).
Medium	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently, or hazardous event occurs occasionally throughout week/month)
Low	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)

Impact / Severity

To establish the severity of the "impact" you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire.
Medium	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
Low	No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes.
Medium	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.