

## RISK ASSESSMENT

### WHAT

Risk assessments are preparation documents. They are written to make sure that event organisers have thought of all the possible risks and done what they can to make sure everybody is going to be safe.

It is mandatory for Clubs to send their risk assessment forms to Sport Brighton before the deadline (this will be given to you at committee training day).

### WHO

The Risk Assessment is usually completed by the Club safety officer, however, if this person is not in post, the President may either take on the responsibility themselves or delegate to another Club Leader.

### WHEN

Risk assessments should be completed ASAP. It is mandatory for Clubs to send their risk assessment forms to Sport Brighton before the deadline (this will be given to you at committee training day).

### WHERE

It might be a good idea to complete your risk assessment at your training or match day venue. This way you will see exactly what you are dealing with. Make a rough floor plan of where things will be placed and note any potential hazards. Consult your coach and email the department if you have any queries.

### WHY

The document is written to protect the event organisers and those participating in the event. The intention is that going through this process will help them think of all the possible things that could go wrong and make any necessary changes to protect attendees. It needs to be done every year so that each new committee is aware of hazards and can mitigate against them.

### HOW

Hazard is something with potential to cause harm through injury, ill health or disease. A risk is the outcome of a hazard and how severe that outcome may be. It's simply a case of writing down a possible risk (i.e. somebody slipping/tripping on a playing surface and grazing their knee) and marking on a scale how dangerous the risk is (1/5) and how likely it is (2/5). Alongside this you comment on any control measures to be taken to mitigate the risk (i.e. making sure individuals bring the correct footwear and that you check the surface before your session).



We will go through how to fill these out in more detail at Committee training day so don't worry! If you are really stuck there is a more detailed downloadable 'how to' guide.

### *LINKED SECTIONS*

[Risk Assessment Template](#)

[Health & Safety](#)

[Committee Training Day Slides](#)