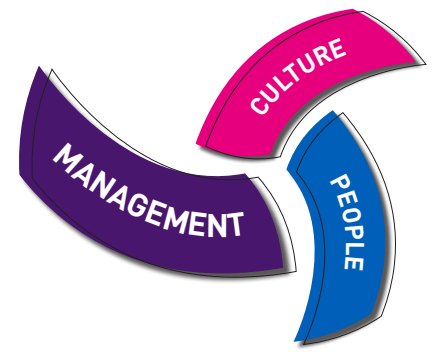


# CLUB GUIDE ON HEALTH, SAFETY AND RISK ASSESSMENT



## WHAT IS HEALTH AND SAFETY?

Health and safety is a term that is often associated with red tape and not being able to do the things you want to do. However, paying attention to health and safety in your activities shouldn't stop you from running them – in fact, it should make them more enjoyable and accessible for people. Health and safety in a community club means all the ways that you and your club think about the welfare of volunteers, members, participants, and the general public. It is about working together as a club to make sure you have done everything you can to prevent avoidable accidents and protect people from getting hurt.

## PRACTICAL STEPS...

### WHAT CAN YOU DO TO AVOID ACCIDENTS?

When you are planning activities, meetings or events, discuss within your club steps you can take to avoid people getting hurt. It is useful to consider:

- The venue the activity will take place
- The people who will be taking part
- The equipment that you will use
- The activity itself

### HOW CAN YOU HELP KEEP PEOPLE WELL AND COMFORTABLE?

Health and safety is not just about avoiding accidents. It is also about making sure people have what they need to stay well. Think about what you will need to provide to make sure that people who are affected by your activities are well taken care of. For example, it is important to make sure there are toilet facilities and drinking water available. Make sure your venue isn't too hot or cold, and that there is adequate space to comfortably accommodate the people who will be coming. If there are things people will need that you are not providing, it is useful to include this in your publicity. For example, if your activity goes over lunchtime and you are not catering, invite people to bring a packed lunch.

### WHAT TRAINING IS REQUIRED FOR YOUR VOLUNTEERS?

In the day to day running of your club, you will probably find that you already have the information you need to judge whether something is unnecessarily dangerous. For example, you don't need any specialist knowledge to tell that a pile of boxes just inside a door could be a trip hazard! However, there may be some cases in which more information than just "common sense" is needed to run an activity as safely as possible. There may be activities that your club would like to organise that require specialist knowledge and skills in order to keep it as safe as possible. If you do not have anyone in your club who has this specialist knowledge, you will need to either organise training for an existing member or find a new volunteer who is competent to run the activity.

## WHAT WILL YOU DO IF THERE IS AN ACCIDENT?

It is useful to have an agreement about who is responsible for taking charge in an emergency situation. This could be one named individual all the time, or a different person could be appointed for different activities (e.g. you could decide that the Secretary will be responsible at a committee meeting, but the Events Officer will be responsible at larger events).

If you organise events or activities, you should have an identified first aider present. It is sensible, if possible, to train more than one person, so that there is likely to always be one trained person available. This includes but is not exclusive to training nights, competitions and days away. When an accident happens, it is important to keep a record that you can refer to later if you need to. You should keep an accident book, where you write down every accident, who was hurt, how they were hurt, and what you did to treat them (if anything).

## FIRE SAFETY

If you regularly use the same venue, you could adopt a set of regular procedures for checking fire safety. These could include checking that fire exits and escape routes are clear, that smoke alarms are working, and that fire extinguishers are present. If you use different venues, you could agree a set of requirements you have, such as that all venues must have smoke alarms, clearly labelled fire exits and fire extinguishers.

## EQUIPMENT

If you use electrical equipment, you might want to consider adopting a procedure for checking its safety, such as always checking the cables, plugs and connections for bare wires, frayed cables, burnt patches etc before use. In general, it is important to think about whether you have any equipment that could be hazardous if not used correctly and put processes in place for ensuring it is used by a competent person.

## RESPONSIBILITIES

You need to know who has overall responsibility for health and safety in your club. In most cases, this will be your management committee, as they are legally responsible for the actions of your club. However, you may wish to delegate day to day responsibility to a particular person or club of people. It is useful to know that somebody has the specific job of thinking about health and safety and ensuring the committee's decisions are put in place. For example, if you have decided to always check fire exits at your meetings, it is more efficient to decide that one or two people will do this at every meeting than everybody thinking about it. This also helps to ensure it doesn't get missed out and forgotten.



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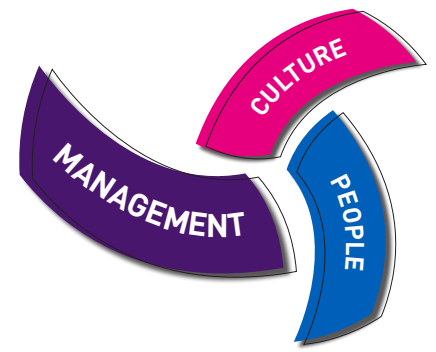
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## GETTING THE BALANCE RIGHT

When you start thinking about health and safety, it is easy to become anxious about everything that could possibly go wrong. It is important to remember that people are used to taking risks in order to take part in interesting things. When someone comes along to a netball training session, it is because they want to play netball. It is fair to assume that they understand there is some risk inherently involved, and that they might end up with some bruises!

## RISK ASSESSMENTS

A risk assessment lists the different hazards that people might encounter whilst taking part in activities run by your club or using equipment or a venue that is looked after or used by your club.

Your risk assessment will be useful for you if:

- everyone running activities for your club is aware of it and does what it says;
- you keep it up to date; and
- it is realistic (you actually intend to do the things that you write down).

Conducting a risk assessment for your club can seem like a big job, and it's something people often find worrying. However, it doesn't need to be complicated or difficult. People assess risk, and take action to minimise risk, all the time, every day, in all sorts of situations. A lot of the time you don't even notice you're doing it.

- Every time you cross the road, you assess the risk of being hit by a car and make a decision about when and where to cross, based on minimising this risk.
- If you are taking care of children, you constantly assess the risk that they might injure themselves and make decisions about what they are and are not allowed to do based on this.

Writing your decisions down can feel unnecessary, especially when they are things you would have done anyway. However, there are a number of reasons why it can be useful to put your decisions into a written risk assessment.

Writing a risk assessment

1. helps you to think things through
2. helps your club to take joint responsibility for risk
3. saves you from having to make the same decisions again and again
4. Funders often want you to provide a risk assessment
5. It may be difficult to make an insurance claim without a written risk assessment

## Risk Rating Tool to be used with Risk Assessment template

Key:

Risk level: (L) Low; (M) Medium; (H) High

		Severity		
		Slight L	Medium M	Major H
Likelihood	Seldom L	L	L	M
	Occasionally M	L	M	H
	Frequently H	M	H	H

Risk level	Action and Timescale
Trivial	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).
Acceptable	No further preventative action is necessary, but consideration should be given to cost-effective improvements. Monitoring is required to ensure, so far as reasonably practicable, that the controls are maintained.
Moderate	Efforts should be made to reduce the risk, but the costs of prevention should be carefully considered. Risk reduction measures should normally be implemented as soon as is practicable.
Substantial	Activity should not be started until the risk has been reduced. Significant resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible.
Intolerable	Activity should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk so far as reasonably practicable is absolute.

## HEALTH AND SAFETY AND THE LAW

The main piece of formal legislation that sets out health and safety requirements in law is the Health and Safety at Work etc Act 1974. This governs legal health and safety requirements for any organisation that uses any paid workers or controls any premises. It contains specific requirements aimed at protecting people who are doing paid work. This includes, "as far as is reasonably practicable", providing:

- safe equipment;
- safe substances;
- necessary information, instruction, supervision and training;
- a safe and healthy workplace;
- a safe and healthy working environment.



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If your club is responsible for a building or room or has any part time or full time paid workers, you will be subject to the requirements of the Act, and failing to meet them could be a criminal offence. The Health and Safety Executive also “strongly recommend” that organisations make sure their volunteers are protected in the same ways.

This guidance is aimed at clubs who do not employ people or control premises. Clubs who are legally subject to the Health and Safety at Work etc Act should make sure they fully understand their obligations. The Health and Safety Executive is a good place to start.

Clubs who do not have paid workers or control premises still have a general legal responsibility to take care not to cause injury to people. In the eyes of the law, your club has a duty of care to club members and others who may be affected by your activities, which means you need to do what you can to protect people from harm. It is a good idea to keep a record of what you have done, in case you ever have to prove that you have taken care to avoid accidents.

## **PUBLIC LIABILITY INSURANCE**

As part of your membership to Netball Scotland you automatically receive the benefit of the Public Liability and Club Personal Accident insurance.

## **LIABILITY – WHAT IS COVERED?**

Cover for clubs and/or members if they are found to be legally responsible for causing bodily injury to third party (such as a member of the public or another member) or for damage to a third party’s property.

Alongside the Liability insurance we have arranged cover for members if they are accidentally injured when participating in a sanctioned activity or event, or whilst taking part in a club organised training activity. The covers also apply during a club organised social event. If you have any queries about the cover please contact our brokers, Bluefin Sport 0345 872 5060



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