

Endeavour Ipswich Basketball Club

Risk Assessment Rationale & Form

Updated 7/8/25 AL

Before completing this form, please ensure you have read the following:

- Staff Code of Conduct
- Safeguarding Policy
- Health and Safety Policy
- Accident/injury procedures and forms.

A Risk Assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels.

Risk Assessments illustrate good practice, forethought planning and collective expertise.

They are most effective when discussed with colleagues before writing and during recording.

The Risk Assessment process must be 'on-going' and 'dynamic'. In other words, professional judgements and decisions regarding safety will need to be made during the activity.

If the control measures aren't sufficient, the activity must not proceed.

There are 6 key areas identified where potential hazards may occur;

1. Participants
2. Staffing
3. Playing Area
4. Equipment
5. Travel
6. Emergency procedures

These are the areas that must be reviewed before final approval is granted.

All visits have potential hazards and risk to staff and participants, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren't sufficient, consideration must be given to absolute 'cut off criteria' and the activity must not proceed. In addition, there must always be an alternative activity (Plan B), prepared and risk assessed. The control measures identified on a form are the written evidence that the six key areas above have been considered.

**Please note that a new Risk Assessment Form should be completed at the start of the season to ensure any responses to incidents can be addressed by the Management Committee and the club can amend/change procedures if deemed necessary.

Endeavour Ipswich Basketball Club (EIBC)
RISK ASSESSMENT FORM

Venue:	
Name and position of person doing check:	
Date of check:	

PARTICIPANTS

What is the age group of this session?	
What is the average number of participants?	

Check that the attendance register is completed with medical information and contact details.

Check that players are appropriately attired for the activity.

Is/are the register(s) in order, with emergency contact details? YES / NO

- If no, please outline current state and action taken, if any

Are performers appropriately attired and safe for activity? YES / NO

- If no, please outline unsafe equipment/attire and action taken, if any

STAFFING

Who is the Head Coach of the session?	
Who is/are the assistant(s)?	
Who is the Team Manager at the session?	
Who is the backup plan for when an accompanying member of staff cannot attend?	

PLAYING/TRAINING AREA

Check that the area and surroundings are safe and free from obstacles.
(e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements)

Is the area fit and appropriate for activity? YES / NO

- If no, please outline the hazard, who may be at risk and action taken, if any

EQUIPMENT

Is the equipment safe and appropriate for activity? Is it fit and sound for the activity and suitable for age group/ability YES / NO

- If no, please outline unsafe equipment, who may be at risk and action taken, if any

Check if there is equipment left from other activities or obstructions left in the sporting area

- If yes, please outline hazard, current state and action to be taken if any

TRAVEL

Travelling to and from events is the responsibility of the participants parent/care giver.

On the occasions when EIBC hires a minibus from a central well recognised hirer, this will include insurance for all passengers.

When minibus hire has been sought adults must ensure that passengers behave in a safe responsible manner, always wearing seatbelts. In the event of an incident or accident the club secretary holds all contact details of players and families.

Time must be built into the journey to enable drivers to take breaks on longer journeys.

EMERGENCY PROCEDURES

Check that emergency vehicles can access the facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? YES / NO

- If no, please outline the issues and action taken, if any

Is a working telephone available? YES / NO

- If no, please outline the issues and action taken, if any

SAFETY INFORMATION

Check that evacuation procedures are published and posted somewhere for all to see.

Ensure that volunteers and staff have access to information relating to health and safety.

Does the club need to take any further action?

YES / NO

- If yes, please specify action required

Ensure you report any further action needed to the Management Committee ASAP

Sign and print name	
Date	

Document History

Stored: www.ipswichbasketball.co.uk/documents

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Revision History

Date	Summary of changes