**TEAM:**

**DATE OF ASSESSMENT:**

**LOCATION:**

**ASSESSOR(S):**

1. **ACTIVITY DETAILS**

**ACTIVITY NAME:**

**DESCRIPTION OF ACTIVITY:**

**DATE(S) AND TIME(S):**

**SUPERVISING STAFF:**

1. **RISK ASSESSMENT SUMMARY**

Please add rows for any other hazards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARDS** | **POTENTIAL RISKS** | **RISK RATING** | **CONTROL MEASURES** | **REVIEW** |
| *Think of the different environmental settings in your organisation, physical and online, where adults work or interact with children* | *Think about the specific risks that exist when interacting in those settings* | *Use the risk assessment matrix to allocate ratings for likelihood and consequence for an over risk rating* | *Identify what protective strategies already exist and what strategies need to be developed to help minimise the risk* | *Regularly review to make sure any protective strategies implemented are working* |
| **Training venue safety** | Unsafe playing surfaces, inadequate lighting, poor emergency access |  | Ensure venue meets safety standards, inspect regularly, emergency plan in place |  |
| **Transport to training/games** | Accidents, lost participants |  | Licensed drivers, designated meeting points, emergency contact list, 2-adult rule |  |
| **Overnight stays** | Inappropriate supervision, bullying, misconduct, |  | Supervision ratios, child protection training for staff, code of conduct |  |
| **Accommodation safety** | Unsecured rooms, fire hazards |  | Secure rooms, fire safety checks, room assignments with supervision |  |
| **Medical emergencies** | Injuries, allergic reactions |  | First aid trained staff, emergency contacts, medical information on file |  |
| **Online and social media risks** | Cyberbullying, inappropriate content |  | Clear policies on social media use, monitored team platforms |  |
| **Interactions with adults** | Risk of harm, boundary violations |  | Working With Children Checks, 2-adult rule, staff training |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **RISK ASSESSMENT MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD →/** | **Rare (1)** | **Unlikely (2)** | **Possible (3)** | **Likely (4)** | **Almost Certain (5)** |
| **CONSEQUENCE ↓** |
| **Catastrophic (5)** | Medium | High | Extreme | Extreme | Extreme |
| **Major (4)** | Medium | High | High | Extreme | Extreme |
| **Moderate (3)** | Low | Medium | High | High | Extreme |
| **Minor (2)** | Low | Low | Medium | Medium | High |
| **Insignificant (1)** | Low | Low | Low | Medium | Medium |

Likelihood x Consequence = Risk

|  |  |  |
| --- | --- | --- |
| **RISK RATING** | **SCORE** | **RESPONSE** |
| **Low** | **1 - 3** | Acceptable risk, monitor as required. |
| **Medium** | **4 – 6** | Requires control measures, monitor regularly. |
| **High** | **8 – 12** | Urgent action required, implement controls immediately. |
| **Extreme** | **15 - 25** | Cease activity until effective risk controls are in place. |

1. **RISK CONTROL MEASURES**

**SUPERVISION AND STAFFING**

* Maintain child-to-adult ratios as per guidelines.
* Ensure all staff/volunteers have completed child safety training and Working with Children Checks.

**TRANSPORT AND TRAVEL**

* Use approved transportation providers.
* Maintain accurate attendance and check-in/check-out procedures.

**ACCOMMODATION AND OVERNIGHTS STAYS**

* Room allocations planned with appropriate supervision.
* Separate sleeping arrangements for adults and children.
* Emergency procedures communicated to all participants.

**MEDICAL AND EMERGENCY PLANNING**

* First aid kits available at all times.
* Designated primary carer/physiotherapist present at training and games.
* Emergency contact list maintained and accessible.

**PARTICIPANT CONDUCT AND SAFEGUARDING**

* Clear codes of conduct for players, staff, and volunteers.
* Zero-tolerance policy for bullying and misconduct.
* Confidential reporting mechanisms in place.

1. **REVIEW AND APPROVAL**

**ASSESSOR NAME AND SIGNATURE:**

**DATE:**

**ASSESSOR NAME AND SIGNATURE:**

**DATE:**

**APPROVED BY:**

**POSITION:**

**DATE:**

This document should be reviewed regularly and updated to reflect any changes in risk and policies.