

# **Safety in Sport**

**Guidance for UK National Governing Bodies**

**UK Sport**

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## **1. Summary**

The aims of UK Sport are to encourage as many people as possible to participate in sporting activities and to lead the best UK athletes to sporting excellence. These aims, however, must be achieved within a safe and healthy environment. Although no activity can be made completely risk free, high levels of injury to participants, spectators and the public are not and should not be considered to be an inevitable consequence of sport. In this context, each sport's National Governing Body and their associated clubs and societies are legally responsible for ensuring that procedures are developed that will eliminate or minimise the impact of intrinsic and extrinsic risk factors on athletes, spectators and the public during all forms of sporting activity.

This document discusses the legal responsibilities of National Governing Bodies, clubs and societies for the safety of participants and all other people that may be affected by their activities. In particular, it highlights the requirement under UK health and safety legislation for risk assessments to be undertaken for all sports activities and events before they take place. The document outlines the process of risk assessment, the risk factors that should be addressed and the range of control measures that are available for reducing risks to acceptable levels. A range of case studies is presented in order to illustrate good practice procedures that have been implemented by National Governing Bodies.

A risk assessment framework is presented that can be adopted for sports activities and events by National Governing Bodies, clubs and societies.

## **2. Introduction**

Lack of regular exercise is recognised as a contributory factor in the development of many chronic diseases; consequentially, the public are encouraged to take part in regular athletic activities to improve their general health and well-being. Organised sport provides young and old, male and female, able and disabled people with opportunities for athletic activity in controlled environments. Local, national and international sporting events also provide spectators with an exciting form of

entertainment and opportunities for many people to be involved with sport through voluntary non-participative roles. Whilst athletic activities and events will bring general health benefits to participants and enjoyment to many others, they also bring concerns about injury and safety, which may lead to legal and financial consequences. As with all activities, the benefits must be balanced against the associated costs and, therefore, although it is impossible to make any activity risk-free, the potential for adverse consequences in sport should always be minimised through the implementation of effective control measures. The aims of this document are to outline the legal responsibilities of National Governing Bodies (NGB), clubs and societies with respect to health and safety and to provide guidance on how to manage the risks associated with sports activities and events. Case studies are presented within the document in order to provide examples of good practice.

### **3. Implications for National Governing Bodies, Clubs and Societies**

If there is at least one person who receives payment or payment in kind for work within an organisation, the organisation will be regarded as an employer so far as health and safety, and equalities, legislation is concerned. Therefore, in this context, the majority of NGBs will be regarded as employers. In the UK, every employer must ensure, so far as is reasonably practicable, the health, safety and welfare of any person who may be affected by their activities. Employers, however, are responsible for both their own acts and the acts of their employees and agents, such as voluntary workers (vicarious liability). Failure by an NGB to identify the risks within their sport and/or to provide guidance to associated clubs and societies on how to control these risks could leave groups and individuals vulnerable to criminal or civil liability in the event of an accident to a participant, spectator or member of the public. Successful prosecutions and civil actions involving sports activities, such as:

- the referee of a rugby match when, in 1991, a junior player suffered spinal injury following a series of scrum collapses (duty of care);

- the British Boxing Board of Control Ltd when, in 1991, a boxer suffered brain damage as a result of inadequate medical support at a contest (duty of care); and
- the managing director of an outdoor activity centre when, in 1993, four school children died in a canoeing incident (corporate manslaughter),

have established the need for NGBs, clubs and societies to operate to principles of good practice in health and safety management.

Each sport is represented by an NGB that defines the way in which the sport operates through its affiliated clubs and societies. Employed and/or voluntary workers within NGBs, clubs and societies therefore accept a responsibility to take reasonable steps to identify and control the risks associated with the sport. These responsibilities, however, do not extend to providing an absolute guarantee to all participants, spectators and members of the public that accidents or injuries will not occur. Most activities will always involve a certain level of risk, even when the risks have been identified and all reasonable precautions have been implemented. National Governing Bodies must, however, be able to demonstrate that they have identified these risks and provided adequate guidance to associated clubs and societies on how to assess and control the risks in order to meet their legal obligations. National Governing Bodies should, therefore, develop and implement a management system within their sport that:

- provides a statement of the NGB's philosophy on health and safety;
- defines the organisational structure for managing the sport's activities;
- provides laws/rules and procedures for controlling the risks associated with the sport; and
- reviews the efficacy of the laws/rules and procedures and revises them when appropriate.

National Governing Bodies, however, do not have sole responsibility for health and safety within their sports; individual clubs and societies organise most activities and events and they are responsible for the health and safety risks associated with them. It is important, however, to differentiate between those activities where an NGB, society or club is responsible and those activities that come outside of their responsibility, such as training sessions undertaken by individuals at locations that are not controlled by an NGB, club or society. Participants, officials and

spectators also have responsibilities to comply with the laws and rules specified for the sport in general and for specific activities and events in particular.

The primary responsibility of all NGBs is to establish procedures that will enable clubs and societies to manage their activities and events safely. However, because of the potential financial implications of an accident, it is essential that NGBs, clubs and societies carry insurance to cover potential third party liabilities and also encourage participants to carry appropriate insurance. Case Study A shows the measures taken by the Rugby Football Union and the guidance provided to its associated clubs.

### **CASE STUDY A: Insurance**

*Rugby Football Union (www.rfu.com)*

#### **Extract from 'Are you properly covered?'**

##### **Sporting injuries**

These fall into two categories, permanent and short term, and the necessary insurance protection for these types of injury are very different. The RFU ensures that all affiliated clubs, and therefore all players, are insured against permanent disabilities and, in particular, the inability to work and generate an income. Even a minor injury could render someone unable to work, and in many cases this could mean a loss of income. In addition the NHS may not provide physiotherapy or treatment as quickly as a player might like. Consequently, many players are looking to obtain some form of protection against loss of income or medical treatment costs.

##### **Liability Cover**

All rugby clubs, through their daily operations and participation in the game are exposing themselves to events that could cause loss or damage. At your club accidents will occasionally happen whereby somebody may be injured or suffer a loss. In turn the club may be deemed to be liable for the incident. It is becoming more prevalent for victims of accidents to seek financial recompense when they suffer a loss, and therefore it is vital that your club has adequate Public Liability Insurance.

##### **Club Officials Indemnity Insurance**

Whilst acting on behalf of your club your personal legal and financial liability is unlimited. The financial risks and liabilities of your actions as a committee member, even when they are carried out in good faith are huge. There has been a marked increase in the number of legal actions against Club Committees and an escalation in the sums awarded against them.

## **4 Legal Responsibilities**

Employers and employees have direct responsibilities under the Health and Safety at Work etc Act 1974, whilst employers, employees and volunteers have a common law 'duty of care' to other people. All NGBs, clubs and societies, therefore, have specific requirements to implement safe procedures, to operate with safe equipment

and to provide guidance on how to manage the risks associated with their activities.

It is important that individual clubs and societies understand their legal responsibilities with respect to health and safety management and, in this respect, NGBs have a prime role to play by highlighting the issue and providing suitable information to clubs and societies. Case Study B illustrates how the Royal Yachting Association has identified and communicated information about the health and safety responsibilities of employees and non-employees at their affiliated clubs.

### **CASE STUDY B: Legal responsibilities**

*Royal Yachting Association ([www.rya.org.uk](http://www.rya.org.uk))*

#### **Extract from 'GUIDANCE NOTES FOR RYA AFFILIATED CLUBS'**

These guidance notes provide a brief introduction to Health and Safety requirements and have been produced to help committees and secretaries of RYA Affiliated Clubs check that their procedures for managing Health and Safety are sufficient to ensure the safety of anyone using their premises and equipment. Clearly some Clubs will need to look at Health and Safety in more detail than others. To help Clubs determine which level of compliance applies to their location we have divided these notes into specific sections which should make it easier to determine just what does and does not apply to your Club. In addition to the Common Law duty that applies to each Club officer, committee member, safety boat driver etc. to take reasonable care not to cause damage or injury to others, the Health and Safety at Work Act creates statutory obligations that may apply to certain activities within certain clubs.

#### **Clubs with paid employees:**

These Clubs fall within the main scope of the Act and are required to ensure safe systems of work and a safe working environment for their staff and others using the premises where the work takes place. Therefore, if a Club employs a secretary and a steward the requirements of the Act apply to activities in and around the Clubhouse, but not on the water.

#### **Clubs providing equipment for members:**

Irrespective of whether staff are employed, the provision of cranes, winches, escort boats or other equipment for use by the members creates a statutory duty to ensure that the equipment is safe to use and is used safely. This means that it must be properly specified and suitable for its purpose and that formal arrangements are in place for regular maintenance to ensure the equipment remains in good safe working order at all times. Where appropriate, Club members should receive adequate instruction in using the equipment safely and that any breakdowns or defects are reported and promptly rectified.

#### **Clubs with no employees or equipment:**

It is unlikely that the Health and Safety at Work Act will apply at all. But remember, the Act only lays down statutory duties; a Common Law (i.e. non statutory) duty of care towards others applies to all those who either visit, work, or are affected by a Club's activities.

## 4.1 Duty of care

Every employer has a duty of care<sup>1</sup> to provide a safe workplace, safe equipment, competent and safe fellow workers and a safe system of work. This general duty of care applies equally to the sport sector and a failure to acknowledge and implement this duty of care could be regarded in law as negligence. Negligence is defined by the requirement for people to: *take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour*<sup>2</sup>.

The police may, in cases of gross negligence that result in a fatality, bring a prosecution for manslaughter against the individual(s) responsible. The normal course of action in cases of negligence, however, is for an injured person to seek compensation from the person or organisation responsible for the injury through the civil courts. In these cases, the claimant must prove that:

- the defendant owed a duty of care to the claimant;
- the defendant was in breach of that duty of care;
- the claimant suffered harm as a result of the breach in duty of care; and
- the harm suffered by the claimant was foreseeable.

In civil claims, the claimant normally has to demonstrate 'on a balance of probabilities' that the defendant was negligent. In some cases, however, the case is described as *res ipsa loquitur* (the action speaks for itself) where it can be demonstrated that the thing or action that caused harm to the claimant was under the sole control of the defendant; the incident could not have happened if there had been adequate care; and the accident cannot be easily explained in any other way. In these cases the onus rests with the defendant to prove that there had not been a case of negligence.

One defence that can be offered against a claim of negligence is referred to as *volenti non fit injuria* (the claimant knowingly accepted the risk that caused the injury). For example, in 1964 during an away match, a rugby league player broke

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<sup>1</sup> *Wilsons and Clyde Coal Co Ltd v English, 1937*

<sup>2</sup> *Donoghue v Stevenson, 1932*

his leg whilst being tackled: in the process of this tackle the player was carried over the sideline and possibly collided with a concrete wall surrounding the pitch. The player claimed that the club was in breach of their duty of care to him as a visitor because the proximity of the concrete wall to the playing area contributed to his injury. One reason why the player lost his claim for damages was because the position of the wall from the perimeter of the pitch exceeded the minimum distance specified in the laws set by the Rugby Football League's governing body. The player, who was aware of the rule, had accepted this situation and the associated risks by playing<sup>3</sup>. However, it should not be assumed that participants accept all risks associated with a sport unreservedly because an Appeal Court judge stated: *It is not easy to see how one can consent to a risk of which one does not know*<sup>4</sup>.

## **4.2 Statutory requirements**

The health and safety of participants in sport are, generally, not covered by sport-specific legislation. The only exceptions to this generalisation are activities involving caving, climbing, trekking and water sports, which are controlled by the Adventure Activities Licensing Regulations 1996. Two general pieces of statutory legislation dominate the management of health and safety for all activities; namely, the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. In the case of an accident to an employee or a member of the public, it is also necessary to be aware of the requirements to report certain incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The key elements of the Health and Safety at Work etc Act 1974 are defined under Sections 2 and 3 of the Act, which require that every employer ensures, so far as is reasonably practicable, the health, safety and welfare of any person who may be affected by their activities. The important phrase in this legislation, namely 'so far as is reasonably practicable', has been established in the courts to mean that: *the degree of risk in a particular activity or environment can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these are so disproportionate to the risk that it would be unreasonable for the*

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<sup>3</sup> *Simms v Leigh Rugby Football Club Ltd*, 1969

<sup>4</sup> *Watson v British Boxing Board of Control Ltd* 1999

*persons concerned to have to incur them to prevent it, they are not obliged to do so*<sup>5</sup>. UK health and safety legislation does not, therefore, impose an absolute duty on employers to avoid all accidents to either employees or to others but rather to identify the risks involved and to take reasonable precautions to prevent injury and ill health.

The Management of Health and Safety at Work Regulations 1999 outline how employers should achieve the requirements defined under the Health and Safety at Work etc Act 1974. The main requirement of these Regulations is for organisations to carry out an assessment of the risks associated with their activities before the activities take place. Other health and safety Regulations amplify and provide guidance on how specific issues should be addressed in the case of hazards, such as chemicals<sup>6</sup>, situations, such as workplace conditions<sup>7</sup>, and operations, such as lifting<sup>8</sup>. The Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 are concerned with addressing risks to spectators at sports grounds but not with the risks to participants, who are normally covered by the general requirements of the Health and Safety at Work etc Act 1974.

The Adventure Activities Licensing Regulations 1996 require commercial providers of facilities for caving, climbing, trekking and water sports, to obtain a licence from the Adventure Activities Licensing Authority in order to operate. The definition of who is a commercial provider of these activities has been interpreted in terms of who provides the facilities and takes into account the level of responsibility and control of the activities. Voluntary organisations that provide facilities for their own members do not require a licence, even if the organisations employ instructors for their activities. However, voluntary organisations that provide facilities to non-members for payment and instructors who provide activity sessions for members in return for payment must obtain a licence.

There are no specific requirements to report accidents or injuries caused by sporting activities. However, a death or serious injury to a member of the public or

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<sup>5</sup> *Edwards v National Coal Board, 1949*

<sup>6</sup> *Control of Substances Hazardous to Health Regulations 2002*

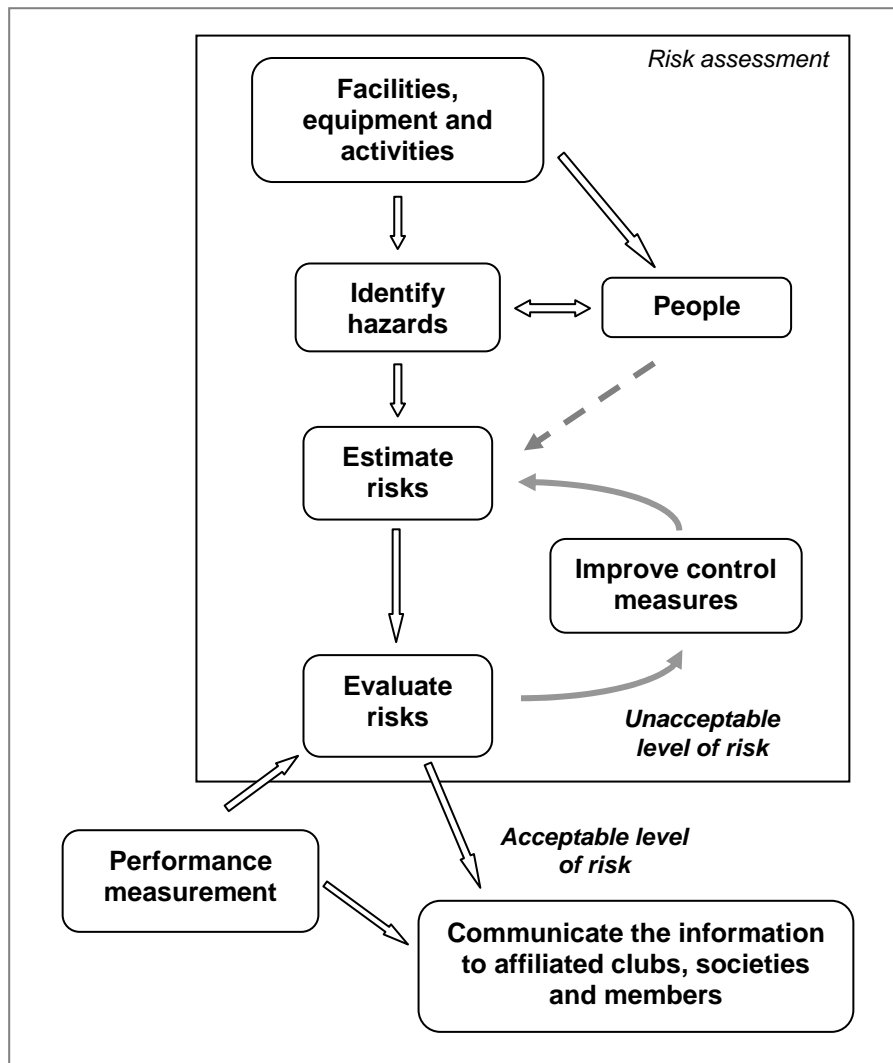
<sup>7</sup> *Workplace (Health, Safety and Welfare) Regulations 1992*

<sup>8</sup> *Manual Handling Operations Regulations 1992*

an employee at a sports ground or a sporting activity must be reported to the appropriate enforcing authority under the general requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Whilst there is a legal requirement to report injuries at work that result from acts of violence, RIDDOR specifically excludes sports injuries of this type if taking part in the sport implies that participants accept a level of violence and risk of injury. This situation applies to contact sports such as boxing and rugby provided that the injuries result from activities that are in compliance with the laws of the sport.

## **5 Risk Management in Sport**

Risk management is a common sense approach used for the control of risks. Most sports already have procedures in place to achieve this, although some sports, do not have their procedures documented in a way that allows them to demonstrate how the risks have been assessed and what control measures have been applied. In discussing the principles of risk management, it is necessary to appreciate the meaning of some of the common terms used. A *hazard or risk factor* is a condition, object or situation that may be a potential source of harm. *Risk* is the likelihood that a hazard will have an impact on people or the environment. An *adverse event* is an event that produces harm or damage to people or the environment. *Risk management* is the identification of potential hazards, assessment of the likelihood that these could result in actual harm, identification and implementation of measures to minimise the level of risk, review of performance and communication of risk information to all stakeholders. The risk management process is outlined in Figure 1.



**Figure 1: The risk management process**

### 5.1 Risk assessment

National Governing Bodies controlling established sports should already be aware of the generic risks affecting their sports and will have laws/rules and procedures in place to control the ways in which these sports are conducted. Therefore, for most NGBs, the implementation of risk assessment would require nothing more than formalising and reviewing their existing procedures. Affiliated clubs and societies, however, arrange and control most sports activities and events and these organisations are responsible for ensuring that risk assessments are in place for specific activities and events. National Governing Bodies should support their associated clubs and societies by providing general advice on how to prepare appropriate risk assessments for these activities and events.

Each risk assessment should identify the:

- facilities, equipment and activities involved;
- hazards associated with these facilities, equipment and activities;
- people directly or indirectly affected by these hazards;
- levels of risk experienced by those people exposed to the hazards; and
- measures required to reduce the risks to acceptable levels.

Individual risk assessments produced by clubs and societies should normally refer to the laws/rules, standards and other procedures for risk control prepared by the NGB except where changes or additions are necessitated because of the specific circumstances. The risk assessment process is included within Figure 1. General issues that should be considered at each stage of the risk assessment process are briefly outlined:

***Identifying the facilities, equipment and activities***

Within individual sports, there will be a range of activities, such as training and various levels of competition, which may take place at indoor and/or outdoor venues. It is also necessary to identify the facilities and equipment that will be used with these activities and which will create risks to participants, officials, spectators or the public. This should include access for disabled sportspersons, officials and spectators.

***Identifying the hazards associated with the facilities, equipment and activities***

The hazards associated with a sport will arise from the use of the facilities, such as grass and artificial playing surfaces, sports equipment, such as goal posts and exercise weights, and activities, such as training sessions and competitions. The range of hazards encountered can vary widely across sports; for example, from the toxic effects of chemicals used to purify water in a swimming pool to the flammable properties of fuel used to power motor vehicles and the physical contact occurring between competitors. It is also important to appreciate that some hazards will only exist at certain events, such as the presence of large crowds and television equipment at major events and vehicular traffic during events on public roads.

***Identifying the people affected by the hazards***

All people who may be affected by each hazard should be identified. In particular, it will be necessary to identify whether different participant groups, such as

male/female, able/disabled and youth/veteran, are affected by hazards in different ways. In addition, safety issues relating to the ways in which officials, spectators, members of the public and the media may be affected by the facilities, equipment and activities should be identified. The word 'stakeholders' can be used as a collective term to describe all people that may be affected by the hazards within a sport.

### ***Estimating and evaluating the risks***

A procedure for estimating and evaluating the levels of risk associated with each of the different ways in which the hazards may affect stakeholders should be established and this should be used consistently across the sport. The procedure should be simple, understandable and effective for estimating and evaluating the risks across the entire range of hazards, situations and people encountered. Risk is normally determined by estimating the probability that an adverse event will take place together with an estimation of the likely consequences arising from the adverse event. Although quantitative estimates of the probability and consequences can be produced, it is more usual in risk assessments of the type appropriate to sports activities and events to provide semi-quantitative or qualitative estimates. For example, probability of occurrence can be estimated using a scale of low, medium, high or unlikely, possible, probable, certain, whilst consequences can be estimated on a scale of low, medium, high or insignificant, minor, moderate, major. The assessment of potential consequences should include the impact on both people and property. The evaluation of whether the level of risk is acceptable or not is determined by considering a combination of the probability that the adverse event will take place and the magnitude of the potential consequences.

### ***Implementing control measures***

The most important aspect of the risk assessment process is identifying and implementing adequate control measures in order to reduce the risks of the sport to acceptable levels. The general approaches available for risk mitigation together with specific issues are presented in Section 5.2. Case Study C presents documentation adopted by the Royal Yachting Association for recording control measures used for 'medium risk' events.

## CASE STUDY C: Generic risk assessment proforma

Royal Yachting Association ([www.rya.org.uk](http://www.rya.org.uk))

### Extract from 'The RYA generic risk assessment for Medium events'

The Medium Event model is similar in structure to the Major Event model, but with fewer risk control measures in place and no reference to crisis management plans. It is anticipated that an annual assessment could be carried out, and used for any event run by a club. Clearly if a club were to run cruiser racing, as well as dinghy and windsurfing racing, the different nature of the risks in each case might require different risk assessment forms for each kind of vessel involved.

	Measures	General comments	Applicability
<b>1. Planning</b>			
1.1	Use of Tidal Prediction Information	Time events to suit tidal range & streams	
1.2	Limit Competitor Numbers	Match entry numbers to resources	
1.3	Planning of Starting Sequence	Separate classes and avoid risk of collision	
1.4	Advance Briefing of Race Management	By oral briefing and/or written instructions	
1.5	Advance Safety Briefing with Authorities	Liaise with relevant port and safety organisations	
1.6	Shipping Movement Monitoring	Obtaining details of movements from Port Control	
1.7	Weather Monitoring	Use forecasts to decide whether to proceed	
1.8	Manning	Ensure competent personnel for race management	
1.9	Emergency/Contingency Procedures	Establishment of action plan for emergencies	
1.10	Media Management	One contact to control information fed to media in an emergency	
1.11	Race Management Team Welfare	Ensure race management volunteers are equipped for the event	
<b>2. Communications</b>			
2.1	Notice of Race	Specify conditions and safety requirements to competitors	
2.2	Notice of Race	Include compliance with Harbour Bylaws	
2.3	Safety Briefing	Safety briefing to Competitors	
2.4	Competitors' Shore Contact	Record details of all crew members on board	
2.5	Shore Signals	Race Signals as provided under the RRS	
2.6	VHF Radio Announcements	Designated VHF channel for announcements	
2.7	Communications with Authorities	Port control	
2.8	Mobile Telephones and VHF	Port control	
2.9	International Collision Regulations	For right of way between racing and non-racing traffic	
<b>3. Control Measures Before Start</b>			
3.1	Safety Inspections	Spot checks of on-board safety equipment	
3.2	Marshalling and Patrol Boats	Safety craft for traffic control during starts and at finish	
3.3	Competitor Marshalling Areas	Designated areas for waiting in event of traffic	
3.4	Postponement/suspension of Starts	In the event of commercial or other traffic movements	
3.5	Length of Starting Line	Matched to competitor numbers per RYA recommendations	
3.6	Ferry Traffic	Check ferry times on race date and avoid traffic clash	
<b>4. Additional Control Measures After Start and During Race</b>			
4.1	Abandonment	In the event of adverse weather or other factors	
4.2	Shortening Course	In the event of lack of wind or other factors	
4.3	Race Observers	Observers on shore at strategic locations	
4.4	Escort vessels	Club member's or other vessels	
4.5	Monitoring of Wind/sea Conditions	By communication with observers and escort vessels	
<b>5. Additional Control Measures at Finish</b>			
5.1	Finishing Line Length	Matched to number/size of competing boats	
5.2	Retirement Monitoring	Reporting by boats retiring or tally system	
5.3	Harbour Patrol	Patrolling of finishing area	
5.4	Race Declaration	Boats sign in after race to monitor all finishers	
5.5	Use of Engine	Boats to clear line after crossing the finishing line	
<b>6. Special Control Measures</b>			
6.1			
6.2			

It is essential that NGBs communicate general information about the generic risks and control measures to all stakeholders involved with their sports. Case Study D, for example, shows the clear position statement made by the British Mountaineering Council about the risks of injury and death associated with the sports of climbing and mountaineering.

#### **CASE STUDY D: Communication to stakeholders**

*British Mountaineering Council (www.thebmc.co.uk)*

##### **Extract from 'The BMC Mission Statement'**

###### **Participation Statement**

The BMC recognises that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

It is beneficial, as support for the risk evaluation and review processes, to maintain records of significant cases of injury and ill health that are associated with a sport's activities. These records, which should include incidents involving all stakeholders, provide information about the efficacy of the sport's risk control strategy. The approach adopted by the Community Rugby group within the Rugby Football Union for recording injuries to players at clubs and schools is shown in Case Study E. The Rugby Football Union Governance Committee has published two 5-season reports<sup>9</sup> summarising the causes and circumstances of serious and very serious rugby injuries at clubs and schools (1992-1997 and 1997-2002). The Rugby Football Union Medical Group also collects, analyses and reports data for all injuries sustained by professional players during Premier League and international matches in order to identify significant risk factors and to review the safety of rugby.

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<sup>9</sup> *www.rfu.com*

## **CASE STUDY E: Recording and reviewing injuries to participants**

*Rugby Football Union (www.rfu.com)*

### **Extract from 'Reporting injuries at clubs and schools'**

#### **An Information, Action and Communication Procedure**

The RFU has, for a number of years, collected information from clubs and schools about injuries to players. It is hoped that this information will help the Governance Committee to make recommendations about safe practice in the game to the RFU Council and to the IRB. A number of changes in Law and rugby practice have resulted from these recommendations.

**Serious Injuries:** To enable recommendations to be made, the RFU requires a large, accurate sample of evidence as is provided in the twice yearly injury returns. Clubs and schools must return the mandatory Serious Injury Returns as requested, twice per season, once after Christmas and at the end of the season. The forms are self-explanatory and record injuries which keep a player off rugby activity for 21 days or more. It is good managerial practice for all clubs to retain a record of all serious and very serious injuries.

**Very Serious Injuries:** Very Serious Injuries (VSI) are those injuries which may involve a claim (see Insurance Section) on the RFU Insurance Package now or in the future and may qualify for assistance from the RFU Charitable Fund (see contact name and address at end). They may be caused in playing in a recognised game, formally training within a club or school or travelling to or from a game in which a player is to play or has taken part. All VSIs are monitored by the Governance Committee of the RFU to ascertain the cause, effect and injury trends. These may lead to recommendations to prevent recurrence.

## **5.2 Control measures**

Risk management invariably requires the implementation of external and internal control measures. External controls are those imposed by, for example, legislation, codes of practice and standards bodies. Internal controls are those specified from within an organisation, such as the laws/rules of competition and technical specifications for equipment and facilities.

### **5.2.1 General strategies**

Risk control strategies utilise three generic approaches, namely physical, management and personal control measures. *Physical controls* include, for example, the design and fabrication of sports equipment and facilities; *management controls* include, for example, the definition and implementation of the sport's laws/rules; and *personal controls* include, for example, the development of the capabilities and behaviours of stakeholders. It is always helpful to consider the synergistic benefits that can be obtained by incorporating elements from each of these three generic control approaches within the overall strategy. A further control

approach involving the transfer of the residual risks of activities to an insurance company through the use of third party liability insurance should always be incorporated within the overall strategy adopted. The following sections summarise facets and implications of the three generic approaches to risk control.

### ***Physical controls***

The design, manufacture and maintenance of *equipment* are clearly of significant importance where safety relies heavily on the use of items, such as boats, ropes or guns. However, these are also important factors in many other sports, such as athletics where participants are provided with, for example, starting blocks, hurdles and pole-vaulting equipment. The requirements/standards for all equipment should be clearly defined within the laws/rules and/or administrative procedures of the sport. Clubs and societies should ensure that the equipment supplied to participants and officials should at least meets the minimum standards when purchased and continues to meet these standards throughout the useable lifetime by implementing appropriate inspection and maintenance procedures. There may be particular circumstances, for example if facilities and equipment are supplied for disabled and/or young participants, where higher standards of safety training are appropriate. Case Study F illustrates the wide-ranging approach adopted by the Royal Yachting Association through their Sailability programme for the support of disabled sailors.

#### **CASE STUDY F: Arrangements for disabled participants**

*Royal Yachting Association (www.rya.org.uk)*

**RYA Sailability Awareness training programme is to a national recognised standard. It is designed to change attitudes and awareness throughout the sailing community, and is part of the Charity's national development programme.**

Attitudes to the inclusion of disabled people in sport are forever changing, but the biggest barrier of all is still the concerns that non-disabled people have. The barriers that these concerns create are often born of ignorance and apprehension, but most significantly from a lack of awareness. To address this RYAS has an Awareness Course. It provides the opportunity to give helpers practical advice and understanding of what is involved in working alongside disabled sailors. A training course is the ideal opportunity to learn and ask questions in a safe environment before being pitched in at the deep end. By alleviating fear of disability and imparting knowledge, the course aims to encourage helpers to become involved and to enjoy their involvement to the full. Importantly, training also improves the quality of that very first experience for both sailor and helper alike. It raises the standards and safety of activities.

*Facilities*, such as grass and artificial surfaces for athletics and refuelling systems for motor sports, should be considered within the risk assessment. For example, playing surfaces that are open to public access should be inspected for glass and other dangerous objects prior to use and refuelling facilities must comply with the legal requirements for the use and storage of flammable liquids. The impact of facilities on spectators, such as access to and egress from stadiums, should be considered and, if appropriate, the legal requirement for enforcement agencies to inspect and approve facilities in some circumstances must be taken into account.

The provision of *medical facilities* at events should be carefully considered and the choice of arrangements should be based on the level of risk to stakeholders. In most cases, the availability of first aid treatment and access to a general hospital should be sufficient. However, the consequences from incidents in some sports, such as motor racing and boxing, are significantly greater and the medical arrangements provided at these events should take account of this. Case Study G shows the guidance on the provision of medical facilities given to rugby clubs and schools by the Rugby Football Union.

### **CASE STUDY G: Provision of medical facilities**

*Rugby Football Union (www.rfu.com)*

#### **Extract from 'The A – Z of Community Rugby'**

##### **First Aid**

It is recommended that all Community Rugby clubs have at least standard 1st aid equipment (see below) and a trained person on match days and at training nights. Larger clubs competing above level 8 should also have easy access to a special medical facility. Zurich Premiership and National Division 1 grounds should be equipped with first-aid points in line with local authority guidelines.

##### *Guidelines for Standard First Aid Equipment Box:*

- Guidance Card
- Individually wrapped sterile adhesive dressings (assorted sizes) x 20
- Sterile eye packs with attachment x 2
- Individually wrapped triangular bandages x 6
- Safety pins
- Medium sized individually wrapped sterile wound dressings x 6
- Large individually wrapped sterile wound dressings x 6
- Extra large individually wrapped sterile wound dressings x 6

Boxes should be clearly labelled and accessible and emergency first aid should only be given by a qualified first aider. A list of all first aiders should be clearly communicated to the whole club i.e. in club handbook or on the notice board. Under no circumstances should analgesics be administered by first aiders or kept in the first aid box.

All clubs and societies should provide an accident-reporting procedure so that accidents involving stakeholders can be recorded: significant incidents should be reported to the sport's NGB in order to maintain records of the efficacy of the sport's existing control measures (See, for example, Case Study E for recording injuries to participants).

### ***Management controls***

A major contribution that NGBs make to risk control is through the provision, implementation and review of the laws/rules and other procedures required to control the sport. Whilst many of these procedures follow guidelines prepared by international bodies, NGBs should, nevertheless, assure themselves that the procedures are applicable to activities in their own country whilst clubs and societies should ensure that the officials at their events are competent and capable of implementing the requirements effectively. In some cases, the Health and Safety Executive<sup>10</sup> provide specific guidance on the management of sport-related risks and, where this exists, NGBs should incorporate their recommendations within the guidelines. Where inspections of equipment and/or facilities are required, clubs should maintain appropriate records to show that these have been completed satisfactorily.

British Cycling, for example, produces a Directory containing information on all aspects of the sport, including Coaching and Education, Competition Rules, Event Management, Disability Cycling, Race Officials and Facilities. Included within the chapter on Rules, is a section covering the Technical Regulations for issues such as the design of racing cycles, age categories for competitions and penalties for dangerous riding in competition (Case Study H).

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<sup>10</sup> [www.hse.gov.uk](http://www.hse.gov.uk)

## **CASE STUDY H: Laws/rules and procedures**

*British Cycling (www.britishcycling.org.uk)*

### **Extract from 'British Cycling Directory (2003)'**

Chapter – Rules

Section – Technical Regulations

Technical Regulation No.1	Application
Technical Regulation No.2	Definitions
Technical Regulation No.3	Cycle Definitions
Technical Regulation No.4	Licences
Technical Regulation No.5	Age Categories
Technical Regulation No.6	Ability Categories
Technical Regulation No.7	Eligibility to Compete
Technical Regulation No.8	Dress
Technical Regulation No.9	Advertising Agreements
Technical Regulation No.10	Miscellaneous
Technical Regulation No.11	Banned Substances
Technical Regulation No.12	Race Infringements and Penalties
Technical Regulation No.13	Prizes
Technical Regulation No.14	Calendar of Events
Technical Regulation No.15	Permits
Technical Regulation No.16	Commissaires and Officials
Technical Regulation No.17	National Championships
Technical Regulation No.18	Division Championships
Technical Regulation No.19	Discipline
Technical Regulation No.20	Road Racing
Technical Regulation No.21	Stage Races
Technical Regulation No.22	Time Trials
Technical Regulation No.23	Team Time Trials
Technical Regulation No.24	Track Racing
Technical Regulation No.25	Tracks
Technical Regulation No.26	Records
Technical Regulation No.27	Roller Racing

### ***Personal controls***

The capabilities of participants and officials are an essential element in the control of risks in sport. Participants, particularly in sports that involve player-to-player contact, should only take part in circumstances and under conditions that are appropriate to their age, gender, experience and capabilities. For some sports, it may be appropriate for clubs and societies to maintain records of, for example, member's age, experience, relevant health issues and emergency contact details in order to ensure that participants are not exposed to unnecessary risks. The rules/laws of some sports require participants to undergo a medical assessment and provide formal confirmation of their fitness prior to competing in a sport or event. Additional control measures may be required for female participants who are pregnant.

Instructors and officials who are responsible for the control of training sessions and/or competitions should have a level of knowledge and experience that is commensurate with the risks involved. This is particularly important in situations where young participants are involved or where the level of risk is significantly greater, such as with water sports and mountaineering. There may also be a need for additional/specific training or qualifications for those working with people with disabilities. Specialist instructors should be assessed for competence against specified criteria and records of their training and assessment should be maintained, reviewed and renewed at defined time intervals. For example, the Health and Safety Executive state for horse riding establishments: *'it is recommended that only instructors who can demonstrate their competence and have obtained appropriate qualifications from equestrian organisations are employed'*<sup>11</sup>. A similar approach should be adopted by other sports where the risk levels are comparable with or greater than those associated with horse riding. Clubs and societies should then ensure that they only use suitably trained instructors and officials during activities and events. Case Study I illustrates the training courses that the British Mountaineering Council recommends for instructors in walking and climbing.

### **CASE STUDY I: Competence of instructors**

*British Mountaineering Council (www.thebmc.co.uk)*

#### **The Mountain Leader Training Board**

The Mountain Leader Training Board (MLTB) provides training and assessment for those who lead others on the mountains and crags of the UK. Since it was set up in 1964, the MLTB's awards have become the benchmark of competence in the outdoors and are recognised by many organisations including the Department for Education and Employment and the HSE's Adventure Activity Licensing Authority.

The MLTB, together with the other home nation training Boards, is the awarding body for the **Single Pitch Award** (SPA) which trains you to supervise others on single pitch crags and climbing walls, the **Walking Group Leader Award** (WGL) which trains you to lead others on moorland type terrain, and the **Mountain Leader Award (Summer)** (MLA) which trains you to lead others in the mountains of the UK and Ireland.

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<sup>11</sup> *Health and Safety in Horse Riding Establishments, HS(G)105 (1993). Sudbury: HSE Books.*

### **5.2.2 Specific issues**

It is not possible to cover each eventuality within every sport in a document of this type; therefore, where guidance is required on specific hazards, such as electricity, manual handling or crowd control, detailed information should be obtained from the extensive list of Health and Safety Executive<sup>12</sup> publications available. A limited number of examples are presented, however, in order to illustrate the type of issues that should be considered.

#### ***Activities***

An NGB may represent one or more related sports and as such they should provide laws/rules that specify how events involving each of these sports should be managed. Consideration should be given to the requirements for different levels of competition and different groups of participants. Clubs and societies should develop procedures for the full range of activities undertaken by club members, such as competition and training, and for activities undertaken at clubs by non-members.

#### ***Facilities***

The range of facilities provided by clubs for the defined activities and events should be identified and their suitability assessed. This is particularly important where the facilities involve public areas, such as roads and waterways. The size or capacity of the facilities may dictate that limitations be imposed on the number of participants and/or spectators that can be accommodated at any one time. For major events, it may be necessary to carry out assessments of additional facilities, such as television gantries and power cables that are provided for the media. The layout and access to and egress from the facilities should be carefully considered if the event could attract significant numbers of spectators. For particularly large events it may be necessary to liaise with the police in order to control traffic and spectators inside and/or outside the facilities. Procedures should be available for inspecting and maintaining facilities to an acceptable standard.

#### ***Equipment***

The suitability of equipment supplied for the use of participants should be assessed in order to determine whether it operates according to the manufacturer's

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<sup>12</sup> [www.hse.gov.uk](http://www.hse.gov.uk)

specification and also complies with the standards and/or laws/rules of the sport. Appropriate equipment should be provided for vulnerable user groups, such as the young, old or disabled. Where necessary, instructions or guidance should be supplied on how equipment should be correctly fitted and safely used, particularly for non-club members who may use the equipment infrequently. All equipment should, therefore, be inspected on a regular basis and subjected to maintenance routines or replacement, if necessary. Case Study J shows the guidance provided by the British Mountaineering Council for the maintenance and replacement of climbing ropes.

### **CASE STUDY J: Equipment inspection**

*British Mountaineering Council (www.thebmc.co.uk)*

#### **Extract from 'Technical Advice: Rope life'**

A more rigorous approach should be applied that demonstrates that good practice is being followed. With a central equipment pool each individual rope should be uniquely identifiable and its use monitored and recorded in some form of log. In any environment where a legal duty of care exists (which could be voluntary as well as a commercial situation), a demonstrably competent individual should be responsible for monitoring rope use. This person could be a recognised 'Technical Expert' such as a suitably qualified Mountain Instructor or Guide, or an experienced climber with comparable expertise. This person need not be responsible for the routine checking of ropes, but should oversee and approve of the systems in place for equipment monitoring. In other situations where a rope pool is maintained (such as at climbing clubs), a duty of care also exists between the organisations and their its members. In these situations the organisation should ensure that the individuals responsible for the ropes familiarise themselves with good practice, as described below, and be aware of rope degradation mechanisms. In either case detailed logs of use should be maintained, all ropes should be individually identifiable and checks should be made after every period of use (daily, weekly or monthly depending on the pattern of use) for external or internal damage and the log sheet annotated.

#### **Sample rope logging sheet**

<b>Rope</b>	<b>Date used</b>	<b>Type of use</b>	<b>Notes on use</b>	<b>Used by whom (for pooled ropes)</b>	<b>Checked: OK?</b>	<b>Date</b>	<b>Initial</b>
<i>9mm lead no.12</i>	<i>12/10/98</i>	<i>leading</i>	<i>used once on single pitch route</i>	<i>andrew g.</i>	<i>yes</i>	<i>13/10/98</i>	<i>A.G.D.</i>

If there is any doubt as to a rope's integrity it should be retired immediately. Ropes at centres tend to get heavy use and are likely to be retired well before the lifetime suggested by the manufacturer. As an example the ropes at Plas y Brenin, the National Mountain Centre, are only used as lead ropes for the first year of their life. If they suffer any detectable damage or a big fall during this year they are withdrawn from use or downgraded to a single pitch top rope. In any case after one year of use they are then downgraded to top rope use and may eventually end up as rigging ropes.

### ***Participants***

Participants can only accept the level of risk associated with a sport or an event if they have been made aware of it. The level of care owed to each group of participants and the specific control measures required should be considered. It may be necessary for clubs and societies to consider the use of documented consent forms for participants taking part in high-risk activities.

### ***Officials and instructors***

Although paid officials are used at some levels of competition within some sports, most sports rely heavily on the goodwill and time of volunteers. However enthusiastic these volunteers may be, it is essential that they are trained and competent to undertake their duties. For some sports, the consequences of inadequate control at an event/activity are so great that NGBs should specify the level of training required for officials and instructors.

### ***Spectators***

The probable number of spectators that will attend an event should be assessed on the basis of information from similar or previous events. If the projected number of spectators is high, it may be necessary to liaise with the local police in order to implement a crowd control strategy. Different control strategies will be required for crowd control within a permanent venue compared to those within a public area.

### ***Public***

Identify whether any of the activities could impinge on the public and how these activities can be controlled or whether it will be necessary to involve the police or other authorities in control arrangements for the event. Event organisers will need to comply with the Disability Discrimination Act requirements by making reasonable adjustments and ensuring access.

### ***Media***

Determine from the level of competition whether the media will require access to various areas of the venue. If necessary, liaison with the media will be required in order to ensure that safe access is provided and so that the positions for equipment, such as cameras and microphones, do not affect the safety of participants or spectators. The media should also be made aware of location safety arrangements and any limitations placed on their access to competition areas.

### ***Other issues***

Some high-risk sports, such as mountaineering and ocean yachting, take place in remote areas where injuries to participants will be particularly difficult to deal with. In these sports, it is essential that emergency services, such as the Mountain Rescue and Coastguard, be informed of events taking place.

### **5.3 Four-way responsibility for sport safety**

There is a four-way interdependence of responsibilities for the health and safety risks associated with each sport among NGBs, affiliated clubs and societies, officials and participants. Examples of the contributions that each of these groups make to the safety of sport can be summarised as:

#### ***National Governing Bodies:***

- Health and safety philosophy within the sport;
- Provision of laws/ rules of competition and training;
- Guidance for clubs and societies on risk assessment;
- Guidance for clubs, societies and participants on procedures for the health and safety of participants and spectators;
- Identification and development of training programmes for participants and officials;
- Implementation of disciplinary procedures within the sport;
- Maintenance of records of health and safety performance;
- Provision of liability insurance.

#### ***Affiliated clubs and societies:***

- Preparation and implementation of risk assessments for club and society activities and events;
- Provision and maintenance of approved facilities and equipment for the sport;
- Provision of competent instructors for participants;
- Provision of competent officials for events;
- Provision of personal protective equipment;
- Provision of first aid equipment and/or emergency services at activities and events;

- Compliance by club members with the laws/rules of the sport;
- Maintenance of health and safety performance records;
- Provision of liability insurance for club activities and events.

***Officials:***

- Fitness and capability for officiating;
- Knowledge of the sport's relevant laws/rules;
- Compliance with laws/rules during events;
- Protection of participants from ill health and injury caused by unsafe equipment and facilities and/or the acts and omissions of other participants;
- Protection of spectators from ill health and injury caused by the sport's activities;
- Provision of personal liability insurance.

***Participants:***

- Fitness and capability for the activities;
- Compliance with laws/rules of the sport;
- Provision of personal protective equipment;
- Provision of personal liability insurance.

## **6. A Framework for Risk Assessment in Sport**

Although the individual club or society organising an activity or event is responsible for preparing the risk assessment, National Governing Bodies should produce a range of procedures and guidance documents on control measures to assist this process (see Section 5). Whilst specific areas of responsibility will vary amongst the individual sports organisations, the following framework provides a general format that all sports could adopt for risk assessment. Because of the wide diversity of facilities, equipment and activities used within different sports, it will be necessary for NGBs, clubs and societies to modify and/or add details to the framework in order to meet the specific requirements of their individual sports.

The framework proposes three levels of risk assessment in order to accommodate the range and levels of risk encountered across sports and the different levels of activity and competition.

**Level 1:** a written risk assessment will not be required because the level of risk attached to the activity or event is adequately controlled by the laws/rules of the sport prepared by the NGB. This level of assessment will apply to most low risk, routine club and society events, such as local football, cricket and hockey matches, as these are unlikely to attract more than minor interest and the participants and officials will, effectively, be the only stakeholders affected. There should be no high-risk activities involved nor significant impact on spectators and/or the public arising from the events.

**Level 2:** a written generic risk assessment should be adopted for the activity or event. This will include routine but higher-risk activities, possibly attracting a small number of spectators, have a minor impact on the public and/or attract local media interest. Although control measures in addition to those specified by the laws/rules of the sport may be required, these additional controls could be applied to similar events at other locations and/or at other times. This type of assessment would apply, for example, to road races organised by a local athletic or cycling club. The validity of Level 2 generic risk assessments should be reviewed at appropriate intervals or if a significant accident occurs.

**Level 3:** an event-specific risk assessment is required. For this level of assessment, the event will be high profile; it may attract large numbers of spectators, require close liaison with the emergency services, have a major impact on the public and/or attract national or international media interest. The general sport-specific control measures adopted for activities and events covered by a Level 2 generic risk assessment will still be applicable but the activity or event will require additional event-specific control measures to be implemented because of the potential impact on stakeholders. This type of assessment would apply, for example, to major, national and international sports events and to other events where the level of risk is considered to be high. The validity of a Level 3 risk assessment should be reviewed immediately after the event and recommendations should be made for improvements at future events of this type, if deemed necessary.

Within most sports, the majority of activities and events organised will not require individual risk assessments, as they will involve routine activities and events.

Individual risk assessments, however, will always be required for high-risk activities and major sporting events.

### **Stage A: Identify the hazards/risk factors and control measures**

National Governing Bodies should develop and provide appropriate Checklists of hazards/risk factors that are likely to be encountered within their sport and which can be used by individual clubs and/or societies for the preparation of risk assessments. General examples of hazards/risk factors that may need to be considered are shown in Appendix 1. Following the identification of those risk factors that are applicable to the activity or event and the need for standard or additional control measures, a decision is required on whether a Level 1, 2 or 3 risk assessment is appropriate for the activity or event.

The list of hazards/risk factors provided is not intended to be a definitive list for all sports but is provided solely as a guide to indicate the range of issues that should be considered. National Governing Bodies should produce customised lists to cover the activities and events and provide documented procedures for dealing with risk factors in their sports. See also Case Study C for an example of a sport specific Checklist. The need for control procedures should be indicated on the Checklist.

### **Stage B: Assess the risks**

Risk assessments (see Appendix 2) should record the activity(s) or event(s) for which the risk assessment is applicable. Each hazard/risk factor that was identified in the Checklist as requiring control measures should be entered on the risk assessment form in the first column under the appropriate risk factor heading and using the same reference number as that appearing on the Checklist. The risk assessment proforma should be extended, as required, to accommodate all of the risk factors identified in Stage A. Appropriate control measures should be identified for each of these risk factors and the details entered against the corresponding risk factors in the third column. It is not necessary to reproduce the laws/rules of the sport and/or to identify in detail the control measures proposed if this information is available in a written format elsewhere (for example as laws/rules or guidance documents). It is sufficient to reference the source of the information on the Risk Assessment summary sheet. The estimated likelihood of occurrence and the potential impact of each hazard/risk factor (taking into account the control

measures proposed) should be recorded in the appropriate column under the heading residual risk. These estimates should be based on the scales provided at the bottom of the relevant column. The residual risk is calculated from the product of the likelihood and impact values.

The residual risk values associated with each entry on the risk assessment proforma should be interpreted in the following way:

- 1 to 5: the risk level is acceptable and further improvements to control measures are not necessary;
- 6 to 10: the risk level is tolerable but ways should be sought to improve the control measures if possible;
- 11 to 16: the risk level is unacceptable and improved control measures should be implemented for this hazard/risk factor before the event or activity is allowed to take place.

### **Stage C: Record the results of the assessment**

The results and requirements of the risk assessment must be recorded where necessary (Level 2 and 3 assessments) and communicated to the relevant stakeholders before the event or activity takes place. Where the hazards, activities, etc. do not change significantly from event to event, it is not necessary for a club or society to prepare a new risk assessment for each event, as a generic risk assessment (Level 2) can be used for all events of the same type. Changes to risk assessments should, however, be dated and approved by the responsible officer within the club or society. The completed and signed Checklist(s) used in Stage A to review the hazards/risk factors associated with the activity/event should accompany the risk assessment. All documentation related to risk assessments should be retained for future reference as this information will be essential in the case of a claim for compensation as a result of an accident or in the event of an enquiry by an enforcement agency. All completed hazard/risk factor Checklists and the risk assessment should be signed by the officer responsible for the event when they are satisfied that the assessment is complete and when they are satisfied that the levels of residual risk are acceptable or tolerable.

It is unlikely that many clubs and societies will find it necessary to produce Level 3 risk assessments. However, if they are required, the procedure is similar to a Level 2 assessment but the detail required to support the choice of control measures will

be greater than that for Level 2 assessments. More detailed hazard Checklists will also be required and additional relevant background information about the event should be provided.

## References

- Adventure Activities Licensing Regulations 1996. London: HMSO.
- Control of Substances Hazardous to Health Regulations 2002. London: HMSO.
- Fire Safety and Safety of Places of Sport Act 1987. London: HMSO.
- Health and Safety at Work etc Act 1974. London: HMSO.
- Management of Health and Safety at Work Regulations 1999. London: HMSO.
- Manual Handling Operations Regulations 1992. London: HMSO.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.  
London: HMSO
- Safety of Sports Grounds Act 1975. London: HMSO.
- Workplace (Health, Safety and Welfare) Regulations 1992. London: HMSO.

## Other Sources of Information

- Health and Safety Executive (1997) *Successful health and safety management, HSG65*. Sudbury: HSE Books.
- Health and Safety Executive (1998) *Five steps to risk assessment*. Sudbury: HSE Books.
- Health and Safety Executive (1999) *Charity and voluntary workers: a guide to health and safety at work, HSG192*. Sudbury: HSE Books.
- Health and Safety Executive (1999) *Essentials of health and safety at work*. Sudbury: HSE Books.
- HELA (2000) *The relationship between the Safety of Sports Grounds Act 1975 (as amended by the Fire Safety and Safety of Places of Sport Act 1987) and the Health and Safety at Work etc Act 1974, LAC Number 63/2*. London: HMSO.
- HELA (2001) *The Adventure Activities Licensing Regulations 1996, LAC Number 47/15*. London: HMSO.

**Appendix I: Examples of hazards/risk factors that may be included in an  
Activity/Event Risk Assessment Checklist \***

<b>Activity / event:</b>	<b>Date:</b>
<b>Hazard /Risk factor</b>	<b>Control measure required</b> (Yes / No /Not applicable)
<p><b>1. Activities:</b></p> <p>1.1 All activities have been identified 1.2 Activity/event will comply with rules/laws defined by the NGB</p>	
<p><b>2. Facilities:</b></p> <p>2.1 Facilities comply with NGB standards 2.2 Playing services inspected before use 2.3 Welfare facilities provided for participants 2.4 First aid facilities available 2.5 Fire fighting equipment available 2.6 Access available for emergency services 2.7 Suitable storage provided for general equipment 2.8 Suitable storage provided for personal equipment 2.9 Suitable spectator areas provided 2.10 Adequate access and egress routes available for spectators 2.11 Welfare facilities provided for spectators</p>	
<p><b>3. Equipment:</b></p> <p>3.1 Equipment used complies with NGB standards 3.2 Equipment inspected before use 3.3 Equipment provided is appropriate for the participants 3.4 Participants are familiar with type and use of equipment 3.5 Instructors are familiar with type and use of equipment 3.6 Protective equipment provided is appropriate for the participants</p>	

<p><b>4. Participants:</b></p> <ul style="list-style-type: none"> <li>4.1 Participants are aware of the risks associated with the sport</li> <li>4.2 Pre-participation medical assessment required</li> <li>4.3 Pre-participation warm-up required</li> <li>4.4 Post-participation cool-down required</li> <li>4.5 Pre-participation safety instruction required for participants</li> <li>4.6 Capability assessment of participants required</li> <li>4.7 Special requirements for participant groups have been identified</li> <li>4.8 Parental consent for young participants provided</li> <li>4.9 Personal protective equipment available</li> <li>4.10 Survival equipment/rations available</li> <li>4.11 Insurance available</li> </ul>	
<p><b>5. Officials:</b></p> <ul style="list-style-type: none"> <li>5.1 Officials aware of responsibilities for safety of participants</li> <li>5.2 Officials aware of responsibilities for safety of spectators</li> <li>5.3 Officials aware of responsibilities for safety of public</li> <li>5.4 Trained/approved officials</li> <li>5.5 Trained/approved instructors</li> <li>5.6 Trained/approved first aiders</li> </ul>	
<p><b>6. Spectators:</b></p> <ul style="list-style-type: none"> <li>6.1 Spectator areas inspected</li> <li>6.2 Safety certificate available for spectator facilities</li> <li>6.3 Limitations imposed on viewing areas available to spectators</li> </ul>	
<p><b>7. Public:</b></p> <ul style="list-style-type: none"> <li>7.1 Public announcement required before event</li> <li>7.2 Arrangements in place to avoid event creating unacceptable risks to the public</li> <li>7.3 Emergency services informed of event</li> <li>7.4 Facilities and equipment secure from unauthorised use by public</li> </ul>	
<p><b>8. Media:</b></p> <ul style="list-style-type: none"> <li>8.1 Media informed of event</li> <li>8.2 Approved access areas for media</li> <li>8.3 Safety of media equipment approved</li> </ul>	
<p><b>9. Emergency services:</b></p> <ul style="list-style-type: none"> <li>9.1 Police support required</li> <li>9.2 Ambulance service support required</li> <li>9.3 Fire service support required</li> <li>9.4 Rescue service support required</li> <li>9.5 Emergency procedures in place for injured participants/officials/spectators</li> </ul>	
<p><b>10. Other issues:</b></p> <ul style="list-style-type: none"> <li>10.1 Appropriate liability insurance available for event</li> </ul>	
<p><b>Risk factors reviewed by:</b></p>	<p><b>Date:</b></p>

<b>Level 1 risk assessment acceptable</b>	<b>Yes / No</b>
<b>Level 2 risk assessment applicable</b>	<b>Yes / No</b>
<b>Level 3 risk assessment required</b>	<b>Yes / No</b>
<b>Responsible officer for activity/event:</b>	<b>Date:</b>

\*: The hazards/risk factors presented are provided only as an indication of the issues that may need to be considered across a range of sports.

**Appendix 2: Risk assessment proforma**

<b>Activity / event:</b>			<b>Assessment date:</b>			
Hazard/risk factor categories	People most likely to be affected	Control measures in place	Assessment of residual risk			
			Impact (I)	Likelihood (L)	Risk (I x L)	Acceptability
<b>1. Activities</b>						
<b>2. Facilities</b>						
<b>3. Equipment</b>						
<b>4. Participants</b>						
<b>5. Officials</b>						
<b>6. Spectators</b>						
<b>7. Public</b>						
<b>8. Media</b>						
<b>9. Emergency services</b>						
<b>10. Other issues</b>						
Enter in this column all the hazards/ risk factors that were identified in the Checklist as requiring	Pa: Participants S: Spectators O: Officials Pu: Public M: Media)	Enter in this column the details of the control measures or provide a reference to a standard procedure.	1: Trivial 2: Minor 3: Moderate 4: Major	1: Unlikely 2: Possible 3: Probable 4: Certain	Evaluate the residual risk: 1-5: Acceptable 6-10: Tolerable 11-16: Unacceptable	
			Risk assessment approved by:			