



## Risk Assessment

| ART 1 – General Information                          |                                                                        |                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
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| Assessment Ref:                                      |                                                                        | Newcastle Staffs Volleyball Club Risk Assessment                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| Date of assessment                                   |                                                                        | August 2026                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| Name of assessor(s)                                  |                                                                        | Trustees – Richard Guest, Kate Lang                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| Brief Description of Activity                        |                                                                        | This risk assessments considers the potential harm to Club Members, coaching staff, parents the public whilst they are in attendance of Newcastle Staffs Club Activities and Events |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| People Involved                                      |                                                                        | The people involved in this assessment are: <ul style="list-style-type: none"><li>• Coaches</li><li>• Club Members</li><li>• Members of the public / parents/ guardians</li></ul>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| Description of building or area                      |                                                                        |                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| PART 2 – Hazard Identification and Risk Assessment   |                                                                        |                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| Hazard                                               | Who at risk                                                            | Initial Risk Score (L / M / H)                                                                                                                                                      | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Mitigated Risk Score (L / M / H) |
| Risk of incidents arising from unsupervised children | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | L                                                                                                                                                                                   | <ul style="list-style-type: none"><li>• All team coaches will hold an up to date DBS and have completed basic awareness safeguarding training outlined by Volleyball England.</li><li>• Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li><li>• Team Coaches will ensure they have read and at all times uphold the Club Safeguarding Policy and Reporting Procedures</li></ul> | L                                |

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|                                           |                                                                        |   | <ul style="list-style-type: none"> <li>• Players are briefed about appropriate conduct (including the code of conduct) and specific risks about which they should be aware</li> <li>• Parental consent is obtained for all visits via Spond, Parents take the responsibility for getting their child to activities and events.</li> <li>• Membership forms with emergency contact details are obtained at the start of joining the club and members/ parents responsibility to update the club with any changes.</li> <li>• The Team Coach will ensure that the proposed locations for the activities are suitable for the activity and manageable for the group</li> </ul>           |   |
| Emergencies, medical issues and accidents | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>• Level 2 Head Coaches coaches are qualified First Aiders</li> <li>• There will be a qualified First Aider available at all sessions/matches</li> <li>• Consent process includes specific medical/medicinal information, dietary requirements and emergency contact details</li> <li>• First Aid kit and mobile phone carried by Coach.</li> <li>• Emergency contact(s) available to assist both in and out of normal working hours on Spond</li> <li>• Event/activity timetable, location and coach/player list known to emergency contacts</li> <li>• Any specific medical needs Coaches will be made aware via Spond information</li> </ul> | L |
| Adverse weather - Beach                   | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | L | <ul style="list-style-type: none"> <li>• Members advised to attend with suitable clothing.</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Session will be cancelled if weather conditions are not safe and parents informed to collect via Spond</li> <li>• Where over-exposure to the sun is possible, Members are advised to come prepared with Sun Protection and fluids.</li> <li>• Access to drinking water available</li> <li>• Suitable breaks out of the sun where possible</li> </ul>                                                                                                                                                | L |
| Risk of abuse and bullying                | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>• All Team Coaches will hold an up-to-date DBS and have completed basic awareness safeguarding training via Volleyball England</li> <li>• All Team Coaches will be aware of and comply with the safeguarding policy and procedures</li> <li>• Communication with children through electronic devices will be conducted in accordance with the online safety and communication policy</li> <li>• Members have a code of conduct for the Club</li> </ul>                                                                                                                                                                                         | L |

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| Inappropriate transportation methods                 | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>The Club is not responsible for any transportation for members to attend training or events.</li> <li>Only in emergency situations it may be necessary for one adult supervisor to drive a member to a hospital.</li> <li>All travellers will comply with laws on the use of seatbelts and restraints</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | L |
| Photography, filming and social media activity       | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>Club photography policy in effect.</li> <li>Club online safety and communication policy in effect</li> <li>Members required to complete the consent form for photography at the point of completing online membership forms each year. Members have the ability to opt out of photography consent which is then conveyed to the relevant coaches.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | L |
| Missing children                                     | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | L | <ul style="list-style-type: none"> <li>Venue management details have been ascertained in advance</li> <li>Contact details for all children mobile devices available to hand if they get separated</li> <li>Children informed of venue meeting points / where to go if they get separated</li> <li>Emergency contact details for all children have been obtained</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | L |
| Facilities and Equipment                             | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>Details of venue changing facilities for male and females.</li> <li>Members align to code of conduct</li> <li>Site/ Activities boundaries.</li> <li>Coaches to check area is safe prior to activities.</li> <li>Postpone the session/ event if significant issues identified.</li> <li>Coaches aware of the sound of the Fire Alarm and the emergency procedure for the building.</li> <li>Fire Alarm systems and equipment is maintained by the landlord.</li> <li>No smoking in the building and identified smoking area in place by the venue</li> <li>Good Housekeeping, ensuring all equipment and members personal items are stored to avoid slip trips and falls and blockage of escape routes.</li> <li>Visual inspections of equipment pre and after activities – any defects reported and equipment will be out of use until remedial works or disposed of.</li> <li></li> </ul> | L |
| Late or non-collection of children by parents/carers | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | L | <ul style="list-style-type: none"> <li>Collection arrangements discussed and agreed in advance with parents.</li> <li>Parents can contact coaches via Spond.</li> <li>Members can make their own way home</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | L |
| Members with Additional Needs                        | Members Coaches/Team Managers/Senior Team                              | L | <ul style="list-style-type: none"> <li>Coaches should work with parent/carer and player to gain clear understanding of the player's needs and how they can be best supported.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | L |

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|                 | Captains (where appropriate)                                           |   | <ul style="list-style-type: none"> <li>Club staff who are aware of the additional needs should consistently model behaviour they want to see in others. <ul style="list-style-type: none"> <li>Patience and sensitivity</li> <li>Positive reinforcement</li> <li>Clear direction, repeated as necessary</li> </ul> </li> <li>Consideration is given to consent related to disclosure of an individual's needs. Coaches should consider who needs to know and ensure the parent/carer and player consent to this being shared, on the understanding this is to support the player.</li> </ul> |   |
| Safeguarding    | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>DBS checks completed by England Volleyball</li> <li>Safeguarding Policies in force across the club</li> <li>Safeguarding Training run by England Volleyball</li> <li>Reporting procedure in place</li> <li>Code of Conduct policies.</li> <li>Globocol Portal for easy reporting of concerns - <a href="https://vbe.vissro.com/public/vbevllcp.nsf/observation?open&amp;cid=DN6FK2">https://vbe.vissro.com/public/vbevllcp.nsf/observation?open&amp;cid=DN6FK2</a></li> </ul>                                                                         | L |
| Manual Handling | Members Coaches/Team Managers/Senior Team Captains (where appropriate) | M | <ul style="list-style-type: none"> <li>Avoid hazardous manual handling activities</li> <li>Individuals only lift/move loads within their capability</li> <li>Awkward postures, bending and twisting are to be avoided</li> <li>Reduce weight of loads to be lifted</li> <li>Repetitive, awkward or heavy lifts to be planned beforehand</li> <li>Use other capable persons to assist with moving/lifting (team lift)</li> <li>Environmental conditions to be factored in</li> <li>Suitable footwear to be worn</li> </ul>                                                                    | L |
|                 |                                                                        |   | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |
|                 |                                                                        |   | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |

### PART 3 – Overall Assessment of Risk

In Part 3, you are required to give an opinion on the level of risk of the whole activity being assessed.

Please mark an overall risk level with the existing controls you have described. When all the actions are complete, please mark an overall risk level.

|                                                  |                                                                                      |        |     |
|--------------------------------------------------|--------------------------------------------------------------------------------------|--------|-----|
| <b>Overall risk level with existing controls</b> | High                                                                                 | Medium | Low |
| Overall risk level after all actions completed   | High                                                                                 | Medium | Low |
| Date assessment due to be reviewed               | Prior to any changes to services offered or following changes to government guidance |        |     |

## PART 4 – Actions required to control risks

For all hazards or activities where the risk is not acceptable, explain why and record the action that is needed to reduce the risk below.

Send a copy of this Part to the people who are required to carry out the actions.

|                           |                                                                                  |                       |              |          |               |   |                                                        |    |                           |
|---------------------------|----------------------------------------------------------------------------------|-----------------------|--------------|----------|---------------|---|--------------------------------------------------------|----|---------------------------|
| Name of assessor(s)       |                                                                                  |                       |              |          |               |   |                                                        |    |                           |
| Date of assessment        |                                                                                  |                       |              |          |               |   |                                                        |    |                           |
| Building name             | Newcastle Staffs Volleyball Club Training Locations and Events/tournaments in UK |                       |              |          |               |   | Section A & B: Reassessment once actions are completed |    |                           |
|                           |                                                                                  |                       |              |          |               |   | Risk level (RL)                                        |    |                           |
| <i>Hazard or activity</i> | Action                                                                           | Priority<br>1/2/3/4/5 | Allocated to | Due date | Date complete | L | S                                                      | RL | Is hazard now acceptable? |
|                           |                                                                                  |                       |              |          |               |   |                                                        |    |                           |

### Priority level key:

1. Urgent, requiring immediate action due to risk level.
2. Short term action, to be implemented as soon as possible.
3. Medium term action, to be implemented within agreed timescales.
4. Long term action, to be implemented within agreed timescales.
5. Discretionary action, to be implemented if Sky decide it is beneficial.

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