



Risk assessment Policy

CurveBall Coaching risk assessment policy is referenced from SKASC4: Prepare effective and safe sports coaching venue developed by Skills Active.

Overview

This standard is about the coach providing the appropriate resources and making sure the venue meets national guidelines. It also covers building effective working relationships with participants and others who may be involved in the sessions.

The standard is divided into four parts these are:

1. Prepare resources for the session
2. Assess and manage possible risks
3. Develop and maintain working relationships
4. Safeguard and protect children and vulnerable adults

Each venue CurveBall Coaching is hiring should have a risk assessment form completed (available on the Box and in the CurveBall Coaching managers pack) and this should be reviewed during the hire period. If any coach needs assistance or clarification they must seek advice. Zack Cullen is the Designated Lead for Risk Assessment, supported by Area Managers where appropriate.

Please note each school will also have their own risk assessment policy which is effective during school hours – please consult with the school’s management as to what is required of us as visitors.

This standard is for coaches who plan, conduct and review sessions within a framework normally devised by a national governing body.

QUICK REFERENCE GUIDE:

1. Resources
 - 1.1. venue
 - 1.2. equipment
 - 1.3. personal clothing and equipment
 - 1.4. other staff
2. Participant
 - 2.1. children

- 2.2. youth
- 2.3. talents
- 2.4. adults
- 2.5. participants with particular needs

3. Hazards

- 3.1. activities in your session
- 3.2. other activities
- 3.3. equipment
- 3.4. the physical environment
- 3.5. competence of staff
- 3.6. participant behaviour
- 3.7. participant special requirements

4. Abuse

- 4.1. physical
- 4.2. emotional
- 4.3. neglect
- 4.4. sexual
- 4.5. bullying

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Performance criteria

Prepare resources for the session.

You must be able to:

P1 select the resources you need for the coaching sessions

P2 check the resources meet specific sport rules and regulations

P3 handle equipment that prevents injury and damage

P4 organise resources for your planned sessions and the participants

P5 ensure the venue is safe and conducive to learning for all participants

P6 make sure others involved in the session have the information they need

Assess and minimise possible risks

You must be able to:

P7 identify and take account of existing risk assessment for

- the activities you are planning
- the resources you will be using
- the participants who will be taking part

P8 produce a risk assessment by

- checking the venue in which the sessions will take place
- identifying possible hazards
- assessing the likelihood of these hazards causing harm and the severity of the harm they might cause
- plan how to minimise these risks to a level acceptable to national guidelines

P9 produce a contingency plan or amend session plan based on the risk assessment

P10 make sure you have information about the normal operating and emergency procedures for the venue where the session will take place

P11 get advice from a competent person if there are hazards or risks you are not competent to assess yourself

Develop and maintain working relationships

You must be able to:

P12 develop an effective rapport with participant and others involved in the coaching sessions

P13 use, language and behaviour that support your organisation's commitment to equality of

opportunity, diversity and inclusion

P14 communicate effectively with participants and others

P15 give participants and other people appropriate time, attention and support

P16 actively listen to, and take account of, what participants and others have to say

P17 manage conflict effectively

P18 take account of equality and diversity in working relationships make sure relationships with participants are in line with relevant codes of practice

Safeguard and protect children and adults at risk

You must be able to:

P19 have up-to-date information on guidelines for safeguarding and protecting children and adults at risk

P19 identify what the policies and procedures mean in the coaching context

P20 follow procedure for:

- Safeguarding and protecting children and adults at risk at all times
- Protecting yourself from potential accusations

P23 be alert to possible signs of abuse

P24 receive, record and report any concerns you may have about the welfare of children and adults at risk

P25 maintain confidentiality

Knowledge and understanding Prepare resources for the session

You need to know and understand:

K1 the resources required to deliver the coaching sessions

K2 national requirements for resources

K3 how to handle equipment that prevents injury and damage

K4 How to organise resources to support your planned sessions and the participants

K5 Why it is important to ensure the environment is safe and conducive to learning for all participants

K6 the information required to deliver a coaching session

K7 The importance of good communication skills when preparing for sports coaching session

Assess and minimise possible risks

You need to know and understand:

K8 How to complete a risk assessment

K9 what to check for possible risks and hazards

K10 how to check the environment in which the sessions will take place

K11 why is it important to know participants medical conditions or other special needs

K12 types of risk and the factors which drive different types of risk

K13 the importance of protecting the interests of participants and how to identify their views in relation to risk

K14 national guidelines for risk assessments

K15 actions to take if you discover a hazard or risk

K16 information about the normal operating and emergency procedures for the environment where the session will take place.

K17 where to get advice from a competent person if there are hazards or risks you are not competent to assess yourself.

Establish and maintain working relationships.

You need to know and understand:

K18 how to work in partnership and build an effective rapport with participants and others involved in the coaching sessions.

K19 Your organisation's and your personal responsibilities and liabilities under equality, diversity and inclusion legislation and any relevant codes of practice

K20 how to communicate effectively with participants and others.

K21 the importance of giving participants and others appropriate time, attention and support

K22 why it is important to have active listening skills and what this means.

K23 why you should always ask questions when there are things you are

K24 unsure about

K25 why it is important to know what types of information others need from you and how to give them this information in a way that meets their needs

K26 how to communicate accurately and clearly and why this is important

K27 how to organise your ideas so that you can make effective contributions to discussions

K28 why you should always give others the opportunity to contribute their ideas and why it is important to take account of their ideas

K29 the types of conflict that may happen with participants and others and how to deal with

K30 why it is important to present a positive image of yourself and your organisation

K31 why it is important to lead by example in terms of your behaviour, words and actions supporting a commitment to equality of opportunity, diversity and inclusion.

K32 your organisation's and your personal responsibilities and liabilities under equality, diversity and inclusion legislation and any relevant codes of practice

Safeguard and protect children and adults at risk

You need to know and understand:

K33 the requirements of the organisation and the law in regard to Safeguarding and protecting children and adults at risk and your responsibilities for this

K34 where to access up-to-date information and or guidelines for safeguarding and protecting children and adults at risk

K35 the importance of protecting yourself from potential accusations

K36 the common signs and indicators of abuse

K37 how to record and report any concerns you may have about the welfare of children and adults at risk while maintaining confidentiality

This policy was adopted by: CurveBall Coaching

Date: 02/06/23

To be reviewed: 02/06/24

Signed: Zack Cullen