

**BERKSHIRE CRICKET – EVENT/VENUE RISK ASSESSMENT**

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| **Event/Activity**:  Safeguarding Risk Assessment for Berkshire Cricket events  (To include: Adult, Junior and Schools competitions, Finals Days, all Festivals, Schools Days, Education courses, match days and other events as scheduled) | | | **Risk Rating**  **Likelihood**  1 = Unlikely  2 = Possible  3 = Quite likely  4 = Almost certain  **Severity/impact**  1 = Minimal (Minor injury or low impact on event)  2 = Moderate (Moderate injury that may require hospital treatment or moderate impact on event)  5 = Serious (Serious injury requiring hospital admittance or serious impact on event)  9 = Critical (Fatality or number of persons seriously injured or major impact on event)  **Total risk rating**  1-5 = Low priority (minimal or no action required)  6-10 = Medium priority (additional control measures or change of arrangements may be required.  11-36 = High priority (stop activity until actions to restrict/ reduce risk have been completed.) | | |
| **Location**: \*\*\*\*\*\*\*\*\*\*\*\*  **Date**: \*\*\*\*\*\*\*\*\* | | |
| **Date of Assessment**: \*\*\*\*\*\*\*\*\* | | |
| **Assessor** : \*\*\*\*\*\*\*\*\*\*\* | | |
| **Other Related Documents**:  Venue/Hirer Specific Risk Assessments | | |
| No. | Area / Activity | Hazards | Significant identified Risk | Control Measure | Risk Rating  (total) |
| 1. | Venue. | Venue unsuitable for  event. | Venue does not comply with Health & Safety regulations.  (issues with safety, equipment, cleanliness, layout, etc) | Site compliance Confirmed by Venue Safety Officer and or Head Groundsman.  Berkshire Cricket event organiser has discussed requirements with venue in run up to event.  Berkshire Cricket event organiser to arrive prior to event to confirm venue arrangements and layout.  Staff and volunteers to familiarise themselves with venue / surroundings and meet with venue staff.  Any concerns to be reported to Berkshire Cricket event organiser and venue staff on site immediately. | 4  1-5 = Low priority (minimal or no action required) |
| 2. | Arrival at venue. | Parking.  Parking and access to facilities.  Participant drop off procedure. | Danger to participants arriving on site. | Appropriate signage visible.  Arrival, parking drop off arrangements advised in advance.  Berkshire Cricket staff and volunteers on site to meet participants and direct to location. | 1  1-5 = Low priority (minimal or no action required) |
| 3. | Fire | Participants cannot evacuate building safely, in an emergency  Participants unsure what to do in case of fire / fire alarm sounding | Potential risk of burns and danger to life. | Fire evacuation process to be briefed prior to the event.  Berkshire Cricket Staff to be responsible for ensuring all groups are out of the facility and accounted for.  Venue staff to assist with evacuation of buildings, in accordance with their procedure. | 5  1-5 = Low priority (minimal or no action required) |
| 4. | Safeguarding children during changing periods before and after event. | Unexpected unsupervised access to changing area. | Child welfare in danger | Changing area in restricted access area.  Adult supervisors outside of main changing area.  Changing room policy to be adhered to. | 1  1-5 = Low priority (minimal or no action required) |
| 5. | Photography | Inappropriate images taken | Inappropriate images circulated or publicised | Consent forms completed and returned for all participants.  Rules on cameras and phones to be explained during initial briefing by Berkshire Cricket Event Organiser.  Photography policy to be adhered to. | 2  1-5 = Low priority (minimal or no action required) |
| 6. | Social media | Inappropriate use of smartphones  Participants accessing inappropriate websites | Bullying or exposure to inappropriate or potentially illegal material. | Wi-Fi accessible in public areas only.  Rules on cameras and phones to be explained during initial briefing by Berkshire Cricket Event Organiser. | 2  1-5 = Low priority (minimal or no action required) |
| 7. | Safeguarding consideration. | Risk of harm from SCF staff and volunteers or venue staff and/or risk of harm from general public. | Risk of abuse/harm. | Designated Berkshire Cricket Safeguarding Lead to be appointed for the event – Contact details to be provided to Event Organiser prior to the event.  Staff and volunteers to be aware of the reporting procedure for any safeguarding concerns. As per the Berkshire Cricket website.  Young people to be supervised at all times by club / school staff.  Berkshire Cricket staff and volunteers to be aware of any inappropriate conversations or behaviour and to report it.  Participants to be told what to do if they are upset or have any concerns – Report to Berkshire Cricket Safeguarding Lead.  Berkshire Cricket staff and volunteers to hold ECB DBS check. | 4  1-5 = Low priority (minimal or no action required) |
| 8. | Supervision | Lack of supervision | Lost / missing child. | Schools or groups to be signed in/out by Berkshire Cricket staff or volunteers on arrival and departure.  Adult/child ratio are appropriate for the event based on ages, activities and support needs.    Young people are supervised at all times and no children are leaving activities or site unsupervised.  Supervising staff & volunteers clearly identifiable. | 5  1-5 = Low priority (minimal or no action required) |
| 9. | Behaviour | Incidents arising from behavioural issues | Injury to participants or others. | Berkshire Cricket staff and volunteers to monitor behaviour.  Any incidents to be reported in a timely manner and a written record completed.  Staff and volunteers to encourage high standards of behaviour in line with Berkshire Cricket Volunteer Code of Conduct.  Appropriate sanctions will be considered where necessary. | 2  1-5 = Low priority (minimal or no action required) |
| 10. | Food/ drink. | Allergies. | Illness due to allergies.  Risk of allergic reaction.  Food poisoning | Any allergies identified on consent form from schools and groups and or parents | 5  1-5 = Low priority (minimal or no action required) |
| 11. | Dehydration and sunburn due to heat/weather | Risk due to heat | Dehydration due to heat exhaustion/sunburn/sunstroke | Berkshire Cricket staff and volunteers to inform participants what they will need prior to arrival at the event.  Advised to bring water bottle, sunscreen and hats in preparation for a hot day being forecast.  Participants should stay hydrated before and during the event.  Water stations will be made available. | 2  1-5 = Low priority (minimal or no action required) |
| 12. | Injuries | Injury due to accidents or illness. | Injuries to participants, staff, volunteers or the general public. | A Berkshire Cricket qualified first aider to be in attendance at all times.  Where required First Aid provision will be booked for the event.  Cricket activities to be led by qualified ECB coaches.  Umpires to ensure fast bowling directives observed at all times.  Helmets of correct specification worn throughout  Grounds / nets and equipment checked for general safety and wear and tear before use  Ongoing risk assessment throughout, assessing if any adaptations need to be made.  Information on nearest A&E department, pharmacy or walk-in centre available to staff and volunteers. | 5  1-5 = Low priority (minimal or no action required) |
| 13. | Other anticipated Medical emergency. | Child with additional medical needs. may result in injury of illness. | Child may suffer in injury or illness during event. | Details to be included on consent form from schools or groups prior to the event.  Briefing to Berkshire Cricket staff and volunteers supervising participant on event day regarding medical issues.  Parent/ carer/ supervisor in attendance. | 5  1-5 = Low priority (minimal or no action required) |
| 14. | Medication | Access to medication issues for participants  Staff / venue unaware of a participant’s medial needs or allergies.  Medication administered incorrectly/missed/not recorded. | Deterioration in health, risk to life. | Allergies and medical information for all participants to be provided on consent form from schools or groups prior to the event.  If participant deemed not confident to look after own medicine, this will be looked after by staff. | 5  1-5 = Low priority (minimal or no action required) |
| 15. | Additional needs. | Participants with additional needs not being fully supported or not having full access to programme. | Unnecessary harm or distress caused. | Additional support need of any participants to be notified to Berkshire Cricket Event Organiser in writing prior to the event.  Medical / additional needs discussed at the beginning of the event to ensure inclusion.  Extra support provided to ensure inclusion where necessary. | 2  1-5 = Low priority (minimal or no action required) |
| 16. | Post event - participants to be reunited with parents/carers. | Lost children. | Missing children.  Children distracted / or led away by unknown people. | Children to be escorted from their location back to school or group staff or parent/ carer by Berkshire Cricket staff member or volunteer. | 2  1-5 = Low priority (minimal or no action required) |

**Berkshire Cricket**

**Updated December 2024**