

# Event Safety Policy

## CHAMPIONSHIP – SAFETY POLICY

The General Principles of Laws of Negligence and Health & Safety Legislation and their relationship to Police Sport UK approved sport will apply throughout.

Each Section of PSUK will be specifically responsible for the organisation of all approved championships and if necessary the appointment of a 'host force' to make arrangements for the championships.

The Section will appoint a 'Liaison Officer' to assist and advise in the management of the championships. The Liaison Officer must be appointed to any organising management committee established for the championships.

The Section must satisfy itself that the venue chosen for each championships is suitable for the event in accordance with guidelines from the governing body of that particular sport or discipline. If a venue does not meet this criteria the Section must ensure that an alternative venue is provided.

The Section will advise the organising 'host force', where appropriate, to appoint a suitably qualified 'Safety Officer or Safety Official' for that event.

The Section will ensure a Health & Safety Risk Assessment is produced, in writing, in relation to the hosting of the championships with regards to :- (a) Venue (b) Competitors (c) Officials and (d) Members of the public.

The Section will ensure that all officials appointed to the championships are suitably qualified in accordance with the rules and guidelines of the governing body of that particular sport or discipline.

The Section will ensure that all persons involved with the championships are suitably briefed with regards to conditions and safety at that particular venue.

The Section must be satisfied that appropriate insurance cover is in place in respect of the arrangements for that championships including liability with regards to any hired venue.

The Section will ensure that adequate medical assistance is provided at each championship venue as appropriate to the risk attached to that specific event .

## THE LEVELS OF RESPONSIBILITY

### \* POLICE SPORT UK COUNCIL

\* To decide a standardized policy for dealing with Risk Assessment and Championship Safety.

### \* POLICE SPORT UK SPORTING SECTIONS

\* To carry out the process of Risk Assessment prior to all future Police Sport UK Championships.

\* To supervise the implementation of the Championship Safety Policy at all Police Sport UK Championships.

## **\* ORGANISING COMMITTEES**

\* To appoint a Championship Safety Officer.

\* To implement the Police Sport UK Championship Safety Policy

## **CHAMPIONSHIP POLICY**

The General Principles of the Laws of Negligence and Health and Safety Legislation and their relationship to Police Sport UK Approved Sport shall apply throughout.

The Sporting Sections of Police Sport UK shall be responsible for the organisation of all approved Police Sport UK Championships and if necessary will appoint a "Host Force" to make arrangements for the Championships.

Any "Host Force", arranging a Police Sport UK Championship event, shall appoint an Organising Committee of sufficient size and competence. A suitably qualified "Safety Officer or Safety Official" will be appointed to serve on the Organising Committee.

The Police Sport UK Sporting Section concerned shall appoint a "Liaison Officer" to supervise, assist and advise in the management of the event and to deal with Risk Assessment for the Championships. The "Liaison Officer" will be appointed to the Organising Committee established for the Championships and must attend organisational meetings.

Prior to the event the "Liaison Officer" will conduct a physical examination of the venue. He or she must satisfy himself/ herself that the venue or any part of the venue or the equipment, for all Championships is suitable for the event, in accordance with the "Guidelines" of the Governing Body of the particular sport or discipline. If the venue does not meet the criteria of the Governing Body or is otherwise considered unsuitable, the "Liaison Officer" will ensure that an alternative venue is provided. If at any time during the running of the Championships the venue or any part of the venue should become unfit or unsuitable, the "Liaison Officer" should consider advising the cancellation of the Championships or part of the Championships, as appropriate.

Prior to the event the "Liaison Officer" will ensure that a Health and Safety Risk Assessment is produced in writing, in relation to the organisation of the Championships, with regard to:

- (a) Venue
- (b) Equipment
- (c) Competitors
- (d) Officials
- (e) Members of the Public.

The Written assessment will, where necessary, make recommendations to the "Organising Committee" on how to minimise risk.

The "Safety Officer" will ensure that all persons involved in the Championships are suitably briefed in accordance with the Rules and Guidelines of the Governing Body of the particular sport or discipline or any recommendations arising out of the Risk Assessment Document produced by the "Liaison Officer".

The Liaison Officer” will ensure that all officials appointed to the Championships are suitably qualified in accordance with the Rules and Guidelines of the Governing Body of the particular Sport or Discipline. Where necessary, Officials will be briefed by the “Safety Officer”.

In accordance with the Competition Rules of all Sporting Sections, it shall be the duty of any Organising Committee to inform competitors of the extent of Personal Accident Insurance Cover held by the Police Sport UK. The provisions as outlined in the Competition Rules of Sporting Sections will be included in all Entry Forms for the Championships.

The Organising Committee must ensure that adequate medical assistance is provided at each Championship venue, as appropriate to the risk attached to any specific event.

## **RISK ASSESSMENT**

How to assess risk at the Sports venue

This leaflet aims to help the Sporting Sections of the Police Sport UK and Organising Committees to assess risks at Championship Venues and other places where Police Sport UK Approved Sport is taking place.

What is risk assessment?

A risk assessment is nothing more than a careful physical examination, before and during the organisation of any Police Sporting event, of any Sports Stadium or other venue where the Police Sport UK Sporting event is taking place.

STEP 1: Look for the hazards –

You must visit the venue beforehand and make a physical examination of all the facilities and equipment that will be in use at the Sporting event. Think laterally and ask yourself what could reasonably be expected to cause harm. During the running of the event you must ask yourself the same questions and be prepared to act on any further hazard that comes to light.

STEP 2: Decide who might be harmed

and also how –

You must take account of all persons who are likely to be in the Stadium or at the venue, including \*competitors, \*coaches, \*committee members, \*Championship officials and \*members of the public. Do not assume that all other people know the rules or have considered their own “Duty of Care”.

STEP 3: Evaluate the risks and decide what further precautions you need to take to ensure the safety of all who attend the Championships –

You must ask yourself how likely the hazards, you have assessed, are to cause harm to the separate categories of persons you have identified and consider what the law expects you to do in providing a “Reasonable Standard of Care” to all persons attending the event, in whatever capacity.

STEP 4: Record your findings –

Overleaf you will find a Risk Assessment Document, which you are required to complete at the time when the venue is first established. You must ensure that any recommendations you make are brought to the attention of the “Safety Officer” in order that he can implement the Policy of the

Police Sport UK . During the course of the running of the event you are required to make a further assessment and bring to the attention of the Safety Officer any further hazard you identify.

You are required to supervise the event and give advice where necessary.

#### RISK ASSESSMENT FORM

Name of Championships

.....

Date.....

#### ASSESSMENT UNDERTAKEN

By.....

Date.....

Signed.....

Date.....

#### RECOMMENDATIONS PASSED TO SAFETY OFFICER

By.....

Date.....

Signed.....

Date.....

STEP 1 – List the hazards you have identified here:

STEP 2 – State your recommendations for minimising risk:

VENUE (eg. Defective or unsuitable playing surfaces, dangerous obstacles, insufficient safety protection)

RECOMMENDATIONS (eg. Suitable repair, removal of obstacles, additional safety protection or abandonment)

EQUIPMENT (eg. Defective or damaged equipment or equipment likely to become defective)

RECOMMENDATIONS (eg. Replacement or abandonment)

COMPETITORS (eg. Using unsuitable personal clothing or equipment, straying into danger areas)

RECOMMENDATIONS (advice and briefing)

OFFICIALS (eg. Failure to take sufficient precautions to protect themselves or competitors)

RECOMMENDATIONS (briefing)

MEMBERS OF THE PUBLIC (eg. Inadequate access or exit facilities, damaged seating or standing areas, straying into danger areas)

RECOMMENDATIONS (eg. Repair or abandonment, supervision and advice)

Last checked February 2013