

# Introductory Guide for Organisers when considering Health & Safety for CSSC Sports Events

## Overall aim

The overall aim of CSSC is to encourage as many people as possible to participate in its sporting and leisure activities within a healthy and safe environment. This guide is intended as a brief introduction to health and safety issues for CSSC volunteers when arranging events on behalf of CSSC.

## Legal Requirements

The law places a "duty (of care) on employers to ensure the health, safety and welfare of its employees and others who may be affected by the organisation" Health & safety at work Act 1974.

For CSSC, this legislation and Duty of care applies to everyone involved in the organisation, including, employees, volunteers, participants, spectators and the public, during all forms of sporting and other CSSC activity.

There is also a general requirement on all individuals to take adequate responsibility for their own safety and the safety of others.

## What does an organiser need to do?

In order to comply with this legislation, CSSC and its organisers need to evidence that they have considered the potential risks/dangers to those present at or participating in CSSC events and taken reasonable steps to mitigate, avoid or eliminate them.

Risks are a part of everyday life and organisers are not expected to eliminate all risks. An organiser must make sure they know about the main risks and the things needed to be done to manage them responsibly. Generally, the requirement is to do everything "reasonably practicable"-this means balancing the level of risk against the measures needed to control them in terms of money, time or trouble-so action is in proportionate to the risk involved. Completing a suitable and sufficient risk assessment can be evidence that an organiser has complied with his responsibility provided he is not reckless or completely negligent in doing so.

### **For a risk assessment to be "suitable and sufficient", it must show that the organiser:-**

- made a proper check
- asked who may be affected
- dealt with all the obvious significant hazards, taking into account the number of people likely to be involved
- took reasonable precautions
- ensured any remaining risk was low
- involved others in the process

The Risk assessment needs only to include what could reasonably be expected to be known given the circumstances and does not need to include- unforeseeable risks.

CSSC provides suitable risk assessment documentation for this together with accompanying guidelines to assist an organiser in completing them. Please see the Appendix- This documentation is available from the Events Team or downloadable from the website.

## What to look for?

**A hazard** is something that has the potential to cause harm and **a risk** is the chance-high or low, of somebody being harmed by the hazard and how serious the harm could be. There will be hazards that will present obvious risks-e.g. pot holes, loose electric wires, faulty equipment, and obstructions and there will be those that require more thought and observation. You may also look at what has happened before and consider comparative situations.

Please see the extensive list of things to look out for in the CSSC Guidelines for completing Risk assessments in the Appendix.

## Practical actions to take to comply with the legislation

### a. Pre-event

- i. Consider the most appropriate person to carry out the risk assessment. This should be someone who has sufficient skill and experience in their sport or in organising their activity, to carry out the risk assessment or has been given the appropriate guidance or training from CSSC
- ii. Seek guidance from the CSSC Events Team before doing a risk assessment for the first time and subsequently for advice and assistance in carrying out an assessment and completing the assessment forms
- iii. Work through a CSSC Risk assessment document using the accompanying guidelines
- iv. Speak to others involved in the event and get them involved in completing the risk assessment form
- v. Consider events premises own risk assessment documentation
- vi. Obtain written confirmation of events own public liability insurance and check minimum liability covered
- vii. Consider usual practice in the sports/event
- i. Visit the venue
- ii. Check all equipment
- iv. Check for hazards
- Consider the element of risk presented by the hazard-ie chance or level of probability that someone will be harmed or injured and who is likely to be harmed or injured
- v. Take any appropriate action to mitigate, eliminate or avoid the risk or any risk considered likely
- vi. Record your actions
- vii. Record level of remaining risk
- viii. Ensure there are first aid facilities at or near the event and that a first aid box and an accident book are at the event and you know where the nearest A & E department is.
- i. If driving-ensure you have notified your own insurers that you are using your car for volunteering purposes.

### b. At the Event

- ii. Review the situation and repeat actions above-check previously identified risks and any new ones-using the appropriate risk assessment document as the basic checklist
- Record your findings and any actions with the other event documentation.

## Liability

CSSC volunteers will be protected by CSSC provided they complete the appropriate documentation in a responsible manner and submit it to CSSC for approval, prior to holding the event and record a further assessment on the day of the event.

Unless a volunteer is absolutely and without question negligent, they will not get personally sued.

The CSSC health & safety risk assessment documents (and procedures with them) will prevent any such allegation of negligence arising, because of the steps required in completing them.

## CSSC Insurance

CSSC Public Liability Insurance covers “potential claims in respect of accidental death, injury or illness to any person or accidental damage to third party material or property arising out of the activities of CSSC and its associated and affiliated clubs. The policy will respond where the claimant proves that their ‘loss’ was as a result of negligence on the part of CSSC and/or the groups and individuals covered within it. This is critically important insurance and is provided centrally by CSSC for all its affiliate groups and associations. The policy not only protects CSSC from a very wide range of claims that might be made against it, but also provides cover for CSSC volunteers should claims be made against them in connection with CSSC’s programme of activity.”

Please speak to a member of the CSSC Events Team if you have any queries or would like further information on any issue referred to in this guide.

## Appendix

**Health & safety documentation**

**Categorisation of high or low risk**

**Accident Report Form**

**Guidelines for completing Risk assessment**

**Guidelines for completing HS Checklist**

**Health and safety Checklist-low risk**

**Health and safety Risk assessment-high risk**

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