**Hazard**: Something that has the potential to cause harm.

**Severity**: The degree of harm which the uncontrolled hazard has the potential to cause.

**Likelihood**: The probability that the hazard potential will be realised, taking into account any risk control measures.

**Risk**: Risk expresses the likelihood that the harm from a particular hazard is realised, taking into account severity.

Risk Rating Chart

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | A (Death/Major Injury) | B (Over 3-day Injury) | C (Minor Injury) |
| 1 (Extremely likely to occur) |  |  |  |
| 2 (Frequent or likely to occur) |  |  |  |
| 3 (Slight chance of occurring) |  |  |  |

Unacceptable must receive immediate attention to remove/reduce risk or stop work activity

Urgent must receive attention as soon as possible to remove/reduce hazard or risk

Must receive attention to remove/reduce hazard or risk

Low Priority – remove/reduce hazard or risk afterother priorities

Very low priority – remove/reduce hazard or risk after other priorities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Location of Event** | **Host Federation/Organiser** | **Date of Event** | **Coaching / Management Team** |
| WSF World Junior Individual Championships:  WSF World Junior Team Championships: August | | **All matches played at the following venue, except glass court matches:**  Enjoy ul. Rejtana 3 43-300  Bielsko-Biala  Poland [www.enjoysquash.com](http://www.enjoysquash.com) | Polish Squash Federation | August 05 - 17, 2016 | Lee Drew (Coach/Team Manager) |

| **Potential Hazards Identified** | **People, Groups at Risk/Exposed** | **Risk Control Measures** | **Mitigation of Risk** | **Action by whom?** | **Action by when?** | **Risk Rating** |
| --- | --- | --- | --- | --- | --- | --- |
| **AIR TRAVEL** | | | | | | |
| Air Crash / Hijacking  Slips, Trips, Falls  Getting Lost or Separated from the Group  Impact from Moving Vehicles | Player(s)  Coach(es)  Manager  Support Staff  Members of the Public | Player(s) briefed during team meetings regarding the importance of safety and necessary precautions whilst travelling to/from and during the event.  All player(s) and parent(s)/guardian(s) have signed the Player Code of Conduct outlining expected standards of behaviour and conduct during a squad/event. | Coach(es) & Manager to closely supervise departure/arrival of players from/to the coach or minibus in car park. | Coach(es)  Manager | Duration of Trip |  |
| Coach(es) & Manager to ensure that player(s) are fully aware of, and do not carry, items that are illegal or considered unsafe/dangerous (e.g. knives). | Coach(es)  Manager | Prior to Departure |  |
| Coach(es) & Manager brief group about the importance of not jesting about possession of bombs or other terrorist activity. | Coach(es)  Manager | Prior to Departure |  |
| Each coach/manager to be assigned a group of players to supervise throughout the trip. | Coach(es)  Manager | Prior to Departure |  |
| If player(s) leave the group they should pair with a ‘buddy’ to avoid going off on own. | Coach(es)  Manager | Duration of Trip |  |
| Boarding and exiting the aircraft carefully supervised by Coach(es) & Manager. Head count conducted at relevant stage of process (e.g. passport control, baggage check, customs etc). | Coach(es)  Manager | Duration of Trip |  |
| Coach(es) & Manager ensure player(s) read and/or listen to the airline’s official safety instructions, and help explain emergency procedures to the group if required. | Coach(es)  Manager | Prior to Take-Off |  |
| Seats booked, wherever possible, in a single block to enable easier supervision. | Coach(es)  Manager | Booking Stage |  |
| **RAIL/COACH/MINI-BUS TRAVEL** | | | | | | |
| Road Traffic Accident (during travel or whilst dis/embarking)  Slips, Trips and Falls  Getting Lost or Separated from the Group  Impact from Moving Vehicles | Player(s)  Coach(es)  Manager  Support Staff  Members of the Public | Player(s) briefed during team meetings regarding the importance of safety and necessary precautions whilst travelling to/from and during the event.  All player(s) and parent(s)/guardian(s) have signed the Player Code of Conduct outlining expected standards of behaviour and conduct during a squad/event.  Transfers from Katowice airport and to/from venue/hotel arranged by the Polish Squash Federation. | Check with WSF/Polish Squash Federation that a reputable coach operator has been employed. | Coach(es)  Manager | Prior to Departure |  |
| Seek assurance from WSF/Polish Squash Federation that the coach operator has appropriate standards of safety and safeguarding (e.g. seatbelts provided, luggage stored properly, vehicle maintained, experienced driver with DBS check or equivalent). | Coach(es)  Manager | Prior to  Departure |  |
| Coach(es)/Manager to brief the player(s) re: emergency exits in event of accident; player conduct during travel; all player(s) instructed to wear seatbelts. | Coach(es)  Manager | On Arrival |  |
| Coach(es) & Manager sit at separate locations to maintain good order and ensure player(s) wear seatbelts. | Coach(es)  Manager | Duration of Trip |  |
| Close supervision and head counts during any breaks in journey and dis/embarking transport | Coach(es)  Manager | Duration of Trip |  |
| **OVERNIGHT ACCOMMODATION** | | | | | | |
| Fire  Intruders  Theft  Behaviour (risks presented by individuals)  Accommodation Hazards (slips, trips, fall, burns etc.)  Child Protection Issues (unsuitable contact / abuse)  Lack of Clarity of Responsibilities and Control of Activities | Player(s)  Coach(es)  Manager  Support Staff  Members of the Public | Player(s) briefed during team meetings regarding the importance of safety and necessary precautions whilst travelling to/from and during the event.  All player(s) and parent(s)/guardian(s) have signed the Player Code of Conduct outlining expected standards of behaviour and conduct during a squad/event. | On arrival, player(s) rebriefed regarding potential hazards, ‘no-go areas’, and safety measures/procedures. | Coach(es)  Manager | On Arrival |  |
| All Coach(es)/Manager informed of emergency and first aid procedures and how to contact duty staff / manager if required. | Coach(es)  Manager | On Arrival |  |
| All player(s) fully briefed on arrival regarding relevant fire safety measures, fire routes and procedures, and practice fire alarm/drill. | Coach(es)  Manager | On Arrival |  |
| Player accommodation separated by gender. | Coach(es)  Manager | At Booking Stage |  |
| Frequent room checks undertaken and a curfew agreed with player(s) and policed by the Coach(es) & Manager, to include ensuring hotel room doors are appropriately secured. | Coach(es)  Manager | Duration of Trip |  |
| Coach(es) & Manager remain alert, and challenge “strangers” found on site as to their reason for being there. | Coach(es)  Manager | Duration of Trip |  |
| Player(s), Coach(es) & Manager to be vigilant regarding personal security, including pickpockets in busy areas. Ensure valuables are stored safely in hotel safe if possible and keep jewellery, cameras and mobile phones out of sight. | Coach(es)  Manager Player(s) | Duration of Trip |  |
| **FOREIGN COUNTRIES** | | | | | | |
| Risks Associated with Host Country e.g. Natural Disaster, War, Terrorist Threat, Health Issues  Road Traffic Abroad (Accidents)  Accommodation Hazards  Remote Supervision – Getting Lost or Separated from the Group  Child Protection Issues (Unsuitable Contact/ Abuse)  Theft / Fraud  Health / Environment issues  Trips/Excursions | Player(s)  Coach(es)  Manager  Support Staff  Members of the Public | Player(s) briefed during team meetings regarding the importance of safety and necessary precautions whilst travelling to/from and during the event.  All player(s) and parent(s)/guardian(s) have signed the Player Code of Conduct outlining expected standards of behaviour and conduct during a squad/event.  (If applicable), safety advice and guidance sought from the Foreign and Commonwealth Office Travel Advice Unit and England Squash insurers. | Continue to seek advice from Foreign and Commonwealth Office Travel Advice Unit prior to travel. | Coach(es)  Manager | Up to  Day of Departure |  |
| Player(s) briefed on safety advice and guidance, including local customs, laws and regulations, and potential hazards specific to the country visited. | Coach(es)  Manager | Pre Departure |  |
| Supervision ratios are sufficient to keep order and maintain discipline and to deal with emergencies e.g. need to accompany sick or injured group member for medical assistance or return home. | Coach(es)  Manager | Planning of Trip |  |
| Contingencies (including staff cover) made to deal with emergency. | Talent Pathway Manager Performance Director | Planning of Trip |  |
| WSF visited the host country and venue and are aware of potential hazards. | ESF |  |  |
| Consideration of medical and health issues, including appropriate inoculations (with time allowed for course to be completed prior to travelling), European Health Insurance Cards (if travelling in EU) etc. | Coach(es)  Manager | Prior to Trip |  |
| Coach(es) & Manager check that any activities are suitably risk assessed and managed. | Coach(es)  Manager | Duration of Trip |  |
| Player(s) to carry local coinage, maps and plans, contact telephone numbers and emergency contacts in case of emergency. | Coach(es)  Manager | Duration of Trip |  |
| Player(s) to carry note in local language asking for directions to host accommodation / rendezvous points. | Coach(es)  Manager | Duration of Trip |  |
| Player(s) and staff to be diligent on personal hygiene, ensuring they regularly sanitise hands, avoid knowingly exchanging bodily fluids and only drink from their own, clean water bottles. | Coach(es)  Manager | Duration of Trip |  |
| Player(s) instructed to meet Coach(es) & Manager at predetermined time/intervals at set rendezvous points. | Coach(es)  Manager | Duration of Trip |  |
| If player(s) leaving the group they should do so with a ‘buddy’ to avoid going off on own. | Coach(es)  Manager | Duration of Trip |  |
| Player(s), Coach(es) & Manager to be vigilant regarding personal security, including pickpockets in busy areas. Ensure valuables are stored safely in hotel safe if possible and keep jewellery, cameras and mobile phones out of sight. | Coach(es)  Manager Player(s) | Duration of Trip |  |
| Keep copies of important documents, including passports, in a separate location to originals. | Coach(es)  Manager | Duration of Trip |  |
| Be vigilant when using company/personal credit card by ensuring the card is kept in sight at all times. | Coach(es)  Manager | Duration of Trip |  |