

West of England Billiards & Snooker Foundation Risk Assessment Policy & Guidelines



Introduction

The policy is to undertake an Event Risk Assessment whenever any WEBSF event or activity takes place. This comprises nothing more than a careful examination of what could cause harm to the participants (or property, equipment etc.) involved. The aim is to see if a Hazard is significant and whether you have it covered by satisfactory precautions so that the Risk is small or can be minimized.

The process is generally referred to as “Risk or Safety Management”. It initially involves some simple measures:

- Look for the hazards (What is the Problem?)
- What is the chance of something happening? (The Risk)
- What can we do about it? (The Control Measures)
- Record the findings. (Write it down)

Legal Requirements – Why?

1. The primary aim of a Risk Assessment is to avoid harm to health, and to promote the safety and welfare of all involved. This could be Participants, Officials, Members, the general public, or persons who might come into contact while engaged in the WEBSF event or activity
2. The WEBSF must comply with the legal requirements that are enforced through acts of Parliament and European Directives.
3. At all costs, everyone wishes to avoid liability, both in terms of criminal prosecutions and civil claims and the provision of a Risk Assessment shows good practice. Most National Governing Bodies of Sport endorse the requirements for a Risk Assessment.

The Process - What?

1. Most areas of life involve some exposure to “Hazards” (the potential to cause harm)
2. When people undertake sport or take part in other activities, exposure to hazards will inevitably vary
3. It therefore goes without saying that the “Risks” (the likelihood of harm actually happening) can in certain sports and circumstances be high in others, low
4. As the WEBSF Management Team, it is not just our moral responsibility but also a legal responsibility to ensure that WEBSF events & activities and all that they entail are as safe as “reasonably practicable”
5. The Risk Assessment is used as a guide for the WEBSF to develop “Control Measures” with the view to hopefully eliminate the risk altogether
6. If this cannot be done, then the risks must be reduced to an “acceptable” level
7. The benefits to the WEBSF of having a written Risk Assessment are that Hazards are identified and control measures are documented which will reduce the likelihood of accidents occurring. The Risk Assessment can be used as evidence in possible cases of litigation
8. There are many ways to portray the information, but it is important that the procedure is kept simple and that the “whole picture” is taken into account
9. It is important that the Risk Assessments are specific to our sport, not only coaching, but

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tournament & events etc.

10. There are a number of explanations needed in order to understand the process and the form used in this example;

1. **“Hazard”** - *Anything that has the potential to cause harm?*

- The environment (weather, temperature)
- Hazards within the game that you play
- The equipment
- Travel to and from events & activities
- The facility e.g. poor lighting, trips, slippery floors, blocked fire exits etc..

This list is exhaustive and will vary based on the event or activity and according to the level of coaching and/or experience of the WEBSF participants etc.

2. **“Control Measures already in place”** - *what is already in place that has reduced the chance of somebody being harmed by the hazard?*

Some possible measures are as follows although the list is endless.

- Specialist training for WEBSF Officers/Coaches
- Regular Compliance Briefings
- NGB Guidelines e.g. rules, training, use of referees, good practice & Codes of conduct etc.
- Correct Ratios of members to Coaches/Officials
- Qualified and Insured Coaches.

3. **“Risk Factor”** - *What is the likelihood that something could happen?*

For the purpose of the WEBSF these Risk Assessments we will use:

High - could occur quite easily

Medium - could occur sometimes

Low - unlikely, although conceivable

4. **Further Control Measures** - *What more can you reasonably do to reduce the likelihood of an accident happening?*

- Try a less risky option or another way of doing things
- Provide or undertake additional training
- Purchase specialist equipment
- Carry out ‘safety briefings’ with all participants
- Provide clear procedures for Officials, members and participants to follow Etc.

5. **Record your findings** - *Write it down.*

- The aim is to keep the Risk Assessment to a reasonable level. If the document is twenty pages long then no one would read it, and therefore it would be ineffective. However, if “key points” have been missed, then the process would also be ineffective

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- The Management Team and Officials work as a group discussing what problems have been faced and how best to deal with them if they arise again
- If circumstances change significantly within the operation of the venue during the season or there has been an incident that has raised some concerns, then the “Risk Assessment” must be amended accordingly
- Your Risk Assessment must be signed by the assessor, submitted to the Management Team and kept on file

The Process

A Risk Assessment form must be completed for each WEBSF event and posted on the WEBSF cloud or e-mailed to websf_uk@yahoo.co.uk to be checked.

A copy should be kept with the event records

Further information on how to complete a Risk Assessment can be found on the Health and Safety Executive Webpage guidelines: <http://www.hse.gov.uk/>

Risk assessment forms can be downloaded from the WEBSF [website](#).

Links to our other Policies & Procedures and Codes of Conduct can be found [here](#):

We are committed to reviewing our Policies & Procedures and Codes of Conduct annually.

This policy was last reviewed on 16th March 2016

Reviewed by: Steve Canniford and Deborah Branton

Next review date: March 2017