

Work Task List

Company:	BCLC	Department:	Youth	Location:	Main Hall
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Location	People	Equipment	Activities
Main Hall BCLC	Staff, Volunteers, Young People	Basketballs and basketball posts	Basketball (Basketball Wales)
		Football, mats and football posts	Football(Football Association of Wales / Welsh Football Trust)
		Uni-hock sticks, goals and soft ball or wind-flow ball	Uni-hock(Welsh Hockey Union)
		Badminton posts, shuttle cocks, badminton rackets	Badminton(Welsh Badminton Cymru)
		Table-tennis bats, balls and table	Table Tennis(Table Tennis Association of Wales)
		Sponge balls	Dodge ball(UK dodge ball association)
		A Coyte, hockey sticks and cones	Halo
		Cricket bat, ball, cones and stumps	Cricket(Cricket Wales)
		Baseball bat, tennis ball or soft ball, cones.	Rounder's/Baseball(Welsh Baseball Union)
		Volleyball/seated Volleyball	Volleyball England
		Boccia	Great Britain Boccia Federation
		Tennis	British Tennis
		Lacrosse/Floor Lacrosse	English Lacrosse
		Indoor golf	
		handball	British Handball Assertions

Hazard Checklist

Company:	BCLC	Department:	Youth	Location:	Main Hall
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Work Activity	Description of the hazard	Number and occupation of people affected	Risk assessment recommended
Basketball	A player could get hit in the face with the ball A player could hurt their hand, wrist or fingers when catching the ball. A player could injure their ankle due to the amount of jumping, turning and twisting Posts could fall on a player	Up to 30 young people playing at one time and up to 4 leaders	yes
Football	A player could get hit in the face with the ball A player could hurt their hand, wrist or fingers when in goal. A player could get injured in a tackle	Up to 14 young people playing at one time and up to 4 leaders	yes
Uni-hock	A player could get hit in the face with the ball A player could get hit by a hockey stick	Up to 16 players at one time and 4 leaders	yes
Badminton	A player could get hit by a badminton racket A player could get hit in the face with the shuttle cock A player could hurt their wrist when hitting the shuttle cock. The posts could fall on someone	Up to 6 players per court which could consist of up to 3 leaders or 6 young people	yes
Table-Tennis	A player could get hit by a table tennis bat A player could get hit in the face with the table tennis ball. A player could hurt their wrist when hitting the table tennis ball. A player could fall on the table when reaching for the ball	Up to 6 young people and up to 3 leaders per table – but for normal games up to 2 youth and 2 leaders	yes
Dodge ball	Players will get hit by the balls	Up to 24 young people playing at one time and up to 5 leaders	yes
Halo	A player could get hit by the coyte A player could get hit by a hockey stick	Up to 24 young people and up to 6 leaders	yes

Cricket	A player could get hit by the ball A player could get hit by the bat A player could fall on the stumps	Up to 24 young people and up to 6 leaders	yes
Rounders/Baseball	A player could get hit by the ball A player could get hit by the bat A player could fall on a base/cone and injure themselves	Up to 24 young people and up to 8 leaders	yes
Volleyball	A players could trip over one another, players could run into the net, twist ankle from jumping and move around the court, hit in the face by a ball, hit from another player with their hands or arms,		Yes
Seated Volleyball	hit in the face by a ball, hit from another player with their hands or arms,		Yes
Boccia	Falling off the chair, catching hand on the side of the chair, boccia ball could be tripped on resulting in a fall.		Yes
Tennis	A player could get hit by a tennis racket A player could get hit in the face with the tennis ball. A player could hurt their wrist when hitting the tennis ball. Player could run into net and trip over, could twist wrong and injure themselves		Yes
Floor Lacrosse	A player could run into the lacrosse pole with catcher if they run in the each other or the wall. Player could trip over poles. Slip on the ball,		Yes
Indoor golf (potting)	Cones could be tripped over, player could get hit by a hockey stick, sponge ball could hit someone in the face making the jump,		Yes
handball	A player could get hit in the face with the ball. A player could hurt their hand, wrist or fingers when in goal or trying to stop the ball or catch it Posts could fall on a player A player could get injured in a tackle	Up to 14 young people playing at one time and up to 4 leaders	yes

Risk assessment form

Company: BCLC	Department: Youth	Location: Main Hall
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Work activity	Hazard, hazardous event and expected consequence	People affected	Assessment of risk			Are risk controls required ?
			Likelihood level	Consequence level	Risk level	
Basketball	A player could get hit in the face or another part of their body with the ball which could injure them.	Up to 20 young people playing at one time and up to 4 leaders	3	3	9	The correct sized ball is used for the correct age group. Players are not allowed to kick the ball.
	A player could injure their ankle due to the amount of jumping, turning and twisting	Occupation Up to 20 young people playing at once	2	3	6	Players will be asked to practice before playing games to give time for the body to warm up.
	A player could hurt their hand, wrist or fingers when catching the ball which could fracture or break the hand or finger, but more likely cause some bruising.	Up to 20 young people playing at one	3	3	9	The correct sized ball is used for the correct age group. Players are not allowed to kick the ball. Only qualified coaches or coaches being trained will run basketball sessions unless they are recreational sessions.

	Posts could fall on a player	Occupation Up to 20 young people playing at once	1	5	5	Bases are stocked with water to keep posts upright. Players are not allowed to stand on bases or adjust height of rings.
Football	A player could get hit in the face with the ball or another part of their body which would probably just stun them and cause them initial pain. There is a chance that it could damage a tooth, their nose or an eye.	Up to 14 playing at one time and up to 4 leaders	4	2	8	(Football Association Wales / Welsh Football Trust) Indoor balls are used. No kicking the ball over head height is enforced.
	A player could get injured in a tackle which could result in them damaging a muscle or a bone.	Up to 14 playing at one time and up to 4 leaders	3	3	9	Players taking part in football sessions have to wear shin pads.
	A player could hurt their hand, wrist or fingers when in goal. This would probably cause some swelling or bruising.	Up to 14 playing at one time and up to 4 leaders	2	3	6	Indoor balls are used and players are not allowed to shoot when in the area.
	The posts could fall on a player	Up to 14 playing at one time and up to 4 leaders	1	5	5	Posts are chained at both ends of the goal to the wall behind them
Uni-hock	A player could get hit in the face with the ball or another part of their body	Up to 16 playing at one time and up to 4 leaders	5	1	5	Only soft balls or wind flow balls are used for hockey
	A player could get hit by a hockey stick or get injured in a tackle which could result in them damaging a muscle or a bone.	Up to 16 playing at one time and up to 4 leaders	3	3	9	Only plastic sticks are used and players are penalised if they raise their stick above waist height.
	A player could hurt their hand, wrist or fingers when in goal. This would probably result in some swelling or bruising. It could also cause a break or fracture.	Up to 14 playing at one time and up to 4 leaders	2	3	6	Wind-flow or soft balls are used and no shooting is allowed inside the marked area.

Badminton	A player could get hit in the face with the shuttle or another part of their body which would probably not cause much harm due to the shuttle cock being so light.	Up to 6 players and up to 3 leaders	3	2	6	Yellow and white shuttle cocks are available to suit the eyesight of the player.
	A player could get hit by a badminton racket which could result in them causing a graze or a cut.	Up to 6 players and up to 3 leaders	3	3	9	There are 2 sizes of badminton rackets available to suit the age/height of the player.
	A player could hurt their wrist when hitting the shuttle.	Up to 6 players and up to 3 leaders	1	3	3	Games are not played immediately, time is given for warm ups and adjustments of technique first.
	The posts could fall on someone	Up to 6 players and up to 3 leaders	1	4	4	Posts are positioned with stand facing into the court
Table-Tennis	A player could get hit in the face with the table tennis ball causing an injury to the eye.	4 players per table	3	2	6	Only 2 balls are given out at a time.
	A player could get hit by a bat which could result in them damaging a bone or causing a graze or a cut.	4 players per table	2	3	6	Only 4 bats are put out per table. Bats are not allowed to be thrown.
	A player could hurt their wrist when hitting the ball. This possibly could cause some swelling or bruising	4 players per table	1	3	3	Competitive games are not played immediately; time is given for players to warm up.
	A player could fall on the table when reaching for the ball and scratch themselves.	4 players per table	2	2	4	Players are told not to lean on the tables.
Dodge ball	A player will get hit in most parts of their body which could cause a minor injury.	Up to 20 players and a minimum of 2 leaders	5	1	5	Only soft sponge balls are used and players are instructed to aim below the shoulders

Halo	A player could get hit in most parts of their body by the coyte and could cause an injury if the eye is struck.	Up to 20 players and a minimum of 2 leaders	3	3	9	Coytes used are made of rubber and colourful for high visibility.
	A player could get hit by a hockey stick which could injure a part of the body.	Up to 20 players and a minimum of 2 leaders	2	2	4	Catchers are positioned in the coned area. Catchers are not allowed out of the coned area, players are not allowed in the coned area.
Cricket	A player could get hit in the face with the ball or another part of their body which could cause an injury.	Up to 20 players and a minimum of 2 leaders	2	3	6	Appropriate balls are used for each age group / ability level. Ranging from softs balls, to tennis balls to wind balls. No hard balls will be used.
	A player could get hit by the cricket bat which could result in them damaging a bone or causing a graze or a cut.	Up to 20 players and a minimum of 2 leaders	1	3	3	Only plastic bats will be used indoors and players are not allowed to stand within 8 metres of the bat.
	A player could fall on the stumps	Up to 20 players and a minimum of 2 leaders	2	2	4	Stumps are lightweight plastic and on a moveable base.
Baseball/Rounder's	A player could get hit in the face with the ball or another part of their body which could cause a minor injury.	Up to 20 players and a minimum of 2 leaders	2	2	4	Only soft balls are used indoors.
	A player could get hit by the rounders/baseball bat which could result in them damaging a bone or causing a graze or a cut. Players are not allowed to stand within 8 metres of the bat.	Up to 20 players and a minimum of 2 leaders	1	4	4	Only soft bats are used indoors that are made of foam or plastic.
	A player could fall on a base/cone and injure themselves	Up to 20 players and a minimum of 2 leaders	1	2	2	Cones used are highly visible and pointed out clearly at the start of the game.

Volley ball	A players could trip over one another, players could run into the net, twist ankle from jumping and move around the court, hit in the face by a ball, hit from another player with their hands or arms,	Up to 20 players and a minimum of 2 leaders	2	3	6	Players reminded of the rules before session starts,
Seated volley ball	hit in the face by a ball, hit from another player with their hands or arms,	Up to 20 players and a minimum of 2 leaders	2	3	6	Players reminded of the rules before session starts,
Boccia	Falling off the chair, catching hand on the side of the chair, boccia ball could be tripped on resulting in a fall.	24 players and minimum of 2 leaders	1	3	3	Player made aware of net leaning in the chair,
Tennis	A player could get hit by a tennis racket, A player could get hit in the face with the tennis ball. A player could hurt their wrist when hitting the tennis ball. Player could run into net and trip over, could twist wrong and injure themselves	Up to 20 players and a minimum of 2 leaders	2	3	6	Player to warm up before playing a game, a reminder of the rules and the area they are playing in
Floor Lacrosse	A player could run into the lacrosse pole with catcher if they run in the each other or the wall. Player could trip over poles. Slip on the ball,	Up to 20 players and a minimum of 2 leaders	2	4	8	Reminder of the rules and safety before playing
Indoor golf potting	Cones could be tripped over, player could get hit by a hockey stick, sponge ball could hit someone in the face making the jump,	Up to 20 players and a minimum of 2 leaders	1	4	4	Areas cleaner marked out,
Handball	A player could get hit in the face with the ball or another part of their body which would probably just stun them and cause them initial pain. There is a chance that it could damage a tooth, their nose or an eye.	30 participants and 5 leaders	3	2	6	Indoor balls are used. No kicking the ball and players are not allowed to throw the ball at player's faces on purpose.

	A player could get injured in a tackle which could result in them damaging a muscle or a bone.	30 participants and 5 leaders	2	3	6	Players are not allowed to make contact with one another and will be advised to take care as they move around the pitch
	A player could hurt their hand, wrist or fingers when in goal or when trying to catch or stop the ball. This would probably cause some swelling or bruising.	30 participants and 5 leaders	2	3	6	Indoor balls are used and players are not allowed to shoot when in the area.
	The posts could fall on a player	30 participants and 5 leaders	1	5	5	Posts are chained at both ends of the goal to the wall behind them
	A player could run into the wall or the posts	30 participants and 5 leaders	2	3	6	Players will be shown the touchlines and by lines and goal areas and advised to take care when moving around the court.

Date:	11/10/12	Review period:	1 YEAR	date of next review:	11/10/13
Assessors name:	Rob McAvoy	Position:	Youth Co-ordinator		
signature:					