



Normal Operating Procedure (inc. Risk Assessment) Ball Sports & Team Games

For leader led delivery this document should be read in conjunction with PGL's Leader Led resources and when reading this document substitute 'Instructor' with 'Leader'

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Equipment Failure
- b. Extreme Weather
- c. Entrapment of hair, fingers, loose clothing & jewellery
- d. Entrapment in netting
- e. Slips/trips/falls – uneven terrain, unstable terrain, mole hills & rabbit holes
- f. Injury from participation/physical exertion
- g. Fatigue/exhaustion/dehydration
- h. Collision with other participants, participants of other activities or members of the public
- i. Injury from entering neighbouring facilities & physical features – electric fences, roads, fences, beaches, goal posts, vegetation, walls & private property
- j. Participants getting lost if on large or public area

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

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Deployment Requirements

Instructor Qualifications:	Trained and assessed in accordance with PGL Ball Sports and Team Games assessment criteria
Instructor – Participant ratio: Total group size:	1:30
Active participation:	1:30

1. Equipment Requirements

Per Instructor:

- Whistle
- Sports cones
- Balls (footballs/basketballs/hockey balls)
- Other games equipment for which training has been given
- Team bibs



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Per Activity Base:

- The activity can take place in an indoor sports hall or outdoor recreation area as long as there are no hazards or obstructions

2. Specific Clothing Requirements (Instructor & Participant):

- Loose fitting sports clothing
- Trainers
- No denim

3. Session Preparation

- a. The area on which games are to be played must be checked that it is safe, usable and appropriate for the chosen ball sport.
- b. The weather forecast must be checked if playing outdoors.
- c. The playing area must be set up correctly and that it is the correct size for the chosen sport.
- d. All the games equipment must be suitable for use especially the goal posts which must be weighted down and in good condition.

4. Session Instruction

- a. The instructor must ensure that the surrounding area is safe.
- b. A safe and suitable warm up session must be given with a cooling off period after the activity.
- c. The session must be structured with practice drills/exercises and then games being played.
- d. Exercises must be suitable for guests of all ability levels.
- e. basic rules relevant to age group and group size must be introduced and explained.
- f. The instructor must be familiar with the rules of the chosen ball sport.
- g. The instructor must referee the game correctly and ensure the rules are being adhered to.
- h. The instructor must ensure correct and appropriate levels of supervision throughout the session.

5. Session Conclusion

- a. The instructor must ensure that the activity area is left clear and in a safe condition.
 - b. A review of the session must take place, fitting with the group's needs.
 - c. All participants must be accounted for as well as all the equipment collected
 - d. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook
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FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNAITURE