

ASSURANCE RESPONSIBILITIES – 1st LINE SELF ASSESSMENT: SQUASH

1. Assurance processes provide a mechanism to ensure that activity is being conducted appropriately. To provide a handrail for those engaged in authorising, organising or assuring sport activity, the table below provides a list of requirements which will help to assure sport in the Army.

1 st Line of Defence – assurance provided internally by those responsible for delivering the output.			
Ser	Activity	Refer to	✓ ✖
1	Completion of the Sports Appointment Course (as required)	5.037	✖ - Cse content out of date
2	Completion of a Risk Assessment for all activity	5.149	✓
3	Compliance with the Safe System of Training (Safe People, Safe Practice, Safe Equipment, Safe Place)	5.147	✓
4	Compliance with NGB Rules & Regulations (specific to sport) (Unless the MOD or single Service requires a higher standard)	5.023a(1)	✓
5	Production and compliance with a Sports Directive or Management Plan	5.021h	✓
6	Production of a detailed Administration Instruction (for specified events)	5.144c & 5.145e	✓
7	Ensuring activity is correctly authorised and recorded	5.054	✓
8	For Risk to Life (RtL) sports – ensure Delivery Duty Holder authorisation	5.056	✖ not RtL
9	Utilising SQEP individuals (Coaches and Officials) to supervise activity	5.101	✓
10	Provision of adequate first aid and medical arrangements	5.154	✓
11	Authorised use of Service travel entitlements	5.123c	✓
12	Discourage Substance Misuse and report offenders	5.085	✓
13	Adherence with Army Sponsorship regulations (where applicable)	5.126	✓
14	Adherence with Army Hospitality and Gifting regulations	5.129	✓
15	Completion and submission of accident reports - Army Form 510 (as reqd)	5.164	✓
16	Completion and submission of near miss reports - Army Form 510 (as reqd)	5.164	✓
17	Report fatalities and listed injuries (VSI, SI) and complete a Learning Acct	5.164	✓
18	Submit activity reports (when requested)	5.163c	✓
2 nd Line of Defence – Oversight (of first line) provided from within the chain of command in order to ensure policy compliance.			
19	A chain of command management check of those delivering the respective sport activity against the criteria listed at serials 1-18 above.	5.023b	✓
3 rd Line of Defence - An assessment, achieved through internal audit, of the effectiveness of control, risk and performance frameworks.			
20	Assurance conducted more centrally within the Army by organisations such as the Army Inspectorate or Army Training Branch. In addition, the Physical Development Audit (PDA) and Formation Sports Reports (see Part 8) are processes that help to inform this level of assurance.		
4 th Line of Defence - Assurance conducted by external auditors and regulators.			
21	Assurance activity conducted by an organisation external to the MOD. An example might be a NGB conducting an audit or assessment of an Army Sport Association's/Union's practices or procedures.		

HQ ASCB SPORTS ASSOCIATION SPORTS ASSURANCE SELF-ASSESSMENT QUESTIONNAIRE

Name of Sport: Army Squash (AS)

Name of Assessor: Lt Col Dave Campey MBE

Position: Permanent Secretary Army Squash

Date of Assessment: 14 Jul 20

Review Date: 1 Apr 21

Section	Y/N	Comments 2020
POLICY		
Does the Association have a Safety Management Plan (SMP) and does it reflect the Association's activity? When was it last updated? Is the SMP effective?	Y	Dated Apr 20. Review date Apr 21. Comprehensive Sport SMP and effective.
Do members know how to access the SMP including Risk Assessments?	Y	Yes, the AS Sport SMP has been sent by email to Exec Committee members and Corps Squash representatives. It is available on the Army Squash website under Policy and Documents and a copy is available on Defence Connect Army Squash page.
Are safety positions within the committee filled?	Y	Safety responsibilities are held as additional responsibilities of AS Executive Committee members.
Are safety matters discussed at committee meetings such as Executive Committee Meetings? Is this frequent enough?	Y	Safety incidents are circulated within 2 weeks of happening. AS SOP is to file a post event report (with 510 if necessary) following every fixture and event. This is to determine trend and highlight potential risks. This will be a requisite for future events should any safety incidents occur and will be included as an agenda item on future committee meetings.
Are safety matters resolved effectively? If not, what could be done to improve this? Can you provide evidence of resolution of safety matters?	Y	Event Coordinators, Head Referees, Coaches and Officials constantly assess the condition of courts, clothing and equipment. SEPF bids reflect when equipment is due to reach its shelf life and repairs to squash facilities should be carried out at Unit Level as part of Annual Maintenance Plans.
Is Army Sport policy complied with in financial terms, are travel policies adhered to? Is there any risk to reputation?	Y	All AIs for AS activities and events are scrutinised by the Sec for policy violations. These are amended prior to publication to ensure compliance.

RESPONSIBILITIES		
Has the Chairman been formally appointed by ASCB? Does the Chairman have a copy of the ASCB Directive and are his TORs clearly laid out and effective.	Y	Yes to all. TORs for the AS Chairman are contained in the AS Charter (Edition 3.0 is currently in final draft form and will be issued in Q3/2020).
Do Committee members have any specific safety and assurance responsibilities within their TORs? Is this a sufficient number of committee members? Do they have TORs? When were their TORs last reviewed?	Y	TORs for all Committee Members are contained in the AS Charter.
Are all Association members aware of their health and safety /duty of care responsibilities? How is this recorded?	Y	This is briefed regularly to AS Committee members and Team Captains when organising or taking teams to events, as well as the membership at any centrally organised event.
Is this a RtL sport and is the Chairmen aware of his responsibilities? Who are his SQEP qualified personnel, who is providing 1 st line assurance of the activity?	N	RtL is classified as being LOW in the SSMP. The Chair is aware of his responsibilities one of which is to prevent fatalities. There is an inherent risk of heart failure with any physical activity. First line assurance is provided by coaches and officials who are all SQEP. AS had trained medical staff and physios who are also players. The SSMP dictates that control measures will be in place.
SAFE PERSONS		
Is there a policy to determine how sportsmen/women are 'fit to participate' for your sport? (e.g. evidence of swim test, med chit). How do you record this information?	Y	There are no specific NGB guidelines currently available, however individuals are required to self-certify that they are above the minimum medical standard set out in the AIs for the Army Squash events and courses.
Have COs correctly authorised individuals to participate and are they of a suitable standard of competence for the event.	Y	AIs contain instructions for parent units about what unit action is required (names on P1Os, medical check) to authorise individuals to participate.

SAFE EQUIPMENT		
Does the Association use safety/protective equipment?	Y	Match referees are directed to ensure all equipment used is of a safe standard. Safety goggles are available to wear on request. Kit and equipment suppliers are trusted and provide equipment that meets NGB safety standards.
If so, does the Association have a policy statement for equipment procurement?	Y	The Sec has a financial management plan which takes in to account procurement frequency. All equipment procurement goes via the Sec to ASCB.
If so, does the Association have an Equipment List?	Y	Yes – this is currently under review by the Perm Sec and AO. The only safety equipment held on account are safety goggles.
If so, does the Association have a Maintenance Log?	N	This will be a part of the revised equipment log and only apply to safety equipment (e.g. goggles).
If so, is there a record of all personnel responsible for the maintenance of safety/protective equipment?	N	The responsibility for managing equipment loaned from ASCB, including safety equipment (goggles), falls to the Team Captains. Equipment used for representative events will be controlled by ASCB Staff (promotional banners etc.)
SAFE PRACTICE (Supervision and Instruction/Coaching)		
Does the Association meet the levels of supervision when conducting sporting activity within National Governing Body regulations/guidelines?	Y	AS adheres to NGB + military minimum standards, so operate at a slightly higher level than is required from either side.
Have Association members completed any specific induction training?	Y	New members at representative level will have prior proficiency and experience and an understanding of basic rules and safety measures. Where possible novice players at unit level will be taught by either one of our own L1/2 coaches or an NGB provided one or be playing against a non-novice player who will be available to explain the rules and safety measures.
Have committee members received sufficient training (including refresher training) to carry out their roles?	Y	Committee members in key appointments have all done the Sports Appointment Course, others in supporting roles are chosen because the role correlates to their day job, and so they will have SME knowledge and currency from that. <i>The content of the Sports Appointment Course is in urgent need of review.</i>
Have instructors/coaches been qualified within National Governing Body frameworks? Are they current?	Y	Yes to both.

SAFE PLACE		
Are the risk assessors competent (either through training or experience)?	Y	The AS Event Organiser and Head Referees have all been practicing squash at a high level for a number of years. They are also of sufficient rank to have sound military judgement.
Have Generic Risk Assessments been carried out? Are they current?	Y	Yes – dynamic risk assessments are also mandated for Event Organisers to carry out.
Have Site Specific Risk Assessments been carried out? Are they current?	Y	The comprehensive squash RA at Annex A to the SSMP is generic in nature to allow it to be used at any squash facility, dynamic risk assessments will customise the RA to be site specific.
Does the Association have a set format (e.g. Daily Risk Assessment or brief template) for conducting Dynamic Risk Assessments?	N	Only in the format of adding additional lines to the already existing risk assessment immediately prior to an event.
Does the Association have an Emergency Plan?	N	Emergency Plans are available at the squash establishments / unit locations and are briefed prior to the start of each event or activity.
Are incidents/accidents reported? How?	Y	AS tends to have several minor injuries such as twists, sprains, and impact injuries per major event and averages 1 more serious injury that requires treatment every 5 representative events. These get recorded on a 510 and are held by the Sec. The 510s will be forwarded to AINC as a matter of course by the Permanent Secretary.
REVIEW		
Does the Committee review key documents such as the SMP?	Y	The AS Sport SMP is reviewed annually every April. The AS Charter has undergone a major revision due to the recent change of AS Chairman. It is in its final draft phase and is due for release in Q3/2020.
Does the Committee review risks?	Y	The Perm Sec is currently reviewing and refreshing all processes. AS is content that risk and duty holding has been considered carefully and have ensured it is fit for purpose.
Are these reviews effective?	Y	