

Risk Assessment

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<u>Area</u>	<u>Hazard/Hazardous Task</u>	<u>Nature of risk</u>	<u>Who might be harmed</u>	<u>Risk control in practice</u>
PITCHES	Goal toppling.	Heavy goals toppling on top of customers.	Customers.	All goals chained to support posts at base. Daily inspection to ensure goals remained chained. Immediate replacement of chains if broken.
	Worn pitch carpet	Tripping.	Customers.	Daily inspection of all pitch carpet. Immediate repair where wear is found.
	Floodlight and netting repair using scissor lift	Falling from height	Staff	Scaffolding erected and secured properly, only qualified General Assistants to work with scissor lift
	Floodlight and netting repair using scissor	Tools and equipment secured so as to not drop from height	Staff	Only tools being used should remain at height, all others to ground level to stop items falling. Scissor Lift equipment secured so as not to fall.
	Fitting sheet fencing.	Injuries associated with use of saws, hammers, lifting awkward objects.	General assistants.	Work carried out in pairs with experienced staff.
	General football injuries.	Carpet burns / sprained ankles.	Customers.	First aid in attendance. Records kept of all reported injuries and forwarded where appropriate to HSE in accordance with RIDDOR regulations.
	Netting repairs with step and mid-range ladders.	Persons and tools falling from height	General assistants / contractors.	Work carried out in pairs with experienced staff. Visual inspection of ladders prior to use. Tools secured when not in use via tool belt.
	Kickboards	Hand lacerations	Customers	Daily inspection of all kickboards. Repairs to and replacement of frayed, damaged, worn and bowed kickboards where required
	Kickboard screws	Lacerations to hands, face and body	Customers	Daily inspection of all kickboard screws. Loose and protruding screws re-tightened / removed. Nike banner screws covered with screw covers.
	Fencing	Laceration to limbs and body	Customers	Daily inspection of all fencing. Immediate repair and replacement where required. New fencing constructed with rounded edges to prevent laceration
	Pitch depressions	Tripping resulting in sprains / strains	Customers	Daily inspection of all pitch carpet. Pitch secured to base via glue. Pitch carpet swept on a weekly basis. Immediate repair of any depression. Contractors instructed where required.
	Catch netting	Hand lacerations	Customers	Daily inspection of all catch netting. Catch netting secured to fencing framework. Frayed / damaged netting repaired / replaced Loose netting tightened where required Tension wire tightened where required

Multisport	Gate fencing	Hand lacerations	Customers	Daily inspection of all gate fencing Repair / replacement of damaged fencing where req'd
	Nivea advertising plates	Hand lacerations	Customers	Daily inspection of all Nivea advertising plates. Plates sanded to provide smooth, rounded finish Plates re-attached to ickboards where required
	Ice and snow accumulating on Pitches	Impact injuries to body & limbs	Customers	Adherence to snow clearing procedures. Pitches salted in advance of adverse weather. Snow and ice removed prior to match commencing. Pitches again salted in advance of match commencing
	Goals / Netball Nets Toppling	Heavy goals toppling on top of customers. Collision	Customers.	All nets secured to floor with bolts Immediate replacement of chains if broken.
	Worn floor	Tripping.	Customers.	Daily inspection of all pitch flooring. Immediate repair where wear is found.
	Floodlight and netting repair using scissor lift	Falling from height	Staff	Scaffolding erected and secured properly, only qualified General Assistants to work with scissor lift
	Floodlight and netting repair using scissor	Tools and equipment secured so as to not drop from height	Staff	Only tools being used should remain at height, all others to ground level to stop items falling. Scissor Lift equipment secured so as not to fall.
	General sporting injuries.	Carpet burns / sprained ankles.	Customers.	First aid in attendance. Records kept of all reported injuries and forwarded where appropriate to HSE in accordance with RIDDOR regulations.
	Netting repairs with step and mid-range ladders.	Persons and tools Falling from height	General assistants / contractors.	Work carried out in pairs with experienced staff. Visual inspection of ladders prior to use. Tools secured when not in use via tool belt.
	Kickboards	Hand lacerations	Customers	Daily inspection of all kickboards. Repairs to and replacement of frayed, damaged, worn and bowed kickboards where required
	Kickboard screws	Lacerations to hands, face and body	Customers	Daily inspection of all kickboard screws. Loose and protruding screws re-tightened / removed. Nike banner screws covered with screw covers.
	Catch netting	Hand lacerations	Customers	Daily inspection of all catch netting. Catch netting secured to fencing framework. Frayed / damaged netting repaired / replaced Loose netting tightened where required Tension wire tightened where required
Stand	Slip, Trip, Fall or Crush	Customers / Staff	Staff to be secure at all times either when out or in a locked away position Only trained staff to put stand out and away	
Chairs	Physical Injury	Customers	Chairs to be only put out when needed. All chairs stored away when not in use	

	Badminton Posts	Collision / Physical	Customers / Staff	Posts stored away when not in use
	Portable Basketball Nets	Injury		
	Fold Up Tables	Physical Injury	Customers / Staff	Staff to put up and take down. To be stored away when not in use
	Black Mats for Giants games	Trip Hazard	Customers / Players / Staff	Only trained staff to get out and to be secured down properly, to be stored away when not in use
	Hired Heaters	Physical Injury / Burns Explosions	Staff / Customers	Only staff to put up and light. To be stored away when not in use and stored in safe place away from flammable objects
RECEPTION AREA/FOYER	Re-stocking vending machines	Injuries sustained in lifting trays of bottles. Risk of door colliding with young children	Duty manager, staff customers.	Manual handling training given to relevant staff. Machines filled first thing in the morning or as required with secondary supervision.
	Flooring	Slipping	Staff / customers	Free-standing warning signs displayed (BS5378 Cleaning in Process). Regular cleaning and drying of floors in inclement weather.
	Flooring	Tripping	Customers / staff	Regular inspection of flooring for lifting tiles / carpet Repair / replacement where required
	Power cables serving vending machines	Tripping	Customers / staff	Vending machines located close to power outlets Excess power cables secured to rear of vendor
	Footballs	Struck by football	Customers / staff	Footballs stored behind reception partition when not in use
TOILETS	Slippery floors	During cleaning, potential for slipping and sustaining impact injuries.	Staff and customers	Free-standing warning signs displayed (BS5378 Cleaning in Process).

	Hot water taps	Scalding	Customers / staff	Temperature maintained between 40 - 43 degrees celcius and monitored on a weekly basis. Manual override should temperature exceed this maximum.
	Flooring	Tripping	Customers / staff	Regular inspection of flooring for lifting tiles / vinyl Repair / replacement where required
CHANGING ROOMS	Temperature of showers	Scalding	Customers	Temperature maintained between 40 - 43 degrees celcius and monitored on a weekly basis. Manual override should temperature exceed this maximum.
	Broken / loose flooring	Tripping / Laceration	Staff and customers	Daily checks of condition. Immediate repairs when required.
	Showers (virus / bacteria health risk)	Legionnaires disease	Customers / staff	Weekly flushing of outlets to prevent stagnation Weekly checking and recording of temperatures Dedicated risk assessment into Legionnaires prevention conducted by qualified external body Regular cleaning of showers using suitable cleaning agents
	Drainage Channels	Laceration to feet	Customers	Regular inspection of drainage channels. Channels covered with non-slip matting Immediate repair to cracked / damaged channels
	Slippery floors	During cleaning, potential for slipping and sustaining impact injuries. Water accumulation from shower use	Customers / staff	Free-standing warning signs displayed (BS5378 Cleaning in Process). Anti-slip matting located on flooring
CLEANER CUPBOARD (access by key only)	Cleaning materials	Possible irritation to eyes and skin if in contact	Cleaning staff / general assistants / duty managers / customers	Handled in accordance with COSHH regulations. COSHH sata sheets available to staff with access to cleaning materials. Gloves are available if necessary Fresh running water and / or saline irrigation to hand in all locations throughout the building. Chemicals stored in marked containers clearly stating any hazard and appropriate action to be taken should spillage occur. Door locked at all times to prevent customer access
	Hot water supply	Scalding from spilling buckets lifted from raised sink.	Cleaning staff / general assistants and duty managers	Mop buckets filled only to safe level by content and weight. Weekly checking and recording of temperatures

PLANT / BOILER ROOM (access by key only)	Boiler maintenance.	Electrocution Gas leaks Burns	Non-staff service agents / customers	Maintained by registered technicians only. Door locked at all times to prevent customer access.
	Electrical Circuit Board	Electrocution Fire	Electrical Service Agents	Maintenance carried out by Certified Service Agents.
CELLAR	Gas Storage - licence trade.	Cylinders falling / rolling/ leaking - causing crush and/or burn injuries.	General assistants, senior bar staff, duty managers.	When in use or in storage, cylinders are chained to the wall. Cylinders in use are clearly marked and instructions for storage and exchange are clearly posted.
	Beer keg changing.	Strain to back and joints - fingers caught between kegs. Electrocution from beer pump motors.	General assistants, senior bar staff, duty managers.	Manual handling training given. Regulation spacing of kegs, arranged in order of use. Residual current devices (RCD's) rest daily, tested monthly. Supplied and fitted as per brewery policy.
	Post mix box change.	CO2 leakage / syrup spillage.	Senior bar staff / duty managers.	Operating and maintenance instructions and CO2 warning displayed by machinery. Inspection and service of gas equipment min. 12 months.
	Beer line cleaning.	Splashing irritant on skin / eyes.	Senior bar staff / General assistants.	Running water / saline irrigation to hand. Instructions on treatment clearly posted. Eye protection (BS2092) and long rubber gloves provided.
BAR/LOUNGE	Overcrowding	Crushing.	Customers / staff.	On private bookings attendance limited to 20% below maximum capacity
	Flooring	Tripping	Customers / staff	Regular inspection of flooring for lifting tiles / carpet Repair / replacement where required
	Cleaning at height (wall mounted TV's etc.)	Risk of over-stretching / falling.	Cleaning staff / general assistants.	Use of extended cleaning apparatus / step ladders etc.
	Build up of glasses on tables.	Potential for breakages /	Customers / staff.	Policy of immediate clearance of empty glasses. Limit on number of glasses in circulation.
	Tables / chairs	Tripping / falling	Customers	Charis loose chairs stoerd under tables Regular visual checks on condition of tables / chairs Repair and replacement where required
	Slippery floors	During cleaning, potential for slipping and sustaining impact injuries.	Customers / staff	Free-standing warning signs displayed (BS5378 Cleaning in Process).
BAR (SERVING)	Stacked glasses (broken glass handling)	Potential for breakages -	Customers / staff.	Maximum stack of 5 glasses. Any breakages brushed up immediately. First aid to hand.

	lacerations.		Dedicated bin for broken glass disposal Training provided on glass stacking / handling
Spillage on floor.	Slipping.	Bar staff / duty managers.	Mop and bucket to hand. Daily check on fluid supplies- beer tap, post mix etc.
Front loading fridges left	Collision causing	Bar staff / duty	Replaced with sliding door fridges. Otherwise only left

	open. Slippery floors Build up of refuse Ice Machine	bruising or a fall. During cleaning, potential for slipping and sustaining impact injuries. Tripping Food poisoning	managers. Staff Staff Customers	open during re-stock. Free-standing warning signs displayed (BS5378 Cleaning in Process). Rubbish bins emptied on nightly basis and more frequently as business dictates Daily inspection of ice machine. Weekly cleaning and further cleaning as required
KITCHEN	Electrical appliances Slippery floors Flooring Pizza oven Fryers	Electric shock, burn During cleaning, potential for slipping and sustaining impact injuries. Tripping Burns when cooking pizzas Scold or Burn	Staff Staff Customers / staff Staff Staff	Portable appliance testing completed by qualified external organisation. Regular visual inspection. Faulty appliances disposed of Free-standing warning signs displayed (BS5378 Cleaning in Process). Regular inspection of flooring for lifting tiles / vinyl Repair / replacement where required Step by step guide on how to safely cook pizzas Oven gloves provided to protect hands Staff training and safety guidelines followed when using fryers
OUTSIDE BUILDING	Weed killing using spray gun. Decking Litter retrieval Cleaning windows at height. Worn pitch carpet	Contact with eyes / skin, inhalation. Slipping Over stretching for litter Risk of falling from ladders. Tripping.	General assistants / contractors / customers Customers / staff / contractors General assistants General assistants/ contractors. Customers.	Face mask, protective gloves, suits and boots worn. Treatment not made less than 4 hours ahead of scheduled customer use. Non-slip coating applied to flooring. All decking areas cleaned daily to prevent debris build up. Constructed with a fall to allow rain water run-off. Litter picks used. Where ladders used, back up given by secondary staff. Contractors employed where step / mid-range ladders will not reach Daily inspection of all pitch carpet. Immediate repair where wear is found.
CAR PARK	Broken glass.	Discarded glasses- as before.	General assistants/ customers.	Inspection at regular intervals - immediate removal.

ROOF	TV aerial / satellite dish repairs.	Use of ladders / falling.	General assistants / contractors.	Safe walking areas on roof clearly marked. Work carried out in pairs with experienced staff.
	Retrieval of footballs	Use of ladders / falling.	General assistants	Safe walking areas on roof clearly marked.
LONE WORKING	Violence	Physical injury from violence exhibited by aggressive customer or intruder	Duty Managers	Duty Manager to maintain personal attack alarm on person at all times
	Violence	Physical injury from violence exhibited by aggressive customer or intruder	Duty Managers	Intruder alarm configured to provide quickest and most appropriate means of egress from building to car park
	Personal Injury	Minor cuts or abrasions from slips trips or falls	Duty Managers and	First Aid boxes appropriately stocked
			General Assistants	
	Deliveries	Large or heavy items - risk of strain	Duty Managers and General Assistants	Large or heavy items delivered and moved by couriers or draymen. If further movement required await presence of 2nd staff member
	Work at height	Risk of falling from ladders.	General Assistants	General Assistants to refrain from working at height without presence of 2nd staff member
	Electricity	Risk of electric shock or burns	General Assistant	General Assistants to refrain from working with electricity without presence of 2nd staff member
	Chemicals	Irritation to eyes or skin	General Assistants	General Assistants to refrain from working with chemicals without presence of 2nd staff member
Machinery	Lacerations, crush or trap injuries	General Assistant	General Assistants to refrain from working with machinery without presence of 2nd staff member	