



Risk Assessment Template

Task To Be Assessed:	<i>Premises Risk Assessment for Sports Halls One and Two</i>		
Assessor Name:	<i>Morley Lewis</i>		
Reference Number:			
Number Of People Exposed:	<i>Up to 200 persons (100 per hall)</i>	Assessment Date:	<i>9.8.2019</i>
People Exposed (Staff / Student / Visitor):	<i>Student, Staff, and Visitors including EHS Members, children's activity participants, and attendees at hirers bookings.</i>		
Department:	<i>FM – Edge Hill Sport</i>	Location Of Activity:	<i>The Sports Centre – Sports Halls One and Two</i>
Activity Description: (Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)	<i>This assessment considers premises risks associated with the provision of the sports halls for various activities and bookings. Please see the activity risk assessments for details on the risks introduced by specific activities for example 'Badminton' or 'Trampolining'.</i>		

Hazard Checklist – use this to identify the hazards to be considered:

Situational	Tick	Physical / Chemical	Tick	Environmental	Tick
Slip, trip, fall	✓	Harmful substances		Temperature	
Fall from height		Electrical (shock, burns, fire, arcing, explosion etc)	✓	Weather	
Lone Working		Biological agents		Extreme locations (mountains, mud flats etc)	
Manual Handling		Fire	✓		
		Machinery (entanglement, incorrect setup etc)	✓		
		Use of sharps			
		Vehicle movements			

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK FACTOR*			Action / by whom?	Action / by when
				L	C	R		L	C	R		
<i>Electricity</i>	<i>Anyone entering the sports halls, including staff, students, and visitors.</i>	<i>Electric shock from fixed installation or portable appliances</i>	<u><i>Fixed Electrical Inspection</i></u> <i>In line with the Institutional policy fixed wiring testing and inspection is carried out, including functioning testing of all RCBO's and RCCD all as referred to in BS7671 (514.12.2).</i>	2	4	8	<i>None required</i>	1	4	4	<i>Testing co-ordinated by Estates Services Team</i>	<i>Every three years</i>
			<u><i>PAT Testing</i></u> <i>In line with the Institutional Policy portable and fixed appliances are tested in accordance with the IET Code of Practice</i>	2	4	8		1	4	4	<i>Testing co-ordinated by Estates Services Team</i>	<i>Annually</i>
			<u><i>Controlling Access to Appliances</i></u> <i>Portable appliances such as the P.A system are kept lock in the sports hall stores when not in use</i>	1	4	4		1	4	4	<i>Centre Assistants when setting up/taking down activities</i>	<i>Ongoing</i>
			<u><i>Hirer Requirements</i></u> <i>Any electrical appliances which are introduced to the facility by an external hirer must be pat tested if over a year old</i>	2	4	8		1	4	4	<i>Facility Hirers</i>	<i>Checked prior to booking</i>
<i>Slips Trips and Falls</i>	<i>Anyone entering the sports halls, including staff, students, and visitors.</i>	<i>The grip in the floor being compromised by dirt or spillages</i>	<u><i>Floor Cleaning</i></u> <i>The Floors are deep cleaned with the scrubber dryer every other week day</i>	2	2	4	<i>None required</i>	1	2	2	<i>Cleaning carried out by the Housekeeping Team</i>	<i>Every other weekday</i>
			<u><i>Hazard Spotting</i></u> <i>Regular inspections are carried out by the Centre Assistant team when the building is open</i>	3	2	6		2	2	4	<i>Centre Assistants</i>	<i>Periodically throughout the day</i>


Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK FACTOR*			Action / by whom?	Action / by when
				L	C	R		L	C	R		
<i>Fixtures and Fittings</i>	<i>Anyone entering the sports halls, including staff, students, and visitors.</i>	<i>Sports Equipment which has been incorrectly set up</i>	<u><i>SSOW/Procedure</i></u> <i>Higher risk, more complex equipment such as trampolines, and volleyball posts have SSOW written in line with the manufacturers guidance for Centre Assistants to follow when setting them up.</i>	3	3	9	<i>Potential LOLER Testing of Basketball Hoop lifting machinery</i>	1	3	3	<i>Centre Assistants</i>	<i>When setting up/taking down equipment</i>
			<u><i>Secure Storage</i></u> <i>Sports equipment not in use is stored locked in the sports hall stores, only to be set up by trained staff</i>								<i>Centre Assistants</i>	<i>When setting up/taking down equipment</i>
			<u><i>Training and Supervision</i></u> <i>Staff will receive training either on the job, or in specific sessions to set up the sports equipment. Team leaders allocate appropriate staff to set up equipment.</i>								<i>Team Leaders and Duty Managers to ensure staff are trained to carry out the tasks allocated to them</i>	<i>Ongoing</i>
			<u><i>Service and Inspection</i></u> <i>Fixed and Portable sports equipment is serviced and inspected on an annual basis by a specialist contractor.</i>								<i>Centres Management to co-ordinate annual service visit and follow up work</i>	<i>Annually</i>
											<i>Centres Management to investigate options for LOLER testing</i>	<i>By Dec 2019</i>

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				L	C	R		L	C	R		
<i>Fixtures and Fittings (continued..)</i>	<i>Anyone entering the sports halls, including staff, students, and visitors.</i>	<i>Damage to or defects with the fittings such as Doors, Frames, Lighting, Wall Panels ect.</i>	<u>External Hirer Equipment</u> <i>EHS staff will set up EHS equipment for any external hirer. Any non EHS equipment bought in for bookings must be authorised by the centres management. The hirer is responsible for its safe set up and take down.</i>	2	4	8	<i>None required</i>	1	4	4	<i>Duty Managers and Hirers</i>	<i>When planning and overseeing bookings</i>
			<u>Hazard Spotting and Maintenance Reporting</u> <i>Regular facility inspections are carried out by the Centre Assistant team, with issues being reported through the CAFM system</i>	2	3	6	<i>None Required</i>	1	3	3	<i>Centre Assistants</i>	<i>Periodically throughout the day</i>
<i>Unauthorised Access</i>	<i>Anyone using the sports halls when they are not booked</i>	<i>Potential inadequate response to an incident when the centre is closed</i>	<u>Motion Sensor Alarm</u> <i>When the building is closed there is a motion sensor alarm which sounds in the security lodge if anyone has entered without authorisation.</i>	2	2	4	<i>None Required</i>	1	2	4	<i>Campus Support</i>	<i>When the building is closed</i>
			<u>Secure Storage</u> <i>Sports equipment not in use is stored locked in the sports hall stores, only to be set up by trained staff</i>				<i>None Required</i>				<i>Centre Assistants</i>	<i>Ongoing</i>
				<u>Inspections</u> <i>Regular facility inspections are carried out by the Centre Assistant team</i>					<i>Centre Assistants</i>	<i>Periodically Throughout the day</i>		

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				L	C	R		L	C	R		
Access and Egress	Anyone entering the sports halls, including staff, students, and visitors.	Potential crush injuries caused by too many people leaving the hall at once	<u>Maximum Capacity</u> The maximum capacity of both halls is 200 which reduces the likelihood.	2	2	4	Must be considered when planning large events with hirers	1	2	4	Duty Manager and Hirers	When planning large events.
		Potentially walking into the glass door	<u>Decals on the Glass Doors</u> Increase the doors visibility.	3	2	6	None Required	2	2	6	N/A	N/A
		Congestion should everyone leave/enter the halls at the same time	<u>Building Layout</u> The sports halls lead out into a corridor large enough to fit a 100 participants.	2	2	4	None Required	1	2	2	N/A	N/A
			<u>Push Glass Exits</u> There are multiple push glass exits around the perimeter of the sports hall								N/A	N/A
Overcrowding	Anyone entering the sports halls, including staff, students, and visitors.	Injury caused by congestion in the sports halls	<u>Maximum Capacity</u> The maximum capacity of both halls is 200 which reduces the likelihood.	2	2	4	Must be considered when planning large events with hirers	1	2	4	Duty Manager and Hirers	When planning large events.
Fire	Anyone entering the sports halls, including staff, students, and visitors.	Injuries caused by the outbreak of a fire.	<u>Specialist Risk Assessment</u> A Building Fire Risk Assessment is carried out by a specialist contractor every 5 years. The controls identified are reviewed by the Centres Management on an annual basis	2	3	6	Fire Risk Assessment next due in 2020	1	3	3	Estates Services	In 2020

Assessment conclusion: (i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)	YES
Signature of Line Manager / Competent Person:	
Review Date:	<i>Next annual review due 9th August 2020</i>

Risk Matrix

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
LIKELIHOOD	1 Rare	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
	2 Unlikely	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 Possible	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
	4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

Risk = Likelihood x Consequence

Likelihood:

- 1 Rare - this will probably never happen
- 2 Unlikely - do not expect it to happen / recur but it is possible it may do so
- 3 Possible - might happen or recur occasionally
- 4 Likely - will probably happen / recur but it is not a persistent issue
- 5 Almost Certain - will undoubtedly happen / recur, possibly frequently

Consequence:

- 1 Insignificant – no or minimal injury / insignificant damage to equipment or property
- 2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention
- 3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair
- 4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution
- 5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

Risk Factor / Residual Risk Factor:

NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed

MONITOR (3-6): Look to improve at next review or if there is a significant change

ACTION (8-12): Improve within a specified timescale

URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately