

Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Sports Hall/General area
Section(s) / Team(s) covered	Sport and Leisure
Location(s) covered	Pastures Centre
Date of Original Assessment	01/02/2022

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	23/03/2022	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	CHARLES ADEYEMI
Lead Assessor's signature	<i>C. Adeyemi</i>
Date:	01/02/2022

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	Joyce Guthrie
Manager's signature	
Date:	15/02/22

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
01/02/2023	01/02/2022	Air Ventilation	CHARLES ADEYEMI	02/02/2022

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Injuries - Burns, cuts, fractures, sprains and bruises	Employee/Public	<ul style="list-style-type: none"> ▪ Ensure accidents or injuries dealt with by first aider ▪ All accidents to be reported via council reporting system ▪ First aid kit on hand, to be checked regularly and fully stocked 	Low
2	Risk of organiser using room for non-agreed activities unsuitable for room	Employee/Public	<ul style="list-style-type: none"> ▪ User contract agreement states terms of use prior to booking ▪ Member of staff to check on activities and speak to group organiser prior to booking 	Low
3	Room exceeding safe capacity levels	Employee/Public	<ul style="list-style-type: none"> ▪ Capacities for activities stated within user agreement ▪ Staff member to monitor and raise with event organiser if exceeds capacity 	Low
4	Electrical equipment - causing shock/ fire or trip hazard	Employee/Public	<ul style="list-style-type: none"> ▪ Only PAT tested equipment to be used ▪ Client to notify and produce test certificates for any equipment brought in ▪ All wires to be covered or kept out of walkways ▪ No overloading of electrical sockets and/or extension cables 	Low
5	Fire exits and fire doors - becoming blocked with people/equipment	Employee/Public	<ul style="list-style-type: none"> ▪ All users to be notified of emergency evacuation procedures ▪ Member of staff to perform checks during booking and ensure procedure adhered to 	Low
6	Manual handling - Injuries from lifting/moving equipment	Employee/Public	<ul style="list-style-type: none"> ▪ Ensure all equipment and furniture is setup by trained staff and laid out safely, away from fire doors and exits ▪ Trolleys to be used when moving furniture ▪ Staff to be on hand to assist throughout booking 	Low
7	Slips, trips and falls	Employee/Public	<ul style="list-style-type: none"> ▪ Staff to check area prior to booking to ensure floor safe and clean ▪ Wet floor signs to be put up where required ▪ Booking organiser to inform staff member if any spillages occur 	Low

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8	Cricket Nets <ul style="list-style-type: none"> - Injury caused when moving nets in and out - Smashed windows/glass caused by cricket ball 	Employee/Public	<ul style="list-style-type: none"> ▪ Only suitably trained persons to operate nets. Two people required ▪ All safety nets to be in place around whole hall prior to use, to ensure all glass protected 	Low
8	Lift <ul style="list-style-type: none"> - Persons becoming stuck - Injury caused by faulty machinery - Damage caused by improper operation of lift 	Employee/Public	<ul style="list-style-type: none"> ▪ Alarm button within lift to be pressed in case of issue, to alert staff ▪ Regular servicing and maintenance checks by qualified technician ▪ Lift can only operate by using code, which is only given to staff and booking organisers to ensure correct usage 	Low
9	Heat and Humidity Build Up <ul style="list-style-type: none"> - Polluted air in combination with poor ventilation causes dry throat and eyes, concentration disorders, fatigue, headaches, shortness of breath, poor sleep, drowsiness, dizziness. In addition, complaints may develop such as chronic colds or respiratory infections, development of asthma or other lung diseases, cardiovascular disease and cancer are also consequences of prolonged exposure to polluted air. 	Employee/Public	<ul style="list-style-type: none"> ▪ The sports hall is fitted with an air ventilating system, which consumes hot air and blows out cold air. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
10	Safeguarding children, young people and vulnerable adults <ul style="list-style-type: none"> - Unauthorised users on site - Children escaping 	Public	Door and gate entry systems exist to main gate and front door and are controlled by staff on site Intercom provides two way communication to allow access Key pads provided Snaresbrook Arts Project control own user group	medium
11				
12				
13				
14				
15				

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

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Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.