



RISK ASSESSMENT FOR MAGNUS COMMUNITY SPORTS CENTRE

Operations/Work Activities covered by this assessment:	Magnus Community Sports Centre (Out of Hours School Lettings)		
Site Address/Location:	Magnus C of E Academy, Earp Avenue, Newark NG24 4AB	Department/Service/Team:	Community Sports Centre

Note: A person specific assessment must be carried out for staff in the following groups: young persons, pregnant women and nursing mothers

**This Risk Assessment must be read in conjunction with the Academy's Main Risk Assessment
Along with the Sports Centres Health and Safety Policy**

Hazards Considered	Who might be harmed and how	Existing Control Measures:	Risk Rating			Further action <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions			Risk Rating		
			Likelihood	Severity	Risk Rating		who <i>(Name)</i>	when <i>(Date)</i>	complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Equipment Owned and Hired Dismantling, erection, staff training, Failure in use, maintenance programme, Unauthorised/unqualified use, booking controls and Security procedures, goalposts, inadequate storage, Security & housekeeping in stores, condition of gym mats etc.	Public & Staff Club members Dismantling Erection Lack of staff training This may result in bumps and blows, bruising and fractures.	Procedures for equipment use and storage are detailed Staff are inducted and trained in handling specific equipment such as trampolines gym equipment and cricket mats etc. All two-person manual handling is identified. Specific equipment hazards are identified. 5-a-side goal posts are all anchored or weighted down at all times. All staff made aware via induction. Visual checks of equipment is performed by staff members and assessed prior to use.	MED	MED	MED							



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Equipment Owned and Hired Cont:		Remove from site all condemned equipment immediately.				The Bouncy Castle is not being used until further notice – stored and marked 'Do Not Use'						
		<p>All sporting equipment including trampolines are safety checked and serviced by an external "approved" contractor. As part of the academy's H and S obligations</p> <p>Bouncy castles and fans are serviced in accordance with the ISRM guidelines.</p> <p>All equipment inspections are recorded and filed.</p> <p>Equipment if erected in advance of use is supervised or stored to prevent unauthorised use.</p>	MED	MED	MED							



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Lettings	Public & Staff Club members Dismantling Erection Lack of training Lack of supervision	Academy request clubs setting up own equipment to provide copies of insurance documents seek assurances that set up is in accordance with any governing body, and ensure those performing/supervising set up have received training & are competent.	MED	MED	MED							
Lettings	This may result in bumps and blows, bruising and fractures.	The Academy's booking form is filled in and returned before any activates commence. All letting are aware that first aid cover is to be provided by themselves as per booking form.	MED	MED	MED							



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Special Events (Antiques fairs etc.,)	Public & Staff, Organizers	Specific risk assessments Are presented by the organiser.										
	This may result in bumps and blows, bruising and fractures.	<p>Copies of Public Liability are obtained.</p> <p>Additional staffing or security measure's put in place</p> <p>Seek assurances that set up is in accordance with any governing body, and ensure those supervising set up have received training & are competent.</p> <p>Special events contractors or service providers are vetted and approved.</p> <p>General hall capacities are specified and noted.</p>	LOW	MED	LOW							



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Special Events Cont:		<p>Contract/booking form completed. Conditions of hire explained and copy given to hirer.</p> <p>Event safety is closely monitored by duty staff.</p> <p>Concerns are brought immediately to the attention of organisers</p>	LOW	MED	LOW							
Storage facilities	<p>Public & Staff</p> <p>This may result in bumps and blows, bruising and fractures.</p>	<p>Storage facilities to have controlled access with unauthorised access prohibited, good housekeeping, tidy & well managed storage, lockable and well maintained.</p> <p>Areas defined for types/items to be stored.</p>	LOW	MED	LOW							



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Fire	Large numbers of staff and members of public may be injured or killed as a result of poor evacuation procedures / housekeeping.	<p>Escape routes and exits checked regularly for obstructions and recorded in a fire log book.</p> <p>No fire escapes to be kept locked.</p> <p>All fire doors fitted with panic bars.</p> <p>All fire signage is correctly in place.</p> <p>Entrance doors are controlled via automotive system connected to the fire alarm with weekly test recorded.</p> <p>Fire exits not to be blocked outside of the building.</p> <p>Staff have received Fire Safety Awareness and Use of Extinguishers training.</p> <p>Extinguishers and call points well established throughout the site.</p> <p>Fire detection mechanisms in place.</p>	LOW	HIGH	MED	All to be carried out as per The Academy's Health and Safety policy, Fire Risk Assessment and The Fire Log Book	D Scott	On-going	On-going			



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Slips and trips	<p>Staff, members of public and contractors may be injured as a result of a slip or trip on:</p> <p>Damaged carpets /mats,</p> <p>Spillages from cleaning</p> <p>Substances / beverages</p> <p>Items of equipment</p> <p>Obstructing walkways</p> <p>Defective surfaces inside or outside of the building.</p> <p>Ice in winter weather</p> <p>This may result in bumps and blows, bruising and fractures.</p>	<p>Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.</p> <p>Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).</p> <p>Efforts made to grit external floors in icy weather.</p> <p>Defected areas to be highlighted and cordoned off where possible.</p>	LOW	MED	LOW							



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Floors, walls, ceilings and lighting	Public & Staff	Hall floors regular cleaning regime scheduled.										
	Lack of maintenance of playing surface, falling objects, protected lighting not resistant to ball games and insufficient operating. This may result in bumps and blows, bruising and fractures.	Cleaning agent used as per manufacturers' recommendation. Walls generally well maintained and in good condition. Light diffusers are resistant to ball game impact. Lighting levels monitored and replace light tubes as as necessary. Emergency lighting system operational and tested / recorded. AWP fully maintained and surface brushed weekly Grass plying surfaces inspected each week.	LOW	MED	LOW							



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Violence and aggression	<p>Staff, members of the public may suffer stress, bruising and potentially fractures if violent incidents occur.</p> <p>This may result in bumps and blows, bruising and fractures and life changing injuries</p>	<p>Adequate supervision and awareness of public behaviour at all times during activities.</p> <p>Staff aware of Safe Area (PE Office) in the event of violence or aggression shown towards then.</p> <p>All lettings aware that violence, aggression or anti-social behaviour will not be tolerated leading to full exclusion of club/letting</p> <p>Staff aware of safeguarding children reporting procedures and designated safeguarding officer.</p> <p>Staff encouraged to report all incidents of violence (verbal or physical).</p> <p>Awareness of public controlled entry/exit by means of automated front door system</p>	LOW	HIGH	MED							



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Lone working	<p>Staff may be subject to injury or abuse if lone working.</p> <p>Such injuries may include sexual / physical assault or handling injuries.</p> <p>There is also a risk of staff not being discovered in the event of a serious injury occurring.</p>	<p>Regular communication systems should be implemented for staff.</p> <p>Lone worker training should be provided for staff.</p> <p>Staff informed of emergency arrangements in the event of a lone working incident occurring.</p> <p>Means of external communication provided. I.e. phone that can dial out.</p>	LOW	MED	LOW							
Misuse of facilities and or equipment	<p>School Students, Public & Staff</p> <p>This may result in bumps and blows, bruising and fractures resulting from damaged equipment</p>	<p>Periodic checks made through the centre during shift by staff.</p> <p>Refer to booking/events for areas to be unlocked and opened.</p> <p>Doors to halls, stores, changing rooms to locked when not required to prevent access.</p>	LOW	MED	LOW							



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Contact with electricity	<p>Staff members of public may be injured as a result of contact with electricity from damaged cables / plugs / switches etc.</p> <p>This may result in electrocution which can potentially result in death.</p>	<p>Academy to arrange PAT testing of all portable electronic items of equipment</p> <p>Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis.</p> <p>Visual inspection of all plugs cables and sockets before use by staff of any electrical equipment. Any damage / defects to be reported to Site Team.</p>	LOW	HIGH	MED	<p>Last carried out May 2017 by Luke Carter Electrical</p> <p>Next Due May 2022</p>						



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Manual handling	<p>Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads.</p> <p>Such injuries may result in sprains, strains, Muscular Skeletal Disorders (MSD's) and back injury.</p>	<p>Staff must have received Manual Handling training.</p> <p>Shared lifting practices to be adopted where appropriate.</p> <p>Large / heavy items to be assessed before handling.</p> <p>Lifting and Handling aids to be provided where necessary.</p> <p>Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk from manual handling.</p> <p>Break down large loads where possible.</p>	MED	MED	MED							



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Emergency Situations	In the event of an accident, injury, or emergency situation, staff and members of public may suffer as a result of inadequate first aid provision or action	Lettings are aware of the need to provide own first aid provision First aid kits suitably stocked. First aid kits are situated throughout the academy. Staff awareness of method for contacting the emergency services. Staff aware of separate Academy Emergency Procedure	LOW	HIGH	MED							



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ADDITIONAL SITE SPECIFIC HAZARDS NOT COVERED IN THE RISK ASSESSMENT (ABOVE)											

Revision Details

Date of Revision	Page Number	Details
15 Oct 2017	2	Bouncy Castle no longer used
	10	New date periodic testing
10 April 2019	2	The term 'all sporting equipment' added



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Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:			Review Date: April 2020	
Assessors Signature: 	Date: 10th April 2019	Authorised By: 	Date: 10th April 2019	
Assessors Name: D Scott		Authorised By: Mrs N Moore		

* To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.