

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

CLUB / VENUE

(Guidance for clubs to adapt for their own use)

1. ALL AREAS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Slips, trips and falls	Staff, volunteers, players, visitors, contractors & children may suffer injury from slips trips and falls from uneven or damaged surfaces, holes etc.	External ground surfaces, paths, steps, drainage covers etc. around the premises are even with no obvious tripping hazards External steps maintained in good condition, well lit and fitted with handrails Internal floors in good condition and provided with non-slip surfaces Slipping and tripping hazards removed & housekeeping standards monitored Spillage procedures in place, including provision of wet floor signs Internal and external areas are adequately lit Arrangements are in place for adverse weather conditions e.g. grit for snowy/icy conditions. Disabled parking is provided as close to the club entrance as possible or suitable pathway				

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Falling items and external fixtures	Staff, volunteers, players, visitors, contractors & children may suffer injury from being stuck by falling items. Cuts from sharp objects.	<p>The fabric of the building is satisfactory with no obvious signs of unstable or loose brickwork, boarding, TV aerials, satellite dishes etc.</p> <p>External seating/tables are maintained in good condition</p> <p>Wooden fences are in good order with no sharp edges/nails protruding)</p> <p>External building or store facility is secured to prevent unauthorised access</p> <p>Grounds maintenance equipment is kept secured</p>				
Electricity	Staff, volunteers, players, visitors, contractors & children may suffer injury from electric shock, burns.	Inadequate lighting	Staff, volunteers, players, visitors, contractors & children may suffer injury from slips and trips, bruising and cuts.	<p>Internal and external lighting is checked and maintained in good order</p> <p>Emergency lighting is provided</p> <p>External walkways and staircases lit</p>		

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Fire	Staff, volunteers, players, visitors, contractors & children may suffer injury from burns inhalation of smoke or fumes	<p>A specific fire risk assessment has been carried out</p> <p>Gas cylinders are secured and suitably signed.</p> <p>Smoking is only allowed in designated areas and signs to indicate this are displayed</p> <p>Where the BBQ is used, it is well away from the club main building and gas store. A suitable fire extinguisher is provided when the BBQ is being used. The BBQ is supervised when in use and children kept away from the area when it's cooling off.</p> <p>A check of the external area is carried out before closing up the club to ensure no risk of fire from the BBQ remains.</p> <p>Fire exits are not obstructed.</p>				
Vehicle movements	Staff, volunteers, players, visitors, contractors & children may suffer injury when vehicles moving in close proximity to pedestrians	<p>Car parks well lit and spaces marked</p> <p>When delivery vehicles are on site and the club is open, the area by the vehicle is closed off to the public and children.</p> <p>The loading or unloading of delivery vehicles is supervised.</p> <p>A speed limit is displayed at the site entrance enforced on site</p>				

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Broken glass	Staff, volunteers, players, visitors, contractors & children may suffer injury from cuts and infection	<p>Only plastic drinks glasses allowed in external areas</p> <p>Suitable rigid plastic bins/containers are provided for the safe collection and disposal of broken glass within the premises</p> <p>A dustpan and brush are provided to clean up broken glass, suitable safety signage is used to mark the area until glass can be picked up</p>				
Gas leak	Staff, volunteers, players, visitors, contractors & children may suffer injury from fire or explosion	<p>All gas hot water heating systems are inspected annually by a competent person (i.e. Gas Safe registered engineer) and records kept</p> <p>Employees and volunteers are aware of gas leak procedure</p> <p>Smoking inside the building is prohibited and suitable signs displayed</p> <p>The gas isolation valve is readily identifiable and accessible</p>				
Hazardous Substances	Staff, volunteers, players, visitors, contractors & children may suffer injury from ingestion or coming into contact with harmful substances e.g. skin, eyes etc.	<p>All hazardous substances are secured away.</p> <p>Suitable assessments have been carried out for the use of cleaning materials by employees and volunteers.</p> <p>Any harmful substances are locked away.</p> <p>Staff monitor the external areas periodically when club is open and children present.</p> <p>Signage is provided to warn people to keep dogs off the pitches.</p>				

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Blood borne viruses, pathogens and bodily fluids	Staff, players, volunteers & cleaning contractors may be exposed to viruses, pathogens and bodily fluids during treatment, training and cleaning	Spillages dealt with immediately. If not possible immediately, area to be cordoned off & made safe Staff to wear gloves, protective eyewear and a mask when cleaning up spillages or removing soiled kit, bandages etc. Spillage Management kit provided in treatment and gym areas Waterproof plasters provided to cover existing lesions Cleaning products provided				

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

2. STRENGTH & CONDITIONING GYM

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Defective gym equipment	Staff, coaches, volunteers and players may be injured through use of defective equipment	Planned inspection & routine maintenance Defective items removed from area or locked away to indicate not to be used Pre-use inspections of equipment on a weekly basis	Log sheet needed to record weekly inspections of equipment			
Misuse of gym equipment	Staff, coaches, volunteers and players may be injured through misuse of the equipment	Supervision by trained authorised staff Induction for all new users 'How to use' signage provided First Aiders on site to deal with any injuries sustained				
Trips and falls on the level	Staff, coaches, volunteers, contractors & players may trip over poorly positioned equipment or power cables	Monthly inspections of area Prompt reporting of maintenance issues to University of Aberdeen Trailing cables from equipment to be kept away from main traffic routes	Log sheet needed to record monthly inspections			

Insert
club logo

CLUB RISK ASSESSMENT TEMPLATE

3. SHOWER & CHANGING ROOMS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Legionnaires	Staff, coaches, players & contractors may be exposed to Legionella bacteria via poorly maintained water supplies (e.g. showers)	Preventative maintenance and routine monitoring carried out, including: <ul style="list-style-type: none">• regular flushing of unused showers and taps during long periods of non-use (e.g. summer)• showerheads removed & cleaned• Tanks checked annually• Water risk assessment completed. See http://www.hse.gov.uk/legionnaires/				

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

4. EXTERNAL TRAINING AREAS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Manual handling	Staff, coaches, volunteers & players may be injured when moving kit to / from training pitches	Carry handles provided on some training kit Weight of kit marked on items				
Misuse of training equipment	Staff, volunteers, players & coaches may be injured when setting up or using equipment. Children may be injured when playing with equipment	Training equipment covered (e.g. tarpaulin) when not in use Use supervised by competent coaching staff First Aiders on site to deal with any injuries sustained Coaches attended AYRTPR courses				
Extreme weather	Staff, volunteers, players & coaches may suffer ill health due to prolonged exposure to extreme weather	Staff are provided with outdoor training kit and have access to indoor areas where hot / cold drinks are provided				

Insert
club logo

CLUB RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Grounds maintenance equipment	Staff, volunteers, players, contractors & visitors may be struck by moving plant / equipment sustaining fractures, cuts, amputation etc.	Ground maintenance equipment is kept secured and locked away when not in use (keys removed) Use of equipment is restricted to authorised and trained personnel only Equipment is not used when club is open and children may be present. Where grounds maintenance is carried out by a contractor the contractor has been vetted and has provided proof of competence. Petrol is stored in small amounts and in suitable containers and signage provided.				

Insert club logo

CLUB RISK ASSESSMENT TEMPLATE

5. BAR & CELLAR AREAS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Access to Cellar	Staff, volunteers, contractors may suffer injury from slips, trips and falls.	<p>Low headroom cellar warning notices are provided, where necessary, drawing attention to low beams, light fittings or fluorescent tubes.</p> <p>All staff involved in cellar work have received training in cellar management, safe systems of work, CO₂ detection and leakage procedures and manual handling.</p> <p>Access to the cellar by members of public prevented</p> <p>Trap door is not left up or unattended.</p>				
Damage of CO ₂ or N ₂ Cylinders	Staff, volunteers & contractors may suffer asphyxiation, injury to eyes and air in blood stream.	<p>A CO₂ warning notice displayed</p> <p>All CO₂ or N₂ cylinders are suitably secured/chained to prevent toppling</p> <p>Staff involved in bar and cellar work are aware of how to identify leaking CO₂ cylinders and the action to take, should a leaking cylinder be identified</p> <p>A CO₂ 'leakage alarm' is provided to the storage area and staff are trained in the actions to take should it be activated</p> <p>Staff wear eye protection when connecting or disconnecting pressured gas lines. Staff aware of hazard of injection of compressed gas into body blood supply</p> <p>Adequate ventilation is provided</p>				

Insert
club logo

CLUB RISK ASSESSMENT TEMPLATE

6. KITCHEN AREAS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Slips Trips and Falls	Staff, volunteers, contractors & children may suffer injury due to slipping or tripping (bruises cuts etc.)	All food preparation and storage areas are subject to routine cleaning, including spillage procedures to ensure that they are free from slipping and tripping hazards. Kitchen area is restricted to authorised staff only. Children are not allowed in kitchen areas.				
Fire	Staff, volunteers, contractors & children may suffer injury from, burns, smoke inhalation	Suitable fire extinguisher (CO2) or Wet Chemical and fire blanket provided Extractors for cookers are cleaned on a regular basis. Staff are suitably trained in fire safety procedures.				
Hot surfaces, liquids & oils	Staff, volunteers, contractors & children may suffer injury from burns, smoke inhalation	Adequate oven gloves/cloths are provided for handling hot pans etc. Hot surfaces are provided with adequate warning signage First aid kit available (suitable for kitchen use) and at least one person on site trained to give first aid				
Sharps	Staff, volunteers & children may suffer injury from cuts and infection	Kitchen knives are stored securely Broken glass cleaned up using dustpan and brush or suitable gloves (leather) and disposed of in marked containers (not placed in general kitchen waste bins)				

Insert
club logo

CLUB RISK ASSESSMENT TEMPLATE

Signed: (Hon Secretary)

Date:

Signed: (Club Chairman)

Date:

Date of next review (at least annually):

You should review your risk assessment if you think it might no longer be valid (egg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

TEMPLATE