



---

## Risk Assessment Harleston Magpies Hockey Club 2016

Venue: Shotford Heath/Weybread

Completed by: David Johnson

Date: February 2016

### Playing Area/Training Area

Check that the area and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Frozen pitches	Players	Monitoring pitches	Communication via website	Inspection team	Ongoing	
Watering guns	Spectators/players	Warning the spectators/players by hooter	Continue with warnings by hooter	Person doing the watering	Ongoing	
Spare goals around pitch	Players/umpires	Ensure goals are back against the fences		Coaches/Captains	Weekly	
Hockey balls being hit across pitches during training sessions	Players/coaches	Ensure coaches organise shooting drills in other goals	Coach Education	Coaching/Playing Manager and Teams	Ongoing	



Hockey balls being hit by non-playing children in area between pitches	Spectators (adults and children)	Appropriate Adults to ask children to stop	Appropriate Adults to continue to ask children to stop	Coaches/Adults/event organisers	Ongoing	
--	----------------------------------	--	--	---------------------------------	---------	--

#### Car park

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Vehicle movement	Pedestrians/Children.	Crossing between clubhouse and pitches well signed	Younger Children escorted across car park during training sessions	Parents	Ongoing	
Speed of vehicles	All	Speed bumps at entrance and by crossing as well as restriction signs		All and maintenance by Facilities/Property Manager	Ongoing	
Exit to main road	Drivers/passengers	Keeping hedge well cut back to help visibility		Ground Team Chairman and Team	Ongoing	
Large events	All	Parking controlled by marshals wearing high visibility jackets/vests	Guidance to marshals	Event organiser	Before all large events	



**Changing rooms/Club house**

<b>What are the Hazards?</b>	<b>Who might be harmed</b>	<b>What are you already doing?</b>	<b>Further action</b>	<b>Action by</b>	<b>Action Date</b>	<b>Progress</b>
Outside stairs may become slippery	All	Warning signs, Cleaning of stairs	Investigate non-slip paint	Facilities Manager and team	Ongoing	
Playing Kit left in teas area	All particularly young children	Captains asking players to put kit in cars		Facilities Manager and team	Ongoing	
Emergency exits kept clear upstairs	All	Notices by exits		Facilities Manager and team	Ongoing	
Children in kitchen	Children	Making all those in kitchen aware		Facilities Manager and team	Ongoing	
Hot equipment in kitchen	Children and adults		Additional signage to be investigated	Facilities Manager and team		
Stairlift	All – it could be a hazard after use if not put away properly	Making people aware whilst lift being used and put away	Annual servicing of stairlift	First Aid Co-ordinator, Facilities Manager and team	Ongoing	



## Equipment

Check that it is fit and sound for activity and suitable for age group/ability, check there is no equipment left from other activities or obstructions left in the sporting area

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Goals on pitch	Players	Ensuring they are in good condition	Replacing ones that are broken	Ground Team Chairman and Team	Ongoing	
Dugouts are secure and in good condition	Players/Coaches	Ensuring they are in good condition	Replacing broken 'perspex' etc	Ground Team Chairman and Team	Ongoing	
Floodlights in good working order	Players	Ensuring they are in good condition	Replacing bulbs that are broken	Ground Team Chairman and Team	Ongoing	
Uninvited children/babies on pitch/dugouts	Children/babies	Signs indicating no spectator children on pitches	Asking any children on pitch/dugouts to leave	Captains/Umpires	Ongoing	
Non essential adults on pitch in dug outs (i.e. not a player,coach,manager,physio etc.).	Non essential adults		Asking non essential adults on pitch/dugouts to leave	Captains/coaches/Umpires	Ongoing	



## Participants

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

<b>What are the Hazards?</b>	<b>Who might be harmed</b>	<b>What are you already doing?</b>	<b>Further action</b>	<b>Action by</b>	<b>Action Date</b>	<b>Progress</b>
GK`s wearing correct kit	Junior GK`s	Ensuring all GK`s have correct kit		Equipment Controller	Ongoing	
Gum shields and shin pads worn	Players	Encourage players to wear at training sessions and matches		Captains/Coaches	Ongoing	
Medical records available	Junior Players	Relevant coaches have access to the information if required		Youth Development Officers	Ongoing	
Emergency contact numbers available	Junior Players	Relevant coaches have access to the information if required		Youth Development Officers	Ongoing	
Emergency contact numbers available	Adult Players	Requested on annual subscription form	Consider recording of information as part of membership system review	Membership Manager and team	Ongoing	



### Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

<b>What are the Hazards?</b>	<b>Who might be harmed</b>	<b>What are you already doing?</b>	<b>Further action</b>	<b>Action by</b>	<b>Action Date</b>	<b>Progress</b>
Telephone access	Injured person	Making sure Clubhouse is unlocked during training sessions and matches	Ensure all phones in clubhouse functional	Facilities Manager and team	Ongoing	
Emergency numbers by the telephone	Injured person	Ensuring emergency numbers are by the telephones	Checking numbers up to date	Facilities Manager and team	Ongoing	
Emergency vehicles access kept clear	Injured person	Keeping the access clear	Cone off relevant areas	First Aid Co-ordinator/ Facilities Manager and team	Ongoing	
Defibrillator accessible	Injured person	Defibrillator available outside clubhouse	Periodic maintenance	First Aid Co-ordinator	Ongoing	



### Safety information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Emergency Procedures	All	Emergency Procedures on the website	Procedures on Clubhouse notice board and emergency numbers to be available in dugouts	Facilities Manager and team		
Muster point	All	Covered in Emergency Procedures. Notices next to Fire Exits in Clubhouse		Facilities Manager and Team		
Large events – first aid	Injured persons	St John Ambulance in attendance and using volunteer Club Doctors.		Organising Team		

Approved by : Executive & Board

DATE: February 2016