



Risk Assessment Harleston Magpies Hockey Club 2018 (FINAL)

Venue: Shotford Heath/Weybread

Completed by: David Johnson

Date: March 2018

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 |
|--|---------------------|--|----------------------------------|------------------------------------|-------------|
| 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 |



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|--|----------------------------------|--|--|---------------------------------|---------|
| 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 |
| Goals moved in a manner which could cause injury | Those moving the goal(s) | | Those moving the goal – to be advised/supervised as appropriate to age, physical ability | Coaches, managers, captains | Ongoing |



Car park

| What are the Hazards? | Who might be harmed | What are you already doing? | Further action | Action by | Action Date |
|------------------------------|----------------------------|---|-----------------------|--|-------------------------|
| Vehicle movement | Pedestrians/Children. | Crossing between clubhouse and pitches well signed. Parents requested to escort younger Children 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 Manager and Team | 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

| What are the Hazards? | Who might be harmed | What are you already doing? | Further action | Action by | Action Date |
|-------------------------------------|---|---|--|-----------------------------|-------------|
| Outside stairs may become slippery | All | Warning signs, Closing stairs if conditions dictate | Pressure wash and paint with suitable material | 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 | Adults supervise children as appropriate | | Facilities Manager and team | Ongoing |
| 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 | 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 |
|--|----------------------|---|---|-------------------------------|-------------|
| 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.

| What are the Hazards? | Who might be harmed | What are you already doing? | Further action | Action by | Action Date |
|-------------------------------------|----------------------------|---|---|-----------------------------|--------------------|
| 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 | | Consider recording of information as part of membership system enhancements | 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.

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|--------------------------------------|----------------------------|--|-------------------------|--|--------------------|
| Telephone access | Injured person | Making sure Clubhouse is unlocked during training sessions and matches | | Facilities Manager and team | Ongoing |
| Emergency numbers by the telephone | Injured person | Ensuring emergency numbers are by the telephones | | 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 | Facilities Manager and team | 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.

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|--------------------------|---------------------|---|----------------|-----------------------------|-------------|
| Emergency Procedures | All | Emergency Procedures on the website and noticeboard. Emergency numbers available in dugouts. | | Facilities Manager and team | |
| Muster point | All | Covered in Emergency Procedures. Notices next to Fire Exits in Clubhouse. Notice at Muster Point. | | Facilities Manager and Team | |
| Large events – first aid | Injured persons | St John Ambulance (or other similar organisation) in attendance and using volunteer Club Doctors. | | Organising Team | |

Approved by : Executive

DATE: March 2018