



Risk Assessment Harleston Magpies Hockey Club 2019 (FINAL)

Venue: Shotford Heath/Weybread

Completed by: David Johnson

Date: March 2019

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



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/Clubhouse

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, Non-slip material attached to stair treads, Rubber mats on balcony. Closing stairs if conditions dictate	Ensure stair treads are in place and mats are in correct positions.	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 Officer/Youth Committee	Ongoing
Emergency contact numbers available	Junior Players	Relevant coaches have access to the information if required		Youth Development Officer/Youth Committee	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.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date
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	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.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date
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 Committee

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