

Health & Safety

Risk Assessment Procedure

Location: Marlborough Leisure Centre (Main Sports hall)

Process: Site Specific Risk Assessment - Activity to be held within the hall, to be assessed separately by delivering tutor / coach:

Eddie Roofe

Activities:

1 / Table Tennis

Date: 30/5/18 (To be reviewed on 4th July 2018)

(This risk assessment will be reviewed on an ongoing basis.)
Assessed by – Rik K Grover

Person(s) Group(s) at Risk:

1 / Athletes / Participants / Students

2/ Organisational staff, coaches and tutors

3/ Individual school staff and spectators

Hazard / Harm Potential		Likelihood	X	Consequence	=	Risk Rating
1	Fire	1		5	=	5
2	Slips, trips, falls and impacts	2		4	=	8
3	Falls and impacts	2		4	=	8
4	Possible catastrophic event or hostile incident	1		5	=	5
5					=	

Likelihood (5 x 5 matrix)

Consequence (5 x 5 matrix)

1	Very unlikely	1	Insignificant – no injury
2	Unlikely	2	Minor – minor injuries requiring first aid
3	Fairly likely	3	Moderate – up to 7 day's absence
4	Likely	4	Major – more than 7 days absence
5	Very likely	5	Catastrophic - death

Risk Rating

1 - 4 = Acceptable limits	5 - 9 = Adequate	10- 16 = Tolerable	17 - 25 = Unacceptable
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Location: Marlborough Leisure Centre (Main sports hall)

Name of Person(s) Completing Form: Rik K Grover

Activity: 1 on page 1

(Site Specific) Risk Assessment

Date of Assessment: 30/5/18 (To be reviewed on 4th July 2018)

Ref. No.	Description of Hazard/s and possible consequences	Required Control	Control in Place/Taken	Number and occupation of people affected	Position of Person Responsible for Controlling the Activity	Risk Rating
1	<p>Possible fire in building / adjacent buildings.</p> <p>Potential for minor injuries during evacuation. Possible major injuries or catastrophic event.</p>	All persons to follow designated routes and instructions, when in the specified areas.	<p>Organisational and Leisure centre staff / delivering tutors or coaches, to brief all persons re evacuation procedures. Staff to direct and control all movements of persons in the event of a fire. Fire exit signage clearly displayed. Fire exits clear. Weekly emergency lighting, fire alarm and tannoy tests are conducted. All additional alarms tested monthly</p> <p>Fire log books in place and checked as required.</p>	<p>Number: 40</p> <p>Occupations:</p> <p>Students, School staff, tutors and coaches. Organisational staff and leaders</p>	<p>Member of organisational and school staff / delivery tutors or coaches:</p> <p>Simon Woodhouse</p> <p>Tutor: Eddie Roofe</p> <p>Designated school team managers</p>	5
2	<p>Slips, trips, falls and impacts</p> <p>Unattended personal items and sports / associated equipment not required for event, not stowed away correctly. Walking into unprotected parts of trampolines.</p> <p>Potential for minor cuts and bruises through to broken limbs and possible concussion.</p>	Activity area to be clear of all obstructions that could cause harm including personal items and effects.	<p>Organisational staff / delivering tutors or coaches, to brief all persons re storage of personal items and effects. Staff to also ensure, that the activity area is clear of all obstructions not required for the event. All persons to be briefed on moving around hall and trampolines.</p>	<p>Number: 40</p> <p>Occupations:</p> <p>Students, School staff, tutors and coaches. Organisational staff and leaders</p>	<p>Member of organisational and school staff / delivery tutors or coaches:</p> <p>Simon Woodhouse</p> <p>Tutor: Eddie Roofe</p> <p>Designated school team managers</p>	8
3	<p>Spectator seating area on outside of hall. No rear barrier or support.</p> <p>Potential for head, neck, back and spinal injuries. Possibility of minor to major limb injuries</p>	Spectators to be encouraged / informed to sit on benches within the main Sports hall.	<p>Organisational staff / delivering tutors or coaches, to brief all persons on appropriate areas to sit.</p>	<p>Number: 40</p> <p>Occupations:</p> <p>Students, School staff, tutors and coaches. Organisational staff and leaders</p>	<p>Member of organisational and school staff / delivery tutors or coaches:</p> <p>Simon Woodhouse</p> <p>Tutor: Eddie Roofe</p> <p>Designated school team managers</p>	8

4	<p>Possible catastrophic event or hostile incident</p> <p>Potential for minor injuries during evacuation. Possible major injuries or catastrophic event</p>	<p>ll persons to follow designated routes and instructions, when ordered to do so by designated persons.</p> <p>All persons to muster in the Leisure Centre Car Park. Roll call to carried out by designated team / school managers. Outcome of roll call to be passed to Alma Borthwick / Rik Grover</p>	<p>Organisational staff / delivering tutors or coaches, to brief all persons re evacuation procedures. Staff to direct and control all movements of persons in the event of an incident</p>	<p>Number: 40</p> <p>Occupations:</p> <p>Students, School staff, tutors and coaches. Organisational staff and leaders</p>	<p>Member of organisational and school staff / delivery tutors or coaches:</p> <p>Simon Woodhouse</p> <p>Tutor: Eddie Roofe</p> <p>Designated school team managers</p>	5
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