Corporate Health & Safety created this risk assessment on: 16 July 2020 (Corporate Health & Safety Review Date 16 July 2022)

Directorate: PCI Department: Outdoor Recreation

Service: Sport & Leisure Location: Penhill Park

Manager Completing Form: Claire Shevlin Date Completed: 20-8-2020

**Overall risk rating: 5 (Low)**

**Instructions:**

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at ‘Other risks (please detail)’ and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the ‘Additional controls to reduce risk’ column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

**Terminology:**

* **Activity**- The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
* **Hazard**- Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
* **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
* **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
* **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
* **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No Injury and 5 being a fatality.

**Likelihood (L) × Severity (S)   
= Risk Rating (RR):**

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| --- | --- | --- | --- | --- | --- |
|  | L = 1 | L = 2 | L = 3 | L = 4 | L = 5 |
| S = 1 | 1 | 2 | 3 | 4 | 5 |
| S = 2 | 2 | 4 | 6 | 8 | 10 |
| S = 3 | 3 | 6 | 9 | 12 | 15 |
| S = 4 | 4 | 8 | 12 | 16 | 20 |
| S = 5 | 5 | 10 | 15 | 20 | 25 |

**Possible Likelihood**

5 Highly likely

4 Likely

3 Possible

2 Unlikely

1 Highly unlikely

**Possible Severity**

5 Fatality

4 Major injury

3 Hospital treatment

2 First aid required

1 No injury

|  |  |
| --- | --- |
| Rating | Action |
| 15-25 Very High | Work should not be undertaken without reducing risk |
| 10-12 High | As above |
| 8-9 Moderate | Work fine to continue. Additional controls should be considered |
| 4-6 Low | Work fine to continue with existing controls |
| 1-3 Very Low | As above |

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| **Activity** | **Nature of hazard and potential injuries** | **Persons at risk** | **Existing control measures** | **Current risk rating** | | | **Additional controls to reduce risk** | **Revised risk rating** | | |
| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Risk assessment consultation with staff | Staff unable to contribute to discussion on risks that they identify themselves and have concerns with.  No two-way communication | All staff | Risk assessment provided to staff before returning to work at site.  Line management encourages active communication between staff on concerns  Staff complete Individual Covid19 Risk Assessment | 1 | 3 | 3 |  |  |  |  |

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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Cleaning and infection control | Risk of Covid-19 transmission | All site users | Cleaning and disinfecting of objects and surfaces touched regularly, particularly high use areas (door handles, light switches, reception desks).  Doors left open where possible to avoid touch.  Staff supplied with Hand sanitiser  Staff supplied with wipes for their telephones, and chair arms to use between each use or to wipe down at the start and end of each day as appropriate.  Arrangements in place at site for safe disposal of used PPE. | 2 | 4 | 8 |  |  |  |  |

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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Hand washing facilities | Risk of Covid-19 transmission | As site users | Hand washing facilities with soap and warm water in place. Site users reminded via posters in toilets to wash their hands for 20 seconds  Guidance displayed at appropriate locations to remind staff, visitors and others  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  In line with public toilets hand dryers will remain in use  Staff reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Posters, leaflets and other materials available for display.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> | 1 | 4 | 4 |  |  |  |  |

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| **L** | | **S** | | **RR** | |  | **L** | **S** | **RR** |
| Social Distancing | | Risk of Covid-19 transmission | All persons on site | Social Distancing - Reducing the occupancy on site and the number of persons in any work area to comply with the 2-metre gap recommended by the government  <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>  Governments advice for industry is followed:  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> | | 2 | | 4 | | 8 | |  |  |  |  |
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| **L** | | **S** | | **RR** | |  | **L** | **S** | **RR** |
| Social Distancing (continued) | | Risk of Covid-19 transmission | All persons on site | Signage to limit the number of people within the facility.  Where social distancing is not possible, consider if the work task needs to continue and reassign to lower-risk roles where possible. Vulnerable workers [including Black and ethnic minority group (BAME) and pregnant workers] given special control measures to stay 2 meters apart at work .  Clinically vulnerable staff observe social distancing .  Staff who live with shielded and extremely vulnerable family members discuss with line manager and observe strict social distancing. Review work schedules stagger start, finish, arrival and departure times to avoid congestion at entrances. | |  | |  | |  | |  |  |  |  |
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| **L** | | **S** | | **RR** | | **L** | **S** | **RR** |
| Equipment sharing | Risk of Covid-19 transmission | | Staff | Discourage shared use of any equipment . Equipment to be cleaned before and after each use. | 1 | | 4 | | 4 | |  | |  |  |  |
| Visitors and contractors entering the building | Risk of Covid-19 transmission | | Staff, visitors and contractors | Site staff inform visitors and contractors to socially distance upon entry to building, or use of notices to remind visitors.  Visitors and contractors only allowed into the building for essential services and by appointment only.  Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in.  Revise signing in procedure so that site staff can sign the person in, to avoid the sharing of pens | 1 | | 4 | | 4 | |  | |  |  |  |

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| Emergency arrange-ments for  First Aid provision  and CPR,  Fire Marshals, | Risk of Covid-19 transmission  Risk of death from insufficient first aiders on site | Emergency personnel | Staff summons an ambulance when appropriate to assist members of the public and report to supervisor/line manager  2-meter social distancing not applicable. First Aiders issued with masks, gloves, aprons and goggles. Review of the first aid risk assessment is required for each site. Do not carry out mouth to mouth resuscitation, just chest compressions. Do not listen or feel for breathing by placing your ear close to the patient’s mouth. Place a cloth or towel gently over patient’s mouth and nose. See guidance video from Resuscitation Council UK  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> All emergency personnel practice good sanitation measures afterwards including washing hands for 20 seconds. Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. First aiders report incidents to Corp H&S team who follow RIDDOR reporting requirements.  Must socially distance at any assembly point. | 2 | 4 | 8 |  |  |  |  |
| Discovery of ill health | Risk of Covid-19 transmission | Staff and members of the public | [Symptoms of Covid-19](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)  Arrangements in place for anyone who becomes unwell with a new continuous cough, high temperature or loss of taste/smell at work, on how they will be isolated and sent home. Staff advised to follow the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and isolate for 10 days and access testing immediately (within 3 days of onset of symptoms) by dialling 119 or via the NHS online testing portal. If test results are negative, the individual may return to work as long as they feel well enough to do so. | 2 | 4 | 8 |  |  |  |  |
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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Discovery of ill health  (continued) | Risk of Covid-19 transmission | Staff and members of the public | Line managers will maintain regular contact with staff members during this time and HR will monitor absence. If a member of staff or public has developed Covid-19 and were recently on our premises (including a member of staff visiting other premises and domestic premises), the management team of the workplace will contact LBB’s [Public Health Response Cell](mailto:C19PHResponseCell@bexley.gov.uk) for assistance or if urgent, call 0300 303 0450 to discuss the case to trace people who have been in direct contact with them via the NHS [Test and Trace system](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/) and take advice on any actions that must be carried out.  EAP available, line manager and HR support, for staff who affected by the loss of family or friends to offer support.  A home test kit is available to anyone with symptoms [from the NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/).. Sites must assist this service by keeping a temporary record of your customers and visitors for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. For more details, see [the NHS test and trace page.](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)  If a positive test occurs, the staff member must self-isolate for 7 days until well, however the other household members must self-isolate for at least 14 days regardless of whether they themselves carry out a test that shows negative, as symptoms can develop after the test has taken place. |  |  |  |  |  |  |  |
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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Provision of PPE | Risk of Covid-19 transmission | Staff and others in contact with staff in care settings | PPE provided where a risk assessment has identified its use for high risk activities which may include gloves, masks, aprons and goggles. Masks not required for other staff, as social distancing and hand hygiene is the best control measure.  Wearing of Gloves: Where Risk Assessment identifies wearing of gloves as a requirement of the job (in care and high risk roles), an adequate supply of these will be provided. Staff are instructed on how to wear PPE safely, remove carefully to reduce contamination and how to dispose of PPE safely by this BHive training video: [NHS advice on putting on PPE and safely removing/disposing](https://youtu.be/-GncQ_ed-9w)  Staff to be reminded that wearing of gloves is not a substitute for good hand washing and to cover cuts and remove jewellery before putting on gloves. | 2 | 4 | 8 |  |  |  |  |

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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Cash handling | Risk of Covid-19 transmission | Staff and members of the public | Do not accept cash payments at this time  Use of card, particularly contactless transactions, encouraged. | 1 | 4 | 4 |  |  |  |  |
| Commuting | Risk of Covid-19 transmission  Introduction of cycling risks to staff | Staff and other public transport users | Encourage staff to use own vehicles and not car share. Encourage cycling. Cycling and bike maintenance best practice shared via Road Safety Team. Cycle to work scheme in place and bicycle pool hire: <https://bhive.bexley.gov.uk/news/staff-bicycle-pool-available-at-civic-offices/>  Cycling risk assessment CF 015/27 in place.  Encourage social distance on public transport. Limited numbers of passengers allowed to embark on public transport and they must wear face coverings and follow [government advice for public transport](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak). | 2 | 4 | 8 |  |  |  |  |
| Opening of sites that have been fully or partially closed | Risk of legionella in water systems, tanks and ventilation systems causing ill health or death. | All site users | Review arrangements for routine maintenance of the premises. Consider how social distancing is maintained and limit maintenance to regulatory requirements and emergencies. | 1 | 4 | 4 |  |  |  |  |

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| Opening of sites that have been fully or partially closed  (Continued) | Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death  Staff wellbeing affected by poor site welfare. | All site users | Review the contractors’ risk assessments in the context of government and public health guidance and the presence of staff and pupils on site. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this  Buildings must remain safe to occupy and the site manager review their arrangements for all building-related systems but in particular:  Hot and cold water systems including tanks, sinks, basins, showers and drinking water outlets: Assess drinking water arrangements for staff and members of the public. Do not drain down any systems. Increase outlet testing and flushing and temperature monitoring to maintain water hygiene and quality. Record tests. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the [Approved Code of Practice](https://www.hse.gov.uk/pubns/books/l8.htm) and [HSG 274](https://www.hse.gov.uk/pubns/books/hsg274.htm). | 1 | 4 | 4 |  |  |  |  |

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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Opening of sites that have been fully or partially closed  (Continued) | Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death  Staff wellbeing affected by poor site welfare. | All site users | * For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers.   Flush all toilets that have not been used for more than 2 weeks   * Gas safety. Do not isolate gas supplies to boilers and hot water generation. To avoid leaks and build-up of fumes, only isolate gas supplies where not in use such as in kitchens, otherwise leave supplies on. * Kitchen equipment. Equipment that holds water for example, dishwashers, combination ovens – must be run through at least a full cleaning cycle per week. This is to remove scale build-up and standing water build-up to prevent possible bacteria growth. * Fire safety. Review escape routes and continue to carry out weekly checks of fire alarms, call points and emergency lighting. Check fire doors are operational. Assist line managers to brief new starters on how to evacuate and where to assemble, whilst maintaining social distancing at the assembly point. | 1 | 4 | 4 |  |  |  |  |

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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Opening of sites that have been fully or partially closed  (Continued) | Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death | All site users | * Security including access control and intruder alarm systems. All areas of the site must be kept secure. Further [site security guidance](https://www.gov.uk/government/publications/school-and-college-security/site-security-guidance) is available. Access to certain closed areas must only be possible by relevant staff * Ventilation. All systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems must be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these must be switched off. Where possible, occupied room windows must be open. If you are unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor.   In cases of site manager staff illness, cover arrangements must be put in place as soon as possible to ensure the site is maintained.  Contact your contractors and suppliers to check on any special interim arrangements in place due to the coronavirus outbreak. |  |  |  |  |  |  |  |

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| **L** | **S** | **RR** |  | **L** | **S** | **RR** |
| Opening of sites that have been fully or partially closed  (continued) | Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death | All site users | Servicing carried out on any equipment that has been out of use for long periods to ensure it is in full working order.  Staff able to report concerns to [TFM Helpdesk](mailto:tfm.bexley.amey.co.uk) or [FM Client Unit](mailto:fmclient.unit@bexley.gov.uk). |  |  |  |  |  |  |  |

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| Use of site by members of the public for sporting activities | Risk of infection from Covid-19 | Staff, members of the public | National governing body of sport guidelines to be followed for sports participation  Track and trace system in place for 21days for users of the changing rooms | 1 | 4 | 4 |  |  |  |  |
| Use of toilets by staff and members of the public | Risk of infection from Covid-19 | Staff, members of the public | Cleaning contractor to Clean as contracted programme  Soap and soap dispensers in place and checked weekly by cleaning contractor and staff  Social distancing signage in place  Markings 2m from toilet entrance to allow users to enter and exit safely and define queue area  Windows and doors kept open to encourage ventilation where possible and safe to do so. | 1 | 4 | 4 |  |  |  |  |
| Use of changing rooms by customers | Risk of infection from Covid-19 | Staff, members of the public | Cleaning contractor to Clean as contracted programme  Queuing area created outside of changing rooms to allow for Social distancing  Reduced customer time at site to limit the need to enter changing rooms with customers told to arrive ready for the weather & activity reducing time if any required in changing rooms  Reduce capacity to maintain social distancing. Signage on the doors with Social distance reminders in place. Changing spots marked on floor at 2-meter distance and on benches to reduce contact  Customer belongings not be left in changing rooms and customers discourage from bringing belongings to site .  Windows to be left open when site in use where possible to increase ventilation | 1 | 4 | 4 |  |  |  |  |
| Working at site to provide access to facility for members of the public for organised sporting activities | Risk of infection from Covid-19 from members of the public.  Increased risk from personal attacks by aggrieved members of the public, mentally ill, under the influence of drugs, alcohol or medication. Verbal or physical abuse, use of weapons.  Lack of normal office infrastructure and support systems to back up staff (potential delay in reporting problems and summoning help)  Accident and or pre-existing medical conditions/illness requiring medical help. Potential to not be able to summons help. | Outdoor Recreation staff | Staff are provided with council uniform  Two-metre social distancing rule followed when approaching members of the public  It is imperative that contact with the public is undertaken at a safe distance and if they refuse to comply with rules and/or become confrontational, retreat and call park wardens and / or emergency services.  Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.  Staff emergency contact details kept up to date and rota up to date with details of park site visits.  Staff ensure they are aware of surroundings and check who may be near them to access any danger dynamically.  Lines of communication during offsite working. Mobile phone contact to Ward Security, park wardens, supervisor and/or line manager | 1 | 4 | 4 |  |  |  |  |
| Manual handling sports and facility equipment | Risk of infection from Covid-19 | Staff and customers | Clubs users to nominate up to two people to move Mini-soccer goals , pitch corner poles and corner flags and any other sports equipment to and from the facility. Before and after use equipment to be cleaned with disinfectant  Gloves & masks should be worn when breaking Social distance  Pre plan to limit time breaking social distancing to a minimum .  Staff to keep to manual handling procedures. | 1 | 4 | 4 |  |  |  |  |
| Electrical equipment.  Staff could get shocks or burns from faulty electrical equipment.  Electrical faults can also lead to fires. |  | Staff , members of the public | Staff have been trained in usage of all equipment and electrical appliances as appropriate.  Those pieces of equipment that can be, are turned on at the beginning of each shift and turned off at the end of each shift  Plugs and sockets etc are suitable for the environment that they are in.  Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported  Any faulty equipment is promptly taken out of use  Annual electrical testing by Building Services in line with Council requirements. | 1 | 5 | 5 |  |  |  |  |
| Football Pitches. Broken Glass and Dog Faeces |  | Staff , members of the public | Pitches to have a full check by referees before use  Pitches are also checked on Fridays before football matches by Grounds Maintenance team. If pitches are waterlogged or unplayable teams are contacted and the match will be cancelled.    Adequate signage provided in park for owners to dispose of dog faeces correctly. Shovels available for teams to remove faeces if required | 1 | 3 | 3 |  |  |  |  |
| Goal post safety |  | Staff , members of the public | The football goals currently used at this venue, comply with the current legislation .  Teams attach the nets onto the posts and return them at the end of the game at their own risk.  Teams assembly mini-soccer goals following guidance of manufacturer  Referee to check goals and nets before play commences | 1 | 5 | 5 |  |  |  |  |
| Verbal abuse or threat. |  | Staff , members of the public | Violence at work policy to deal with physical and verbal aggression from customers, communicated to staff.  Staff trained to refer to Supervisor, Ward Security or police, any situation they believe may compromise their safety or that of others.  All staff to complete the ilearn ‘Personal Safety’ module. | 1 | 4 | 4 |  |  |  |  |
| Risk of fire. If trapped, staff and customers could suffer fatal injuries from smoke inhalation or burns |  | Staff , members of the public | Social distancing may be broken if fire occurs . Staff to encourage social distancing at Assembly point .  A fire risk assessment is undertaken on an annual basis by the Council Building Control team  Fire Extinguisher checks are done weekly when site is open  Servicing of fire alarm takes place annually  Evacuation procedure in place and drills take place up to 3 times a year  All staff to complete the ilearn ‘Fire Safety’ module | 1 | 5 | 5 |  |  |  |  |
| Lone Working  Staff at increased risk of unwanted 3rd party action (lone persons may be seen as easier targets for harassment, theft, or assault).  Hazard may be presented by complainants or 3rd parties looking for targets of opportunity.  Staff working at park sites around the Borough away from the office, are at increased risk as they do not have the normal office infrastructure and support systems to back them up  Medical Condition  Accident.  Illness |  | Staff | All staff contact the Supervisor / Office once they arrive on site and when they have safely left the building  Lines of communication / supervision during lone working are pre-agreed (i.e. all staff are aware that they can contact Supervisor at any time). Staff never work without an OR supervisor also being on duty.  Good housekeeping and maintenance practices are ensured throughout the premises to minimise the risk of slips, trips and falls (See slips, trips and falls section of risk assessment)  2 members of staff should be present if locking site up when dark  In the recruitment and selection process consideration is given to staff suitability for lone working.  Staff are advised contact the OR Supervisor if they feel ill and are concerned that they may be at a greater risk.  Security of buildings is maintained.  Staff provided with information about emergency procedures and hazardous areas/substances (where relevant(.  Staff are fully aware of what to do in the event of a fire/emergency.  Staff are trained in emergency procedures.  First aid kits are provided at each Outdoor Recreation site in the Borough and are checked on a monthly basis.  Staff are aware of contact and emergency telephone numbers.  Locations of phones and details to be given in the event of an emergency are known by staff.  Staff ensure that they are aware of their surroundings and the importance of keeping their wits about them. Staff are encouraged to regularly assess the situation they are in and any associated risks.  Inexperienced staff are supervised until it is felt that they are competent to undertake any work alone (all new staff undertake a period of shadowing).  Staff are aware of the importance of their own actions and how others may perceive them.  Staff should always contact the OR Office/Supervisor (and emergency services if necessary) in the event of an accident / incident.  All staff to undertake the ilearn ‘Personal Safety’ module | 1 | 4 | 4 |  |  |  |  |
| Adverse / extreme weather conditions |  | Staff , members of the public | Storm / lightning:  Signage displayed in reception regarding what to do in the event of a lightning storm.  Should staff be on the pitches they are advised not to seek shelter under trees or near anything metal and take shelter in changing rooms. | 1 | 4 | 4 |  |  |  |  |
| Slips, trips and falls in facility |  | Staff , members of the public | Staff check the facility before and after usage.  After usage the changing rooms are also cleaned and any rubbish is removed.  Contracted cleaners also clean the changing rooms on a weekly basis (when in season) | 1 | 4 | 4 |  |  |  |  |
| Contact with animals in parks | Risk from dog bites | Outdoor Recreation staff | RSPCA leaflet ‘Dealing with unfamiliar dogs’ available to staff on BHive intranet. | 1 | 3 | 3 |  |  |  |  |

Notes

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e. can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?