

RISK ASSESSMENT FORM

Assessment No:	0001A	Location/Dept:	Redbridge Sports & Leisure	Persons involved in or affected by task:	
Assessment Date:	01-Oct-21	Assessor's Name:	Matt Crane		
Task/Activity/Area Assessed Redbridge Sports & Leisure (JB Indoor Arena & Norman Booth Building)				Employees	X
				Visitors	X
				Contractors	X
				Members of the public	X
				Others 1	
				Others 2	

What are the Hazards?	Who might be harmed, and how?	What are you already doing?	Do you need to do anything else?	Action by Whom	Action by When	Completed
COVID-19	Staff, members, hirers contractors by becoming contaminated from equipment, touchpoints and surfaces and via droplets from sneezing, coughing, sweating, and exhaling while exercising by someone who has COVID-19	Floor and wall signage to be fixed in agreed locations to enforce one-way system (inside and outside the hall) implemented to maintain 2m social distancing.	Member communication advising of the new layout of facilities including the gym and requirements upon re-opening	MR	Apr-21	√
		Hand Dispensers positioned at each entry/exit point.	Send regular communications to staff, members, hirers, and contractors of COVID-19 guidelines including what to do if a child or family member has signs or symptoms of coronavirus	MR	July/August 2020	√
		Signage to be placed at all entrances and exits re-enforcing the COVID-19 procedures.	Review of the sports bookings procedures to stagger booking times	Management	June/July 2020	√
		Doors will be kept open during opening times to reduce touchpoint areas where possible.	Staff training for cleaners, duty staff and receptionists to understand the COVID -19 policies and procedures.	WA/Jan	June/July 2020	√

Booking system configuration changed to control capacity per hour to help sustain social distancing during opening hours. Bookings to be staggered to reduce numbers at the changeover.

Non-members and Members online bookings made available and singles play only in line with Government advice

Juniors and Adults players will be asked not to share equipment or drinks which must be clearly labeled by the player prior to arrival.

Online payments made available for all payments of courses and membership.

No selling of equipment. Members are to provide and only use their own.

Fogging machines will be used when and where necessary to disinfectant large areas and equipment.

Cleaners are onsite throughout opening hours and are cleaning touchpoints I highly used areas and equipment where necessary before and after sessions.

Natural ventilation to remain open at 100% to allow air to circulate. Review Government / UK active guidelines.

PPE items to be provided to all cleaners, including disposable head caps, face masks, gloves, apron and show covers. Training will be provided on the cleaning of shields and the disposal of disposal PPE items.

All staff will be trained on the cleaning of reusable PPE clothing following government guidance.

Senior Management

July/Augus 2020

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		Monitor Government guidance and make necessary changes as the situation changes.				
Injury from sporting activity	Risk of injury through inadequate teaching and accident.	<p>Qualified 1st Aider is on-site at all times.</p> <p>All injuries must be reported.</p> <p>Programmed sessions are controlled and organized.</p> <p>Coaching staff fully trained and qualified.</p> <p>Notices state that members and their guests are reminded that it is their responsibility to ensure that their medical condition is satisfactory for the activity they wish to pursue.</p>				
Slips, trips and falls	Staff and members of the public may be injured if they trip over objects, or slip on spillages, e.g. drinks or food spilled or dropped on the floor.	<p>Benches and seating kept to a minimum and located at the edge or side of facilities.</p> <p>Facilities checked before play can start.</p> <p>Staff clean up spillages immediately and leave the floor dry. Slip signs to be put out to advise users of the surface being wet.</p> <p>Covers are fitted over the holes for badminton and netball posts in The Jean Brown Indoor Arena.</p>				

		<p>Additional rails and bars in specific toilets and showers to provide support for disabled users. Alarm system available in disabled areas to seek assistance in an emergency.</p> <p>Bins are provided within facilities to prevent rubbish on the playing surface.</p>				
Manual Handling, setting up and putting away equipment	Staff risk injuries or back pain from handling heavy/bulky objects.	Staff complete manual handling online course and trained in manual handling techniques. Appropriate equipment is available to move heavy items and staff are trained to use equipment safely.				
		Where necessary duty team to co-ordinate the setting up of equipment.				
Lighting/Cables and Rigs falling and causing harm	Users, visitors and staff by falling lighting rigs and high level equipment	<p>Annual visual checks being completed. Regular maintenance and service checks completed on cables, hoists, lights and rigs</p>				
Electrical Equipment and installation.	Staff and members could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	<p>Pat testing is completed annually to ensure equipment is safe to use. Record of checks are maintained.</p> <p>Staff are trained to basic electrical safety and do pre-use visual checks. Any defective equipment is reported to maintenance and taken out of use immediately.</p> <p>Staff are trained to use the emergency stop buttons where necessary.</p>				

Working at Height. Placing stock on high shelves	Falls from any height can cause bruising and fractures.	Appropriate equipment, eg suitable ladder, is provided and staff are shown how to use it safely. Items used frequently are stored in an accessible area. Light object are stored at height.				
Contact with Hot Water	Employees, Users, Contractors, scolding their hands from using the sinks in Toilets and kitchens and scolding of their whole body in showers.	Water hot signs at sinks in both toilets and kitchens to prewarn users TRV vavles fitted at sinks and showers which control temperature within a permissable range				

Action Required (Note any temporary action/Control measures required)	Action Review Date	Action Completed (Names and title)/Date

Further Actions that may require Longer-term considerations	Action Review Date	Action Completed (name and title)/Date

Signature	Date:
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Matt Crane

01-Oct-21

Completed by

Matt Crane

Next review Date:

30-Sep-22