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# How to Complete your Risk Assessment

# PLEASE READ THIS FIRST:

# Risk assessments are a legal document. They are needed to show that you have considered all the possible risks pertaining to your activity and have been pro-active in putting controls in place to lower the risk to both your club members participating in your activity and any others who might be affected by what you do.

Remember to consider any regular non-sporting activities such as socials or trips.

# There are two parts to your Risk Assessment Form:

# Hazard Checklist,

# Risk Assessment.

# The Hazard Checklist should be used as a guide to help you think about what risks might be present in your activity – it is not an exhaustive list and there may be other hazards relevant to your activity and you can add these yourself to Section 8.

# Step One

# Complete the top section of the Hazard Checklist (page 1 of the Risk Assessment form/document), i.e. your name, your position, etc.

# Step Two

# On the Hazard Checklist, check the boxes next to all the hazards OR potential hazards that (may) affect your activities – ensure you consider each section and sub-section on the list.

*There is a chance to add any specific hazards not already on the form in section 8*.

# Step Three

# For each area that have checked, note the corresponding Hazard Reference number (e.g. “1.1” = Lack of Light”) in the Hazard Reference column on the main Risk Assessment Sheet.

# Step Four

Work out the type of harm that could potentially be caused by the hazard and make a note of your findings in the second column (eg: hazard 1.1 could cause additional chances of slips and falls)

Then think about how the hazard can be reasonably controlled and record this in column three.

Finally if there is anything else you require or could do to control the hazard then record this in column 4.

# *There is an example on the Risk Assessment on how to complete each column properly, and in what level of detail.*

*For any additional help please see any previous copies of your club’s Risk Assessments or contact* [*susafety@nottingham.ac.uk*](mailto:susafety@nottingham.ac.uk)

**Sports Club Hazard Checklist**

| **Club/Society** | **Men’s Hockey Club** |  | **Assessment Date** | **10-05-2023** |
| --- | --- | --- | --- | --- |
| **Carried out by** | **Zack Devaney (President)** |  | **Approved By** |  |

| **Main Locations of Activities** | **Highfields Sport Centre** |  | **Main Activities of Group** | **BUCS Matches** |
| --- | --- | --- | --- | --- |
| **David Ross Sports Centre** |  | **Non-BUCS Matches** |
|  |  | **Training Sessions and S&C** |

| **1** | **General Sporting Hazards** |  |  | **5** | **People and Organisational Hazards** |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.1** | Lack of light | ☐ |  | **5.1** | Inexperienced / Novice participants | ☐ |
| **1.2** | Temperature (too hot/cold) | ☒ |  | **5.2** | Poor activity planning or preparation | ☐ |
| **1.3** | Insufficient or unsuitable space | ☐ |  | **5.3** | Poor activity delivery | ☐ |
| **1.4** | Slip / trip / fall hazards | ☒ |  | **5.4** | Ignorance of rules and / or procedures | ☐ |
| **1.5** | Lack of fire escapes / extinguishers / procedures | ☐ |  | **5.5** | Unsafe behaviour or attitude | ☐ |
| **1.6** | Inadequate ventilation | ☐ |  | **5.6** | Lack of appropriate first aid equipment and training | ☐ |
| **1.7** | Poor surfaces for activities | ☒ |  | **5.7** | Medical conditions of participants | ☐ |
| **1.8** | Transport to and from your activity | ☐ |  | **5.8** | Poor safety control from group leaders / coaches | ☐ |
|  |  |  |  |  |  |  |
| **2** | **Sports Specific Hazards** |  |  | **6** | **Equipment Hazards** |  |
| **2.1** | Uneven playing surface | ☐ |  | **6.1** | Damaged or Broken Equipment | ☐ |
| **2.2** | Playing surface too hard or soft | ☐ |  | **6.2** | Hazardous Substances / chemicals | ☐ |
| **2.3** | Hard or sharp objects on pitch | ☒ |  | **6.3** | Equipment with Hot / Moving Parts | ☐ |
| **2.4** | Sliding on Astroturf or tarmac | ☒ |  | **6.4** | Heavy Equipment | ☒ |
| **2.5** | Collisions with surrounding objects, people or spare equipment | ☒ |  | **6.5** | Risk of trapping hair / clothing / body in equipment | ☐ |
| **2.6** | Impact from sports equipment | ☒ |  | **6.6** | Unsuitable location for equipment | ☐ |
| **2.7** | Contact sport injury | ☐ |  | **6.7** | Electrical Hazards from Equipment | ☐ |
| **2.8** | Personal injury – fracture / sprains / cuts | ☒ |  | **6.8** | Noise from Equipment | ☐ |
| **22.2** | UNTRAINED PERSONS NAUGHTY | **YE** |  |  |  |  |
| **3** | **Hazards on Water** |  |  | **7** | **Socials, Trips & Non-Sporting Activities** |  |
| **3.1** | Getting swept away from equipment or people | ☐ |  | **7.1** | Alcohol related accidents / incidents | ☐ |
| **3.2** | Collision with rocks | ☐ |  | **7.2** | Transport to / from activity | ☐ |
| **3.3** | Striking / trapping by submerged obstacles | ☐ |  | **7.3** | Fire at venue / activity | ☐ |
| **3.4** | Being dragged down by undertow | ☐ |  | **7.4** | Food Poisoning | ☐ |
| **3.5** | Restricted or impossible access to / from water | ☐ |  | **7.5** | Cash Handling | ☐ |
| **3.6** | Access problems – rescue / getting kit into water | ☐ |  | **7.6** | Participants getting lost | ☐ |
| **3.7** | Falls from drops in level at weirs / waterfalls | ☐ |  | **7.7** | Overcrowding at Socials / Events | ☐ |
| **3.8** | Getting out of depth | ☐ |  | **7.8** | Medical emergencies | ☐ |
| **3.9** | Low water temperature | ☐ |  | **7.9** | Working at Height during set-up / clear down | ☐ |
| **3.10** | Separation from other people | ☐ |  | **7.10** | Lifting / carrying of equipment | ☐ |
| **3.11** | Slips / trips on steep banks or uneven surfaces | ☐ |  | **7.11** | Failure to follow SU Trip Procedures | ☐ |
| **3.12** | Difficult communications | ☐ |  |  |  |  |
| **3.13** | Remote locations | ☐ |  |  |  |  |
|  |  |  |  |  |  |  |
| **4** | **Hazards on Hills and Mountains** |  |  | **8** | **Other Hazards Specific to your activity – INSERT AS REQUIRED** |  |
| **4.1** | Slips & trips on grass, mud, rock | ☐ |  | **8.1** |  | ☐ |
| **4.2** | River crossings | ☐ |  | **8.2** |  | ☐ |
| **4.3** | Remote locations | ☐ |  | **8.3** |  | ☐ |
| **4.4** | Falling debris | ☐ |  | **8.4** |  | ☐ |
| **4.5** | Extra work imposed by terrain type / angle | ☐ |  | **8.5** |  | ☐ |
| **4.6** | Lack of shelter | ☐ |  | **8.6** |  | ☐ |
| **4.7** | Getting lost / Separation of group members | ☐ |  | **8.7** |  | ☐ |
| **4.8** | Falls from height | ☐ |  | **8.8** |  | ☐ |
| **4.9** | Extremes of weather | ☐ |  | **8.9** |  | ☐ |
|  |  |  |  |  |  |  |

**Risk Assessment – Sports Club**

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| --- |
| **Hazard Ref.** | **Potential Effect/ Injury** | **Existing Controls in Place** | **Further Controls Required?** | **OFFICE USE**  **Who By** | **OFFICE USE**  **Target date** |
| ***Example***  *2.6* | *Weights dropped on body part causing injury* | *Instructors present, ‘spotters’ for all people bench-pressing* | *New grip tape for old equipment to minimise risk of objects slipping during lift* | [IGNORE] | [IGNORE] |
| *1.10* | *Electric shock*  *Fire Risk* | *All equipment is PAT tested and checked prior to use.*  *Appropriate fire fighting equipment and procedures in place.* |  |  |  |
| *1.2* | Astroturf can freeze if the temperature gets near 0oC and the surface becomes extremely slippery, becoming prone to falling. | Pitch condition is checked before and during use by university staff, coaches and club members. Training and games will be cancelled if the pitch is not fit to play on. |  |  |  |
| 1.4 | Players can slip and injure themselves if the surface becomes wet. | Suitable trainers with appropriate grip have to be worn which provide stability and friction when the surface is wet. |  |  |  |
| 1.7 | Where the leaves fall during Autumn and land on the pitch, the players loose grip and fall on the surface. | Leaves brushed off to the side of the pitch before the games. Particularly during the Autumn months. |  |  |  |
| 2.3 | Cuts and scratches from sharp objects on the pitch. | Ensure the pitch is clear of sharp objects before use. |  |  |  |
| 2.4 | Injuries resulting from sliding on the Astroturf. | Assess if the pitch is safe to play on in advance and during. If the conditions are too dangerous, then the game/session will be cancelled. |  |  |  |
| 2.5 | Collisions with objects surrounding the pitch could cause harm to a player. | Before the pitch is used, move all goals and extra equipment away from the side-line. |  |  |  |
| 2.6 | Hockey balls and hockey sticks may injure players. | At least one member of each team must be first aid trained with full first aid kit available at all times. |  |  |  |
| 2.8 | Players can be injured – sprains, fractures and sprains. | First aid kits on site and first aid to be completed by first aid trained individuals and university sports staff if needed. All ice, equipment and blood to be removed from the pitch. | Ensure enough people are first aid trained and know the emergency procedure. |  |  |
| 6.4 | Moving goals can strain muscles and could injure players if dropped. | Ensure at least 2 people move the goal will additional people to guide the movement. Lift with legs rather than using back. |  |  |  |
|  | Also Noted the pending risk assessment procedures for Covid-19 and the processes to help prevent the contraction/spread of this to and from our members. |  |  |  |  |
| 7.1 | Alcohol Consumption can lead to increased risk of injury, vulnerability and incidents. | There will be designated members of the club who do not consume alcohol to ensure everyone remains safe and are available at all times to be contacted if needed. Everyone will be made aware who these individuals are before the event. |  |  |  |
| 7.2 | Members are at risk in being involved in a car accident. | Ensure seatbelts are worn at all times and the driver has a valid UK full driving licence. |  |  |  |
| 7.6 | People could get lost in new places. | Older members of the club, who are more knowledgeable and have experience in the area are there to help and available to contact if in need of directions. |  |  |  |
| 7.7 | Overcrowding could make people feel anxious and lead to people being injured. | Do not over sell tickets to an event and count numbers in the event to ensure this doesn’t happen. |  |  |  |
| 7.8 | Individuals at risk to personal medical emergencies. | Make sure any pre-existing medical conditions are known. First aid trained members have to be present at all times. |  |  |  |
| 7.11 | Failure to follow SU procedures | Make sure the rules are understood and explained to everyone. |  |  |  |
| 8.1 | People could get Covid-19 and become unwell and potentially make others unwell. | The club will only return to sport when they are ready and have appropriate measures in place which are compliant with England Hockey and general government guidance in relation to recreational sport.  Players will follow good hygiene practice and the facility rules when using UoN sport facilities and accessing indoor spaces. If a player shows symptoms, they will follow the government guidelines (including government travel advice), self-isolate and do not participate in hockey activities. Players should request a testing kit if showing symptoms.    A Covid-19 Officer is in place to implement the Covid-19 risk assessment by communication all relevant guidance to ensure a safe return to play to the players, coaches and volunteers. Contact details are provided in case participants display any symptoms of COVID-19 and need further information about NHS test and trace, which also should be used. They also should ensure there is a short briefing before games and training to remind participants of their responsibilities aligned to England Hockey guidance.  The number of members in sessions will be restricted in line with NGB guidelines.  Coaches should be aware of current NGB protocols in place and have read the risk assessment.  Injuries should still be treated. A member of their bubble can assist if present, but others should socially distance except if a life threating injury which needs emergency care. First aiders should be equipped with PPE (including face coverings). After contact with the injured participant, the person administering first aid should clean hands as soon as possible and avoid touching their face. Physios or equivalent should keep a record of who they have come into contact with for track and trace.  Payments relating to the fixtures should be made cashless.  At the end of each session, there will be 15 minutes to clean, sanitise the area and vacate the facilities, allowing time for no player overlap between sessions. Players should bring hand sanitiser.  Outside of play, players should socially distance (2m) in maximum sized groups of 6. All kit worn during play should be cleaned individually or left for 72 hours. Where kit is shared (i.e. goalkeepers), the person handling it should sanitise hands.  Post-game socialising should involve social distancing and venues should follow government guidance, including 6 person limits. High ventilation in indoor facilities to reduce transmission.  All participants must sign a participation agreement from England Hockey and will not be able to participate without signing this in advance.  Registers will be taken, these will be provided, if requested, to support Track and Trace.  Any members testing positive shall inform the University.  The club will follow instructions from Track and Trace as to whether any members/coaches are required to isolate. |  |  |  |
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