

### Risk Assessment – 3G Pitch and Storage Container

<b>Company</b>	<b>Locations(s)</b>	<b>Prepared by</b>	<b>Approved by</b>	<b>Date</b>	<b>Review due by</b>
Bucks College Group	3G Pitch	Darren Sear			

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required Do you need to do anything else to control this risk?	Monitoring Further Action
			LIKELIHOOD OF EVENT 1-3	SEVERITY OF HARM 1-3	RISK = Likelihood X Severity 1-9		LIKELIHOOD OF EVENT 1-3	SEVERITY OF HARM 1-3	RISK = Likelihood X Severity 1-9		
<i>Description of the work activity including frequency and duration</i>	<i>Identified hazards involved in the work and the possible injury types and severity of harm that could result.</i>	<i>List all staff and student groups and others likely to be affected, eg public or contractor</i>				<i>Take account of the existing safety controls e.g., engineering controls, information, training, protective equipment, monitoring, etc. List those here. These should lead to a low Residual Risk Level; if they do not, Further Action must be considered</i>				<i>What additional controls are necessary to reduce the risk level further? e.g., more information, instruction, training, supervision, engineering controls, protective equipment or clothing etc</i>	<i>Date Further Action Completed and who by</i>
3G Pitch activities – Area, including pitch, container and changing room/showers	Exit doors and routes being blocked by equipment could delay emergency evacuation	Staff, Students, Public	2	3	6	Equipment stored away from exit doors with clear exit route within the area maintained.  No equipment to be stored in front of exits  3G pitch entrance and exit gates and changing rooms to be left open during external bookings, the exception being matches being played)	1	3	3		
3G Pitch activities – Area, Including changing rooms/ showers	Building faults – poor lighting, damaged flooring, walls/ceiling, which could cause injury	Staff, Students, Public	2	2	4	Pre-use checks with any faults being reported to FDO and Estates and area taken out of use if necessary	1	2	2	Annual floodlights service carried out by Halliday Lighting	Annual floodlights service to be carried out by Technical Surfaces this summer

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
Pitch activities - Area	Unauthorised use of facility, potential for risk of injury or damage	Staff, Students, Public	3	2	6	Booking required for use of pitch, all sessions carried out under supervision, with payments taken before bookings. 3G pitch kept locked when not in use.	1	2	2	CM for Sport Wycombe and Foundation Studies tutors to send curriculum requirements for pitch to FDO so that they can be entered on Schoolhire, as requested by FDO. FDO has informed CM when MB is sweeping the pitch and Technical Surfaces carrying out maintenance visits	
General use – slips and trips  Cleaning of changing rooms	Slips and trips caused by faulty equipment, food or drink spillages.	Staff, Students, Public	2	2	4	Casual Leisure Assistants (CLAs) to ensure floor area is clean and free from any spillages during external hires.  Pre-use check in place, including sweep and mop during or after every booking.  Poster of rules to be displayed in full view - no food or drink on the pitch	1	2	2		
Generic use – clothing and footwear	Improper clothing and footwear may cause injury	Staff, Students, Public	2	2	4	Sports staff supervise access and ensure rules are adhered to. Poster	2	2	4		

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
						displaying 3G pitch rules and regulations around correct footwear – only moulded and plastic stud boots allowed. <u>NO</u> trainers, metal studs or blades permitted.					
Supervision – Improper use of equipment, unauthorised access including access to pitch, container and changing rooms	Injuries could occur through lack of supervision of equipment/ activities	Staff, Students, Public	2	2	4	<p>3G pitch kept locked out of hours and supervised at all other times.</p> <p>Container to be locked when access not required and only staff and MB can access it</p> <p>Sports staff supervision at all times to ensure all equipment is returned to storage cupboard after each session is completed – <u>NO</u> students are allowed in the container</p> <p>3G pitch changing rooms must NOT be opened during college lessons as it is not possible for them to be cleaned until</p>	1	2	2	<p>Only MB, Sports staff and Estates have access to the container key.</p> <p>The container must be locked when not being used</p> <p>MB will park ride on as far left as possible in container</p> <p>Sports staff to tidy equipment in container and keep it tidy</p> <p>College staff and students should use toilets in the main college buildings when taking part in lessons</p>	

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
						the CLAs start working in the evenings  Any college staff must sign out the pitch keys from Estates/Reception. They can only do so if they have informed FDO of when they intend to use the pitch and have provided him with their Risk Assessment (RA)				on 3G pitch college lessons during the day  Keys must be returned to Reception straight after booking/use	
Using defective and handling of equipment	Defective equipment can cause injury or illness	Staff, Students, Public	2	3	6	Sports staff carry out daily checks on sports equipment to be used on that day.  <b>ONLY</b> coaches or Sports staff can handle/move goals and the net curtain and <b>MUST</b> return them to their original position at the end of every session – wheels raised to move goals and lower them when goals in position. <b>NO</b> players or students to move goals	1	1	1	Annual service of football goals carried out by Harrod Sport	
All 3G pitch activities - Area	Participants pulling muscles/sprains	Staff, Students, Public	2	1	2	Highlight the importance of warming up and cooling down to reduce risk of injury.	1	1	1		

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
						<p>Trained college first aid staff on duty to provide support for internal bookings.</p> <p>External users to ensure that their coaches are first aid qualified as part of their coaching qualification and are up-to-date</p> <p>The first aid kit in the disabled changing room is to be used only by the CLAs.</p> <p>Sports staff are to use their own first aid kit and Foundation Studies are to share the one which they will be allocated by their department</p> <p>Code for defibrillator outside pitch is C159X</p> <p>External users to provide proof of Public Liability Insurance at time of booking or sign Insurance Waiver Disclaimer</p>				<p>FDO to encourage CLAs to attend first aid courses or attend courses to keep qualifications up-to-date – to be paid by the College</p> <p>CLAs to call emergency services if required</p> <p>CLAs to assist external coaches with First Aid if asked/required</p> <p>CLAs to advise FDO when First Aid equipment when anything is used so that it can be replaced</p>	

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
			L	S	R		L	S	R		
Maintenance of 3G pitch and changing rooms	Poor ventilation and heating, poor lighting and playing surface tears can lead to illness and injury	Staff, Students, Public	2	2	4	<p>Maintenance and upkeep of sports pitch by CLAs, Estates (and Technical Surfaces) when required. Any concerns reported to FDO or Estates immediately.</p> <p>Users must only put and flush toilet paper in toilets. Paper hand towels and wipes must be disposed of in bins provided</p> <p>Appropriate footwear must be worn (see previous reference)</p>	1	2	2	<p>MB sweeps the pitch twice a week and Technical Surface power sweep or carry out repairs to the pitch once a month</p> <p>Email reminders have been sent to all regular users and posters put up in toilets and changing rooms</p>	
Hygiene and COVID	Cross infection of bodily fluids from using machines increasing the risk of illness.	Staff, students and external users	1	1	1	<p>CLAs responsible for regular cleaning of changing rooms during and at the end of their shifts when working evening and weekend bookings for external bookings</p> <p>Provide hand sanitiser or antibacterial hand soap by pitch entrance and inside the changing rooms</p>	1	1	1	<p>CLAs to check hand sanitisers, soap and paper towels at the start of their shift and carry out regular checks to ensure that levels are sufficient</p> <p>CLAs to carry out daily and weekly stock check of cleaning products and hand sanitisers and report back to FDO when levels are getting low</p>	

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
						<p>Anyone seen spitting or clearing their nose on the pitch will be asked to leave immediately and not be allowed to re-attend</p> <p>3G pitch gates and changing room doors should be kept/propped open to minimise contact when the pitch is used in the evenings/at weekends</p> <p>Anyone with COVID symptoms should not step on to the 3G pitch</p>				CLAs to check and empty 3G pitch and changing room bins when they get too full	
Health and Safety – Risk Assessment (RA)		Staff, Students, Public and Contractors	1	1	1	<p>All contractors, internal and external users must send FDO a copy of their RA before they can use/carry out activities or work on the pitch. This RA must be used alongside this 3G RA – not in isolation</p> <p>All staff, coaches and participants must enter the pitch using the single 3G pitch gate and exit</p>	1	1	1	<p>FDO to send a copy of this RA to all users who make a booking. It is available on the BCG Schoolhire site</p> <p>FDO to provide AB, Flackwell Heath Building Estates Staff and Reception with a weekly timetable of pitch bookings, including external hires. contractors, staff members who have informed him of when they intend to use the pitch and provided him with a RA</p>	<p>FDO provides external users with CLAs' mobile numbers for when CLAs are not be at the pitch during their bookings. <u>Users can only use these numbers during their bookings.</u></p> <p>Mon: Devonte 07494 244264</p>



Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
						<p>using and the double 3G pitch gate.</p> <p>All 3G pitch users (coaches, players, match officials, club officials and spectators) must follow one-way arrow markings in car park and only park in the lower car park, which can be accessed by driving down the ramp – <b>NOT</b> in the main car park, in the Nursery parking spaces or by the mechanic work shop next to the pitch.</p> <p>Coaches may set up 5 minutes before their booking is due to start, as long as they get permission from the coaches they are taking over from and don't interfere with the previous session</p> <p>Players and parents must <b>NOT</b> turn up early for their session or congregate outside the pitch. <b>NO</b> player may approach the pitch until</p>				<p>When covering external bookings, CLAs should base themselves in the disabled changing room, at the pitch or (when open) in the reception area by the main entrance of the College</p> <p>All CLAs have their own set of pitch and changing room keys</p> <p>Only MB is allowed to access the container for the ride on and equipment</p> <p>Only Sports staff can access the container during academic lessons – NO students should enter the container</p> <p>CLAs must ensure they are present before, during and after the changeover between bookings to ensure users are adhering to the guidelines in this risk assessment.</p> <p>When they are not at the pitch, the CLAs must be</p>	<p>Tues: Iuri 07852 114149 Wed: Harvey 07915 219005 Thurs: Manny 07853 703930 Fri and Sun: Megan 07557 906849 Sat: Leo 07542 331308 Sun: Charlotte 07310 238193 or Jimmy 07590 285927</p> <p>FDO contacted BCG Marketing so there is now a link to this document on the college website as well as on Schoolhire page</p> <p>Petrol has been moved to COSHH cabinet outside</p>

Task or Activity	Hazard – what could cause harm and how?	Who could be harmed?	Initial Risk Level (See Matrix) L x S = R			Existing Control Measures to Reduce Risk – what are you already doing?	Residual Risk Level (See Matrix) L x S = R			Further Action Required  Do you need to do anything else to control this risk?	Monitoring Further Action
						<p>everyone from the previous booking has left the pitch</p> <p>No coach, player, spectator or anyone connecting with the external hire of the pitch may enter the main college building.</p> <p>Spectators can watch training or matches inside the cage, but must remain behind the barrier. They must use the same single gate to enter and exit the pitch, must leave the spectators' area 5 minutes before the end of booking and wait on the grass area to meet the player they are collecting.</p>				<p>contactable on their personal mobile phones, which DS will provide users, who can contact the CLAs on <u>ONLY DURING</u> their bookings. <b>ANY user who fails to adhere to this risk assessment will receive a warning, and if this happens again after they have received the warning, they could have any future bookings cancelled.</b></p> <p>Lockable storage unit now in situ for cleaning products in disabled changing room. Disabled changing room can be left open during external bookings, as long as storage unit is locked</p>	

Key:

BCG: Bucks College Group

CLA: Casual Leisure Assistant

FDO/DS: Football Development Officer/Darren Sear

MB: Megan Burkey

AB: Adam Berger- BCG Estates

RA: Risk Assessment

## RISK MATRIX

		<b>RISK MATRIX</b>		
		<b>1 – Slightly Harmful</b> Requiring minimal first aid treatment (if any), likely to result in less than 3 days off work (if any), e.g:	<b>2 – Harmful</b> Requiring first aid treatment and/or treatment by a doctor, likely to result in more than 3 days off work, e.g:	<b>3 – Extremely Harmful</b> Capable of causing life-threatening and/or life-changing injury or illness, or death, e.g:
<b>Likelihood of Event Occurring</b>	<b>1 – Highly Unlikely</b> Very rare; exceptional circumstance	<b>1 – Very Low Risk (Trivial)</b> Monitor periodically to determine if the situation changes which may affect the risk, and certainly after significant changes.	<b>2 – Low Risk (Tolerable)</b> Monitor periodically to determine if the situation changes which may affect the risk, and certainly after significant changes.	<b>3 – Medium Risk (Moderate)</b> Consider any further action to reduce risk level by elimination, substitution or more controls, and monitor periodically and certainly after significant changes.
	<b>2 – Unlikely</b> Not expected to happen under usual circumstances	<b>2 – Low Risk (Tolerable)</b> Monitor periodically to determine if the situation changes which may affect the risk, and certainly after significant changes.	<b>4 – Medium Risk (Moderate)</b> Consider any further action to reduce risk level by elimination, substitution or more controls, and monitor periodically and certainly after significant changes.	<b>6 – High Risk (Substantial)</b> Work must not be started or continued until the risk has been mitigated. Immediate action is required. Detailed mitigation plan must be developed, implemented and monitored before work is allowed to commence.
	<b>3 – Likely</b> Probable; expected to happen	<b>3 – Medium Risk (Moderate)</b> Consider any further action to reduce risk level by elimination, substitution or more controls, and monitor periodically and certainly after significant changes.	<b>6 – High Risk (Substantial)</b> Work must not be started or continued until the risk has been mitigated. Immediate action is required. Detailed mitigation plan must be developed, implemented and monitored before work is allowed to commence.	<b>9 – EXTREME RISK (INTOLERABLE)</b> Work must not be started or continued until the risk has been mitigated. Immediate action is required. Detailed mitigation plan must be developed, implemented and monitored before work is allowed to commence.