



Overall Club Risk assessment form Page 1

Dunstablians Rugby Football Club

Venue:

Name and position of person doing check:

Date of check:

Club Facilities

Is the building fabric in a good state of repair? Yes ☐ No ☐

Are all the emergency exits clearly signed and emergency lighting provided if required by the inspecting authority? Yes ☐ No ☐

Are rooms labelled with clear, bold signage to members of the public. Yes ☐ No ☐

Are prohibited or potentially dangerous areas clearly marked? Yes ☐ No ☐

Have any potential trip hazards (e.g. kit bags in the bar) been identified? Yes ☐ No ☐

How secure are valuables in changing rooms?

Comment.....

Is there a provision for secure storage of bar stock? Yes ☐ No ☐



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COSHH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) ensures that people regularly:

Assess the risks to health created by hazardous substances

Prevent or control exposure to hazardous substances

Determine control measures

Ensure control measures are both implemented and working in practice

Provide information, training and instruction

Monitor exposure and if necessary have health checks carried out on staff

Wear any protective equipment which a risk assessment may have determined appropriate.

Hazardous substances can take many forms such as liquids, solids, gases, powders, dusts, bacteria & viruses, vapours & fumes and can be commonly found for example in cleaning materials.

Hazardous substances can enter the body through a variety of means including inhalation, swallowing, and through the eyes. They can affect the skin, heart, lungs, kidneys and nervous system. The effects are not always immediately noticeable.

Every commercial substance will have a data sheet and all household substances will have relevant information on the container indicating hazards associated with use; storage; disposal; the requirements for any personal protective equipment (PPE) and treatment for contamination. Where PPE is required an employer must provide it at no cost to employees.

What does a COSHH assessment look to do?

Identify any hazardous substance

Evaluate the hazard, (potential to cause harm) and risk (the likelihood that harm will occur)

Reduce the risk by using a less harmful product; reducing exposure times or providing adequate ventilation.

How is risk controlled?

Where possible remove the harmful substance

If it cannot be removed replace with an alternative

Control the hazardous substance by correct storage, transportation and use

Isolate substances by not storing one hazard with another, this may require specialist storage arrangements

Introduce safe working practices

Provide adequate information, training and supervision

PPE must be seen as a last result when all other alternatives have been explored

From the above notes have any Hazardous substances been identified? Yes ☐ No ☐

If yes a report must be given to the committee immediately & COSHH regulations followed.



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Equipment

There are many types of equipment to be found at a rugby club; scrum machines and pitch maintenance equipment need to be used safely and items that require moving manually need to be done so in an appropriate manner to avoid injury.

Suitable for use, and for the purpose and conditions in which it is used

Maintained in a safe condition for use so that people's health and safety is not at risk

Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person (this could be a club official if they have the necessary competence to perform the task) and a record kept until the next inspection.

You should also ensure that risks created by the use of the equipment, are eliminated where possible or controlled by:

Taking appropriate "hardware" measures, eg providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment

Taking appropriate "software" measures such as following safe systems of work (for example ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

A combination of these measures may be necessary depending on the requirements of the work, your assessment of the risks involved, and the practicability of such measures.

You need to ensure that people using work equipment have received adequate training, instruction and information for the particular equipment.

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Events

It must be remembered that as an owner or responsible person of a club, you owe a duty of care to all who have cause to visit your site.

In order to safely deliver this function a safety audit or check should take place looking for hazards. A suggested way of doing this is walk around your club from the point at which persons enter your site and check that:

Is there adequate information signage Yes ☐ No ☐

Is the condition and repair of any roads, car parks or access paths and the management of traffic to and from the site is suitable Yes ☐ No ☐

Are the facilities to be used are safe and free from defect Yes ☐ No ☐

Are the facilities are suitable for use for all persons likely to need to use them, children, disabled persons etc. Yes ☐ No ☐

If no what areas are of concern & what actions are required to make the suitable.

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If the premises are likely to be used in hours of darkness, (evening or winter events) is the lighting adequate and maintained Yes ☐ No ☐

If there is a power failure, is there standby provision (this could be as basic as hand held lighting to allow persons to see their way off site). Yes ☐ No ☐

Before an event is there the capability of:

Managing any crowds (including communication in the event of an emergency and any public disorder control issues) Yes ☐ No ☐

Are there clear directions as to where spectators may stand (distance from the touchline or any identified hazards such as machinery on site) Yes ☐ No ☐

What first aid provision and insurance there is in place Yes ☐ No ☐

If you do not have an ambulance on site, do you know Yes ☐ No ☐

a) how long it will take for an ambulance to get to your ground Yes ☐ No ☐

b) how long it will take to transfer an injured person to hospital Yes ☐ No ☐

If stewards are required. If so, are the stewards trained and fully briefed on their roles; can you prove they were competent Yes ☐ No ☐



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Events Contd..

Any necessary procedures to deal with sanitation and waste management.

If you are allowing your premises to be used for events other than the playing of rugby you will also need to consider the following:

Are the premises suitable for the event or function Yes ☐ No ☐

Are likely attendees suitable for the premises Yes ☐ No ☐

Are staff competent to provide and service the function Yes ☐ No ☐

Does the event need a separate licence or insurance Yes ☐ No ☐

Does the event or function need a separate risk assessment Yes ☐ No ☐

If an external company is coming onto our premises can they produce their method statement, risk assessments, copies of their insurance cover and is it adequate Yes ☐ No ☐

Will the event or function enhance or damage the club's standing in the community (e.g. could there be late night noise issues or disturbance to residents) Yes ☐ No ☐

Are there special circumstances relating to the event to which necessitate informing the emergency services or local authority Yes ☐ No ☐

Will the event incur a charge for police services, i.e. traffic control outside the venue or signage costs from local highways department? Yes ☐ No ☐

If your club is considering an activity off site from your normal operating base, then it is essential that both the activity and the location are subjected to a risk assessment. Yes ☐ No ☐

If you are going to an organised tour or centre such as one offering adventure activities then they should be able to provide you with a comprehensive risk assessment. If you are conducting the activity yourself you will need to consider what you do in emergency situations.

The expertise of any medical staff or first aiders you will have with you Yes ☐ No ☐

The location of the nearest ambulance provision and, hospital with A& E facility. Yes ☐ No ☐

It is helpful to draw up an emergency plan with allocation of tasks to competent persons.

Resources

Specific information on more club events will be published here as it becomes available, but in the meantime please visit the Health and Safety Executive website and in particular their event safety guide (www.hse.gov.uk), or contact the RFU Legal Helpline for advice on 0870 060 3437.



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Fire Safety

As from the 1st October 2006, the Regulatory Reform (Fire Safety) Order 2005 places the responsibility for maintaining premises safe from fire upon the owner or responsible person.

The owner / responsible person has responsibility for:

Considering who is at risk

Reducing risk to its lowest level

Controlling any remaining risk

Maintaining and signposting escape routes (including the provision for disabilities)

Providing and maintaining means of warning in case of fire and for fighting fire

Creating a management plan to deal with emergencies

Conducting and recording staff training

Reviewing procedures and risk and recording the findings.

To achieve the above, the responsible person must fully survey the premises in all forms of operation. For many this will only be training and match days whereas for others it will include the normal working day (especially if offices are attached which are used for part or whole of the working week or there are hospitality areas which may be leased to the public for private hire).

In order to minimise risk:

Are all potential items that which if involved in fire may increase the hazard removed & stored in a secure location Yes ☐ No ☐

Store any flammable spirit in an approved store with adequate warning signage Yes ☐ No ☐

Do not mix flammable spirits with other combustible items, (paper/rags) Yes ☐ No ☐

If cooking is conducted on the premises are experienced people used Yes ☐ No ☐

Ensure all electrical appliances are correctly tested, maintained and are not overloading electrical outlets Yes ☐ No ☐

At the end of the day any unwanted electrical items should be switched off Yes ☐ No ☐

Install a suitable fire alarm system and ensure it is checked and maintained properly Yes ☐ No ☐

Ensure suitable types of fire extinguisher are installed in correct locations; they are maintained and club staff know where they are and how to use them. Yes ☐ No ☐

Arson is now the major cause of fire in commercial premises. To help prevent illegal entry into your premises, move refuse containers away from your buildings and ensure there is a programmed refuse collection to reduce the amount of accessible flammable material. It may help to make one person responsible for conducting the final check before premises are secured.



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Security

The degree of security required for your premises will depend on its size, location and vulnerability. Consideration should be given to preventing unauthorised entry through simple measures such as checking windows and doors are secured before the premises are left empty or ensuring that there is adequate perimeter security.

During working hours it is advisable to have procedures for receiving and recording who comes onto your site. It may not be necessary to have a visitors permit system but some simple way of recording who is on site also helps if you evacuate because of a fire alarm and need to conduct a roll call. Contractors should also be logged on and off site

Other security measures could include:

Do callers attend by prearranged appointment Yes ☐ No ☐

Do our reception or volunteers have means of summoning help if faced with difficult visitors

Yes ☐ No ☐

Conducting some form of customer care training to assist staff who may have to deal with persons who may be confrontational (this could include local residents for example) Yes ☐ No ☐

Assessing any known risks specific to your location and maintaining a good relationship with your local police Yes ☐ No ☐

Providing lockers or secure changing facilities for players with valuables. Yes ☐ No ☐

Systems to aid site security include;

An alarm system linked to a central alarm control, essential if in a non residential area; Yes ☐ No ☐

CCTV with good recording facility with cameras position out of reach of tampering Yes ☐ No ☐

Protective grills to lower windows and doors Yes ☐ No ☐

Adequate lighting which can be actuated on detection of movement Yes ☐ No ☐

Noise activated detection warning intruders that they are being recorded on CCTV. Yes ☐ No ☐

Further information is available from your local Police Crime Prevention Officer

(www.crimereduction.gov.uk), or contact the RFU Legal Helpline for advice on 0870 060 3437.

RFU Official Site

England-Rugby.com

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Lone Workers

At any club you may have persons who may work on their own, such as a groundsman or a club coach. The danger of them being taken ill or suffering an accident whilst alone is an additional hazard you need to consider, as well as any associated risks due to failing light when working late.

Simple procedures can be put in place to minimize the risk that this hazard poses such as getting the lone worker to phone a designated person when they are starting work and when they finish and having a procedure whereby the designated person checks if nothing has been heard from them within a selected time.

Is there the possibility of lone workers being at the club? Yes ☐ No ☐

Is there suitable communication or procedures in place should this be the case? Yes ☐ No ☐

It should be considered if the task being conducted is suitable for lone working, and whether the person undertaking that task is suited to working alone.

Resources

For more information please visit the Health and Safety Executive website and in particular their resource on working alone in safety (www.hse.gov.uk/pubns/indg73.pdf) or contact the RFU Legal Helpline for advice on 0870 060 3437.

Signed

Date:

Name: