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Risk Assessment

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| --- | --- | --- | --- |
| **The Leisure Box**  Northlight,  Glen Way,  Brierfield  BB9 5NH | **Area/Task/Activity**: *Leisure Box-General Areas* | | |
| **Location of activity**: The Leisure Box | | |
| **Assessment carried out by:** | Richard Last, General Manager  Neil Cubillan – Asst Ops Manager | **Signature:** | R.Last  N.Cubillan |
| **Date of assessment:** | 23/5/24 | **Next review due:** | May 2025 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Severity** | | | | | | | | |
| **Likelihood** |  | |  | | **Death** | **Major injury/severe incapacity** | **3+days lost time injury/illness** | **Minor injury** | **Minor injury/ damage** |
|  | |  | | **5** | **4** | **3** | **2** | **1** |
| **Certain** | | | **5** | **25** | **20** | **15** | **10** | **5** |
| **Likely** | | | **4** | **20** | **16** | **12** | **8** | **4** |
| **Possible** | | | **3** | **15** | **12** | **9** | **6** | **3** |
| **Unlikely** | | | **2** | **10** | **8** | **6** | **4** | **2** |
| **Rare** | | | **1** | **5** | **4** | **3** | **2** | **1** |

Risk Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Type of harm** | **Who may be harmed** | **Likelihood** | **Severity** | **Existing Controls** | **Additional Controls/further action required** |
| ACCESS & EGRESS | injury | Staff, customers, contractors | 1 | 3 | Building Inspection each time the site is in use includes checking that all entrances and exits are clear of obstruction, operational, and unlocked.  . | In the event that an entrance or exit is not operational, it should be reported immediately to the General Manager or Operations Manager  If a lack safe of access or egress means it is unsafe for an activity to proceed, it will be cancelled |
| ADVERSE WEATHER CONDITIONS | Injury, burn, illness | Staff, customers, contractors | 2 | 6 | External Pitch – the senior member of staff on site will take the decision to close the pitch to the public.  Building – in the event of very serious weather conditions (Danger to Life weather warnings) the General Manager will make the decision to close the building.  During office hours any decisions will be made in conjunction with the General Manager |  |
| BEHAVOURIAL DIFFICULTIES | Injury, verbal abuse | Staff, customers | 1 | 3 | Participants – will be informed of behaviour expectations prior to the visit.  The session will be stopped if BFCitC staff deem it inappropriate to continue and offending individuals will be asked to leave site.  If required the Police will be called. | Maintain current good links with local Police Officers, and Pendle Council Anti-Social Behaviour Officer. |
| ELECTRICAL EQUIPMENT | Injury, electrical burn | Staff, customers | 1 | 3 | All electrical equipment is PAT tested and staff completed DSE training where required | Annual pat testing kept up to date |
| FIRE SAFETY | Injury, burn, death | Staff, customers, contractors | 1 | 5 | An up to date fire risk assessment is maintained by the General manager and Operations manager  .  The fire alarm and emergency lighting is regularly tested and serviced.  Visiting groups are given an evacuation briefing on arrival  All staff training on evacuation plans | Evacuation plans tested every 6 months with refresher training. |
| GLAZING | injury | Staff, customers | 1 | 3 | All glazing is safety glass.  Any broken glazing should be cleaned up from floor areas by staff using appropriate PPE and immediately reported to the general manager  Damaged glazing should be boarded as an urgent priority |  |
| HAZARDOUS SUBSTANCES | Illness, injury | Staff, customers | 1 | 3 | All hazardous substances are clearly identified.  COSHH Sheets are displayed.  All hazardous substances are securely stored.  Staff are trained in their use.  Appropriate PPE is supplied. |  |
| INDIVIDUAL CAPABILITIES | injury | Staff, customers | 1 | 3 | The majority of activities are low risk.  Staff are trained in their roles.  Organisational culture allows for staff to say ‘No’.  Customers/Participants receive full briefings on the activity they are to take part in.  Customers understand that their participation is voluntary and that they should always cease activity if they feel uncomfortable or have reached a limit of their comfort/capability |  |
| MANUAL HANDLING | injury | staff | 1 | 3 | There should be no need for a customer or staff member to handle anything of a significant weight.  Staff should only move items of significant weight under the supervision of a manager, and after reinforcement of correct lifting technique.  Organisational culture allows for staff to say ‘No’. |  |
| PERSONAL SAFETY | injury | staff | 1 | 3 | BFCitC has a lone working policy.  Staff are issued with radios to ensure efficient contact.  Strict opening and closing procedures are followed.  Staff are trained and experienced in handling conflict and are encouraged to walk away from situations if they feel they are escalating out of hand. |  |
| MEDICAL/FIRST AID PROVISION | injury | Staff, customers | 1 | 5 | All staff are first aid trained.  First Aid Kits, Ice Packs and Defibrillators are kept at locations on site.  Defib and first aid kits checked regular | Refresher training where necessary. |
| SLIPS/TRIPS AND FALLS | injury | Staff, customers | 1 | 3 | All walkways, corridors etc are kept clear of hazards.  Flooring is maintained in good condition.  Sports playing surfaces will be checked for hazards by a member of BFCitC staff prior to use.  Users of the facility should wear clothing and footwear appropriate to the activity.  Any spillages of liquids must be immediately cleaned and appropriate signage used. | Where there are hazards due to e.g. cleaning, maintenance, appropriate signage will be used to warn of any risk. |
| WORKING AT HEIGHT | Injury, death | Staff, contractors | 1 | 5 | .Rescue trained staff, have regular training to check competence in belaying and rescue procedures.  Follow a buddy system so never work from hight alone and have radios on at all times. | Regular staff training |
| SAFEGUARDING |  | Staff, customers | 1 | 4 | The site is open to the public, and attracts a wide range of people.  There are different groups and individuals on site at the same time.  All staff have received in-house safeguarding training.  A clear and proven reporting procedure is in place.  Policies and procedures are shared with groups as required to ensure the safety of participants | See Safeguarding implementation plan, and associated policies for more detailed information |