












Code of practice for club officials and volunteers

LETCHWORTH GARDEN CITY RUGBY FOOTBALL CLUB

The essence of good ethical conduct and practice is summarised below.

All volunteers must:

-  Consider the well-being and safety of participants before the development of performance.
-  Develop an appropriate working relationship with participants, based on mutual trust and respect.
-  Make sure all activities are appropriate to the age, ability and experience of those taking part.
-  Promote the positive aspects of the sport (e.g. fair play).
-  Display consistently high standards of behaviour and appearance.
-  Follow all guidelines laid down by the National Governing Body and the club.
-  Hold appropriate valid qualifications and insurance cover.
-  Never exert undue influence over performers to obtain personal benefit or reward.
-  Never condone rule violations, rough play or the use of prohibited substances.
-  Encourage participants to value their performances and not just results.
-  Encourage and guide participants to accept responsibility for their own performance and behaviour.



Guidelines for dealing with an incident/accident

LETCHWORTH GARDEN CITY RUGBY FOOTBALL CLUB

- ✓ Stay calm but act swiftly and observe the situation.
Is there danger of further injuries?
- ✓ Listen to what the injured person is saying.
- ✓ Alert the first-aider who should take appropriate action for minor injuries.
- ✓ In the event of an injury requiring specialist treatment, call the emergency services.
- ✓ Deal with the rest of the group and ensure that they are adequately supervised.
- ✓ Do not move someone with major injuries. Wait for the emergency medics.
- ✓ Contact the injured person's parent/carer.
- ✓ Complete an incident/accident report form.



Incident/accident report form

LETCHWORTH GARDEN CITY RUGBY FOOTBALL CLUB MINI FESTIVAL

Name of person in charge of session/competition

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury



Give details of how and precisely where the incident took place.

Describe what activity was taking place, for example training/game/getting

changed.

Give full details of action taken during any first aid treatment and the

name(s) of first-aider(s).

Were any of the following contacted?

Parents/carers Yes No

Police Yes No

Ambulance Yes No

What happened to the injured person following the incident/accident?

E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Name:

In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of risk assessment form



Risk assessment form

LETCHWORTH GARDEN CITY RUGBY FOOTBALL CLUB MINI FESTIVAL

Venue:

Letchworth Garden City Rugby Football Club Legends Lane,
Letchworth Garden City Hertfordshire.

Name and position of person doing check:

Sean Sutton Safety Officer

Date of check:

1st April 2010

Playing/training area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements).

Yes

No

(If no, please outline the hazard, who may be at risk and action taken, if any.)

Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?

(e.g. check there is no equipment left from other activities or obstructions left in the sporting area.)

Yes

No

(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)



Participants

Check that the attendance register is up-to-date with medical information and contact details. Check that performers are appropriately attired for the activity.

Is/are the register(s) in order? Yes No

(If no, please outline current state and action taken, if any.)

Are performers appropriately attired and safe for activity? Yes No

(If no, please outline unsafe equipment/attire and action taken, if any.)

Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers. (see emergency planning form direction to nearest accident & emergency hospital 24/7)

Are emergency access points checked and operational? Yes No

(If no, please outline the issues and action taken, if any.)

Vehicles are not to be parked across any of the emergency access points these are to be kept clear by event organisers at all times

Is a working telephone available? Yes No

(If no, please outline the issues and action taken, if any.)



Safety information

Check that evacuation procedures are published and posted somewhere for all to see.
Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club?

Yes No

(If no, please outline what information is missing and action taken, if any.)

First aid tent to be signed and signage easily visible at all times, extra fire facilities are to be adopted due to increase in persons visiting the club

Does the club need to take any further action? (If yes, please specify.)

Extra fire extinguishers and a fire blanket by barbeque area further fire extinguishers in bar area of club due to increase of visitors

Signed: *Sean Sutton*

Date: 1st April 2010

Name: **Sean Sutton Safety Officer**

N.B. A new risk assessment form should be completed at the start of each season, to ensure you cover the club should the incident happen again, and any resultant changes made to the club's code of practice.



RISK ASSESSMENT - BRIEF DESCRIPTION - LITTER OPERATIONS - LITTER PICKING (INCLUDING OTHER DEBRIS).**Number RA-001****Risk Level Medium****Prior to work commencement**

1. Must have PPE – safety footwear, gloves, outdoor clothing etc.
2. Must have appropriate tools and equipment in good condition, e.g. litter grab, plastic bags.
3. Container for needles etc, labels and string, brush and shovel.
4. Consider risks and hazards in work area, e.g. broken glass, vomit, condoms, thorny shrubs etc. Refer any concerns to club management.
5. Ensure your familiarity with method statement for safe working (See club policy).

Hazards

1. Handling of sharp items of litter, eg broken glass, cans etc.
2. Handling faeces, vomit, condoms etc with biohazard risks.
3. Contact with thorns, spines etc, in shrubbery.
4. Encounters with wasps and other insects, rodents and associated food wastes.
5. Slips and trips from uneven and slippery surfaces and slopes.
6. Manual handling of litterbins sacks etc.
7. Exposure to weather conditions.

Harm

1. Minor cuts to severe lacerations and fractures.
2. Infections, stings and/or bites, eye injuries, hypothermia, heatstroke, sunburn, muscle strain.

Persons at risk

1. Club staff, Volunteers and festival staff.
2. Other persons in the vicinity of the work area, e.g. passers-by.

Control measures

1. Always wear appropriate protective clothing and use PPE.
2. Take extra care on uneven ground and in shrubberies etc.
3. Always adhere to procedure for condoms, hypodermic needles/syringes (see --). Sharps bins for needles and other rigid containers for glass and sharp hazards should be obtained from Stores
4. Use good lifting techniques when emptying litterbins and moving sacks etc, ie manual handling (see separate Risk Assessment GEN 0017 Manual Handling).



5. Always seek attention for all cuts etc, however minor, to minimise risks of infection.
6. If in doubt regarding safety on site. Refer to supervisor or event manager before action.
7. Staff to have appropriate immunisation, eg against Hepatitis.

On completion

1. Inspect area covered to see if any hazardous material still present. If so remove or report to club management or mini festival management.
2. Transport rubbish bags etc, to appropriate disposal site.
3. Wash hands and arms thoroughly. Carry out personal inspection for cuts etc. Report completion to event management.



RISK ASSESSMENT - BRIEF DESCRIPTION – FIRST AID OPERATIONS – MEDICAL TREATMENT**Number RA-002****Risk Level Low****Prior to festival commencement**

1. Must have PPE – safety footwear, gloves, outdoor clothing etc.
2. Must have appropriate tools and equipment in good condition, e.g. litter grab, plastic bags.
3. Container for needles etc, labels and string, brush and shovel.
4. Consider risks and hazards in work area, e.g. broken glass, vomit, condoms, thorny shrubs etc.
Refer any concerns to club management
5. Ensure your familiarity with method statement for safe working (See club policy).

Hazards

1. Handling of sharp items of litter, e.g. broken glass, cans etc.
2. Handling faeces, vomit, condoms etc with biohazard risks.
3. Contact with thorns, spines etc, in shrubbery.
4. Encounters with wasps and other insects, rodents and associated food wastes.
5. Slips and trips from uneven and slippery surfaces and slopes.
6. Manual handling of litterbins sacks etc.
7. Exposure to weather conditions.

Harm

1. Minor cuts to severe lacerations and fractures.
2. Infections, stings and/or bites, eye injuries, hypothermia, heatstroke, sunburn, muscle strain.

Persons at risk

1. Club staff, Volunteers and festival staff.
2. Other persons in the vicinity of the work area, e.g. passers-by.

Control measures

1. Always wear appropriate protective clothing and use PPE.
2. Take extra care on uneven ground and in shrubberies etc.
3. Always adhere to procedure for condoms, hypodermic needles/syringes (see --). Sharps bins for needles and other rigid containers for glass and sharp hazards should be obtained from Stores
4. Use good lifting techniques when emptying litterbins and moving sacks etc, ie manual handling (see separate Risk Assessment GEN 0017 Manual Handling).



5. Always seek attention for all cuts etc, however minor, to minimise risks of infection.
6. If in doubt regarding safety on site. Refer to supervisor / event manager before action.
7. Staff to have appropriate immunisation, e.g.against Hepatitis.

On completion


1. Inspect area covered to see if any hazardous material still present. If so remove or report to club management or mini festival management.
2. Transport rubbish bags etc, to appropriate disposal site. Take clinical waste or sharps waste to Ancillary Services or Security as appropriate.
3. Wash hands and arms thoroughly. Carry out personal inspection for cuts etc. Report completion to supervisor / event management.



Task/Activity:	Moving Vehicles	Risk Assess. No.:	RA003
		Date Prepared:	25/05/2010

HAZARDS		Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity
Score:		1	2	3	4	5	1	2	3	4	5	
1	Person being hit by vehicle				✓					✓		16
2	Crushing by vehicle			✓				✓				9
3												
Total Score												25
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High			20 – 30 Medium		1-20 Low Risk			


PERSONS AFFECTED					
Club Staff	X	Members of Public	X	Visitor/s	X
Volunteers	X	Young Persons	X	Others	

ADDITIONAL CONTROL MEASURES	
Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ Drivers are to be made aware of any speed limits ➤ Where possible vehicles will be kept separate from pedestrians. ➤ Any event person involved in vehicle movement must wear the appropriate PPE i.e. high visibility clothing ➤ The area will be limited to a one way system ➤ Cones or roped off areas to be used to limit flow of traffic ➤ Police (to be notified of event) 	<ul style="list-style-type: none"> ➤ Traffic Management are to ensure clear levels of communication between all parties ➤ Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Correct PPE is worn whilst the vehicle is operating ➤ site safety induction


Final Risk Assessment Scoring With Adhered Controls

Medium



Task/Activity:		Security					Risk Assess. No.:		RA004				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
		Score: 1	2	3	4	5	1	2	3	4	5		
1	Dangerous clients / visitors		✓					✓				4	
2	Theft				✓				✓			16	
3	Onlookers /Crowd control		✓					✓				4	
Total Score											24		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X		Members of Public		X		Visitor/s			X		
Volunteers		X		Young Persons		X		Others					
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
<ul style="list-style-type: none"> ➤ The area will be limited to authorised persons only. ➤ Event staff to be used as a deterrent ➤ Police presence (or Notification) ➤ Signage in changing rooms not to leave valuables ➤ Lost children 						<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ What to do in the event of an security incident 							
Final Risk Assessment Scoring With Adhered Controls								MEDIUM					



Task/Activity:		Working at heights					Risk Assess. No.:		RA005								
							Date Prepared:		25/05/2010								
HAZARDS							Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity					
		Score: 1	2	3	4	5	1	2	3	4	5						
1	Fall				✓					✓		16					
2																	
3																	
Total Score												16					
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High			20 – 30 Medium		1-20 Low Risk								
PERSONS AFFECTED																	
Club Staff		X		Members of Public			X		Visitor/s			X					
Volunteers		X		Young Persons			X		Others								
ADDITIONAL CONTROL MEASURES																	
Information & Physical Controls							Managerial & Procedural Controls										
➤ The area where ladder is used will be limited to authorised persons only. ➤ No Ladder over 1.8m ➤ 2 person team when operating the ladder 							➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser										
Final Risk Assessment Scoring With Adhered Controls											LOW						



Task/Activity:		Human Resources					Risk Assess. No.:		RA006				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
Score:		1	2	3	4	5	1	2	3	4	5		
1	Weather exposure			✓				✓				6	
2	Injury			✓				✓				6	
3	Hydration			✓			✓					3	
4	Lost children			✓				✓				6	
Total Score											21		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X	Members of Public		X	Visitor/s		X					
Volunteers		X	Young Persons		X	Others							
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
<ul style="list-style-type: none"> ➤ Protective clothing according to weather conditions i.e. hot sun screen, Cold & rain protective clothing. ➤ Level 2 or St John's ambulance representatives on site ➤ Hydration (Hot weather) fresh Water station provided hose point for cooling off. ➤ Lost children procedure in place and signage notifying location child can be found (i.e lost children's tent) 						<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser 							
Final Risk Assessment Scoring With Adhered Controls											MEDIUM		




Task/Activity:	Waste Management	Risk Assess. No.:	RA007
		Date Prepared:	25/05/2010

HAZARDS		Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity
Score:		1	2	3	4	5	1	2	3	4	5	
1	Manual handling (heavy lifting)			✓			✓					3
2	Exposure			✓			✓					3
3	Noxious pests (wasps, bees)			✓				✓				6
4	Awkward handling			✓			✓					3
Total Score											15	

Risk Assessment Scores:	50+ High Risk	30-50 Medium/High	20 – 30 Medium	1-20 Low Risk
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PERSONS AFFECTED					
Club Staff	X	Members of Public	X	Visitor/s	X
Volunteers	X	Young Persons	X	Others	

ADDITIONAL CONTROL MEASURES

Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ Adequate number of bins ➤ organised delivery and pick up with local waste services or county council ➤ Protective clothing to be worn ➤ Event staff undergoing this task are to be briefed and difficulty ➤ Staff and volunteers work in small teams ➤ See RA-001 	<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser

Final Risk Assessment Scoring With Adhered Controls	LOW
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Task/Activity:		Generators, Power tools					Risk Assess. No.:		RA008				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
	Score:	1	2	3	4	5	1	2	3	4	5		
1	Serious injury			✓				✓				6	
2	Burns			✓				✓				6	
3	Entrapment of limbs			✓				✓				6	
Total Score											18		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X	Members of Public		X	Visitor/s		X					
Volunteers		X	Young Persons		X	Others							
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
<ul style="list-style-type: none"> ➤ Experienced operators only ➤ Use minimised and supervised ➤ All staff briefed re protective clothing or equipment PPE i.e. ear defenders, glasses and gloves 						<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / contractor 							
Final Risk Assessment Scoring With Adhered Controls								LOW					




Task/Activity:	Lighting and power	Risk Assess. No.:	RA009
		Date Prepared:	25/05/2010

HAZARDS		Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity
Score:		1	2	3	4	5	1	2	3	4	5	
1	Electrocution			✓					✓			9
2	Burns			✓					✓			9
3	Trip hazards			✓					✓			9
4	Weather conditions			✓					✓			9
Total Score											36	

Risk Assessment Scores:	50+ High Risk	30-50 Medium/High	20 – 30 Medium	1-20 Low Risk
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PERSONS AFFECTED					
Club Staff	X	Members of Public	X	Visitor/s	X
Volunteers	X	Young Persons	X	Others	


ADDITIONAL CONTROL MEASURES	
Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ Qualified electrician to carry out all 240v work ➤ All leads tagged and tested, marked and identified. ➤ Cables protected and approved covers all at safe height 	<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / electrician

Final Risk Assessment Scoring With Adhered Controls	MEDIUM - HIGH
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Task/Activity:		Marquees or tents					Risk Assess. No.:		RA0010				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
	Score:	1	2	3	4	5	1	2	3	4	5		
1	Injury			✓					✓			9	
2	Damage to other equipment /property			✓					✓			9	
3	Risk of collapse			✓					✓			9	
Total Score											27		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High			20 – 30 Medium		1-20 Low Risk				
PERSONS AFFECTED													
Club Staff		X	Members of Public			X	Visitor/s			X			
Volunteers		X	Young Persons			X	Others						
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
<ul style="list-style-type: none"> ➤ Marquees to be adequately weighted where pegging is disallowed 						<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / contractor 							
Final Risk Assessment Scoring With Adhered Controls							MEDIUM						



Task/Activity:		Underground services					Risk Assess. No.:		RA011				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
	Score:	1	2	3	4	5	1	2	3	4	5		
1	Injury			✓				✓				6	
2	Damage to other equipment /property			✓				✓				6	
3	Risk of electrocution			✓				✓				6	
Total Score											18		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High			20 – 30 Medium		1-20 Low Risk				
PERSONS AFFECTED													
Club Staff		X	Members of Public				Visitor/s						
Volunteers		X	Young Persons				Others						
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
➤ Damage to services underground infrastructure 						➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / contractor							
Final Risk Assessment Scoring With Adhered Controls								LOW					



Task/Activity:		Underground services					Risk Assess. No.:		RA012				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
	Score:	1	2	3	4	5	1	2	3	4	5		
1	Injury			✓				✓				6	
2	Damage to other equipment /property			✓				✓				6	
3	Risk of electrocution			✓				✓				6	
Total Score											18		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X	Members of Public				Visitor/s						
Volunteers		X	Young Persons				Others						
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
➤ Damage to services underground infrastructure 						➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / contractor							
Final Risk Assessment Scoring With Adhered Controls								LOW					



Task/Activity:		Media					Risk Assess. No.:		RA013				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
	Score:	1	2	3	4	5	1	2	3	4	5		
1	Negative media			✓			✓					3	
2													
3													
Total Score											3		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X	Members of Public		X	Visitor/s		X					
Volunteers		X	Young Persons		X	Others							
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
<ul style="list-style-type: none"> ➤ Event organiser to manage or liaise or deal with media enquires ➤ Avoid activities / situations that may create negative publicity to the club 						<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / Club management / Chairman 							
Final Risk Assessment Scoring With Adhered Controls							LOW						



Task/Activity:	Food	Risk Assess. No.:	RA013
		Date Prepared:	25/05/2010



HAZARDS		Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity
	Score:	1	2	3	4	5	1	2	3	4	5	
1	Food poisoning			✓			✓					3
2	BBQ being used Risk of burns				✓				✓			12
3												
Total Score											15	

Risk Assessment Scores:	50+ High Risk	30-50 Medium/High	20 – 30 Medium	1-20 Low Risk
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PERSONS AFFECTED

Club Staff	X	Members of Public	X	Visitor/s	X
Volunteers	X	Young Persons	X	Others	

ADDITIONAL CONTROL MEASURES

Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ Event organiser to manage or liaise or deal with food enquires ➤ Avoid use of fuel on BBQ ➤ Fire extinguisher present Water 9ltr for coal fuelled BBQ <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>	<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties dealing with BBQ ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / Club management / Chairman

Final Risk Assessment Scoring With Adhered Controls	Medium
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Task/Activity:	Alcohol Consumption	Risk Assess. No.:	RA014
		Date Prepared:	25/05/2010


HAZARDS		Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity
Score:		1	2	3	4	5	1	2	3	4	5	
1	Intoxication			✓				✓				6
2	Unruly behaviour		✓					✓				4
3	Service to a minor (Under 18)			✓						✓		12
Total Score												22

Risk Assessment Scores:	50+ High Risk	30-50 Medium/High	20 – 30 Medium	1-20 Low Risk
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PERSONS AFFECTED

Club Staff	X	Members of Public	X	Visitor/s	X
Volunteers	X	Young Persons	X	Others	

ADDITIONAL CONTROL MEASURES

Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ Event organiser to manage or liaise or deal with Persons selling alcohol ➤ Establish the controls needed to ensure that staff do not serve intoxicated or underage patrons ➤ Trained bar staff in the best ways to deny someone service and verify identification  Under 18's	<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / Club management / Chairman

Final Risk Assessment Scoring With Adhered Controls	MEDIUM
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Task/Activity:		Cash Handling					Risk Assess. No.:		RA015							
							Date Prepared:		25/05/2010							
HAZARDS						Likelihood					Severity					Risk Score
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity				
		Score: 1	2	3	4	5	1	2	3	4	5					
1	Cash being stolen			✓						✓		12				
2	Cash not accounted for			✓						✓		12				
3																
Total Score												24				
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High			20 – 30 Medium			1-20 Low Risk						
PERSONS AFFECTED																
Club Staff		X		Members of Public			X		Visitor/s			X				
Volunteers		X		Young Persons			X		Others							
ADDITIONAL CONTROL MEASURES																
Information & Physical Controls							Managerial & Procedural Controls									
<ul style="list-style-type: none"> ➤ Segregate money handling duties ➤ Safeguard un-deposited receipts ➤ Count twice, deposit once ➤ Consider employing a cash collection company to pick up any cash etc... 							<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / Club management / Chairman 									
Final Risk Assessment Scoring With Adhered Controls											MEDIUM					



Task/Activity:		Access to facilities					Risk Assess. No.:		RA016				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
	Score:	1	2	3	4	5	1	2	3	4	5		
1	Lack of disability access			✓				✓				6	
2	Emergency vehicle access				✓						✓	20	
3	Un-hygienic facilities		✓					✓				4	
Total Score											30		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X		Members of Public		X		Visitor/s			X		
Volunteers		X		Young Persons		X		Others					
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							
<ul style="list-style-type: none"> ➤ Event organiser to manage or liaise or deal with Emergency services ➤ Keep emergency access clear at all times ➤ Toilets to be cleaned every 2 hours 						<ul style="list-style-type: none"> ➤ Event Management are to ensure clear levels of communication between all parties ➤ Event Management area to ensure adequate information signage is available ➤ Ensure the findings of this risk assessment are made aware to all event staff ➤ Responsibility event organiser / Club management / Chairman 							
Final Risk Assessment Scoring With Adhered Controls								MEDIUM/HIGH					



Task/Activity:		Manual Handling					Risk Assess. No.:		RA017				
							Date Prepared:		25/05/2010				
HAZARDS		Likelihood					Severity					Risk Score	
Ref	Key hazards associated with the above task/activity.	Improbable	low	Medium	High	Near Critical	Minor	Moderate	Serious	Very serious	Fatality	Likelihood x Severity	
		Score: 1	2	3	4	5	1	2	3	4	5		
1	Slip, trip and falls			✓				✓				6	
2	Lifting objects			✓				✓				6	
3	Stooping			✓				✓				6	
4	Bending			✓				✓				6	
5	Twisting			✓				✓				6	
6	Holding away from body			✓				✓				6	
7	Strenuous pushing			✓				✓				6	
8	Frequent prolonged effort			✓				✓				6	
Total Score											48		
Risk Assessment Scores:		50+ High Risk		30-50 Medium/High		20 – 30 Medium		1-20 Low Risk					
PERSONS AFFECTED													
Club Staff		X	Members of Public		X	Visitor/s		X					
Volunteers		X	Young Persons		X	Others							
ADDITIONAL CONTROL MEASURES													
Information & Physical Controls						Managerial & Procedural Controls							



- Ensure main lighting system is adequate for whole area of work
- Persons using the lifting are trained
- When lifting, that employees should be reminded to keep their knees bent and their back straight to reduce the risk of muscular and skeletal injuries
- All large items should be lifted into position before the works commence.



- Event Management are to ensure clear levels of communication between all parties
- Event Management area to ensure adequate information signage is available
- Ensure the findings of this risk assessment are made aware to all event staff
- Responsibility event organiser / Club management / Chairman

Final Risk Assessment Scoring With Adhered Controls

MEDIUM/HIGH

This list is intended to assist you in considering the risk of injury from manual handling operations. It should assist you to assess the elements of the operation and to decide on suitable controls. An assessment is required if the operation involves a significant risk of injury, and cannot be avoided, mechanised or automated at a reasonable cost.

DOES THE TASK INVOLVE...?					
Stooping		Strenuous pulling		Other (list below)	
Bending		Repetitive handling			
Twisting		Little rest / recovery			
Long-distance travel		Work pacing			
Holding away from body		Reaching upwards			
Strenuous pushing		High initial efforts			
Frequent prolonged effort		Large vertical movements			



IS/DOES THE INDIVIDUAL..?

IS/DOES THE INDIVIDUAL..?					
Require unusual strength	<input type="checkbox"/>	Need general information or training	<input type="checkbox"/>	Other (this below)	<input type="checkbox"/>
Have a health problem	<input type="checkbox"/>	Need practical information/training	<input type="checkbox"/>		<input type="checkbox"/>
Pregnant	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>		<input type="checkbox"/>
A young person	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

IS THE LOAD..?

IS THE LOAD..?					
Heavy	<input type="checkbox"/>	Heavy at one end	<input type="checkbox"/>	Difficult to grasp	<input type="checkbox"/>
Bulky	<input type="checkbox"/>	Open container	<input type="checkbox"/>	Other (list below)	<input type="checkbox"/>
Hot or cold	<input type="checkbox"/>	Difficult to see over	<input type="checkbox"/>		<input type="checkbox"/>
Contents liable to move / shift	<input type="checkbox"/>	Container hazardous substance (separate COSHH assessment involved)	<input type="checkbox"/>		<input type="checkbox"/>
Unstable/unpredictable (people/animals)	<input type="checkbox"/>	Rough on its surface	<input type="checkbox"/>		<input type="checkbox"/>

** PLEASE TICK AS REQUIRED ✓



IS/DOES THE ENVIRONMENT

Hot/humid		Have varying floor levels		Have doors that operates outwards	
Cold		The floor in poor condition		Make it difficult to adopt good posture	
Windy		Cramped		As difficult storage conditions	
Poor light		Have a slippery floor surface		Other (list below)	
Have steps/ stairs		Have a obstructions			

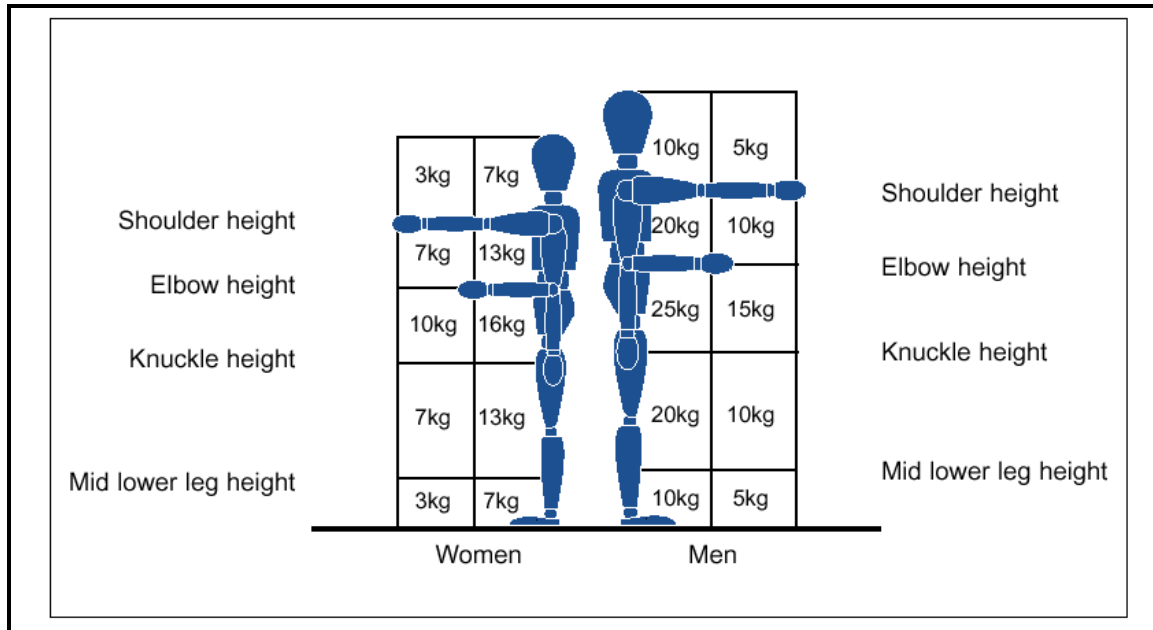
OTHER FACTORS

Does restrictive clothing make lifting hazardous?					
Dust requirements of personal protective equipment (PPE) make lifting hazardous?					
Is a handling team required?					
Is handling equipment required?					
Other (please list)					



Guideline Weights for Manual handling Operations.

The guideline figures below are intended to show the weights that a reasonably fit individual should be capable of lifting and lowering in ideal circumstances. They assume that the load is readily grasped with both hands and that the operation takes place in a reasonable working conditions with the handler in a stable body condition.



N B maximum when seated: 3KG (women), 5 KG (men)

These figures take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the heights and the reach of the individual handler. As you can see the capability to lift or lower is reduced significantly if, for example, the load is held at arm's length or the hands pass above shoulder height or are at floor level.

In some circumstances the weights in the guidelines should also be reduced where environmental or other circumstances and individual capacity are less than ideal. They should also be reduced where there is a requirement for twisting or stooping during the task and also where the task is carried out frequently.

The above guidelines can help to identify and prioritise those manual handling operations requiring more detailed assessment. The guidelines set out an approximate boundary within which operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment.

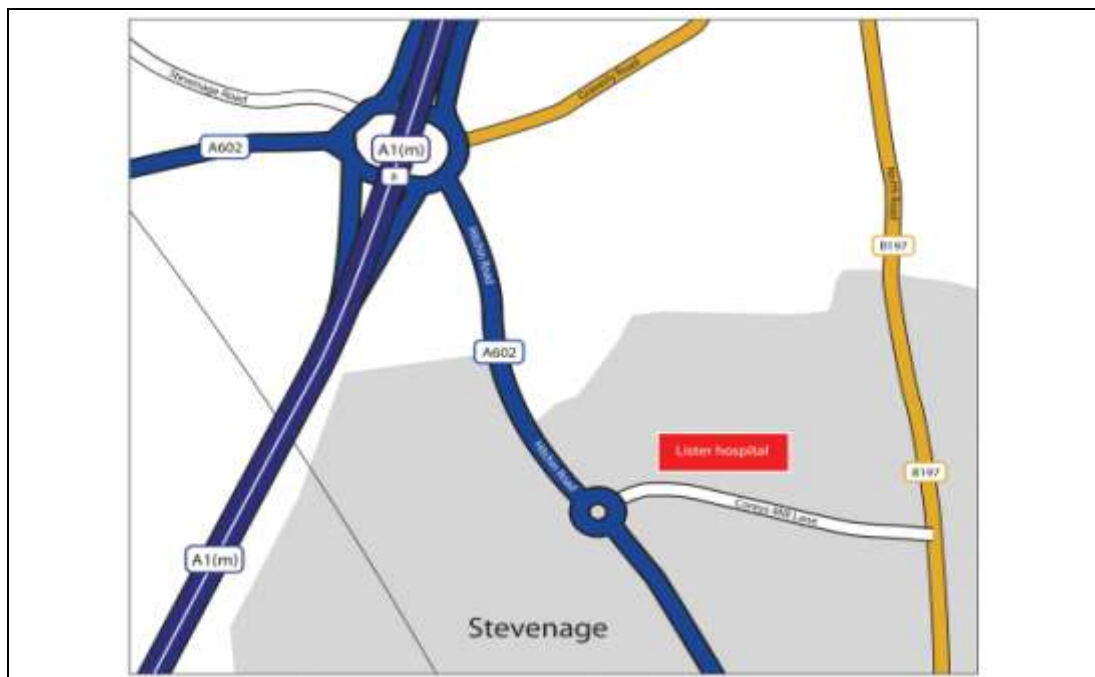
This enables you to concentrate on tasks that present the most risk. However there is no threshold below which manual handling operations may be regarded as "safe". Even operations lying within the guidelines should be avoided or made less demanding where ever it is reasonably practicable to do so.



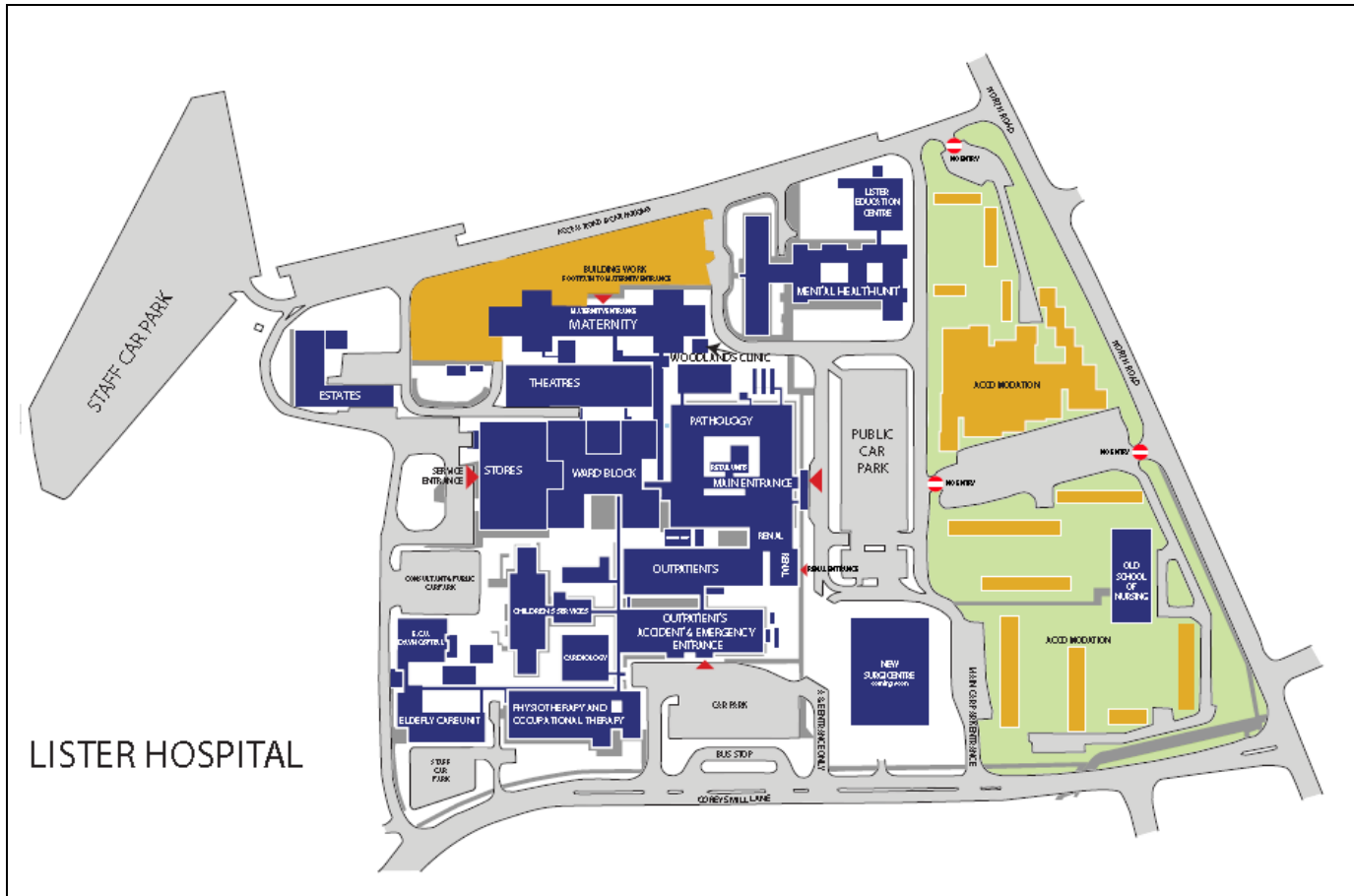
EMERGENCY CONTACT FORM

ORGANISATION	CONTACT	PHONE NUMBER
POLICE	0845 3300 222 non incidents	999 Emergency only
AMBULANCE		999
A&E HOSPITAL (LISTER STEVENAGE)	A&E	01438 314333
FIRE		999
EVENT MANAGEMENT		
SAFETY OFFICER	Sean Sutton	07919880089
ST JOHNS AMBULANCE		
INCIDENT OFFICER FOR ST JA		
TRAFFIC MANAGEMENT		

NEAREST ACCIDENT & EMERGENCY MAP



Stevenage Lister Hospital

**Nearest train station:** Stevenage

For more information on rail journeys, visit the [National Rail Enquires website](#) or call National Rail enquiries on 08457 484 950.

Buses stopping by the hospital:

There are several buses that stop at the Lister. For more information on buses stopping at the Lister and a timetable, please go to the [travel line south east website](#)

Car parking

We do have a pay and display car park, however there are limited spaces and on busy days it can be difficult to find a space. There is a drop-off area and we have reserved spaces for people with a disability parking permit.

Parking Charges

0 - 20 minutes Drop off and set down free of charge
 0 - 2 hours £2.50
 2 - 5 hours £4.00
 5 - 24 hours £6.00

Weekly £18.00 (available from the pay and display machines).

We have tickets available from wards and departments for people who are visiting long stay patients or who attend regular appointments.

Monthly £20
 3 monthly £30

