### A003 BRACKNELL SPORT & LEISURE CENTRE RISK ASSESSMENT – SPORTS HALLS & ACTIVITY AREAS

**Dated:** 01.07.11  
**Performed by:** Marc Humphrey

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<tr>
<th>WHAT ARE THE HAZARDS WHICH MAY CAUSE:</th>
<th>Who/what may be harmed? (give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</th>
<th>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations, eg COSHH, DSE, noise manual handling, fire etc)</th>
<th>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</th>
<th>What needs to be done? (What action should be taken or needs to considered in order that the risks identified are effectively controlled)</th>
<th>By When? (What is the target date for completion)</th>
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| • **Equipment** – (dismantling, erection, staff training, failure in use, maintenance programme, unauthorised/unqualified use, booking controls and security procedures, goalposts, inadequate storage, security & housekeeping in stores, condition of gym mats etc.)  
• **Hire Equipment** | Public & Staff  
Club members | • Procedures for equipment use and storage are detailed in NOP.  
• Staff are inducted and trained by DM & DO in handling specific equipment such as trampolines, seating units, kickboards, gym equipment and bowls mats.  
• All two person manual handling activities are defined in the NOP.  
• Specific equipment hazards are identified in the NOP.  
• 5-a-side goal posts are all anchored or weighted down at all times. All staff made aware via induction.  
• Daily visual checks of equipment are performed by qualified coaches, supervisors and rec. assts prior to use. | L  
2x1 | L  
2x1 | • Centre Manager to request clubs setting up own equipment provide copies of insurance documents seek assurances that set up is in accordance with governing body, and ensure those performing/supervising set up have received training & are competent.  
• Implement system for more regular equipment checks to be performed & recorded by competent person.  
• 3M hall - Manual handling issue re: bowls mats has been addressed. Provision of trolleys has assisted storage.  
• Remove from site all condemned equipment immediately.  
• Ensure all DM & DO are competently trained as part of the induction process in all equipment practices especially large apparatus.  
• Ensure equipment is included in ongoing training plan and is recorded. |
- Trampolines are serviced by an external "approved" contractor.
- Bouncy castles and fans are serviced in accordance with the ISRM guidelines.
- All equipment inspections are recorded and filed.
- Equipment if erected in advance of use is supervised or stored to prevent unauthorised use.
- Hire equipment (rackets/balls) is all in good condition and visually checked prior to hire.
- Ensure all free standing goals are anchored at all times, with reference in the NOP.
- Review storage of trampolines in 3M hall. Storage space required away from playing area.
- Ensure Bouncy Castle inflatables and fans/blowers are used & serviced in accordance with the latest ISRM guidelines.
- Access control has been reviewed. Metal shutters now installed on all hall stores. This will prohibit unauthorised public access to the stores.

- **Storage facilities** – (Controlled access, unauthorised access prohibited, good housekeeping, tidy & well managed storage, lockable, well maintained).

  **Public & Staff**

  - No smoking policy in building, Government law
  - Areas used for mat storage detailed in NOP.
  - Appropriate fire fighting equipment annually serviced and readily available.
  - Improve general housekeeping in all hall stores. Remove all unwanted or condemned items.
  - Considered replacing present kickboards in main hall with a lighter version. Not possible due to the nature of the purpose they are solving.
  - Main hall stores require fire proofing as act as a mat store and house other combustible materials. Sign "NO unauthorised access."
  - Lighting in all stores needs to be reviewed immediately along with fault reporting procedure. Insufficient lighting available during visit. Tube replacement necessary.
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<th><strong>Access to halls</strong> – (Preventing unauthorised access, misuse of facilities, misuse of equipment).</th>
<th><strong>Public</strong></th>
<th><strong>All controlled via centre entrance at reception.</strong>&lt;br&gt;<strong>Periodic hall checks made throughout shift by Centre staff.</strong>&lt;br&gt;<strong>Refer to events for commercial function access control.</strong>&lt;br&gt;<strong>Entrance door to halls can be chained &amp; padlocked shut on occasion to prevent access when not in use.</strong></th>
<th>L 3x1</th>
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<td><strong>Floors, walls, ceilings and lighting</strong> – (maintenance of playing surface, falling objects, protected lighting resistant to ball games and sufficient operating).</td>
<td><strong>Public &amp; Staff</strong></td>
<td><strong>Hall floors regular cleaning regime scheduled. Cleaning agent used as per manufacturers’ recommendation.</strong>&lt;br&gt;<strong>Walls generally well maintained and in good condition.</strong>&lt;br&gt;<strong>Light diffusers are resistant to ball game impact.</strong>&lt;br&gt;<strong>Lighting levels monitored and replace light tubes as PPM as necessary.</strong>&lt;br&gt;<strong>Emergency lighting system operational and tested/recorded.</strong></td>
<td>L 3x1&lt;br&gt;<strong>Walls require some maintenance.</strong></td>
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<td><strong>Emergency Exits</strong> – (Clearly signed, illuminated signs, protected from ball impact, push bars operational, sufficient exits).</td>
<td><strong>Public &amp; Staff</strong></td>
<td><strong>Exits clearly marked with statutory illuminated signs.</strong>&lt;br&gt;<strong>All push bars operational.</strong>&lt;br&gt;<strong>Clear access and sufficient</strong></td>
<td>LOW&lt;br&gt;<strong>All doors require additional “KEEP CLEAR” signage – both internally &amp; externally. Larger signage externally.</strong></td>
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- **Electricity**
  - All portable appliances are PAT tested as deemed necessary.
  - Faults reporting procedure is detailed in the NOP.

- **Seating & Spectating arrangements – (Auditoria seating units)**
  - Staff specifically trained in setting up and dismantling units during induction.
  - Units are regularly serviced.
  - Staff trained in use by DM & DO.

- **Specialist Activities – (Coached sessions, quality of coaching, coaching support, qualifications of staff, coach/pupil ratio. **Bouncy castles**, misuse, overcrowding, tethering, blower protection, erection and dismantling. **Tweeny Tumblers**, landing area, misuse, lack of control, rules of use, overcrowding.)**
  - All coaches are fully qualified in recognised respective activities.
  - Assistant coaches are only used as additional help on a voluntary basis.
  - Records maintained on personal file of qualifications. Copies of certificates are held on file.
  - Pupil/coach ratios adhered
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<th>Events – (Special events, dog/cat shows, computer fairs)</th>
<th>Public &amp; Staff</th>
<th>Specific risk assessments performed for special events i.e. school concerts.</th>
<th>L 3x1</th>
<th>• Arrange post event meetings</th>
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<td>• Special event seating arrangements authorised by Licencing Officer prior to events.</td>
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<td>• Special events contractors are vetted and approved.</td>
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<td>• General hall capacities are specified in NOP.</td>
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<td>• Contract/booking form completed. Conditions of hire explained and copy given to hirer.</td>
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<td>• Event safety is closely monitored by duty staff.</td>
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