

Risk Assessment

Risk assessment guidance:

- 1) Identify the hazards.
- 2) Decide who may be harmed and how and quantify the level of risk using the risk matrix guidance available.
- 3) Evaluate existing control measures and record what else needs to be done to control the risks.
- 4) Set out the further actions required to be implemented to reduce the risk and complete the residual risk score guidance. Detail actions complete by and by whom, and initial off when this is done.
- 5) Review and update this risk assessment annually or promptly when there are changes to products / processes in the workplace or following an incident or accident.

Risk Assessment Task/Equipment: **People or Objects falling from Viewing gantry** Risk Assessment Ref Number: **NSC04**

| Nunthorpe Squash & Rackets Club | | Department: General | | Assessment conducted by K Bowes Position: Secretary | | Date of assessment: 1/12/2023 | | |
|---|---|---------------------|--|---|---------------------|-------------------------------|----------------------|--------------------|
| Identify the hazards: | Who might be harmed and how: | Initial Risk Score | What are you are already doing to minimise risk of harm? | What further action needs to be taken to control this risk? | Residual Risk Score | Action by whom: | Action by what date? | Sign when complete |
| Objects for persons falling from viewing gantry onto playing surface. | All Members and contractors /v visitors | 6 | <ul style="list-style-type: none"> All users to conduct a dynamic risk assessment before play commences. Provide escalation process to all users to highlight issue and enable repairs or remedial action to be coordinated. Ensure all viewing areas are clutter free. No drinks or drinks bottles allowed near viewing gantries and play not to commence unless hazards are removed. | <ul style="list-style-type: none"> Visual checks on daily basis by players and committee members Report damage or to committee via feedback form and record details in Incident book – Players not to play on court if damage or unplayable conditions observed. No play to commence if hazards are observed | 4 | K Bowes | 1/12/2023 | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | <ul style="list-style-type: none"> No juniors allowed in viewing areas unless supervised by adult. No persons to sit on viewing gantry | | | | | |
| | | | | | | | | |

Further information to be included with this risk assessment (tick where applicable):

☐ COSHH assessment (required if exposed to hazardous substances).

☐ Manual handling assessment (required when transporting or supporting a load including the lifting, putting down, pushing, pulling, carrying, or moving thereof, by hand or bodily force).

List any training, information, or specific instruction required:

List maintenance checks required on plant and equipment i.e., PAT testing, annual maintenance:

- Approved court maintenance contractors – Court Craft, local heating, and electrical trades to be used to support repairs – daily, weekly, quarterly inspections and reviews with annual servicing for electrical and gas equipment.
- Repairs and damage actioned ASAP
- Visual checks by all players
- Follow England squash & NSC code of conduct.

Assessment of risk using the controls detailed above:

Ensure you have entered a residual risk score once you have identified the control measures reducing the risk:

Are the hazards / risks suitably controlled using the control measures detailed above? YES

If no, state the further actions required e.g., requirement for a standard operating procedure (SOP), etc.

Declaration by Committee:

I confirm that I have reviewed the above risk assessment, and I am satisfied that all the hazards and associated risks have been correctly identified and scored and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable. **N.B. If the risk score is classified as high or extremely high it must be signed by the Chairman.**

Print name: K Bowes

Signature:

Job Title: Club Secretary

Date:

| Review date: | Name: | Signature: | Position: | Next review date: |
|--------------|---------|------------|-----------|-------------------------|
| Dec 2023 | K Bowes | | Secretary | Dec 2024 or as required |
| | | | | |
| | | | | |

Risk Matrix

| Level of risk | Risk elimination / reduction time frame | Severity of the potential injury / damage | | | | |
|---|---|--|---|---|---|--|
| 0 - 5 = Low risk | Unlikely to be required | Insignificant damage to property, equipment, or minor injury 1 | Non-reportable injury, minor loss of process or slight damage to property 2 | Reportable injury, moderate loss of process or limited damage to property 3 | Major injury, single fatality critical loss of process / damage to property 4 | Multiple fatalities, catastrophic loss of business 5 |
| 6 - 10 = Moderate risk | As soon as is practicable | | | | | |
| 11 - 15 = High risk | URGENT | | | | | |
| 16 - 25 = Extremely high unacceptable risk | IMMEDIATE | | | | | |
| Likelihood of the hazard happening: | Almost certain 5 | 5 | 10 | 15 | 20 | 25 |
| | Will probably occurs. 4 | 4 | 8 | 12 | 16 | 20 |
| | Possibly occur. 3 | 3 | 6 | 9 | 12 | 15 |
| | Remote possibility 2 | 2 | 4 | 6 | 8 | 10 |
| | Extremely unlikely 1 | 1 | 2 | 3 | 4 | 5 |

N.B. for catastrophic or major incidents, please contact NSC Secretary for further advice.

To calculate the level of risk:

1. Select a specific hazard from the risk assessment.
2. You multiply the relevant number in the blue section with the corresponding number in the pink section.
3. Assess the hazard in relation to the likelihood of it occurring and decide what potential injury / damage could occur due to this. For e.g., a hazard could be a wet floor which someone could slip on. Look at what potential injury / damage could occur because of this and chose the worst-case realistic scenario. So, in this case, based on reports in the accident book, your assessment is that this could possibly occur and that a reportable injury, such as a fractured hip, may be the most likely worst-case scenario.
4. The number associated with the likelihood of the hazard happening is then multiplied by the number associated with what potential injury / damage could occur and this gives a risk score. So, in this scenario, possibly occur = 3 and reportable injury = 3, so $3 \times 3 = 9$ which is the risk score (moderate risk).
5. Identify the urgency of eliminating / reducing the risk (via the colour bandings), determine which level any risk will be managed within the organisation, assign priorities for remedial action and the timescales for this (if action is required). The risk must also be recorded on the Facilities risk assessment management summary.