

# Risk assessment

<b>This is the statement of general policy and arrangements for:</b>			
		<b>ALL PLAY SPORT</b>	
<b>ANDY STEWART</b>		<b>have overall and final responsibility for health and safety</b>	
<b>ALL STAFF MEMBERS</b>		<b>have day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the places we operate	A.Stewart	Carry out regular checks for all hazards at permanent facility (flooring, walls, doors, fencing, equipment etc.) & checks beforehand at all off-site activities.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	A.Stewart	All staff or volunteers are given training and regular safety briefs which details processes & safety requirements. Monitor staff.	
Engage and consult with employees on day-to-day health and safety conditions	A.Stewart	Remain in contact with all employees, ensuring that safety standards are constantly adhered to. Conduct random spot checks to off-site activities.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	A.Stewart	All staff designated as a fire safety officer due to working alone or in an area on their own. Fire/safety policy included in safety briefs.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of potentially harmful substances.	A.Stewart	All equipment checked weekly & replaced as required.	
Signed: <i>A.Stewart</i>	A.Stewart	Date:	03 January 2020

A review of this policy will take place if it is no longer deemed valid, eg if circumstances change.

What are the hazards/concerns?	Who might be at risk and how?	Solution(s)	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Notes
Emergency Entrance/exit	Staff need to ensure that they are aware of the location of all emergency exit/entrances. Also that they are kept clear at all times, inside and outside.	Regular checks before, during and after the event. Also important to check that emergency escapes are not locked.	Clear instructions from a senior member of staff in advance of event. And a check list.	All staff, including management.	From now on	
Parking	Staff and visitors may be at risk to injury if parking area is not managed correctly, also vehicles may be at risk to damage.	Clearly marked parking areas with bays, ideally a well lit area, speed limit restrictions, and where possible a parking marshal.	N/A	All staff.	Set up on the day of event	
Vendors and Concessions	Staff and visitors may be injured/harmed or at risk if there is the vendors and concessions do not follow a safe practice, considering issues such as Public Liability Insurance, Health & Hygiene, equipment safety and maintenance updates.	All concessions and Vendors need to provide the relevant documents that suit their trade and that we request upon time of confirming attendance, these documents also need to be visible on the day of the event, failure to do this will result in them being refused entry.	N/A	Management.	From now on	
Kitchen area	Staff & visitors may get be at risk to injury if a kitchen code and conduct is not in place customers may be at risk upon purchasing food and drink.	There should only be "staff only" signs upon entry of the kitchen, only qualified kitchen staff should be in the kitchen, a maximum amount of staff only in the kitchen at one time. Staff with food and hygiene training only should cook and prepare food for sale.	All food that is sold should clearly state ingredients due to allergy and dietary requirements	All staff, including management.	From now on	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)