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| **Assessor name** | **RAFAIL KRASTO** | | | | **Assessment date** | | 26/03/2020 | **Location of work activity** | | Reid Hall Sports Pitch | |
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| **Work activity or area being assessed** | | | Football, Basketball, Tennis | | | | | | | | |
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| **Reviewed by line manager (Print name)** | |  | | **Reviewed by line manager (signature)** | |  | | | **Date approved** | | Enter date here |

| **What are the hazards?** | **Who might be harmed and how?** | **Risk rating**  **L x S = Risk** | | | **What are you already doing?**  **(existing control measures)** | **What further action is necessary?** | **Action by who?**  **And by when?** | **Done** | **Residual risk rating** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **Risk** | **L** | **S** | **Risk** |
| Slips, Trips and Falls. The excess sand on the sports pitch, can cause students to slip especially when changing direction, accelerating or decelerating | Students, staff and externals may slip, trip or fall whilst participating in physical activity on the sports pitch and sustain an injury. | 4 | 4 | High (16) | When students make bookings, they are agreeable to the terms and conditions of the sports pitch. Which states that participants should wear the appropriate sports clothing and footwear for physical activity and outdoor weather conditions.  Students participating in basketball, should be made aware at the time of booking or before using the facility that there is increased risk of sand spray back when bouncing the basketball on the surface due to the sand residue.  Estate and Facilities – Garden Manager – ensures that the pitch is professionally swept each semester to ensure that excessive sand is cleared and does not become a hazard. This is communication to Student Engagement or Reid Hall reception in advance to ensure it does not interfere with pitch bookings. | In the case of incidents on the pitch related to slips, trips, or falls the Accident Record form must be completed and sent to Student Engagement Staff or Accommodation Staff by students or staff using the pitch. This is to ensure that the number of incidents are collated effectively to the Health and Safety Manager. The form can be found in staff intranet -> Health and Safety department -> Forms. | Student Engagement and Accommodation Staff who take student bookings. Estates and Facilities Staff booking external pitch sweeping. | Start of booking | 3 | 3 | Medium (9) |
| Clothing and Footwear | Students, staff and externals may not be wearing clothing appropriate for sports causing them injuries. | 3 | 3 | Medium (9) | When students make bookings, they are agreeable to the terms and conditions of the sports pitch. Which states that participants should wear the appropriate sports clothing and footwear for physical activity and outdoor weather conditions. This is to reduce the likelihood of injuries caused by inappropriate clothing and footwear.  In addition, if individuals using the pitch are wearing heeled shoes this may cause damage to the surface of the pitch – increasing the risk of slips, trips and falls. | Student Engagement and Accommodation staff have the right to deny access to users that are not wearing appropriate footwear and clothing. If users ignore the advice by members of staff, they do so at their own risk. | Student Engagement and Accommodation Staff | Start of booking till the end of booking | 3 | 2 | Low (6) |
| Sport equipment including balls and bibs | Faulty or broken sports equipment may pose as a risk and increase the likelihood or users getting injured. Users wearing sports bibs during competitive matches may be at an increased risk of injury by people pulling the bib or getting caught in fencing. | 4 | 2 | Medium (8) | Student Engagement and Accommodation Staff will check the sports equipment on a weekly basis to ensure the sports equipment is fit for purpose. If equipment is deemed broken it will be replaced within a reasonable time frame. This includes inflating balls when they become flat. The sports bibs will be checked on a regular basis to ensure that they do not become dirty or unhygienic. Student Engagement staff will wash sport bibs when required using the washing machines in Reid Hall. | Student/ Staff will be required to leave their ID card as an insurance when hiring for sports equipment. If sports equipment is lost Student Engagement and Accommodation Staff will keep track and kindly ask the users to replace the equipment but can not enforce. | Student Engagement Staff and Accommodation Staff | Weekly and at the start and end of bookings. | 1 | 2 | Low (2) |
| Participants – behaviour and conduct | Students, Staff and externals. | 4 | 4 | High (16) | All users are expected to behaviour in line with the university codes of conducts and behaviour expectations. Whilst playing sport it is expected that all users will act in a way that demonstrates fair play, sportsmanship and uphold the Regent’s values. If the behaviour of an individual or group using the pitch is deemed inappropriate, aggressive or antisocial. Security staff will be alerted and intervene in the situation. During out of office hours security staff will ensure regular checks of the pitch sport, if there are evening bookings. If it is found there are individuals who repeatedly demonstrate bad behaviour they will be warned by Student Engagement Staff and banned from making future pitch bookings. | Student Engagement and Accommodation staff will regularly review the members of staff and students making bookings. | Student Engagement, Accommodation and Security staff | Start till the end of booking | 2 | 4 | Medium (8) |
| Guests – externals | Students, staff and externals. | 3 | 3 | Risk | Externals are only eligible to use the sports pitch, if they are a guest of a student or member of staff making the pitch booking. All externals are required to sign in and out at reception. Access to campus must be through main reception. External are not allowed entry to campus by using the side entrance next to the sports pitch. Security staff will be stationed at the side entrance and will be able to direct all guest to main reception. Students or staff are responsible for the actions and behaviours of the guest they bring onto campus. If the behaviour of a guest is not acceptable, they will be asked to leave campus by Security Staff. All students or staff booking the pitch are required to declare if they are bringing guests and are required to provide the names of the guests at the time of booking. These names will then be passed onto security staff. | If it is found that students/staff are making pitch bookings on behalf of externals and are not present at the time of the booking. The member of staff or students will be provided with a warning and may be banned from making future pitch bookings. | Student Engagement and Accommodation staff at the time of booking. Security staff during the booking. | Start till the end of booking | 2 | 3 | Low (6) |
| Fixtures and fitting around Reid Sports Pitch. Including lighting, fencing, cages and outside sports equipment such as posts and nets. | Student, staff and externals. | 3 | 3 | Medium (9) | Facilities staff, Student Engagement Staff and Accommodation Staff will make regular checks to ensure that there are no issues or problems with the fixtures and fittings around the sports pitch. Any issues will be log to facilities through the facilities helpdesk online system. | To send any reported issues to the Health and Safety manager in the monthly reports. | Student Engagement, Accommodation and Facilities and Estates Staff | Monthly | 2 | 3 | Low (6) |

L = Likelihood S = Severity \***Hint**, Tab in last cell for a new row

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| **Assessment review date** | 25/01/2021 |

**Reid Hall Sports Pitch – Terms and Conditions**

1. Users who request to make bookings must leave their name, student/staff number and contact details.
2. **For safety purposes the use of the pitch is only authorised for Regent’s students and staff. If you are planning to invite externals, you need to inform the name of each one of your guests at least one week in advanced to the following:** [**sportandfitness@regents.ac.uk**](mailto:sportandfitness@regents.ac.uk)**. The approval or not of your request will be sent by email two days after your application.**
3. Two hour time slots are the maximum length of one booking.
4. Bookings can up made up to a week before the proposed date of the booking.
5. Bookings which are related to Regent’s Sport will take priority over student or staff bookings. This means your booking may be cancelled or rescheduled at minimal notice.
6. Users wishing to make block bookings will need to contact [sportandfitness@regents.ac.uk](mailto:sportandfitness@regents.ac.uk)
7. If the user is late to their booking other users can use the pitch until they arrive.
8. Repeated no shows may jeopardise their ability to book repeatedly in the future.
9. Cancellations must be notified to either  [sportandfitness@regents.ac.uk](mailto:sportandfitness@regents.ac.uk)as soon as possible.
10. Participants must wear appropriate sports clothing and footwear to participate in physical activity and outdoor weather conditions.
11. Users are able to borrow sports equipment from Reid Reception and must be returned at the end of the booking.
12. Tennis Students are advised to arrive 10 minutes early to set up the net and put the net down at the end of the booking. Staff from the student services department will assist students to assemble equipment if required.
13. The sports facility must be cleared by the end of the booking, this includes sports equipment, rubbish and personal items. Users who repeatedly leave rubbish and do not return equipment may be denied access to booking the facility in the future.
14. The facility and borrowed sports equipment must be treated with respect. User may be liable to any damage to sports equipment or to the facilities if it took place during the time of their booking.
15. User must be respectful to staff and security staff. Decisions made by a member of staff will be the final decision regarding the booking.
16. Users are only allowed access to the court between 09:00 - 22:00. Estates and facilities and security staff will check and lock the facility after this time. Students or staff using the facility outside the stated hours will be asked to leave.
17. No dangerous, high risk or unsuitable activity should be undertaken during the time of the booking.
18. Floodlights can be used during the time of the booking if required, users must ask at Reid reception.
19. There are no changing, refreshment or WC facilities in Reid Hall for either students or staff. General changing and shower facilities are situated in Darwin Basement and there is an outside water fountain by the sports pitch.
20. Users that breach any of the terms and condition may be denied access to book with this facility in the future.

**Risk = Likelihood x Severity**

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| **Likelihood** | | **Severity** | | | | | | | | | |
| No injury | 1 | Minor injury | 2 | Medical injury | 3 | Major injury | 4 | Fatality | 5 |
| Very unlikely | 1 | **Low (1)** | | **Low (2)** | | **Low (3)** | | **Low (4)** | | **Low (5)** | |
| Possible | 2 | **Low (2)** | | **Low (4)** | | **Low (6)** | | **Medium (8)** | | **Medium (10)** | |
| Probable | 3 | **Low (3)** | | **Low (6)** | | **Medium (9)** | | **High (12)** | | **High (15)** | |
| Likely | 4 | **Low (4)** | | **Medium (8)** | | **High (12)** | | **High (15)** | | **High (20)** | |
| Very Likely | 5 | **Low (5)** | | **Medium (10)** | | **High (15)** | | **High (20)** | | **High (25)** | |

Once the level of risk has been identified, you can determine the control measures that need to be put into place to either eliminate or reduce it so far as reasonably practicable. As a guide you should consider the following:

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| **Low risk** | **1 to 6** | **TOLERABLE** | No further action required |
| **Medium risk** | **7 to 11** | **REDUCE** | Introduce further controls and monitor existing controls |
| **High risk** | **12 to 25** | **INTOLERABLE** | Stop the process or activity until further controls are implemented |

You should then reassess the risk to take into account the reduction in risk or any new risks that may be posed by the control measures.

Repeat these steps until the hazard is eliminated or, when this is not possible, the risks are reduced to an acceptable level.