

Recreation in Aston Risk Assessment: The Recreation Centre Building

Hazard	Risk Factor(s)	Person(s) at Risk	Current Controls	Further Action Needed	Risk /10
Surface Slips, trips and falls	Falling on uneven ground, wet or slippery surfaces, sloping surfaces or in poorly lit areas. Falling up or down the stairs. Falling in the showers/changing areas.	All users	Entrances and exits are kept clear. Floor cleaning takes place out of user hours to allow time for surfaces to dry sufficiently. Cleaning materials are provided so that spillages can be easily cleaned. All areas, lights and surfaces are checked regularly. Warning tape is used to alert users to steps/slopes where required.	Users are encouraged to check areas before their members are allowed access. Any problems are to be reported to an RIA committee member.	8
Access to the building via Shardlow Road and Car Park causing a collision or accident	Many users arriving and leaving at the same time and car park overcrowding. Multiple exits for pedestrians onto the carpark from the playing fields. Young people on bikes, scooters and skateboards on the car park.	All users	Bookings take into consideration car park capacity and do not overlap unless necessary. Users and their members are encouraged to walk or cycle to the centre to limit car park congestion. A bike rack has been installed at the centre. Party bookings are avoided (where possible), when sports fixtures are being held on the playing fields.	Car park layout and capacity to be displayed on the external noticeboards.	7
Building is left unsecure	Facility left unsecure Shutters are not closed correctly Unauthorised users gain entry.	All users	Facilities are locked at the end of each session(s). Shutters are secured.	Log of keyholders up to date. Bookings and users are managed online and kept up to date.	3
Collisions from overcrowding	Large number of users.	All users	Fire safety numbers are maintained, and users are informed of room capacity.	Room capacity numbers displayed on noticeboards and website.	7
Collisions into fixtures and fittings	Unmaintained fixtures and fittings and large number of users.	All users	Doors are kept closed and areas kept clear. Soft-closing fire doors, and minimal fixtures and fittings.	Ongoing assessment and maintenance of fixtures and fittings.	3
Collisions into moveable items	Users discarding items on floors, behind doors, thoroughfares.	All users	Users are responsible for the safety of their members. All users sign an agreement to use the hall and are given an example risk assessment for using the space.	User agreements are updated and signed annually. One-off users agree to take responsibility for their booking.	7
Collisions from sporting activity. Getting out/putting away/using equipment.	Poorly maintained equipment Users are not trained to use equipment, equipment is not assembled/dissembled or stored correctly.	All users	Users are responsible for the safety of their members. All users sign an agreement to use the hall and are given an example risk assessment for using the space. Any equipment used/stored in the building is done so at group/individuals own risk.	User agreements are updated and signed annually. One-off users agree to take responsibility for their booking.	8

Injury from the result of poorly maintained storage areas	Furniture and equipment are not stored safely or securely. Users do not return items correctly after use. Cleaner does not return equipment after use. Injury occurs as a result of poor storage.	All users	Storage areas are clearly marked. Storage areas are not overfilled. Storage areas are assessed regularly, and unused/unwanted items are removed.	Posters/images displaying correct ways to store furniture are displayed.	6
Entrances and exits are not secure/monitored while young people are using the building	Young people are not supervised correctly and gain access to the car park, stairs, playing fields, changing rooms or kitchen facilities. Doors and exits are left or wedged open.	Young users	Users are responsible for the safety of their members. All users sign an agreement to use the hall and are given an example risk assessment for using the space.	User agreements are updated and signed annually. One-off users agree to take responsibility for their booking.	6
Burns, scalds or cuts	Using kitchen facilities	All users	Only competent persons to use kitchen. Users must exercise caution when cooking, preparing food, boiling kettles, serving hot drinks.	User agreements are updated and signed annually. One-off users agree to take responsibility for their booking.	7
Cleaning Chemicals	Chemicals cause irritation or burns to skin/eyes. Chemicals are ingested.	All users	Harsh chemicals, like bleach, are stored in a locked cabinet in the disabled toilet and used only by the cleaner or under RIA supervision.	Information about using chemicals is displayed on internal noticeboards.	8
Waste Disposal	Cuts or infections occur through waste disposal.	All users	PPE and bin liners are provided for all users. The cleaner is responsible for disposing of waste and replacing bin liners on a regular basis.	User agreements are updated and signed annually. One-off users agree to take responsibility for their booking.	5
Water Management	Water lies stagnant and harbours diseases like Legionella.	All users	Testing is performed by the Landlord ((AoT Parish Council) to ensure water supply is safe.	Water systems are used and flushed regularly.	8
Fire	Risk of injury or death	All users	Fire alarm system active and operational and correct equipment in place. Electrical systems tested and certified by Landlord (AoT Parish Council).	Vigilance. No smoking in the facility. Do not cover heaters.	5
Flood	Risk of injury or death	All users	Whole site closed immediately.	Guidance to be sort before reopening can take place.	5

Recreation in Aston Risk Assessment: Playing Fields and Outdoor Areas

Hazard	Risk Factor(s)	Person(s) at Risk	Current Controls	Further Action Needed	Risk /10
Surface slips, trips and falls	Falling on uneven ground, wet or slippery surfaces, sloping surfaces or in poorly lit areas.	All users	Entrances and exits to the playing field are kept clear. Fencing is well maintained and safe. First aid facilities are available in the building.	Users are required to perform their own risk assessments and provide correct training and support for their members.	8
Contact injuries Injury caused by foul play Injury caused by equipment Injury caused by bats and balls	Twists, fractures, cuts, bruises, dislocations, breakages. Risk of serious injury and death.	All users	Wearing correct footwear and clothing. Clear rules and regulations are in place. Wearing of protective clothing where necessary. First aid facilities are available in the building. Teams are organised and managed effectively.	Users are required to perform their own risk assessments and provide correct training and support for their members.	8
Collisions from sporting activity	Sportsperson(s) are hit by a bat, ball or another sportsperson.	All users	Fixtures are given adequate space. A timetable of fixtures and training sessions can be found on noticeboards and the website. First aid facilities are available in the building.	Users are required to perform their own risk assessments and be vigilant and considerate to other users of the playing fields.	8
Asthma	Users not having their inhaler/medication.	Asthmatics	Teams make sure that all users health needs are recorded, assessed and managed accordingly.	Users are required to establish any health needs and contact details for next of kin/GP	6
Setting up/taking down/moving equipment	Poorly maintained equipment. Users are not trained to use equipment or equipment is not assembled/dissembled or stored correctly.	All users	Users are responsible for the safety of their members. All users sign an agreement to use the fields and are given an example risk assessment for using the space. Any equipment used/stored is done so at their own risk.	User agreements are updated and signed annually. One-off users agree to take responsibility for their booking and their members.	7
Spectators/non players incur injury from training or fixtures.	Spectators, walkers or users of the playground/fields is hit by a ball or sportsperson.	All users	Fixtures are given adequate space. A timetable of fixtures and training sessions can be found on noticeboards and the website. First aid facilities are available in the building.	User agreements to be updated and signed annually. One-off users to agree to take responsibility for their booking and their members.	6
Participant numbers are too high	Training/fixture is not safe.	All users	Bookings are taken by RIA and fixtures are limited to one team at a time for a full fixture and managed accordingly for training sessions. Cricket matches are not played with a hard ball if any other teams are training/playing on the adjacent football pitch.	User agreements are updated and signed annually. One-off users to agree to take responsibility for their booking and their members.	5

Emergency Incidents	A serious incident occurs requiring emergency assistance.	All users	Phone 99 and apply first aid where appropriate.	Users are required to perform their own risk assessments and provide correct training and support for their members.	10
Proximity to ditches	Users must take extra care when entering ditches to retrieve balls or equipment.	All users	Users are responsible for the safety of their members. All users sign an agreement to use the fields and are given an example risk assessment for using the space.	Users are required to perform their own risk assessments and provide correct training and support for their members.	5
Proximity to woodland	Users must take extra care when entering woodland to retrieve balls or equipment. Users are not allowed to trespass on private property. All balls and equipment on private property must be considered lost.	All users	Users are responsible for the safety of their members. All users sign an agreement to use the fields and are given an example risk assessment for using the space.	Users are required to perform their own risk assessments and provide correct training and support for their members.	8
Collision with vehicle/cycle	Many users arriving and leaving at the same time and car park overcrowding. Multiple exits for pedestrians onto the carpark from the playing fields. Young people on bikes, scooters and skateboards on the car park. Collision with a cyclist as due to popular cycle route.	All users	Bookings take into consideration car park capacity and do not overlap unless necessary. Users and their members are encouraged to walk or cycle to the centre to limit car park congestion. A bike rack has been installed at the centre. Party bookings are avoided (where possible), when sports fixtures are being held on the playing fields.	Car park layout and capacity to be displayed on the external noticeboards.	7
Safety of users on arrival/departure	Many users arriving and leaving at the same time and car park overcrowding.	All users	Bookings are managed effectively to limit overcrowding. Users and their members are encouraged to walk or cycle to the centre to limit car park congestion. A bike rack has been installed at the centre.	Car park layout and capacity to be displayed on the external noticeboards.	7
Safety of non-players on arrival/departure	Many users arriving and leaving at the same time and car park overcrowding.	All users	Bookings are managed effectively to limit overcrowding. Users and their members are encouraged to walk or cycle to the centre to limit car park congestion. A bike rack has been installed at the centre.	Car park layout and capacity to be displayed on the external noticeboards.	7
Pitch/playing surface conditions	Injuries to players and non-players.	All users	Bookings are managed to limit use. Teams are responsible for taking care of the playing fields and maintaining them as they see fit.	RIA to support teams in applying for funding from the FA to help with maintenance, drainage and groundsman training.	7
Unsupervised activities	Injuries to non-users, climbing on the building, racing around the car park, damaging property, dropping litter, anti-social behaviour.	Non-users	Building is kept secure and RIA contact details are displayed on external noticeboards for reporting any damage/litter etc. Any equipment is stored securely.	Look into the possibility of CCTV and other forms of security now the building is complete.	7

Recreation in Aston COVID-19 Risk Assessment: Reopening July 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleaner, Users and Volunteers	Users of the hall face risk of infection from unclean surfaces, rubbish disposal or contact with other users carrying the virus.	<ul style="list-style-type: none"> • Signage is clear and maintained, identifying what is expected of users and what procedures to follow if they become infected. • Hand sanitisers are available at entrances and exits. Cleaning materials are made available to users. • Users must adhere to social distancing guidelines at all times. • Gloves are provided for users administering first aid. • The premises are cleaned regularly, and a cleaning rota is followed to ensure all surfaces are sanitised. • Contact numbers are available if anyone does become infected so that other users may be informed. • The booking system will keep a record of users and they will be contacted if an infection is confirmed. • Users are required to stay at home if they display COVID-19 symptoms. • Users must wipe down the toilet facilities and any other surfaces that have been used once their group has finished. • <i>Masks will not be provided. Users must provide their own PPE.</i> 	Users will be required to sign an updated agreement to access the premises. This will outline what is expected and their responsibilities for the building and their members.
Vulnerable users or users and volunteers over 70 years of age	Users and volunteers considered vulnerable face risk of infection from unclean surfaces, rubbish disposal or contact with other users carrying the virus.	<ul style="list-style-type: none"> • Shielded and vulnerable users are encouraged to take extra precautions, wear PPE and not to attend the hall where necessary. • Signage is clear and maintained, identifying what is expected of users and what procedures to follow if they become infected. • Hand sanitisers are available at entrances and exits. Cleaning materials are made available to users. • Users must adhere to social distancing guidelines at all times. • Gloves are provided for users administering first aid. • The premises are cleaned regularly, and a cleaning rota is followed to ensure all surfaces are sanitised. • Contact numbers are available if anyone does become infected so that other users may be informed. • The booking system will keep a record of users and they will be contacted if an infection is confirmed. • Users are required to stay at home if they display COVID-19 symptoms. • Users must wipe down the toilet facilities and any other surfaces that have been used once their group has finished. • <i>Masks will not be provided. Users must provide their own PPE.</i> 	Users will be required to sign an updated agreement to access the premises. This will outline what is expected and their responsibilities for the building and their members.

<p>Users of the playing fields that have access to the entrance, hallways, toilet facilities and kitchen area</p>	<p>Using the facilities face risk of infection from unclean surfaces or contact with other users carrying the virus.</p>	<ul style="list-style-type: none"> • Signage is clear and maintained, identifying what is expected of users and what procedures to follow if they become infected. • Hand sanitisers are available at entrances and exits. Cleaning materials are made available to users. • Users must adhere to social distancing guidelines at all times. • Gloves are provided for users administering first aid. • The premises are cleaned regularly, and a cleaning rota is followed to ensure all surfaces are sanitised. • Contact numbers are available if anyone does become infected so that other users may be informed. • The booking system will keep a record of users and they will be contacted if an infection is confirmed. • Users are required to stay at home if they display COVID-19 symptoms. • Users must wipe down the toilet facilities and any other surfaces that have been used once their group has finished. • <i>Masks will not be provided. Users must provide their own PPE.</i> 	<p>Users will be required to sign an updated agreement to access the premises. This will outline what is expected and their responsibilities for the building and their members.</p>
<p>Entrance(s) to the Centre, corridors and toilets</p>	<p>Narrow and busy areas, where social distancing is difficult to observe. Surfaces are used frequently by multiple users.</p>	<ul style="list-style-type: none"> • Signage is clear and maintained, identifying what is expected of users and what procedures to follow if they become infected. • Hand sanitisers are available at entrances and exits. Cleaning materials are made available to users. • The premises are cleaned regularly, and a cleaning rota is followed to ensure all surfaces are sanitised. • Users must wipe down the toilet facilities and any other surfaces that have been used once their group has finished. • Users are required to stay alert and not to congregate in entrances/narrow spaces and adhere to social distancing guidelines. 	<p>Hand sanitisers are available at entrances and exits. Cleaning resources are available to all users and will be replenished regularly.</p>

Main Hall	Door handles, light switches are used regularly and soft furnished chairs that cannot easily be cleaned.	<ul style="list-style-type: none"> • Hand sanitisers are available at entrances and exits. Cleaning materials are made available to users. • Users must adhere to social distancing guidelines at all times. • The premises are cleaned regularly, and a cleaning rota is followed to ensure all surfaces are sanitised. • Users are required to stay at home if they display COVID-19 symptoms. • Users must wipe down surfaces that have been used once their group has finished. • Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. 	The hall has few soft furnishings and used will be encouraged to use the wipeable items and to clean areas before and after use.
Meeting Room and upstairs spaces	Small spaces and narrow corridors.	The meeting room and all upstairs spaces will be closed for the foreseeable future.	If the meeting room is required for something specific and social distancing can be maintained this will be revisited.
Kitchen	Door handles, light switches, surfaces, refreshment facilities, fridges and freezers and utensils are exposed to multiple users.	<ul style="list-style-type: none"> • Cleaning materials are made available to users. • Users must adhere to social distancing guidelines at all times. • Users must limit the number of people using the kitchen as much as possible. • Users will be asked to bring their own water bottles/mugs/crockery and use the kitchen as little as possible for the foreseeable future. • The premises are cleaned regularly, and a cleaning rota is followed to ensure all surfaces are sanitised. • Users are required to stay at home if they display COVID-19 symptoms. • Users must wipe down surfaces that have been used once their group has finished. • Users must empty bins and change bin bags. • Rubbish must be disposed of outside. 	Cleaning materials to be made available in clearly identified.

Toilets	<p>Narrow and busy and social distancing is difficult to observe. Surfaces are used frequently by multiple users. Baby changing facilities are used regularly.</p>	<ul style="list-style-type: none"> • Hand sanitisers and paper towels are available in all toilets and replenished regularly. • Users must control numbers accessing toilets at one time, with attention to more vulnerable users. • Users must clean all surfaces before and after groups have used the toilets. • Users must empty bins and change bin bags. • Rubbish must be disposed of outside. • Signage is clear and maintained, identifying what is expected of users and what procedures to follow if they become infected. 	<p>The cleaner is responsible for replenishing sanitiser, cleaning products and paper towels on a regular basis. Any users requiring more resources can contact the chair on the number provided.</p>
Car Park and Patio	<p>Social distancing is not observed as people congregate before entering premises. Parking area is limited and congested. Litter is not disposed of correctly.</p>	<ul style="list-style-type: none"> • External noticeboards will display clear signage, identifying what is expected of users and what procedures to follow if they become infected. • Outside areas will be checked regularly, surfaces will be cleaned, and rubbish disposed of. • Users will be required to limit their member/customer numbers to the government guidance. • Users will be asked to encourage their users to walk/cycle to the centre to limit car park congestion. • Users will be asked to avoid touching handrails and other outdoor surfaces, such as tables or benches. 	<p>Outdoor areas are less risky due to ventilation. Social distancing will still be required to be maintained and guidance followed.</p>
Playing Fields	<p>Social distancing is not observed, and groups congregate for discussion, training purposes, social interaction.</p>	<ul style="list-style-type: none"> • External noticeboards will display clear signage, identifying what is expected of users and what procedures to follow if they become infected. • Outside areas will be checked regularly, surfaces will be cleaned, and rubbish disposed of. • Users will be required to limit their member/customer numbers to the government guidance. • Users will be asked to avoid touching handrails and other outdoor surfaces, such as tables or benches. 	<p>Outdoor areas are less risky due to ventilation. Social distancing will still be required to be maintained and guidance followed.</p>