

Residual Risk Level:	High		Medium		Low	X	Ref No.	
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Department e.g. Service/Faculty: Student Services	Facility: Coventry University Sport and Recreation Centre
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Task/Operation Being Assessed: Operation & Access	Section: Major Hall
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Purpose/Method of Work	
The Major Hall has been designed to host a variety of sports including Football, Futsal, Basketball, Netball, Volleyball, Cricket, Badminton, Table Tennis and Short Tennis. Permissions to access facilities or additional services are provided by Coventry University based on Terms and Conditions of Membership. A completed Physical Readiness Questionnaire (PAR-Q) application form must be completed prior to any individual accessing facilities and must be checked by an authorised staff to ensure they are fit to exercise. Employees will ensure the area is safe and in a playable condition every hour through facility checks. Set up and take down of court equipment is required for the relevant sport that is booked. Method of work is subject to the following although not limited to; - Ensure the area and surface space is safe, clear and free of any obstacles. - Ensure equipment storage is safe prior to and following movement of equipment. - Ensure set up, fixing and stability of posts, tables, nets, mats and other equipment. - Ensure inspection check is completed prior to activity. Employees are to complete manual handling training, follow Sport Centre Operation Procedures Manual and complete all cleaning procedures / schedules.	
Persons Affected	Level of Skill/Training Required
<u>Employees:</u> - Sport Staff, Cleaners, Technicians, Contractors. <u>Members and Guests:</u> - Staff, Students and Public.	<u>Sport Centre Staff:</u> - Manual Handling. - Sport Centre Operation Procedures Manual.
Vulnerable Groups Affected	
<u>Normal Conditions:</u> - N/A	
Internal Procedures	
<u>Employee Training:</u> - Ongoing training is provided each academic year. - Training record cards to be completed and signed.	

Main Hazards Involved/Encountered	Control Method in Use/Required
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Personal Safety	Training to be provided on how to operate daily jobs in a safe manner. Staff to follow operation procedures manual.
Personal Injury	Staff are First Aid trained and First Aid stock is checked every day. Protection are available to assist if necessary.
Manual Handling	Manual handling training to be provided and a minimum of two staff members to move any large equipment.
Obstacles	Area to be checked each hour to ensure all obstacles are removed and the area is clear to avoid trips and falls.
Slips and Trips	Spillages mopped up as they occur to avoid slips. Wet floor hazard signs provided and used if needed.
Rubbish and Waste	Bins provided around the area for rubbish and waste disposal.
Lighting Faults	Lighting faults to be reported immediately to Estates for a qualified electrician to fix.
Activity Equipment	Area to be checked each hour to ensure all equipment is cleared away and not left out.
Stability and Safety of Court Equipment.	Inspection to be made after equipment set up and prior to each activity to ensure safety, operation and stability.
Worn or Damaged Equipment	Inspection to be made weekly and maintenance or service to be carried out if required.
Area Cleanliness	All cleaning products to follow COSHH guidelines and be securely stored away.
Area Capacity	Area to be monitored every hour to ensure max capacity has not been reached.
Spectators	Staff to monitor suitability to spectate and the number of spectators to ensure safety and limit court interference.
Hydration	Water fountain available to replenish fluid loss and promote hydration.

Chemicals/Materials Involved	Assessment Date	Specific Work Equipment Provided			
- Washing up liquid - Disinfectant	19/11/2020	N/A			

Manual Handling Risk	Personal Protective Equipment Used			
A minimum of two staff members to move any large equipment.	N/A			
Is a detailed assessment required?	Is training and instruction required?		YES	NO
	Is there need for special storage?		YES	NO
	Is there need for test/examination?		YES	NO
	Is all P.P.E compatible?		YES	NO
	Is there a need for further assessment?		YES	NO

Monitoring: How will the effectiveness of controls be monitored and by whom?	Assessment Review Period			
Management to monitor and review weekly.	1 year	2 years	3 years	Every Time
	Unless working arrangements change and/or accident has taken place.			

This assessment has been undertaken in pursuance of the legal duties imposed by the Management of the Health & Safety at Work Regulations 1999		
Signed: Angus Ferguson	Position/Title: Duty Officer	Date: 22/04/2024