

GENERAL RISK ASSESSMENT

Ref No.:	Activity/Building/Minor Hall
Department and Section: SS	Location: Sport and Recreation Centre
Risk Assessor: Angus Ferguson	Review Date: 09/11/24
Activity/Building/Process Description (including an indication of how hazardous the activity is):	
The Minor Hall has been designed to host a variety of sports including Badminton, Table Tennis, Short Tennis, Dodgeball, Karate & Ju-Jitsu. The area may also be used for Group Exercise Classes. 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.	

Likelihood	Guide Description	Chance
5	Almost certain/imminent	>90%
4	Probable – a strong possibility of it happening	50%-90%
3	Possible – it may happen or it may have happened before	10%-50%
2	Unlikely - could happen but unusual	3%-10%
1	Rare – highly unlikely to occur	<3%

Severity	Guide Description
5	Catastrophic - fatality, multiple injuries
4	Major – significant injury, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Negligible – insignificant injury

Likelihood (L)		Severity (S)				
		1	2	3	4	5
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk (15+)	High levels of risk that should not proceed without very careful planning to determine precautions to reduce or manage these risks. Further advice may be required if precautions cannot be identified to reduce risks.
Medium Risk (6-14)	Significant levels of risk which require specific precautions to be taken to reduce risks.
Low Risk (1-5)	Minor levels of risk that require no additional precautions but should be kept under review.

This template should be used in accordance with the Risk Assessment and Risk Profiling Standard and Risk Assessment Guidance, setting out how the form should be completed and the University approach to risk assessment. Please ensure you are competent to carry out the assessment; if necessary, please seek advice from your line manager. Once completed, the control measures must be adhered to and the form placed in the local Risk Assessment Register.

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups (e.g. staff, students, contractors, members of the public, volunteers, residents, children/young persons)	Existing control measures	Risk Rating (current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk		
			L	S	RR		L	S	RR
Personal Safety	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Training to be provided on how to operate daily jobs in a safe manner. Staff to follow operation procedures manual	1	1	1				
Personal Injury	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Staff are First Aid trained and First Aid stock is checked every day. Protection are available to assist if necessary.	1	1	1				
Manual Handling	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Manual handling training to be provided and a minimum of two staff members to move any large equipment.	1	2	2				
Obstacles	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Area to be checked each hour to ensure all obstacles are removed and the area is clear to avoid trips and falls.	1	2	2				
Slips and Trips	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Spillages mopped up as they occur to avoid slips. Wet floor hazard signs provided and used if needed.	1	2	2				
Rubbish and Waste	- Sport Staff, Cleaners, Technicians, Contractors,	Bins provided around the area for rubbish and waste disposal.	1	1	1				

	Staff, Students and Public.								
Lighting Faults	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Lighting faults to be reported immediately to Estates for a qualified electrician to fix.	1	1	1				
Activity Equipment	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Area to be checked each hour to ensure all equipment is cleared away and not left out.	1	1	1				

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups (e.g. staff, students, contractors, members of the public, volunteers, residents, children/young persons)	Existing control measures	Risk Rating (current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk		
			L	S	RR		L	S	RR
Stability and Safety of Court Equipment.	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Inspection to be made after equipment set up and prior to each activity to ensure safety, operation and stability.	1	2	2				
Worn or Damaged Equipment	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Inspection to be made weekly and maintenance or service to be carried out if required.	1	2	2				
Area Cleanliness	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	All cleaning products to follow COSHH guidelines and be securely stored away.	1	2	2				

Area Capacity	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Area to be monitored every hour to ensure max capacity has not been reached.	1	1	1				
Spectators	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Staff to monitor suitability to spectate and the number of spectators to ensure safety and limit court interference.	1	1	1				
Hydration	- Sport Staff, Cleaners, Technicians, Contractors, Staff, Students and Public.	Water fountain available to replenish fluid loss and promote hydration.	1	1	1				

It is extremely important that you ensure that any control measures required to reduce the risk to an acceptable level are in place with arrangements for these to be maintained prior to making the risk assessment 'live'. Once 'live', note that all risk assessments should be discussed, communicated and reviewed with the relevant individuals identified to be at risk prior to the activity. This communication with the workforce will also assist in ensuring that the document clearly identifies all significant risks and control measures implemented, and that the document correctly reflects your level of operational control. Verification of the communication should be documented and retained.

I confirm that the control measures referred to in this risk assessment have been put in place and have been brought to the attention of all relevant persons.		
Signed A.Ferguson	Position/Gym Supervisor	Date 09/11/24

Following completion of the risk assessment, it is essential that an action plan is put in place to ensure any further control measures are implemented within reasonable timescales. The activity should not be carried out if the risk is unacceptable without these controls in place. The table below can be used to record these actions and their progress.

Action Ref	Action required	Who is responsible?	By when?	Date completed
	Review RA and its effectiveness	OW	01/09/23	
	Review RA and its effectiveness	AF	09/11/25	