

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Farnborough Football Club**

Date of risk assessment: **19/08/2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and public may suffer serious, possible fatal injuries if they fall from or on the stand and stairs, or suffer injuries such as sprains and fractures if they slip on spillages, rain water, trip over objects etc.	<p>Good lighting in car park and stadium.</p> <p>No storage in corridors</p> <p>No trailing electrical leads/cables</p> <p>Parking spaces for visitors with disabilities available near stadium entrance</p> <p>Car park surface maintained to be as good as possible.</p> <p>Users know to clear up spillages and breakages immediately and know where equipment is kept.</p> <p>All carpets firmly secured</p> <p>Stairwells have handrails and kept clear Good housekeeping – staff “see it and sort.</p> <p>Ensure cellar door is kept locked and key controlled so only authorized staff can get access.</p> <p>Cable covers used for all electrical cables,</p>	<p>Surfaces to be inspected regularly and repaired as necessary.</p> <p>Ensure the cleaner is using correct product on floors.</p> <p>Staff to be reminded to be on the lookout for spills and hazards at all times.</p> <p>Check there is enough gritting salt for paths and entrance.</p> <p>Reiterate to staff that cellar door to be kept locked.</p> <p>Ensure staff where appropriate footwear.</p>	Stadium Manager	<p>Monthly</p> <p>By next shift</p> <p>By next shift</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p>	<p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Ongoing</p> <p>Ongoing</p>

		especially when hosting bands and Djs				
Fire	Staff and public may suffer serious, possibly fatal injury from smoke inhalation, burns, structural collapse,	<p>Exits and fire exits marked and kept clear</p> <p>Fire extinguishers located throughout clubhouse.</p> <p>Fire detection and alarm system in place.</p> <p>Fire evacuation procedures displayed at each fire alarm point.</p> <p>Maintenance contracts for extinguishers and detection/alarm system.</p> <p>Fire drill and training in use of extinguishers held once a year.</p> <p>Smoking prohibited in clubhouse.</p> <p>Cleaner ensures no debris left around clubhouse or ground</p> <p>All staff trained in good housekeeping.</p> <p>Constant checks to ensure all control measures in place.</p> <p>Fire alarm system installed, regularly maintained and tested.</p> <p>Regular inspections by Hampshire Fire Service.</p>	Ensure all actions identified by the fire risk assessment are taken and followed on a regular basis.	Stadium Manager	Monthly	Ongoing
Falls from height/Working at height	Staff and Public may suffer serious, possibly fatal injuries if they fall from any height. For example, performers might fall from platforms, staff cleaning, maintenance or working on the floodlights might fall from ladders, cherrypicker. Also staff/public risk serious injury if struck by falling objects from higher levels.	<p>Ladders to be suitable, regularly inspected and used only for light work of short duration by trained staff.</p> <p>Only trained authorized staff may work on cherrypicker and high ladders</p> <p>Stewards extra vigilant on high tiers of stands.</p> <p>Hall users know that they are responsible</p>	<p>Print copies of HSE guidance on safe use of step ladders and make available to those who may use step ladder.</p> <p>Have in place system to check condition of stepladder.</p>	Stadium Manager	2 weeks	Ongoing

		for using stepladders safely.				
Asbestos Containing Materials found in building	Staff and Public carrying out normal activities at very low risk as asbestos only poses a risk if fibers are released into the air and inhaled. Maintenance workers most at risk.	Boards are in good condition - asbestos unlikely to be disturbed during normal activities. Staff told to report any accidental damage immediately Condition of boards checked periodically.	Re iterate to staff and contractors when they visit that asbestos must not be disturbed and to report immediately any accidental damage	Stadium Manager	2 weeks	Ongoing
Electricity	Staff and Public may suffer serious and possibly fatal electric shock/burn injuries from faulty electrical equipment or installation	Electrical Installation and all equipment inspected by a competent person according to a planned inspection programme and maintained as necessary. Checked every 5 years by a qualified electrician. Regular PAT testing done by qualified electrician. Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use. Staff know how to safely turn off the electricity in an emergency. There is clear access to fuse boxes.	Make sure all new staff know where the fuse boxes are and how to turn off electricity in an emergency. Speak to contractors to ensure that they will only use low voltage (yellow) equipment. RDC sockets and plugs to be fitted if protection not at consumer unit. Check to see if use box has RCD protection.	Stadium Manager	1 week	Y
Hanging inflatables, drapes, signs for decoration	May be flammable and obscure exit signs	Must be flame retardant Must not be hung anywhere that hides exit routes, signs etc.	No further action at this stage	Bar Manager		
Noise	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly DJ and bar staff.	Regular check of sound system to ensure balance /proper control. Quiet areas provided Staff trained in noise risks and protective measures needed. Staff considered to be at particular risk	Check volume levels and consider need for volume limiters. Consider acoustic screening for bar area. Educate staff about noise and damage to hearing and assess whether health surveillance	Bar Manager	1 week	Y

		<p>identified and provided with ear plugs.</p> <p>Bands' and DJ's speakers located in function room and focused on dance floor, away from seating area.</p> <p>Staff allowed to take regular rest breaks in quieter area.</p>	<p>needed, establish if staff exposed to high noise levels in personal life.</p>			
Manual Handling	<p>Staff receiving back and neck and limb injuries from lifting heavy loads (eg barrels) crates of bottles, kegs, speakers)</p>	<p>Kegs taken to and stored in cellar by brewery draymen</p> <p>Sack truck, porters trolley used where possible for cases of bottles, speakers etc.</p> <p>Only authorized staff, trained in manual handle kegs etc.</p> <p>Staff training in lifting techniques and posture for items behind the bar.</p>	<p>Check siting and design of shelving is suitable for heavy or awkward objects.</p> <p>Check that ramps don't need to be installed.</p>	<p>Bar Manager/Stadium Manager</p>	<p>1 week</p>	<p>Y</p>
Violence	<p>Staff and customers may suffer stress and or physical injury from aggressive customers and/or fans</p>	<p>Staff adhere to legal requirement not to sell alcohol to intoxicated customers.</p> <p>Staff trained in good, polite behavior and how to avoid confrontation following violence policy to call police.</p> <p>Staff made aware of barred customers.</p> <p>Incident log kept and filled out as soon as possible after incident.</p> <p>Information sharing scheme with police and other licensed premises in area.</p> <p>Regular glass collection.</p> <p>Cashing up done after hours.</p> <p>Adequate number of trained SIA security on match days.</p> <p>CCTV system</p>	<p>Consider fitting panic alarms if practical.</p> <p>Keep good liaison with local police and check latest advice</p> <p>Ensure all incidents promptly investigated.</p>	<p>Bar Manager</p> <p>Stadium Manager</p>	<p>1 week</p>	<p>Y</p>

		<p>Staff trained in procedures re entry, queuing, searches etc.</p> <p>Walkie Talkie system used.</p> <p>Overcrowding not permitted in any area of stadium.</p> <p>Drinks not served to people obviously under the influence.</p> <p>Fan segregation on certain games if advised by FA.</p>				
Transport	Staff or Public may suffer serious injuries if struck by a vehicle. Eg during deliveries.	<p>Reversing of vehicles to be supervised if other people in the area.</p> <p>Hi vis waistcoats available</p>	Talk to brewery, wholesaler and other suppliers about agreeing safe procedures for deliveries to try and eliminate reversing or ensuring staff available.	Bar Manager	2 weeks	Y
Gas	Staff and Public risk injury from fire and explosion if equipment not properly maintained and used.	<p>Boilers checked and serviced annually by a Gas Safe registered engineer.</p> <p>Staff trained to recognize and report defects.</p>	No further action at this stage.	Stadium Manager		
CO2 leakage	<p>Staff may be overcome when changing barrels and soft drinks dispenser in cellar.</p> <p>Staff risk potential fatal suffocation injuries from CO2 leak into cellar and or kitchen.</p>	<p>Only staff trained by the brewery or manager and named staff member change barrels.</p> <p>Clear well ventilated with adequate low level ventilation.</p> <p>Staff trained to check for and to recognize leaks and to turn equipment off if there is a leak.</p> <p>Brewery provides 24 hour cover for dealing with leaks.</p> <p>CO2 alarm installed and regularly maintained.</p>	Make sure all new staff know how to check for and recognize leaks and how to safely turn equipment off.	Bar Manager	By next shift	Y
Pyrotechnics/ Outdoor Fireworks	Danger from fire, explosion, direct impact and panic	Not to be used without permission of licensing authority, assessment of	No further action at this stage	Stadium Manager		

Display		suitability of venue by competent person, full risk assessment.				
Lighting	Poor lighting is likely to result in higher levels of work error and accidents. Also greater chance of slips and trips.	Good quality lighting provided throughout the stadium and club house. Stadium Manager checks that light units and bulbs are operating and are replaced when necessary. Floodlighting in external areas.	No further action at this stage	Stadium Manager		
Hygiene/Comfort	All staff could suffer varied discomfort.eg too hot/cold	Club house has central heating. Outdoor clothing provided. Toilets a short walk away, cleaned daily.	Consider installing air con for summer months in some areas of club house.	Stadium Manager	1 week	Y
Hypodermic Needles	Staff or public may suffer puncture injuries from discarded needles, which may result in serious health problems	Strict no drugs policy. Staff trained in collecting discarded needles using sharps hit. Staff trained to dispose of sharps container as clinical waste.	Reminder to staff that they must always use the sharps kit when discarded needles are found.	Stadium Manager	1 week	Y
Glazing and Mirrors	Staff and public may suffer serious injury from impact with doors/windows/mirrors that are not evident.	All safety critical glazing complies with British Safety Standard. Where necessary glass is marked to make it evident. No mirrors sited where they might cause confusion or disorientation.	No further action at this stage	Stadium Manager		
Pressurised equipment	Risk of explosion from over pressurization of beer pump systems or faulty or damaged cylinders	Pressurised systems: Designed installed and maintained in line with brewery's installation certificate. Only trained staff to use the system Cleaning containers suitable to accept system's maximum pressure and labeled to avoid confusion over detergents and flushing water. System inspected by competent engineer every five years.	No further action at this stage	Bar Manager		

		<p>Any damage reported immediately.</p> <p>Gas Cylinders:</p> <p>Only obtained from reputable suppliers</p> <p>Numbers kept to absolute minimum</p> <p>Moved and stored properly to prevent damage</p> <p>Chained away from heat sources in dry area with valves closed.</p> <p>Used in upright position in a safe dry place.</p>				
Cleaning Fluids/Bleach	<p>Direct skin contact could lead to the cleaner or public getting skin irritation</p> <p>The vapour may cause the cleaner/public to have eye irritation or breathing difficulties. Ingestion may cause poisoning.</p> <p>Cleaner may use wrong chemical or mix chemicals.</p>	<p>Cleaner must be made aware of safe procedures.</p> <p>Dishwasher used instead of washing by hand.</p> <p>Rubber gloves/protective equipment used.</p> <p>First aid facilities (including eye wash) are readily available</p> <p>COSHH file made available.</p> <p>Long handled mops and appropriate gloves provided and staff trained in their use.</p> <p>All staff trained in the risks and storage of chemicals.</p>	<p>Investigate availability of safer alternatives for cleaner.</p> <p>Ensure COSHH file up to date with correct data sheets.</p> <p>Remind staff to wear PPE.</p> <p>Review of storage of cleaning materials.</p>	Bar Manager	1 week	Y
Hazardous Substances	<p>Staff, players may suffer ill health from exposure to pesticides that are harmful substances</p>	<p>Only pesticides approved for the specific purpose used.</p> <p>All safety instructions on label followed – application, method, protective equipment, exclusion periods.</p> <p>All users have received appropriate</p>	<p>Ensure that any operatives have received appropriate training.</p>	Stadium Manager	1 week	Y

		training. Pesticides stored in a locked area.				
Working alone	Bar staff may experience stress/and or injury from verbal abuse or assault from public or trespassers or others.	Good relationship with residents . Staff have mobile phone to summon local help. Buddy system in place to ensure lone workers have returned home safely.	Consider installing panic alarm	Bar Manager	1 week	Y – not nec.
Contact with steam, hot water, hot oil and hot surfaces	Kitchen staff, food service staff may suffer scalding or burns injuries.	Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers. Water mixer taps provided. All staff to wear long sleeves. Heat resistant gloves/cloth/aprons provided.	Display hot water signs at sinks and hot surface signs at hot plates. Ensure handles on pans maintained Ensure staff are trained in the use of all boiling/cooking equipment.	Bar Manager	2 weeks	Y
Knives	Staff involved in food preparation and service could suffer cuts from contact with blades	Staff trained to handle knives. Knives suitably stored. First aid box provided and nominated first aider on site.	No further action at this stage	Bar Manager		
Machinery (Kitchen and Ground)	Staff risk serious injury from contact with dangerous moving parts on machinery	Staff trained in cleaning, assembly and operating procedures All dangerous parts to machinery suitably guarded. Daily checks of machinery guards before use. Staff trained to spot and report any defective machinery Safety critical repairs carried out by competent person. Operating instructions easy to locate.	Remind staff to always isolate (switch off power) machinery before carrying out maintenance or cleaning work.	Bar Manager/ Stadium Manager	By next shift	Y

		Maintenance Book kept.				
Food Handling	Frequent hand washing can cause damage. Some foods can cause some staff to develop skin allergies Cross contamination and spread of germs can cause illness.	Where possible and sensible staff use tools (tongs, cutlery etc) to handle food rather than hands Food grade, single use non latex gloves are used for tasks that can cause problems (fish, salads, chicken etc) Where handling cannot be avoided hands are rinsed promptly after finishing task.	Staff reminded to thoroughly dry hands after washing Supply hand cream for staff Remind staff to check for dry red or itchy skin on their hands and to tell manager if this occurs.	Bar Manager	1 week	Y
Diseases	Grounds Staff and contractors may become infected	All staff instructed in good hygiene practice to reduce the risk of infection, gloves and other protective clothing and footwear provided. Leptospirosis (Weils Disease), rodents eliminated/controlled by professional contractors. Tetanus- all staff have up to date immunization.	Check all staff have up to date tetanus vaccination.	Bar Manager/Stadium Manager	2 weeks	Ongoing
Legionella bacteria growing in the hot and cold water systems that service the club house and stadium	Staff, players, contractors and the public who use the hot and cold water supply, particularly vulnerable children and the elderly.	Boilers operated and maintained to manufacturer's specification Thermostats checked to maintain temperatures Hot water stored above 60 degrees C and the system designed to provide a return temp of 50 degrees C or above. Cold water kept below 20 degrees C Hot and cold taps (when not used) run for 10 minutes every week to prevent stagnating. Shower heads de scaled weekly Roof tanks inspected monthly	Check boiler temp is at 60 degrees C or above and sufficient to keep water distributed above 50 degrees C. Hot water temperature should be at least 50 degrees C within a minute of running water. Cold water temp should be below 20 degrees C after running water for up to 10 mins. Identify any redundant pipework for removal. Have redundant pipework removed. Identify pipe runs that can be	Stadium Manager	Monthly Monthly Monthly One month Two months One month	Ongoing Ongoing Ongoing Ongoing Y Y

		Staff trained to notice color or temp changes to water	shortened to prevent stagnation of water and improve efficiency of hot water distribution. Monitor water temp to check system operating and to decide if further controls needed. (mixer valves, warning signs etc.		Monthly	Ongoing
Covid - 19	Staff, players, contractors and the public, particularly immune compromised, those with underlying health conditions and the elderly.	<p>All participants and other attendees should follow best practice for travel, including minimizing public transport. People in a bubble can travel together in one vehicle. If they are not able to travel in their bubble, they should follow the FA's latest guidelines. (face covering, keep their distance, open windows etc)</p> <p>Before arrival and in-line with current Government guidance, all parties should undergo a self-assessment for any of the Covid 19 symptoms.</p> <p>On arrival, a Safety briefing will take place reminding both sets of players and officials about their responsibilities in complying with the Covid rules and regulations.</p> <p>Changing Rooms only to be used in accordance with the latest government and League guidelines – Players to arrive changed and leave without showering.</p> <p>Away and official's changing rooms to be assessed for possible extension, to allow for greater social distancing.</p> <p>Keep staff, public, facilities and equipment clean:</p> <p>Daily cleaning throughout the clubhouse.</p> <p>Identify high-contact touch points for more</p>	<p>Check that all parties have been informed.</p> <p>Keep up to date with latest government guidelines.</p> <p>Referee, Managers to brief all players and staff on arrival.</p> <p>Check this is being completed</p> <p>Keep up to date with latest government guidelines.</p> <p>Check this is being completed</p>	<p>Stadium and Bar Manager</p> <p>All Management</p>	<p>Match Day</p> <p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>serving hatch.</p> <p>One-way arrow markings to help foot traffic flow management.</p> <p>Single-use doorways to avoid congestion i.e.one-way only entrances/exits</p> <p>Single/limited use of toilet facilities to avoid congestion in confined spaces. Assess need for renovation of away fan's outside toilets.</p> <p>Use of equipment, including balls, kit etc should follow the latest FA Guidelines. (no unnecessary handling of the ball, no group kit washing etc)</p>	<p>Ensure it has not been removed</p> <p>Keep updated with latest FA Guidelines.</p>			<p>Y</p> <p>Y</p> <p>Y</p>
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