**liveArgyll Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* If you require additional guidance refer to the Health and Safety SharePoint via The Hub (<https://fios.argyll-bute.gov.uk/sites/heathandsafety/_layouts/15/start.aspx#/SitePages/RISK.aspx>) or email [healthandsafety@argyll-bute.gov.uk](mailto:healthandsafety@argyll-bute.gov.uk)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **S**  **E**  **V**  **E**  **R**  **I**  **T**  **Y** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

|  |  |
| --- | --- |
| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

Review periodically

|  |  |
| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **liveArgyll**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task** | | | | Re-opening of liveArgyll pitches for organised children’s activities | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | Area Operations | | | | | | |
| **Designation:** | Area Operations Manager | | | | | | **Assessment Date:** | | | | | 20/7/20 | | | **Review Date:** | | | | 20/8/20 | | | | | | **Service:** | | **liveArgyll** | | | | |
| **Signature:** |  | | | | | | | | | **Department/School** | | | | | | Leisure | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **x** | **Contractors** | | **x** | **Visitors** | |  | | **Public** | **x** | | **Pupils** | |  | | | **Others** | |  | **Volunteers** | |  | | **Ref No:** |  | | |
| **Hazards** | | | **Controls**  Based on Covid 19 Guidance from The UK Government, The Scottish Government, The HSE, NHS Scotland, CIMSPA, SportsScotland and UKactive  <https://www.gov.scot/coronavirus-covid-19/>  <https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner>  <https://www.nhsinform.scot/coronavirus>  <https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance>  <https://sportscotland.org.uk/media/5906/phase-3-return-to-sport-and-physical-activity-guidance-final-100720.pdf>  <https://www.ukactive.com/covid-19/>  Controls based on Hierarchy of Control  1. Elimination of risk  2. Alternative or substituted options for activities  3. Engineering controls  4. Signage and other administrative controls  5. Personal Protective Equipment – PPE | | | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | **Additional Controls**  **Required** | | | | | | | **Residual Risk Rating** | | |
| **L** | **S** | | **R** | | **L** | **S** | **R** |
| **Transmission of Covid 19 from Customers to Staff, Customer to customer, staff to staff on admission to facilities**. | | | It is accepted that the safest way to control the potential risks would be to keep leisure facilities closed to the public. However the consensus from Government and the various Sports Governing Bodies is that outdoor courts and pitches can open from 13th July for organised children’s and young person’s activities providing documented risk assessments are undertaken, and all appropriate measures are put in place to ensure the safety or participants, staff and volunteers.  Therefore the following should be implemented to minimise risk as much as is as practicable.  The novel coronavirus SARS-CoV-2, which causes the disease COVID-19, is spread by two principal routes.   * Close contact with a person shedding virus particles leading to droplet inhalation, or * Touching surfaces contaminated with virus particles and subsequently transferring those viruses to the eyes, nose or mouth   To help prevent the spread of respiratory viruses like coronavirus, everyone should:   * Wash hands often with soap and water for at least 20 seconds, or use a hand sanitiser. * wash hands when arriving home or at work, when blowing their nose, sneezing or coughing, eating or handling food * avoid touching eyes, nose and mouth with unwashed hands * avoid close contact with people who have symptoms * cover coughs and sneezes with a tissue, then throw the tissue in a bin and wash their hands * clean and disinfect frequently touched objects and surfaces      * In line with SportsScotland guidance, Clubs will be advised of all facility control measures being implemented, including details on cleaning and sanitising schedules. * liveArgyll Pitches do not have a member of staff available to control access, the hirer must be notified of this and the hirer must control initial entry, and to ensure that no ‘walk on’ members of the public are able to access the pitch, therefore ensure compliance protocols on organised activities and with Track and Trace. * Gates and entrances will be left open and unlocked to minimise the risk of transmission through touchpoints. * Changing areas (and therefore toilets), will remain closed as per Sports Scotland guidance. This will be communicated to Clubs at the time of booking, especially in relation to children’s hires. * Clubs should provide details of the own Covid-19 procedures in line with their respective Sport Governing Body guidance (e.g. SYFA) and guidance from SportsScotland. While Clubs of a certain size may not require documented Risk Assessments to be written, information provided should as a minimum include details of –   Covid-19 officer or contact  Control measures in accordance with SGB guidance  First Aid provision (including appropriate PPE under Covid-19 guidance)   * Clubs should also keep details of participants in order to comply with regulations around Trace and Trace, and this information should be held by them for 21 days and then deleted. * Sanitising products should be made available for use at entrances and exits by hirer. * liveArgyll Pitches will be inspected bi-weekly by member of Live Argyll (LA) staff (or Argyll and Bute Council staff) and remedial action taken to ensure playing surface and surrounding area is safe to use. Goals will be inspected to ensure they are in correct position and properly fixed to fence at correct angle. Fencing and gates will be checked to ensure in good condition. This will be recorded on a maintenance check sheet. * Hirers will be responsible for the cleaning and disinfecting of their own equipment brought to site. * No personal equipment should be left by a hirer once their activity is over. * Contractors undertaking pitch maintenance should provide contact details for Track and Trace use, and should adhere to hand sanitising protocols when entering and exiting the facilities. | | | | | | | | | | | | | | 2 | 3 | | 6M | |  | | | | | | |  |  |  |
|  | | |  | | | | | | | | | | | | | | **L** | **S** | | **R** | |  | | | | | | | **L** | **S** | **R** |
| Injury to participants through, debris on pitches, accidental collision, poor maintenance of equipment, injury through poor environmental conditions | | | * Signage will be placed prominently at the facility advising that only football boots are to be worn with studs / moulded or blades – no metal. * liveArgyll Pitches will be maintained according to manufacturer’s advice and guidelines * Signage will be placed prominently advising hirers under what conditions play must not take place. This will be where snow and ice are present, excessive rain that causes pooling of water on surface, thunder and lightning, loss of lighting due to floodlight issues and excessive windy conditions * A list of rules for use will be displayed to minimise possible injury. This will include No foodstuffs, no smoking, no chewing gum, no bicycles / prams allowed in cages. * Children under 8 require supervision at all times by a responsible adult. | | | | | | | | | | | | | | 2 | 3 | | 6M | |  | | | | | | |  |  |  |
| Lack of any First Aid staff in attendance | | | * Signage will be placed prominently advising hirers what to do in the event of a First Aid incident. Major incidents should be dealt with the hirer phoning 999 and getting help. For minor injuries then the person should be taken to A&E. | | | | | | | | | | | | | | 2 | 3 | | 6M | |  | | | | | | |  |  |  |
| Aggressive behaviour, foul or abusive language | | | * Signage will be placed prominently advising users explicitly that aggressive behaviour and foul or abusive language is not permitted. * Hires will be encouraged to report to LA staff any instances of foul and abusive behaviour and the Police may be called in some circumstances. | | | | | | | | | | | | | | 2 | 2 | | 4L | |  | | | | | | |  |  |  |