

MUGA/Outdoor playing fields Risk Assessment Form

Activity: School Based Lettings / MUGA / Outdoor playing fields	Site: Chantry Middle School
People at Risk: Community Users	Additional Information: Please read in conjunction with Chantry Middle School Lettings Policy

Risk Evaluation

Hazard	Risk	L,M, H	Action Taken	Additional Action Required (action by whom, by when)	Risk after action
Slips, trips and falls	Sprains/twisted ankles	H	<p>Observe excellent housekeeping rules, so as to prevent any slips, trips or fall hazards to the general public and staff, this includes:</p> <p>All equipment not being used to be put away stored correctly - ensure these are moved away from the playing area when not in use.</p> <p>Ensure pitch and surface inspections are carried out before use.</p>	<p>Users must notify the Caretaker of any problems with the surface. Contact details are stated in the Community Lettings Agreement.</p> <p>Regular inspections and reporting lights out. Closure in dim light if lighting is not working.</p>	L/M

			<p>Ensure floodlights are switched on when MUGA is being used in dim light.</p> <p>Hirer has a first aid kit stocked and available for users.</p> <p>Suitable footwear and clothing to be worn by all users.</p> <p>The Hirer makes their own first aid arrangements, such as the provision of first aid training for supervising personnel and the provision of a first aid kit, particularly in the case of sports lettings.</p> <p>Use of the school's first aid resources is not available.</p>		
Injury from equipment	Strains/muscle injury/bumps/concussion	H	<p>Equipment to be visually checked on a regular basis by Caretakers.</p> <p>Equipment to be inspected annually as part of the statutory maintenance programme.</p> <p>Equipment to be set up correctly by the Caretakers ready for users.</p> <p>Staff to undergo manual handling training before moving heavy equipment such as football goals.</p> <p>Ensure there are always two members of staff to move heavy equipment including goal posts.</p> <p>Ensure equipment is taken down and/or stored correctly when not in use.</p>	<p>Community users play on the MUGA/outdoor playing fields at their own risk.</p> <p>The Hirer collects emergency contact details held for users.</p>	L/M

Adverse weather	There are trees and bushes in very close proximity to the MUGA. Although at present they do not overhang in inclement weather leaves will be blown onto the MUGA surface and could cause a slip hazard.	H	<p>Ensure pitch and surface inspections are carried out before use (staff for student use).</p> <p>Caretakers to carry out daily inspections and remove any leaves/debris.</p> <p>Regular inspections to be carried out during bad weather. Pitch closure if extremely windy, slippy – sheet ice on surface.</p> <p>PPM in place - regular brushing.</p> <p>Grounds maintenance regime.</p> <p>Signage no food & drink, litter - use bins.</p> <p>Footwear brushes in place at the entrance to MUGA.</p> <p>Suitable footwear and clothing to be worn by all users.</p>	<p>Users must notify the Caretaker of any problems with the surface. Contact details are stated in the Community Lettings Agreement.</p> <p>Report incidents of glass, any other contaminants etc.</p>	L
Risk of collision with the fencing during play	The fence that surrounds the perimeter of the MUGA is metal. Should a user collide with it at speed there could be bruising/bumps and/or grazing	H	<p>Caretakers to carry out daily inspections.</p> <p>Community users play on the MUGA at their own risk.</p> <p>The Hirer makes their own first aid arrangements, such as the provision of first aid training for supervising personnel and the provision of a first aid kit, particularly in the case of sports lettings.</p>	Review of activities.	L/M

Risk of graze to user when falling on the surface	If maintenance of the surface is not carried out and becomes in a state of disrepair and is hazardous	H	<p>Weekly visual inspections carried out by site staff.</p> <p>Weekly/monthly/annual maintenance programme in place.</p> <p>The Hirer makes their own first aid arrangements, such as the provision of first aid training for supervising personnel and the provision of a first aid kit, particularly in the case of sports lettings.</p>	Users must notify the Caretaker of any problems with the surface. Contact details are stated in the Community Lettings Agreement.	L/M
Fire and emergency procedures being inadequate	If fire and emergency procedures are not communicated this could cause significant risk to users of the facility		<p>Caretaker explains the fire procedures to the Hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points, fire fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services.</p> <p>A written copy of fire evacuation procedures is issued to the hirer.</p>	<p>The Hirer must make him/herself fully conversant with the fire drill and evacuation procedures for the premises and the position of appliances and emergency exits and undertake that this information is appropriately advised to event participants.</p> <p>Where appropriate, the Hirer must also keep a record of the participants using the school for Health and Safety reasons.</p> <p>In the event of an evacuation the hirer is responsible for informing the Caretaker that all participants have been accounted for.</p> <p>The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency.</p>	L

Signature: D. Flint Name: Dominique Flint Job Role: Business Manager Date: 29.09.20

Review Date: Continually
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