

The Brunswick Club

Risk Assessments

Approved	Date	1. Signature	2. Signature
Whole document completed			
To be reviewed			

Amendments		Date	1. Signature	2. Signature
1	General			
2	Drive way, car park, outdoor area			
3	Astroturf pitch			
4	Reception area, corridors, stairs			
5	Sports hall			
6	Activity area			
7	Kitchen			
8	Martial arts hall			
9	Store rooms, store cupboards			
10	Children's toilets			
11	Changing room			
12	Adults' toilets			
13	Kit room			
14	Fitness gym			

15	Offices, Founders' room			
16	Cleaning cupboard			
17	Maintenance room, boiler room			
18	Roof decking area			
19	Travelling by minibus			
20	Swimming pools			
21	Theme parks			

KEY

		1	Unlikely	2	Possible	3	Likely
1	Low impact	1	No action	2	Monitor	3	Monitor
2	Medium impact	2	Monitor	4	Action	6	Action
3	High impact	3	Monitor	6	Action	9	Stop

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
1	General						
1a	Young people running around, play fighting, etc.	Minor to severe injury	I:2 / L:3 Score:6	Clear instructions on expected behaviour displayed and given to young people	Ongoing	Club manager	I:2 / L:1 Score:2
	Young people fighting	Minor to severe injury	I:2 / L:2 Score:4	Young people to be supervised by staff in all activity areas at all times	Club nights	Staff	
				Repeat offenders to be suspended	When necessary	Club manager	
1b	Fire	Minor to severe injury	I:3 / L:2 Score:6	Fire marshal training	Every 3 years	Premises manager / Staff	I:3 / L:1 Score:3
				Fire drills	Annually	Club manager / Staff	
				Fire extinguishers installed and serviced	Annually	Premises manager	
				PAT testing of all electrical equipment	Annually	Premises manager	
1c	Minor injury	Injury worsens	I:2 / L:2 Score:4	First aid training	Every 3 years	Staff / Club manager	I:1 / L:1 Score:1
				Brunswick staff to administer initial first aid	As required	Staff	
				First Aid kits replenished	As required	Club manager	

1d	Serious injury	Injury worsens	I:3 / L:2 Score:6	<p>First aid training</p> <p>Brunswick staff to administer initial first aid and call an ambulance if necessary</p> <p>If not present, the Club manager will be contacted and parents informed</p>	<p>Every 3 years</p> <p>As required</p> <p>As required</p>	<p>Staff / Club manager</p> <p>Staff</p> <p>Staff</p>	I:1 / L:1 Score:1
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	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
2	Drive way, car park, outdoor area						
2a	Moving vehicles	Minor to severe injury	I:2 / L:2 Score:4	Drive safely signs Only authorised vehicles allowed	Permanent Ongoing	Premises manager Club manager	I:2 / L:1 Score:2
2b	Parked vehicles	Minor injury	I:1 / L:2 Score:2	Children not allowed to play unsupervised in car park area	Club nights	Staff	I:1 / L:1 Score:1
2c	Overflowing bins	Health hazard	I:2 / L:2 Score 4	Bins to be checked and emptied regularly	Ongoing	Premises manager	I:2 / L:1 Score:2
2d	Perimeter fencing / Gates	Scratches / Cuts	I:1 / L:2 Score 2	Gates and fences to be checked regularly Damage to be reported immediately to Club manager or Premises manager	Weekly Ongoing	Premises manager All	I:1 / L:1 Score:1
2d	Barbecue	Minor to severe burns Fire	I:2 / L:2 Score:4	Barbecue to be supervised at all times Only appropriate barbecue equipment to be used Fire extinguisher and first aid kit to hand	When BBQ used	Staff Premises manager / Staff Staff	I:2 / L:1 Score:2

2e	Spray painting	Toxic fumes	I:2 / L:2 Score:4	Spray painting to be supervised at all times Face masks to be worn at all times	When spray painting	Staff Staff	I:2 / L:1 Score:2
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	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
3	Astroturf						
3a	Children running into each other while playing football	Minor injury	I:1 / L:2 Score:2	All young people not involved in the game must be seated on the ground	Club nights	Staff	I:1 / L:1 Score:1
3b	Dangerous Tackles	Minor to severe injury	I:2 / L:2 Score:4	Slide tackles and excessive force are not permitted. Persistent offenders will be removed from the activity.	Club nights	Staff	I:2 / L:1 Score:2
3c	Incorrect footwear	Minor injury	I:1 / L:2 Score:2	Trainers / astros must be worn by all participants.	Club nights	Young people / Staff	I:1 / L:1 Score:1
3d	Children tripping on astroturf	Minor injury	I:1 / L:2 Score:2	Astroturf to be checked / maintained regularly	Weekly	Premises manager	I:1 / L:1 Score:1
3e	Children injuring themselves on goal posts	Minor to severe injury	I:2 / L:2	Goal posts to be checked / maintained regularly	Weekly	Premises manager	I:2 / L:1 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
5	Sports Hall						
5a	Slippery floors (spillage)	Injury from slipping	I:2 / L:2 Score:4	No drinks allowed No drinks sign Immediate clean-up of spillages / wet floor signs	Ongoing Permanent Club nights	Club manager Premises manager Staff	I:2 / L:1 Score:2
5b	Slippery floors (wet weather)	Injury from slipping	I:2 / L:2 Score:4	Mats in high footfall areas Immediate clean-up of any wet areas / wet floor signs	Club nights Club nights	Staff Staff	I:2 / L:1 Score:2
5c	Blocked doors / fire exits	People trapped in the event of a fire	I:3 / L:2 Score:6	Fire exits clearly marked Fire exits kept clear	Permanent Ongoing	Premises manager Staff	I:3 / L:1 Score:3
5d	Children running into each other while playing football	Minor injury	I:1 / L:2 Score:2	All young people that are not involved in the game must be seated on the benches provided	Club nights Installed	Staff Premises manager	I:1 / L:1 Score:1
5e	Dangerous Tackles	Minor to severe injury	I:2 / L:2 Score:4	Slide tackles and excessive force are not permitted. Persistent offenders will be removed from the activity.	Club nights	Staff	I:2 / L:1 Score:2
5f	Incorrect footwear	Minor injury	I:1 / L:2 Score:2	Trainers must be worn by all participants.	Club nights	Young people / Staff	I:1 / L:1 Score:1

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
6	Activity Area						
6a	Equipment used inappropriately	Minor to severe injuries	I:2 / L:2 Score:4	All activities to be supervised by staff at all times Where appropriate, instructions for use to be prominently displayed All equipment to be stored when not in use	Club nights Ongoing Club nights	Staff Premises manager Staff	I:2 / L:1 Score:2
6b	Equipment malfunction	Minor to severe injuries	I:2 / L:2 Score:4	Only staff to put out equipment All equipment faults to be reported to Club manager or Premises manager	Club nights Immediately	Staff Staff	I:2 / L:1 Score:2
6c	Stacked tables and chairs falling	Minor to severe injury	I:2 / L:2 Score:4	All tables and chairs to be stacked safely and securely when not in use Instruction for safe and secure stacking of tables and chairs to be given / displayed	Club nights Ongoing	Staff Premises manager	I:2 / L:1 Score:2
6d	Iron used during art activities	Minor burns Fire	I:2 / L:2 Score:4 I:3 / L:2 Score:6	All activities involving use of iron to be instructed and supervised	Club nights	Staff	I:2 / L:1 Score:2
6e	Use of paints / glue during art activities	Toxic if ingested	I:2 / L:2 Score:4	All activities involving paints / glue to be supervised	Club nights	Staff	I:2 / L:1 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
7	Kitchen						
7a	Cooker / cooking hot food	Burns	I:2 / L:2 Score:4	Basic kitchen safety instructions given to all young people before taking part in cooking	Club nights	Staff	I:2 / L:1 Score:2
		Fire	I:3 / L:2 Score:6	Young people supervised at all times when in the kitchen	Club nights	Staff	
7b	Spillages	Injury from slipping	I:2 / L:2 Score:4	Immediate clean-up of spillages / wet floor signs	Club nights	Staff	I:2 / L:1 Score:2
7c	Food poisoning	Illness, death	I:3 / L:2 Score:6	Food hygiene training for all staff working in the kitchen	Ongoing	Club manager	I:3 / L:1 Score:3
				Maintain high standards of hygiene and cleanliness in the kitchen during cooking activities	Club nights	Staff	
7d	Sharp implements	Minor to severe injury	I:3 / L:2 Score:6	Young people are supervised at all times when in the kitchen	Club nights	Staff	I:3 / L:1 Score:3
				Knives and other sharp implements are stored in locked cupboards / drawers when not in use	Ongoing	Staff	

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
19	Travelling by minibus						
19a	Driver competence	Accident / Minor to severe injury	I:3 / L:2 Score:6	Drivers must be D1 trained First aid kit on board. If necessary, staff will contact emergency services, club manager, parents.	As required As required	Staff Staff	I:3 / L:1 Score:3
19b	Mini-bus roadworthiness	Breakdown / Accident	I:3 / L:2 Score:6	Driver is responsible for checking for any defects. MOT, Tax, Insurance to be kept up to date	Before driving Annually	Staff Club manager	I:3 / L:1 Score:3
19c	Insufficient staff	Unable to respond to incidents within the minibus	I:2 / L:2 Score:4	2 staff members in each mini-bus Staff to always carry Club phone	On trips	Staff / Club manager Staff	I:1 / L:1 Score:1
19d	Faulty seat belts	Minor to severe injury	I:3 / L:2 Score:6	MOT / service includes seat belt testing & repair Staff ensure that passengers use the seat belts Faulty belts to be reported to Club manager and repaired by Premises manager Seats with faulty seat belts not to be used	Annually On trips Immediately On trips	Premises manager Staff Staff / Club manager / Premises manager Staff	I:3 / L:1 Score:3

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
19	Travelling by minibus (cont...)						
19e	Locked doors / blocked aisles impede evacuation in an emergency	Minor to severe injury	I:3 / L:2 Score:6	Staff instructed to keep all doors unlocked and all aisles clear	When minibus in use	Club manager / Staff	I:2 / L:1 Score:2
19f	Accidents on boarding and dismounting	Minor to moderate injury	I:2 / L:2 Score:4	Staff will supervise boarding and dismounting of minibus Portable step available	When in use	Staff	I:2 / L:1 Score:2
19g	Travel sickness	Inconvenience	I:1 / L:3 Score:3	Parents asked about young people's travel medication before trips Check that medication taken / supplied before trips	When places on trips booked	Club manager Staff	I:1 / L:3 Score:3
19h	Leaving young person behind	Severe distress	I:3 / L:2 Score:6	Headcount before every outward and return journey	On trips	Staff	I:3 / L:1 Score:3

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
20	Swimming pools						
20a	Drowning	Death	I:3 / L:2 Score:6	Only use official swimming pools Follow swimming pool rules and regulations Ensure sufficient ratio of staff to children in pool	When swimming	Club manager Staff Club manager	I:3 / L:1 Score:3
20b	Young people are weak swimmers	Danger of drowning	I:3 / L:2 Score:6	Parents to inform staff of their child's swimming ability via consent forms. Children are briefed on their behaviour and the importance of staying within their own depth Weak swimmers must wear arm bands and use buoyancy aids.	Before trips Before swimming When swimming	Club manager Staff Staff	I:3 / L:1 Score:3
20c	Too much food	Danger of cramp when swimming	I:1 / L:2 Score:2	Children will eat their lunch after swimming	After swimming	Staff	I:1 / L:1 Score:1
20d	Injuries requiring treatment by swimming pool staff	Injuries worsen	I:3 / L:1 Score:3	Liaise with swimming pool first aiders and report incidents to Club manager Club manager to inform parents / carers	As required As soon as possible	Staff Club manager	I:3 / L:1 Score:3

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
21	Theme parks						
21a	Young people get lost	Distress	I:2 / L:2 Score:4	All young people supplied with club mobile and club manager's numbers. If lost they will ask venue staff ONLY to use a telephone. If problem with mobile networks all young people are informed of a time and place to meet at the end of the day	On trips	Staff	I:1 / L:2 Score:2
21b	Weather conditions	Minor injuries	I:2 / L:2 Score:4	Children are advised to wear appropriate clothing and bring a change of clothing with them if necessary Sun lotion, hats, jackets etc. advised dependent on the time of year	On trips	Club manager, staff Club manager, staff	I:2 / L:1 Score:2
21c	Injuries requiring treatment by venue staff	Injuries worsen	I:3 / L:1 Score:3	Liaise with theme park first aiders and report incidents to Club manager Club manager to inform parents / carers	As required As soon as possible	Staff Club manager	I:3 / L:1 Score:3
21d	Minor injuries	Injuries worsen	I:2 / L:2 Score:4	Staff to carry first aid kit and administer basic first aid Club manager to be informed	On trips	Staff	I:1 / L:2 Score:2