

<b>Centre</b>	Bletchley Leisure centre	<b>Assessment Ref</b>	
<b>Department</b>	Sports hall	<b>Assessment Date</b>	March 2019
<b>Relevant documentation</b>		<b>Assessor(s)</b>	Samantha savage
<b>Type of Assessment (Initial or Review)</b>	Review		
<b>Sources of Information</b>	Emergency action plan	<b>Consult staff (if necessary)</b>	Duty Mangers, Leisure Assistance
<b>Activity/Process/Location</b>	Sports hall		

No	Hazard	Who might be harmed	How	Existing Control Measures	Risk rating before & residual		Additional controls required	Transfer to CIP
	Staff not trained correctly in the set up and break down of equipment	Staff	Staff not following their training plans/ not provided with correct training	<ul style="list-style-type: none"> <li>All Staff completed job specific induction records (may include shadowing an experienced member of staff)</li> <li>Staff to be signed of competent by a duty manger before carrying out tasks on their own.</li> </ul>	1	1	<u>N/A</u>	N/A
	Injury	Customers & staff	Staff not following their training. Customers injuring themselves through playing the sport	<ul style="list-style-type: none"> <li>All Staff are to follow their training</li> <li>Customers to ensure safe correct practices when using the facility</li> <li>1<sup>st</sup> aid provisions are in place at reception</li> </ul>	2	2	<u>N/A</u>	N/A
	Slips & Trips	Customers & Staff	Spillages/ trip hazards	<ul style="list-style-type: none"> <li>Facility checks completed by prior to each activity taking place.</li> <li>Wet floor signs in place if needed.</li> <li>Customers to leave the facility the way they found it.</li> </ul>	2	2	<u>N/A</u>	N/A

	Lighting failure	Staff & Customers	Power failure	<ul style="list-style-type: none"> <li>Staff are to follow the emergency action plan with regards to power failure</li> </ul>	3	1	N/A	N/A
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**Comments:**

**Proactive Monitoring:**

**Reactive Monitoring:**

**Next Review Date: March 2021**

**Risk Rating:**

1-2 = no action

5-9 = action within 12 months

20 = action within one month

3-4 = monitor

10-16 = action within 6 months

25 = action immediately

Severity

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

< Likelihood >