

Macmillan Academy

RISK ASSESSMENT COMMUNITY SPORT ARTIFICIAL PITCH

Location/Department:	Physical Education	Date of Assessment/Last Review:	15/12/2024
Assessed By:	Sarah King (Director of Community Sport)	Expiry Date:	15/12/2026

Any queries arising from this risk assessment should be addressed immediately with Operations Director.

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Condition of surface 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is cleaned and clear of debris Staff and lead booker checks at the start of bookings Additional staff checks carried out Faults or issues reported by staff or lead booker to Director of Community Sport Correct footwear notice displayed at entrance Twice weekly maintenance carried out by academy buildings staff Maintenance carried out by and as recommended by specialists (CLS / STM) In the event of bad weather (ice / snow) lead booker to be given access by security staff, to assess pitch and make a decision on usage, in conjunction with Director of Community Sport 	Y		M
<ul style="list-style-type: none"> Manual handling and use of equipment 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Staff training as part of induction Staff and lead booker checks at the start of bookings to ensure all in good working order Faults or issues reported by staff or lead booker to Director of Community Sport Goals to be placed on the pitch for usage by external user groups and returned to side / end of pitch Goals to be stored off the pitch (either against fence or in recess areas) when not in use Netting to be used in agreement with Director of Community Sport only and set up by staff only Padded pitch dividers set up and returned to side of pitch by external user groups 	Y		M

			<ul style="list-style-type: none"> Complete annual lighting checks with specialists (Halliday Lighting) Annual checks on goals and netting carried out as part of annual sports facilities inspection (Continental Sports) Meeting with lead booker prior to booking External user groups to risk assess their own activities and movement of goals 			
<ul style="list-style-type: none"> Unauthorised / unsupervised usage of pitch 	<ul style="list-style-type: none"> Community users* 	L	<ul style="list-style-type: none"> Booking required for usage Meeting with lead booker prior to usage Lead booker or designated lead must be present prior to access by participants Regular checks by all staff including security 	Y		L
<ul style="list-style-type: none"> Collision injuries, trips and falls 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is clear of debris and unused equipment Ensure lighting is in full working order Staff and lead booker checks at the start of bookings Spectators to remain at the side of the pitch against the fencing Coaches hold relevant coaching qualifications for activity led External user groups to risk assess their own activities and be responsible for their own first aid Defibrillator machines available <ul style="list-style-type: none"> In main reception building (kitchen) On Leisure Centre outside wall (Stockton Road side) In Science / PE building (outside PE office) 	Y		M
<ul style="list-style-type: none"> Fencing and gates 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Regular inspections and reporting of damage / faults In high winds, ensure gates are closed or fixed open 	Y		

*Community users includes players, coaches, officials and spectators

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RISK ASSESSMENT COMMUNITY SPORT BLUE SPORTS HALL

Location/Department:	Physical Education	Date of Assessment/Last Review:	15/12/2024
Assessed By:	Sarah King (Director of Community Sport)	Expiry Date:	15/12/2026

Any queries arising from this risk assessment should be addressed immediately with Operations Director.

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Condition of surface 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is clean, dry and clear of debris Staff and lead booker checks at the start of bookings Additional staff checks carried out Faults or issues reported by staff or lead booker to Director of Community Sport Maintenance carried out by and as recommended by specialists (Continental Sports) 	Y		M
<ul style="list-style-type: none"> Manual handling and use of equipment 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Staff training as part of induction Staff and lead booker checks at the start of bookings to ensure all in good working order Faults or issues reported by staff or lead booker to Director of Community Sport Equipment to be set up by staff prior to and after usage with the exception of trampolines and end decks. These to be set up by trained academy PE staff only; with sufficient matting around beds Trampolines, when set up, are out of bounds to all customers, curtains to be closed off. All equipment to be stored in the cupboard or stored at the side of the hall when not in use Curtains to be stored in holders when not in use Electric sockets not to be used if damaged Annual checks on all equipment carried out as part of annual sports facilities inspection (Continental Sports) Meeting with lead booker prior to booking External user groups to risk assess their own activities and use of equipment 	Y		M

<ul style="list-style-type: none"> • Unauthorised / unsupervised usage of Blue Sports Hall 	<ul style="list-style-type: none"> • Community users* 	L	<ul style="list-style-type: none"> • Booking required for usage • Meeting with lead booker prior to usage • Lead booker or designated lead must be present prior to access by participants • Regular checks by all staff • CCTV in place, facility locked when not in use 	Y		L
<ul style="list-style-type: none"> • Collision injuries, trips and falls 	<ul style="list-style-type: none"> • Community staff • Community users* 	M	<ul style="list-style-type: none"> • Ensure playing surface is clean, dry, clear of debris and unused equipment • Ensure lighting is in full working order • Spectators to remain on beaches at the side of the hall • Staff and lead booker checks at the start of bookings • Coaches hold relevant coaching qualifications for activity led / umpires hold relevant umpiring qualifications • External user groups to risk assess their own activities and be responsible for their own first aid • Defibrillator machines available <ul style="list-style-type: none"> ○ In main reception building (kitchen) ○ On Leisure Centre outside wall (Stockton Road side) ○ In Science / PE building (outside PE office) 	Y		M

*Community users includes players, coaches, officials and spectators

Macmillan Academy

RISK ASSESSMENT COMMUNITY SPORT CLIMBING WALL

Location/Department:	Outdoor Learning	Date of Assessment/Last Review:	15/12/2024
Assessed By:	Sarah King (Director of Community Sport)	Expiry Date:	15/12/2026
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Condition of surface 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure climbing wall floor is clean, dry and clear of debris Staff and lead booker checks at the start of bookings Additional staff checks carried out Faults or issues reported by staff or lead booker to Director of Community Sport who in turn will inform academy outdoor learning staff 	Y		M
<ul style="list-style-type: none"> Use of equipment 	<ul style="list-style-type: none"> Community staff Community users* 		<ul style="list-style-type: none"> Equipment checking, maintenance and renewal systems established by academy outdoor learning staff Inspection schedule followed as outlined by the manufacturer – routine internal and annual external inspections, coordinated by S Creasey and P Muckian Faults, issues or defective equipment reported by staff or lead booker to Director of Community Sport who in turn will inform academy outdoor learning staff Loading limited to one person on each section of the wall. Lead booker to check own and participants harnesses, helmets, shoes and belay equipment 	Y		
<ul style="list-style-type: none"> Unauthorised / unsupervised usage of Climbing wall 	<ul style="list-style-type: none"> Community users* 	L	<ul style="list-style-type: none"> Booking required for usage Meeting with lead booker prior to usage Lead booker or designated lead must be present prior to access by participants Regular checks by all staff CCTV in place, facility locked when not in use 	Y		L

<ul style="list-style-type: none"> • Collision injuries, trips and falls 	<ul style="list-style-type: none"> • Community staff • Community users* 	<p>M</p>	<ul style="list-style-type: none"> • Ensure surfaces and floor are clean, dry, clear of debris and unused equipment • Ensure lighting is in full working order • Staff and lead booker checks at the start of bookings • Instructors hold relevant qualifications • External user groups to risk assess their own sessions • All participants must have received instruction on how to belay and had chance to practice under close supervision. • Belayers must be under supervision ensuring that the rope remains tight. • Belayers should be placed in a safe position. • Locking belay devices and belay plates may be used. • Lowering to be supervised/controlled by the instructor where applicable • Novice belayers should have someone tailing the rope. • Climbers must be checked by the instructor before they start to climb and should be encouraged to check each other first • Ensure the '3 Golden Rules' used when using a grigri. • Climbers to be briefed not to pull on or hold the ropes. • The correct techniques for spotting and climbing down must be taught and enforced. • External user groups to risk assess their own activities and be responsible for their own first aid • Defibrillator machines available <ul style="list-style-type: none"> ○ In main reception building (kitchen) ○ On Leisure Centre outside wall (Stockton Road side) ○ In Science / PE building (outside PE office) 	<p>Y</p>		<p>M</p>
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*Community users includes players, coaches, officials and spectators

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RISK ASSESSMENT COMMUNITY SPORT COURTS

Location/Department:	Physical Education	Date of Assessment/Last Review:	15/12/2024
Assessed By:	Sarah King (Director of Community Sport)	Expiry Date:	15/12/2026
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Condition of surface 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is cleaned and clear of debris Staff and lead booker checks at the start of bookings Additional staff checks carried out Faults or issues reported by staff or lead booker to Director of Community Sport Maintenance carried out by and as recommended by specialists (STM) In the event of bad weather (ice / snow / rain) lead booker to be given access by security staff, to assess pitch and make a decision on usage, in conjunction with Director of Community Sport 	Y		M
<ul style="list-style-type: none"> Manual handling and use of equipment 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Staff training as part of induction Staff and lead booker checks at the start of bookings to ensure all in good working order Faults or issues reported by staff or lead booker to Director of Community Sport Posts and bases to be placed on the courts for usage Posts and bases to be stored in the outside store cupboard when not in use Annual checks on posts and bases carried out as part of annual sports facilities inspection (Continental Sports) Meeting with lead booker prior to booking External user groups to risk assess their own activities and use of equipment 	Y		M
<ul style="list-style-type: none"> Unauthorised / unsupervised 	<ul style="list-style-type: none"> Community users* 	L	<ul style="list-style-type: none"> Booking required for usage Meeting with lead booker prior to usage 	Y		L

usage of courts			<ul style="list-style-type: none"> Lead booker or designated lead must be present prior to access by participants Regular checks by all staff 			
<ul style="list-style-type: none"> Collision injuries, trips and falls 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is clear of debris and unused equipment Ensure lighting is in full working order Staff and lead booker checks at the start of bookings Spectators to remain at the side of the courts against the fencing Coaches hold relevant coaching qualifications for activity led / umpires hold relevant umpiring qualifications External user groups to risk assess their own activities and be responsible for their own first aid Defibrillator machines available <ul style="list-style-type: none"> In main reception building (kitchen) On Leisure Centre outside wall (Stockton Road side) In Science / PE building (outside PE office) 	Y		M
<ul style="list-style-type: none"> Fencing and gates 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Regular inspections and reporting of damage / faults In high winds, ensure gates are closed or fixed open 			

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RISK ASSESSMENT COMMUNITY SPORT FIELD - PITCHES

Location/Department:	Physical Education	Date of Assessment/Last Review:	15/12/2024
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Condition of surface 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is cleaned and clear of debris Staff and lead booker checks at the start of bookings Additional staff checks carried out Faults or issues reported by staff or lead booker to Director of Community Sport Maintenance carried out by and as recommended by specialists (Cutting Edge) In the event of bad weather (ice / snow / rain) lead booker to be given access by security staff, to assess pitch and make a decision on usage, in conjunction with Director of Community Sport 	Y		M
<ul style="list-style-type: none"> Manual handling and use of equipment 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Staff training as part of induction Staff and lead booker checks at the start of bookings to ensure all in good working order Faults or issues reported by staff or lead booker to Director of Community Sport 11 and 9 a side goals to be placed on the pitch for usage and be stored off the pitch against fence when not in use Staff to set up / take down corner flags Respect barrier to be used in agreement with Director of Community Sport – set up / taken down by lead booker Annual checks on goals and nets carried out as part of annual sports facilities inspection (Continental Sports) Meeting with lead booker prior to booking 	Y		M

			<ul style="list-style-type: none"> External user groups to risk assess their own activities and movement of goals 			
<ul style="list-style-type: none"> Unauthorised / unsupervised usage of pitches 	<ul style="list-style-type: none"> Community users* 	L	<ul style="list-style-type: none"> Booking required for usage Meeting with lead Booker prior to usage Lead Booker or designated lead must be present prior to access by participants Regular checks by all staff including security 	Y		L
<ul style="list-style-type: none"> Collision injuries, trips and falls 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is clear of debris and unused equipment Staff and lead Booker checks at the start of bookings Spectators to remain at the side of the pitches, back from the side lines Coaches hold relevant coaching qualifications for activity led / Referees hold relevant referee qualifications External user groups to risk assess their own activities and be responsible for their own first aid Defibrillator machines available <ul style="list-style-type: none"> In main reception building (kitchen) On Leisure Centre outside wall (Stockton Road side) In Science / PE building (outside PE office) 	Y	<ul style="list-style-type: none"> Emergency access and deliberator signage to be displayed 	M
<ul style="list-style-type: none"> Fencing and gates 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Regular inspections and reporting of damage / faults In high winds, ensure gates are closed or fixed open 	Y		

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RISK ASSESSMENT COMMUNITY SPORT LEISURE CENTRE HALL

Location/Department:	Physical Education	Date of Assessment/Last Review:	15/12/2024
Assessed By:	Sarah King (Director of Community Sport)	Expiry Date:	15/12/2027
Any queries arising from this risk assessment should be addressed immediately with Operations Director.			

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Condition of surface 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Ensure playing surface is clean, dry and clear of debris Staff and lead booker checks at the start of bookings Additional staff checks carried out Faults or issues reported by staff or lead booker to Director of Community Sport Maintenance carried out by and as recommended by specialists (Continental Sports) 	Y		M
<ul style="list-style-type: none"> Manual handling and use of equipment 	<ul style="list-style-type: none"> Community staff Community users* 	M	<ul style="list-style-type: none"> Staff training as part of induction Staff and lead booker checks at the start of bookings to ensure all in good working order Faults or issues reported by staff or lead booker to Director of Community Sport Equipment to be set up by staff prior to and after usage with the exception of indoor hockey goals and boarding. These are to be set up / taken down by staff and lead booker (Sue Hodgson) All equipment to be store in the cupboard, hung on or against the wall when not in use Netting to be stored in holders when not in use Electric sockets not to be used if damaged Annual checks on all equipment carried out as part of annual sports facilities inspection (Continental Sports) Meeting with lead booker prior to booking External user groups to risk assess their own activities and use of equipment 	Y		M

<ul style="list-style-type: none"> • Unauthorised / unsupervised usage of Leisure centre Hall 	<ul style="list-style-type: none"> • Community users* 	L	<ul style="list-style-type: none"> • Booking required for usage • Meeting with lead Booker prior to usage • Lead Booker or designated lead must be present prior to access by participants • Regular checks by all staff • CCTV in place, facility locked when not in use 	Y		L
<ul style="list-style-type: none"> • Collision injuries, trips and falls 	<ul style="list-style-type: none"> • Community staff • Community users* 	M	<ul style="list-style-type: none"> • Ensure playing surface is clean, dry, clear of debris and unused equipment • Ensure lighting is in full working order • Staff and lead Booker checks at the start of bookings • Balconing / viewing area for adults and supervised children • Coaches hold relevant coaching qualifications for activity led / umpires hold relevant umpiring qualifications • External user groups to risk assess their own activities and be responsible for their own first aid • Defibrillator machines available <ul style="list-style-type: none"> ○ In main reception building (kitchen) ○ On Leisure Centre outside wall (Stockton Road side) ○ In Science / PE building (outside PE office) 	Y		M

*Community users includes players, coaches, officials and spectators