

## What is risk assessment?

A risk assessment is simply a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Visitors, volunteers, workers and others have a right to be protected from harm caused by a failure to take **reasonable** control measures.

A **hazard** is anything that may cause harm, such as chemicals, electricity, working at height, trailing cables, vehicles, animals etc

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Step 1

#### *Identify the hazards*

Consider the activities you have booked for your event, what could reasonably be expected to cause harm? Ask the other members of your organising group. Consider the set up and clear down stages of your event and how your event may affect others outside of your event site.

### Step 2

#### *Decide who might be harmed and how*

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. Visitors to the event, volunteers, staff, public (not visiting the event), young people, and contractors).

In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, 'volunteers may suffer back injury from repeated lifting of boxes'.

### Step 3

#### *Evaluate the risks and decide on precautions*

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

Look at what you're already doing; think about what controls you have in place and how the event is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

Can I get rid of the hazard altogether?

If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible, in the following order:

- try a less risky option (e.g. switch to using a less hazardous chemical);
- prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard (eg put barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc.); and provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

### Step 4

#### *Record your findings and implement them*

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed' We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that: a proper check was made; you asked who might be affected;

- you dealt with all the significant hazards, taking into account the number of people who could be involved;

the precautions are reasonable, and the remaining risk is low; and you involved your planning team in the process.

### Step 5

#### *Review your assessment and update if necessary*

Set a date to review your plans and update the assessment as necessary

## YOUR RISK ASSESSMENT

There is a template at the end of this document that you can populate to produce your own risk assessment. Use the table and matrix below to help you to evaluate the risk (Risk Rating). Multiply the likelihood value by the consequence value of each hazard to calculate the risk rating.

Some hazards you may wish to consider (this is not an exhaustive list): SLIPS, TRIPS, FALLS; VEHICLES; ELECTRICITY; WATER (DROWNING); HAZARDOUS SUBSTANCES; FIRE; NOISE; CRUSHING (CROWDS); MEDICAL EMERGENCY; WASTE; FOOD SAFETY; CHILD WELFARE; VIOLENT SITUATIONS; WEATHER;

# RISK ASSESSMENT

Likelihood			Consequence	
1	Very Unlikely	1 in a million chance of this hazard occurring	1	Insignificant No injury
2	Unlikely	1 in 100,000 chance of this hazard occurring	2	Minor Minor injuries needing first aid
3	Fairly Unlikely	1 in 10,000 chance of this hazard occurring	3	Moderate Up to 3 days absence from work
4	Likely	1 in 1000 chance of this hazard occurring	4	Major More than 3 days absence
5	Very Likely	1 in 100 chance of this hazard occurring	5	Catastrophic Death



<b>EVENT:</b>	Monday and Thursday morning Boules	<b>LOCATION:</b>	St Michaels Park, Cirencester	<b>DATE:</b>	Twice Every Week	<b>REVIEW DATE</b> Monthly 1 <sup>st</sup> February 2021
<b>ASSESSOR:</b>	Peter Chambers	<b>DATE OF EVENT:</b>	Monday and Thursday Every Week	<b>SIGNED:</b>	<i>Peter Chambers</i>	4 <sup>th</sup> January 2021

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX L X S = R			FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX			DATE COMPLETE & SIGNED
			L	S	R		L	S	R	
SLIPS/TRIPS/FALLS	Players	Players informed of string and wooden surrounds as trip hazards before play commences	2	2	4	-				
ADVERSE WEATHER CONDITIONS	Players	Event cancelled in advance or abandoned during play	2	1	2	-				
CHILD PROTECTION	Public	Players inform public of Boules games underway	4	2	8	Erect signs if members of the public continually encroach on to play area	2	2	4	
DISABILITY DISCRIMINATION	Players	St. Michaels Park is accessible to all	1	1	1	-				
MEDICAL EMERGENCY	Players	Mobile phone available Access for Emergency Services via the Town end gate	2	2	4					
CANCELLING THE EVENT	Players	All members informed in advance via Constant Contact	1	1	1	-				

<b>BOULE STRIKING INDIVIDUAL</b>	Players Public	Players informed of hazard before play commences Players team mate to stand at far end of piste when their partner is "shooting"	2	4	8	Erect signs if members of the public encroach on to play area	1	4	4	
<b>TERRAIN HYGIENE</b>	Players	Area inspected for broken glass, animal excrement etc prior to play commencing	4	1	4					
<b>FAILURE TO SOCIAL DISTANCE</b>	Players Public	Event limited to two games per gravel square with a 2m wide zone indicated running down centre of each square to separate each game. Players reminded of need to social distance before play commences.	3	5	15	Reduce to one game per square if necessary.  Review number of possible games per square each time Government eases distance restrictions.	1	5	5	
<b>CROSS CONTAMINATION</b>	Players	Each player provides their own boules and jack, which only they will touch throughout the game. Remind players not to touch others boules/jack Hand gel to be made available	1	5	5					

**CIRENCESTER U3A PETANQUE CLUB  
(Cu3aPC)  
HEALTH AND SAFETY RISK ASSESSMENT  
COVID – 19**

**Location Name: Cirencester U3A PC St. Michaels Park**

**Address: St. Michaels Park, Cirencester, GL7 1JT**

**Date of Assessment: 1<sup>st</sup> August 2020**

**Last Reviewed: 4<sup>th</sup> January 2021**

**Next review: 1<sup>st</sup> February 2021**

**Assessor's Name: Peter Chambers U3A Petanque Group Leader**

**Assessor's Signature: (signed on original)**

## Guidance Notes for Completion of Risk Assessment

### 1. Identify the Hazard and who is at risk (columns 1 &2)

- Walk around the Area and list the hazards that may cause harm during Club activities. Consider any Environmental Hazards and use a selection of people at the location to help provide information and/or assistance in completing the risk assessment.
- Consider the number of people involved, their awareness of hazards, training, and physical capability.

### 2. Quantify the Risk. Prior to control measures being introduced, you should consider the following:

- Using the numerical guide in the *Likelihood/Severity Matrix* below, indicate what the **likelihood** of the injury would be if the hazard were to cause an accident and put the corresponding number in the third column. Now consider the **severity** of an injury using column four.
- In column 5, Multiply out the Likelihood and Severity numbers to give the hazard identified a risk rating. - Based on your findings, you will now need to evaluate controls to minimise the risk and reduce the risk rating.

### 3. Evaluate the controls required

- What are the control measures in place already to control the hazard/risk identified? Include these in column 6
- Question if there is sufficient safety signage? Remember if you cannot eliminate the risk altogether you will need to control or reduce the risk so that harm is unlikely.
- Write down any recommendations for further controls/training required.
- Introduce safe systems of operating where necessary and identify any training requirements associated with such systems. Personal Protective Equipment should be considered as a personal responsibility. Remember to assign responsibility for control measures/actions to be taken and when these should be completed (columns 8 & 9)
- Taking into consideration control measures applied, re-evaluated Likelihood and Severity rates should be added in rows 10-12.

### 4. Record your findings

- Ensure that identified risks and controls in place are incorporated into the assignment instructions. Sign and date the risk assessment, specifying a review date for reassessment.

### 5. Monitor and review

- Ensure a copy of the Risk Assessment is made available playing days and on the Cirencester Petanque website and filed electronically. Ensure all members affected are made aware of the assessment and have signed their acknowledgement.
- Ensure that any identified additional health and safety training is completed.
- Monitor the assessment and review/re-assess if the assessment becomes invalid, an incident occurs on site, or as new legislation dictates.

Likelihood (L)		Severity (S)		
5	Frequently	5	Fatality	Temporary/Permanent closure of Club
4	Probable	4	Significant Incident	Potential long-term detrimental effect on Club
3	Occasional	3	Minor Incident	Reversible with corrective action
2	Remote	2	Injury/ Illness/ Medical Treatment/ First Aid Case	Reversible with minor corrective action
1	Improbable	1	No treatment injury	Negligible impact

Likelihood/Severity Matrix					
Likelihood	Severity				
	5 - Catastrophic	4-Serious	3-Critical	2-Marginal	1-Negligible
5 - Frequently	25	20	15	10	5
4 - Probable	20	16	12	8	4
3 - Occasional	15	12	9	6	3
2 - Remote	10	8	6	4	2
1 - Improbable	5	4	3	2	1

Risk Rank Break Points		
Value	Risk Level	Corrective Action Requirements
17-25	High	Unacceptable - Stop activity & make immediate improvements. Corrective action closure within 30 days.
10-16	Med	Tolerable - Reduce the risk to Low where-ever possible. Ensure active control measures implemented.
5-9	Low	Adequate - Consider additional control measures to monitor and ensure hazards do not escalate
1-4	N/A	Acceptable - No action required. Ensure controls maintained

<b>Site Name</b>	<b>St Michaels Park</b>	<b>Task/Activity Assessed</b>	<b>U3A Petanque</b>	<b>Date</b>	<b>Ongoing</b>
------------------	-------------------------	-------------------------------	---------------------	-------------	----------------

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Risk of Contact with infection - Exposure to coughs and sneezes.	All players	3	4	12	<p>All games to be played within guidelines issued by Petanque England. See attached.</p> <p>2-metre social distancing.</p> <p>Advise/ signage on appropriate measures to be taken, i.e. respiratory (use of tissue/elbow) and hand hygiene.</p> <p>Pedestrian entry and exit routes for the Cu3aPC area not required as all in the open.</p> <p>PPE, e.g. face masks, gloves can be worn at the discretion of the players.</p> <p>The use of a booking system to manage and control attendance may be required if numbers are continually high. The attendance will be noted for potential contact tracing. This is applicable to all members entering the Cu3aPC area.</p> <p>All Players on site to follow and adhere to Cu3aPC Risk Assessments for Covid-19.</p> <p>Reporting/self-isolation if experiencing symptoms during or after attendance at a Club session.</p>	<p>Ongoing review and compliance with government guidelines.</p> <p>Only Cu3aPC Players to use the area during play this includes the gravel circle if used.</p> <p>H&amp;S briefings delivered by the Cu3aPC Responsible Officer will be revised to ensure social distancing measures and the terms and conditions for use/play are understood by all Cu3aPC members.</p> <p>Create a visitors' log for non-members entering the Cu3aPC Area during formal sessions. To be used for potential contact tracing.</p>	All.	As required.	1	4	4

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Risk of contact with infection – Contact with shared items i.e. seats pic-nic bench etc - surface contact.	All Players.	2	4	8	<p>Provision of Hand gels, gloves.</p> <p>Regular cleaning of surfaces with anti-bacterial wipes/spray, start / end of each session.</p> <p>Regular use of hand gels and instructed not to touch face with unwashed hands.</p> <p>Each player provides and uses their own boules and jack, which only they will touch throughout the game.</p> <p>Wipe boules regularly and clean with sanitiser at the end of games.</p> <p>Do not use shared items like plastic throwing circles, scoreboards etc.</p> <p>Gloves should not be worn during play. However, If gloves are worn then a different clean pair for each game must be used or one pair can be used but must be sprayed with an anti-bacterial spray between games to fall into line with people who use hand gel / wipes between games.</p>	<p>Remind players not to touch other players boules/jack and to maintain social distancing during and after play.</p> <p>Minimise measuring as much as possible as this could involve cross contamination of boules especially where boules are close together.</p>	All.	As required.	1	4	4

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Use of public/ shared communal areas e.g. toilets.	All Players.	2	4	8	<p>Cu3aPC members to use Park toilet and hand washing facilities.</p> <p>2-metre social distancing.</p> <p>Advise/signage on appropriate measures to be taken, ie. respiratory (use of tissue/elbow) and hand hygiene.</p> <p>Signage for occupancy/queuing of toilet facilities. Ensuring monitored appropriately.</p> <p>Regular cleaning of surfaces with anti-bacterial wipes/spray.</p>	Established cleaning routine by Park staff.	All.	As required.	1	4	4
Cleaning of seats and pic-nic table using anti-bacterial wipes.	All Players.	2	2	4	<p>Use of gloves.</p> <p>Domestic grade wipes only – used in accordance with manufacturer's instructions.</p> <p>Personnel to wash hands after activity.</p>		All.	As required.	1	2	2
Frequent washing of hands – dermatological infection/ dry skin/ eczema.	All Players.	2	2	4	<p>Players with certain skin conditions to be especially mindful and utilise hand creams if required.</p> <p>Regular hand washing and instructed not to touch face with unwashed hands.</p> <p>Signage implemented to remind regular hand washing and use of sanitising stations.</p>	<p>Notify Cu3aPC Responsible Officer on entry to area if standard sanitation methods cannot be used. Members to provide alternative.</p> <p>products for personal use.</p>	All.	As required.	1	2	2

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Use of alcohol-based hand sanitising gels.	All Players.	2	5	10	Allow gel to dry and the vapours disperse after using alcohol-based product. The How to hand rub posters state clearly: "once dry, your hands are safe".	Do not smoke or use gas appliances immediately after applying hand gel.	All.	As required.	1	5	5
Storage of alcohol-based hand sanitiser product.	All Players.	2	5	10	Consideration given to location of hand sanitiser product and its storage away from heat sources and potential sparks/ naked flame.	Ensure stored containers not damaged/ leaking.  During summer do not leave in a car as it could catch fire.	All.	Weekly.	1	5	5
Disposal of PPE face coverings, gloves, safety glasses.	All personnel.	3	4	12	All PPE to be managed and disposed of by the individual players off site.	Ensure you have a bag to safely dispose any used PPE and then dispose off site.	Cu3aPC area Players.	Daily.	2	4	8

### **Overview of findings and any other recommendations**

With current health concerns regarding Coronavirus and COVID19, the protection of our Players is paramount to keeping them safe and well.

Any incidents of non-compliance with regulations to be reported.

There are no Significant Controls highlighted in this risk assessment.

**Name of Assessor: P. Chambers**

**Signature of Assessor:** (signed on original)

