## The Brunswick Club

## **Risk Assessments**

Approved	Date	1. Signature	2. Signature
Whole document completed	12 September 2024	Qolmo	Pis & Clar
To be reviewed	September 2025	Danny Volino, Club Manager	Piers Player, Development Worker

Am	endments	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 washrooms			
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		

## <u>KEY</u>

	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	High impact 3		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	First aid training	Every 3 years	Staff / Club manager	I:1 / L:1 Score:1
				Brunswick staff to administer initial first aid and call an ambulance if necessary	As required	Staff	
				If not present, the Club manager will be contacted and parents informed	As required	Staff	

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
2	Drive way, car	park, outdoor area					
2a		Minor to severe injury	I:2 / L:2 Score:4	Drive safely signs	Permanent	Premises manager	I:2 / L:1 Score:2
				Only authorised vehicles allowed	Ongoing	Club manager	
2b	Parked	Minor injury	I:1 / L:2	Children not allowed to	Club nights	Staff	l:1 / L:1
20	vehicles	Will Of Hijury	Score:2	play unsupervised in car park area	Club Hights	Stan	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	fencing /	Scratches / Cuts	I:1 / L:2 Score 2	Gates and fences to be checked regularly	Weekly	Premises manager	I:1 / L:1 Score:1
	Gates			Damage to be reported immediately to Club manager or Premises manager	Ongoing	All	
2d	Barbecue	Minor to severe burns	I:2 / L:2 Score:4	Barbecue to be supervised at all times	When BBQ used	Staff	I:2 / L:1 Score:2
		Fire		Only appropriate barbecue equipment to be used		Premises manager / Staff	
				Fire extinguisher and first aid kit to hand		Staff	

2e	Spray painting	Toxic fumes	I:2 / L:2 Score:4	Spray painting to be supervised at all times	When spray painting	Staff	I:2 / L:1 Score:2
				Face masks to be worn at all times	p s m m g	Staff	

	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	l: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
4	Reception area	/ Corridors / Stairs	•				<u> </u>
4a	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
4b	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
4c	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

	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	Ongoing	Club manager	I:2 / L:1 Score:2
	, , ,	0		No drinks sign	Permanent	Premises manager	
				Immediate clean-up of spillages / wet floor signs	Club nights	Staff	
5b	Slippery floors (wet weather)	Injury from slipping	I:2 / L:2 Score:4	Mats in high footfall areas	Club nights	Staff	I:2 / L:1 Score:2
				Immediate clean-up of any wet areas / wet floor signs	Club nights	Staff	
5c	Blocked doors / fire exits	People trapped in the event of a fire	I:3 / L:2 Score:6	Fire exits clearly marked	Permanent	Premises manager	I:3 / L:1 Score:3
				Fire exits kept clear	Ongoing	Staff	
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	Staff	I:1 / L:1 Score:1
					Installed	Premises manager	
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	1:2 / L:2 Score:4	All activities to be supervised by staff at all times	Club nights	Staff	I:2 / L:1 Score:2
				Where appropriate, instructions for use to be prominently displayed	Ongoing	Premises manager	
				All equipment to be stored when not in use	Club nights	Staff	
6b	Equipment malfunction	Minor to severe injuries	I:2 / L:2 Score:4	Only staff to put out equipment	Club nights	Staff	I:2 / L:1 Score:2
				All equipment faults to be reported to Club manager or Premises manager	Immediately	Staff	
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	Club nights	Staff	I:2 / L:1 Score:2
				Instruction for safe and secure stacking of tables and chairs to be given / displayed	Ongoing	Premises manager	
6d	Iron used during art activities	Minor burns	I:2 / L:2 Score:4	All activities involving use of iron to be instructed and supervised	Club nights	Staff	I:2 / L:1 Score:2
		Fire	I:3 / L:2 Score:6				
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	uonon	10 7 01		<u> </u>	1	uitoi uotioii
7a	Cooker / cooking hot food	Burns	I:2 / L:2 Score:4	Basic kitchen safety instructions given to all young people before	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 / I: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 whom	Risk level after action
8	Martial Arts Ha			1			
8a	Slippery floors	Injury from slipping	I:2 / L:2 Score:4	Floor mats in use for all martial art activity	Club nights	Staff	I:2 / L:1 Score:2
				No drinks or food allowed	Ongoing	Staff	
				No drinks or food sign	Permanent	Premises manager	
				Immediate clean-up of any wet areas / wet floor signs	Club nights	Staff	
8b	Equipment used inappropriately	Minor to severe injuries	I:2 / L:2 Score:4	All martial arts activities to be supervised by qualified staff at all times	Club nights	Club manager	I:2 / L:1 Score:2
				Where appropriate, instructions for equipment use to be prominently displayed	Ongoing	Premises manager	
				All equipment to be stored when not in use	Club nights	Staff	

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
9	Store rooms / S	Store cupboards					
9a	Equipment not stored correctly	Injury from tripping	I:2 / L:2 Score:4	Storage cupboards / cages provided	Permanent	Premises manager	I:2 / L:1 Score:2
9b	Equipment used inappropriately	Minor to severe injuries	I:2 / L:2 Score:4	No unaccompanied children allowed in store rooms	Club nights	Staff	I:2 / L:1 Score:2
				Rooms locked when not in use	Club nights	Staff	

	Hazard	Outcome without	Risk	Action	By when	By whom	Risk level
10	Children's Was	action	level				after action
10 10a	Toilets used inappropriately	Property damage, minor to severe injury	I:2 / L:2 Score:4	Occasional checks on toilets	Club nights	Staff	I:2 / L:1 Score:2
				Clear instructions on expected behaviour displayed and given to young people	Ongoing	Club manager	
				Repeat offenders to be suspended	As required	Club manager	

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
11	Changing room	n					
11a	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
11b	Equipment not stored correctly	Injury from tripping	I:2 / L:2 Score:4	Storage cupboards / cages provided  Room locked when not in use	Permanent Club nights	Premises manager Staff	I:2 / L:1 Score:2
11c	Children jumping from benches	Injury from falls	I:2 / L:2 Score:4	Staff member always present when room in use  Room locked when not in use	Club nights Club nights	Staff Staff	I:2 / L:1 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
12	Adult's Toilets		ievei	<u> </u>			aitei action
12a	Toilets used inappropriately	Property damage, minor to severe	I:2 / L:2 Score:4	Staff only sign	Permanent	Premises manager	I:2 / L:1 Score:2
	,	injury		Occasional checks on toilets	Club nights	Staff	

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
13	Kit room						
13a	Equipment not stored correctly	Injury from tripping	I:2 / L:2 Score:4	Storage cupboards / cages provided	Permanent	Premises manager	I:2 / L:1 Score:2
13b	Equipment used inappropriately	Minor to severe injuries	I:2 / L:2 Score:4	No unaccompanied children allowed in kit rooms	Club nights	Staff	I:2 / L:1 Score:2
				Room locked when not in use	Club nights	Staff	

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action
14	Fitness Gym						
14a		Minor to severe injuries	I:2 / L:2 Score:4	No children under 16 years to use the equipment	Club nights	Staff	I:2 / L:1 Score:2
				Children 16 years and over to have induction	As required	Club manager	
				training	Ongoing	Premises manager	
				Instructions for equipment use to be prominently displayed	Club nights		
				All portable equipment to be stored neatly when not in use		Users / Staff	
14b	Equipment malfunction	Minor to severe injuries	I:2 / L:2 Score:4	All equipment faults to be reported to Club manager or Premises manager	Immediately	Users / Staff	I:2 / L:1 Score:2

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
15	Offices / Foun	ders' Room	I		<u> </u>		
15a	Equipment malfunction	Minor to severe injuries	I:2 / L:2 Score:4	All equipment to be PAT tested	Annually	Premises manager	I:2 / L:1 Score:2
				All equipment faults to be reported to Club manager or Premises manager	Immediately	Staff	
15b	Equipment misuse	Minor to severe injuries	I:2 / L:2 Score:4	All staff to be instructed on safe use of equipment / Instructions on safe usage to be displayed where appropriate	Ongoing	Club manager / Premises manager	I:2 / L:1 Score:2
				All equipment faults to be reported to Club manager or Premises manager	Immediately	Staff	
				No children allowed in the office unsupervised	Ongoing	Staff	

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
16	Cleaning Cupb					1	
16a	Chemical substances	Chemical burns	I:3 / L:2 Score:6	All materials to be stored safely	Ongoing	Cleaner / Staff	I:3 / L:1 Score:3
	Flammable materials	Fire		Cupboard to be kept locked at all times	Ongoing	Cleaner / Staff	
	materials			Appropriate signage to be displayed	Permanent	Premises manager	

	Hazard	Outcome without action	Risk level	Action	By when	By who	Risk level after action
17	Maintenance ro	oom / Boiler room			1	1	1
17a		Chemical burns	I:3 / L:2 Score:6	All materials to be stored safely	Ongoing	Premises manager	I:3 / L:1 Score:3
	Flammable materials	Fire		All shelving to be secure and in good condition			
	Heavy equipment	Injury		No heavy items to be stored on shelves			
				Room to be kept locked at all times			
17b	Gas boilers	Fire / Explosion	I:3 / L:2 Score 6	Boilers maintained regularly	Annually	Premises manager	I:3 / L:1 Score:3
				Room to be kept locked at all times	Ongoing		

	Hazard	Outcome without action	Risk level	Action	By when	By whom	Risk level after action	
18	Roof Decking Area							
18a	Fall from roof	Severe injury / death	I:3 / L:2 Score:6	No unaccompanied children allowed on roof decking area.	Club nights	Staff	I:3 / L:1 Score:3	
				All activities in roof decking area to be supervised by staff at all times	Club nights	Staff		
				Doors to roof decking area to be kept locked when not in use	Club nights	Staff		
18b	Slippery surface (wet weather)	Injury from slipping	I:2 / L:2 Score:4	Area not to be used in wet weather	Club nights	Staff	I:2 / L:1 Score:2	
18c	Wooden flooring	Splinters	I:2 / L:1 Score:2	Suitable activities only (table based, not running around)	Club nights	Staff	I:2 / L:1 Score:2	

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

	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 poo	ols					
20a	Drowning	Death	I:3 / L:2 Score:6	Only use official swimming pools  Follow swimming pool	When swimming	Club manager Staff	I:3 / L:1 Score:3
				rules and regulations  Ensure sufficient ratio of staff to children in pool		Club manager	
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.	Before trips	Club manager	I:3 / L:1 Score:3
				Children are briefed on their behaviour and the importance of staying within their own depth	Before swimming	Staff	
				Weak swimmers must wear arm bands and use buoyancy aids.	When swimming	Staff	
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 / I:1 Score:3	Liaise with swimming pool first aiders and report incidents to Club manager	As required  As soon as	Staff Club manager	I:3 / L:1 Score:3
	Stall			Club manager to inform parents / carers	possible	Club manager	

	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.	On trips	Staff	I:1 / L:2 Score:2
				If problem with mobile networks all young people are informed of a time and place to meet at the end of the day			
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	On trips	Club manager, staff	I:2 / L:1 Score:2
				Sun lotion, hats, jackets etc. advised dependent on the time of year		Club manager, staff	
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	As required	Staff	l:3 / L:1 Score:3
				Club manager to inform parents / carers	As soon as possible	Club manager	
21d	Minor injuries	Injuries worsen	I:2 / L:2 Score:4	Staff to carry first aid kit and administer basic first aid	On trips	Staff	I:1 / L:2 Score:2
				Club manager to be informed			