

**Safety Checklist and Risk Assessment Form**

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| *Venue:* | **Quintin Hogg Memorial Sports Ground- University of Westminster**  **Hartington Road**  **Chiswick**  **London**  **W4 3UH** | *Activity Assessed:* | Junior League Match |
| *Name of Person Checking:* | Emily Nelson | *Date:* | 21st March 2017 |
| **Playing/ Training Area**  Grass wicket maintained by University or Westminster  Boundary to be marked | | | **General Grounds**  Grounds are accessible by the Hartington Road, via The Little Gym, follow the internal road to the Pavilion Car Park.  Toilets available in the main Pavilion  Site open  Weekdays: 08:00 - 22:00  Weekends: 08:30 – 20:30  Fenced grounds with only one gate entrance |
| **Emergency Procedures**  Emergency vehicles can access facilities via Hartington Road  Access to the playing fields require the site manager to drop the bollard.  Site Mobile: 07977103199  **Nearest A&E**  **Charing Cross Hospital**  Fulham London W6 8RF  **Roehampton Minor Injuries Clinic**  Roehampton Lane  SW15 5PN  08:00-19:00  The x-ray department is not always open – telephone 02084876999 or 02084876499  **Fire Assembly Point**  In front of the Pavilion adjacent to internal road | | | **Location and State of nearest First Aid Kit**  Age Group Manager or Team Coach carries First Aid Kit in their Kit Bags- restocked 23/04/17  Additional First Aid not available  All reportable accidents to be logged in the accident book located in ODP or on an Accident Report form to be submitted to the CWO |

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| **No** | **Risk or Hazard** | **Control measure** | **Risk Factor** | | | **Adequate** |
| **Sev** | **Lik** | **Risk** | **Y/N** |
| 1 | Player attendance- missing player during match/after match | Attendance registers up to date with medical information and emergency contacts. Juniors appropriately attired. Signed in and out by Coach/ Manager  All Juniors are asked to have a responsible adult present | 1 | 2 | 2 | Y |
| 2 | Injury/ Accident | ECB Level 2 Coach to be in attendance for League Games and Training. Coaches must hold first aid certificate, carry first aid kit (not available on site). Follow accident/ injury procedure | 2 | 3 | 6 | Y |
| 3 | Child Welfare | All coaches/ volunteers to have DBS check through the ECB. All Juniors to know child welfare officer. Club adheres to “Safehands” policies | 2 | 2 | 4 | Y |
| 4 | Playing equipment | Cricket helmets to be checked by coaches regularly for damage/ compliance. Pads, gloves and helmets and abdominal protector to be worn by any junior going in to bat. Wicket keepers to wear wicket keeping pads, wicket keeping gloves, abdominal protector and helmet. Arm and chest guards to be worn as appropriate. Long hair to be tied back, jewellery removed including body piercings. Coaches to keep basic protective equipment in kit bag | 3 | 2 | 6 | Y |
| 6 | Security of person belongings | THERE ARE MEN’S AND LADIES CHANGING ROOMS AVAILABLE WITH SHOWERS BUT CHANGING ROOMS ARE UNLOCKABLE UNLESS YOU BRING A PADLOCK  CARS SHOULD BE LOCKED AND VALUABLES REMOVED | 1 | 4 | 4 | Y |
| 7 | Fire hazards (Pavilion, Roko Sports Hall, Little Gym) | Fire extinguishers are not available from outside the buildings. | 2 | 2 | 4 | Y |
| 8 | Young Players | Risk to players in the car park and internal road | 3 | 2 | 6 | Y |
| 9 | Young Players | The toilets are out of sight of the playing ground  A supervising adult must accompany juniors to the door of the toilets return with them to the training/game | 2 | 2 | 4 | Y |
| 10 | Young Players | Should not enter the Pavilion building unless using the toilets | 1 | 3 | 3 | Y |

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| Risk factors: severity of injury x likelihood of occurrence. The overall risk rating got this activity is arrived at by determining the average from the total of the risk factors for each hazard considered and employing the matrix as outline below |

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| **Severity**  **Likelihood** | | | | | | | **Likelihood** | Improbable | Unlikely | Likely | Very Likely |
| **Severity** |  |  |  |  |
| No injury | | 1 | Improbable | | 1 |  | No injury | 1 | 2 | 3 | 4 |
| Minor injury | | 2 | Unlikely | | 2 |  | Minor injury | 2 | 4 | 6 | 6 |
| Major injury | | 3 | Likely | | 3 |  | Major injury | 3 | 6 | 9 | 12 |
| Fatality | | 4 | Very Likely | | 4 |  | Fatality | 4 | 8 | 12 | 16 |
| RISK ASSESSMENT: the resulting risk rating can be used to prioritise actions | | | | | | | | | | | |
| 1-4 | Low | | | Training programmes and playing activities to be re assessed if any changes occur before review date | | | | | | | |
| 5-8 | Medium | | | Monitor activities regularly and carry out remedial action as soon as possible but within 6 weeks, if appropriate | | | | | | | |
| 9-16 | High | | | Appropriate coaching plan/ safe method of planning and delivering activity to be developed. Activity should be closely monitored to ensure appropriate controls are in place to reduce risk | | | | | | | |