**Risk Assessment Form**

*Richmond Cricket Club*

**Name of Venue: Indoor Sports Hall, Christ’s School, Queens Road, Richmond , TW10 6HW**

Date of assessment: 29th January 2018 Time of assessment: 5.30-6.45pm

Name of person completing check: Emily Nelson Date of next check: February 2019

**Playing / Training Area**

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (E.g. check the surfaces, roof leaks, lighting, heating, netting, surrounding boundary area and security / welfare arrangements). Are weather conditions appropriate to activity?

|  |  |
| --- | --- |
| Yes □ First Aider on site (Usi)Boys and Girls briefed on Toilets/ Safety/ RulesBasketball nets retractedLitter removed | No □ |

If **no**, please outline the hazard, who may be at risk and action taken, if any:

**Equipment**

Check that any equipment used is fit and sound for activity and suitable for the age group / ability of the group.

Is the equipment safe and appropriate for the activity? (E.g. check there is no equipment left from other activities or obstructions left in the sporting area)

|  |  |
| --- | --- |
| Yes □ Fire Exits CheckedTennis Ball in useBatsman using gloves and boxNot a nets sessionAdam London Level 2Usman Arif14 Boys | No □Benches obstructing exit |

If **no**, please give details of unsafe equipment, who may be at risk and action taken, if any:

Benches against the walls

BAGS OBSTRUCTING EXIT

**Participants**

Check that the Session Register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.

Is / are the Session Registers in order?

|  |  |
| --- | --- |
| Yes □ Register taken by AdamCWO Present | No □Medical Conditions verbally requested |

If **no,** please outline the current situation and action taken, if any:

Are the participants appropriately attired and safe for the activity?

|  |  |
| --- | --- |
| Yes □ Yes | No □  |

If **no**, please outline unsafe equipment / attires and action taken, if any:

**Emergency Points**

Check that emergency vehicles can access the facility, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?

|  |  |
| --- | --- |
| Yes □Fire Exits checkedMain Gates to School ClosedCode knownMartin Steel’s (premises manager) mobile available to Adam or Emily | No □  |

If **no**, please outline the issues and action taken, if any:

Emergency Services hold a key for main gates (otherwise it is a secure code entry)

Is a working telephone available?

|  |  |
| --- | --- |
| Yes □  | No □ Mobiles available – signal strong |

If no, please outline the issues and action taken, if any:

**Safety Information**

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to Health and Safety.

Are emergency procedures published and accessible to those people with responsibility for sessions at the venue?

|  |  |
| --- | --- |
| Yes □ Verbal Instruction on Evacuation Procedure | No □ Not Published |

If **no**, please outline what information is missing and action taken, if any:

CWO to email Christ’s to request Evacuation Procedure is published on the noticeboard outside the Hall.

Do the club and or venue need to take any further action? (Please detail)

As above



Signed: Print Name: Emily Nelson

Date: 30/01/2018 Copies to: Adam London and Richard Zotov

*If the person completing this Risk Assessment feels uncomfortable with the outcomes of the Risk Assessment they should contact someone with the relevant qualifications to perform a comprehensive Risk Assessment of the venue(s) in question.*

Useful Contacts include:

* Health and Safety Executive website - [www.hse.gov.uk](http://www.hse.gov.uk)
* Health and Safety Executive Infoline - 0845 345 0055