

<p style="text-align: center;">North Lincolnshire Council</p> <p style="text-align: center;">www.northlincs.gov.uk</p>	Business Performance System (BPS)			Document Ref. No.	BPS 4.3.1.F1
	<h2 style="margin: 0;">Building Risk Assessment Form</h2>			Author	Safety Solutions
				Version	01
				Issue Date	2020
				Review Date	2023

Section 1: Assessment Details

Assessment No.	001	Directorate / Service:	PARTICIPATION & ACHIEVEMENT		Location:	QUIBELL PARK STADIUM
Assessment Date:	15/09/2021	Review Date:	15/09/2022	Assessor/s Name:	S CROSS	
Activity to be Assessed:	MAIN BUILDING COMPRISING ALL WORK AREAS, GENERAL PUBLIC/COMMUNAL AREAS & EXTERNAL GROUNDS					
Persons at Risk: (Delete as appropriate)	Employees	Children	Public	Contractors	Visitors	Others (Detail)

Section 2: Guidance

L	Likelihood (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	ER	Existing Risk - Evaluation of the risk with existing control measure in place.
S	Severity (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	RR	Residual Risk - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

- Section 7 the Health and Safety at Work etc. Act 1974 places a general duty upon employees to take reasonable care for the health and safety of themselves and any others that may be affected by their acts and omissions and to cooperate with the employer to enable them to fulfil their legal obligations under the Act. Therefore it is important that employees fully understand and are able to comply with the contents of this risk assessment.
- Risk assessments should be completed by managers and employees together and signed to confirm both accept and understand its contents. A record of this should be kept. Risk assessments should be reviewed when they might no longer be considered valid e.g. changes in legislation or technology or changes within the workplace; if an employee's circumstances change; or following an accident or incident.

Section 3: Risk Assessment

Identify the Hazards:	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
			L	S	ER		L	S	RR

<p>Unsafe access and egress, slips, trips and falls, general incidents and accidents</p>	<p>Physical injury sustained from hazards such as uneven paving, wet or slippery floors, poor visibility, obstructions including:</p> <ul style="list-style-type: none"> • Fractures • Bruises • Concussion • Sprains 	<ul style="list-style-type: none"> • Internal and external building structure checked and monitored, and any damage reported to NLC Maintenance Services • Good levels of lighting and visibility in entrance and exit areas, and where change in levels • Furniture and items of equipment are placed around the building in such a way as to prevent obstructions and trip hazards • Slip resistant flooring where appropriate and internal walkways do not slope unevenly • Warning signage displayed for any temporary or permanent hazards where these cannot be eliminated e.g. 'mind the step', 'cleaning in progress' • CCTV covers car park, paths and approaches including the entrances • Spillages mopped up immediately with cones put in place to highlight areas • Tools/equipment stored safely during building works • Emergency lighting tested to ensure in full working order • Windows that are low level have appropriate restrictors/toughened glazing • Non-slip/weather matting laid at entrance to prevent build-up of water, mud, dirt etc. 	2	2	4	<ul style="list-style-type: none"> • H&S concerns reported to responsible person on site • Hazards reported to responsible person on site • Carpets and mats replaced if worn/fraying and floor surfaces in poor condition • Gritting/clearing carried out where areas of snow/ice/fallen leaves etc. • Any ladders/work at height equipment i.e. mobile platforms etc. secured and locked off to prevent unauthorised access • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) • Adequate first aid provision • Any proposed works risk assessed and organised by NLC Maintenance Services to ensure suitable and sufficient • Monitoring of any works taking place to ensure walkways are kept free of trip hazards or any other 	1	2	2
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		<ul style="list-style-type: none"> • Good standard of housekeeping with no trailing cables or leads (use of cable tidies) – cables are routed appropriately within trunking • Equipment stored immediately after delivery/use • Walkways and corridors free from obstructions, carpets in good condition with no trip hazards • Steps fitted with coloured nosing to highlight edge • Finger guards fitted to inner doors, vision panels fitted, red pull cord in accessible toilet to summon help in the event of a fall/ill-health • TMVs fitted in toilets to prevent scalding • Restricted areas to prevent unauthorised access e.g. kitchen/staff area, plant room • Where external providers or hirers use building, risk assessments completed and checked by responsible person prior to use being authorised by management • External users comply with site specific procedures • Barriers/gates locked in open or closed position • All equipment/plant/machinery operated by trained/competent persons • Servicing and maintenance regime of equipment – any defective equipment taken out of use 				<p>hazards created by the works (barriers, signage where necessary)</p> <ul style="list-style-type: none"> • Agreed contractors used that meet NLC criteria and selection • Water ingress during rain and poor weather conditions to be monitored to ensure areas prone to standing water etc. do not present slip hazard • Emergency lighting throughout building in case of power loss or lighting failure • Car park closed where necessary e.g. flooding, tree fall 			
Lack of thermal comfort for staff and customers	Physical discomfort, heat/cold stress, deterioration of existing medical condition, physical injury to customers	<ul style="list-style-type: none"> • Means of ventilation and extraction throughout site – air handling units maintain appropriate thermal comfort levels 	1	1	1	No additional controls currently required			

<p>Poor welfare facilities</p>	<p>exercising</p> <p>Risk of scalding from hot water</p> <p>Risk of illness where poor hygiene</p>	<ul style="list-style-type: none"> • Means of heating entrance area, corridors and changing areas • All mechanical heating/cooling plant servicing and maintained by competent contractor • Regular maintenance and servicing regime for heating/cooling plant by competent contractor appointed by NLC Maintenance Services • Hot water signed, TMVs fitted in accessible toilet • Staff instructed to clean after using welfare facilities e.g. eating areas • Customer welfare areas cleaned regularly 							
<p>Vehicle access and egress and general car park area, collisions with vehicles</p>	<p>Physical injury sustained from pedestrian and vehicle collision, vehicle to vehicle collision or whilst walking across car park including:</p> <ul style="list-style-type: none"> • Fractures • Cuts • Bruising • Internal injury • Concussion <p>Damage to vehicles caused by collisions</p>	<ul style="list-style-type: none"> • Controlled access and egress routes with pedestrian and vehicle separation/demarcation in parking areas and accessible parking available close to the building • Drop-off area for customers and staff • Accessible parking bays • Double yellow lines in some areas to reduce risk of collisions with pedestrians and allow access for emergency vehicles • 2 x speed bumps on the approach road with signage • Trees and shrubbery well maintained • Entrance road with street lighting and additional lighting supplied by external building lighting • CCTV covers car park, paths and approaches including the entrance 	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Gritting/clearing carried out where areas of snow/ice/fallen leaves etc. on pedestrian walkways to discourage straying onto higher risk areas • Efforts to control parking at busy times e.g. notices on vehicles not parked in bays or over-spill car park 	<p>1</p>	<p>4</p>	<p>4</p>
<p>Electricity and fire</p>	<p>Electric shock or burns from using faulty equipment and fatality, burns and smoke inhalation from fire</p>	<ul style="list-style-type: none"> • Employees complete basic fire safety training followed by refresher training periodically • Building fire risk assessment details precautions and procedures, relevant 	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Review and monitoring of periodic and refresher employee fire safety training • Accident and incident 	<p>1</p>	<p>4</p>	<p>4</p>

		<p>people, fire-fighting equipment etc. which all occupiers are familiar with</p> <ul style="list-style-type: none"> • Employees provided with information/training to identify faulty equipment and report to management or via corporate SHE system (hazard report) and damaged or faulty items taken out of use/disposed of • Defective/damaged equipment taken out of use and replaced • All electrical equipment checked/tested by competent person including any under LOLER/PUWER • Only authorised persons carry out electrical work/installations – boilers serviced and maintained by heating contractors (no access to unauthorised persons) • Employees do not use personal electrical equipment unless agreed with management and tested as per corporate procedure (controlled by management) • Building fitted with RCD • Sockets not overloaded and no 'daisy chaining' and overloading of extension leads • Socket covers not used • All employees familiar with building fire risk assessment and comply with arrangements • Weekly and monthly checks carried out and recorded in fire folder • Escape routes and exits appropriately signed • Plan of building evacuation procedure and general fire safety information displayed in communal/public areas • All occupiers aware of fire safety 				<p>(including near miss) reporting on electronic system (in-house records kept for non-work-related incidents)</p> <ul style="list-style-type: none"> • Gas isolation switches (one in plant room and one outside near plant room) for emergencies 			
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		<ul style="list-style-type: none"> responsibilities and building protocol Waste bins stored securely away from building to help prevent arson Surplus furniture disposed of as soon as practicable No smoking on premises Combustibles, flammable gases/liquids etc. stored appropriately 							
Substances hazardous to health (particularly in communal/public areas of the building)	Ill-health caused by exposure to Legionella, blood-borne viruses (BBVs), bacteria etc. through inhalation, ingestion, absorption or penetration	<ul style="list-style-type: none"> Robust infection control procedures in place to reduce risk of transmitting disease Staff handle 'lost and forgotten' items carefully to avoid exposure to sharps or contaminated items Signage to advise to keep items out of walkways and not cause obstructions Cleaning/sweeping regime in place and communal areas checked regularly e.g. toilets/changing facilities, external area Sharps procedure in place, grabbers and sharps bins provided Staff provided with PPE e.g. aprons, gloves etc. Appropriate disposal of 'offensive' and general waste Water management plan in place e.g. water temperature checks etc. All potentially harmful substances risk assessed (COSHH assessment) and handled/stored appropriately Adequate washing facilities provided Plant rooms and storage rooms with hazardous substances (chemicals, cleaning substances etc.) locked 	2	3	6	<ul style="list-style-type: none"> http://www.hse.gov.uk/pubns/indg342.pdf Management of more significant exposure incidents e.g. post-exposure prophylaxis. See: http://www.hse.gov.uk/biosafety/blood-borne-viruses/how-deal-exposure-incident.htm General management and arrangements. See: http://www.hse.gov.uk/pubns/infection.pdf Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) Contractor to inform management of any potentially hazardous substances brought into building Dust/fume protection in place where necessary 	1	3	3
Exposure to more prevalent infectious diseases such as COVID	Employees and non-employees (e.g. coaches/instructors & customers/participants including vulnerable groups	<ul style="list-style-type: none"> Gel sanitiser to be used by staff before and after equipment transfer/set up Customers to be instructed to use hand sanitiser upon access 	2	3	6	<ul style="list-style-type: none"> NLC COVID specific guidelines followed including reporting any suspected/confirmed 	1	3	6

	<p>such as elderly, pregnant women and those with underlying health conditions and other coming into contact with infected individuals) could experience ill-health and potential fatality from exposure to COVID and associated complications/impact on existing conditions</p>	<ul style="list-style-type: none"> • Customers to be reminded to contain coughs and sneezes in tissues – follow ‘Catch It, Bin It, Kill It’ and avoid touching face, eyes, nose or mouth with unclean hands (tissues will be available and refuse bags provided to dispose of waste items) • Strict policy on staff not working if unwell or displaying symptoms, inform manager • Means of ventilation throughout site • Customers advised not to attend sessions/site if self-isolating or displaying symptoms, this also applies if any household members are the same • Customers and staff maintain social distance of at least 2 metres • All sessions to be booked in advance and online where possible, and contactless payments • Bookings controlled to avoid customers all arriving at the same time and adequate gap before the next session • Appropriate changeover window will be implemented in between bookings to allow the previous customers to vacate areas prior to next group arriving • Cleaning regimes in place throughout site whilst open • Site not operating to full capacity to continue risk reduction controls 				<p>cases of COVID as per NLC procedure (TOPdesk)</p> <ul style="list-style-type: none"> • Keep updated on current NLC and Government advice and guidance by visiting Coronavirus • COVID first aid kit used if injured party cannot self-treat (2 kits per box) • COVID specific PPE and cleaning supplies requests via TOPdesk 			
Damaged or fragile exterior/outbuildings	<p>Physical injury sustained from falls through fragile structures, cuts, abrasions etc. from contact with damaged wood, entrapment, exposure to dead animal and debris etc. causing ill health including:</p> <ul style="list-style-type: none"> • Fractures 	<ul style="list-style-type: none"> • Restricted access to roof • Building checks/inspections carried out • System in place for arranging repairs • Competent contractor only on fragile roofing • Areas presenting risk secured/locked off • Appropriate warning signage displayed 	2	3	6	<ul style="list-style-type: none"> • Contractor risk assessment provided prior to works carried out (arranged through NLC Maintenance Services) 	1	3	3

	<ul style="list-style-type: none"> • Cuts • Bruising • Concussion • Fatality 								
Lack of building security	Theft, damage to property, physical injury to trespassers caused by unauthorised access to building/areas, intimidation or physical harm from assault/verbal abuse and general anti-social behaviour	<ul style="list-style-type: none"> • Staff vigilant at all times and provided with means of communication to summon help/report • Lone working arrangements in place • Emergency procedures complied with following intruder/break-in/vandalism • Access to and use of keys/equipment controlled by management • Restricted access to roof and other areas within building e.g. offices • Anti-vandalism/trespasser measures in place 	2	2	4	<ul style="list-style-type: none"> • CCTV and means of contact with emergency/security services • Dynamic risk assessment where necessary e.g. staff shortage, emergency situation • Staff discouraged from challenging members of the public without support/advice 	1	2	2
Challenging behaviour from members of the public	Physical assault, intimidation and threat to personal safety resulting from violent or challenging behaviour from members of the public and damage to property	<ul style="list-style-type: none"> • Means of communication to summon help available for all staff via phone 	2	2	4	<ul style="list-style-type: none"> • Staff trained in de-escalation and conflict management • Staff encouraged to isolate anti-social young people if entering the building • Police contacted where necessary • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) 	1	2	2
Inadequate first aid provision	Customers/participants and coaches/instructors could be at risk of further injury or deterioration of health if inadequate/lack of provision/supplies	<ul style="list-style-type: none"> • Multiple first aid boxes situated around the site, fully stocked (replenished after use) • Designated first aiders/trained staff on-hand to administer first aid where necessary – all qualifications renewed in good time • Means of communication to summon help if required (staff hold mobile 	2	2	4	<ul style="list-style-type: none"> • Where booking lead not first aid qualified or holds current qualification, first aid trained staff present during sessions • Accident and incident (including near miss) reporting on electronic system (in-house records 	1	2	2

		<p>phone)</p> <ul style="list-style-type: none"> • Staff advised not to administer first aid treatment where injured party can competently self-administer – where required, staff use disposable gloves (in addition to any other protection required e.g. apron, goggles or COVID specific PPE if displaying symptoms) • Thorough hand washing and sanitising carried out after administering treatment and waste disposed of accordingly • Where injured party displaying COVID symptoms, inform operator when calling for emergency assistance • Where assistance is required for an individual who is COVID symptomatic (new, continuous cough and/or high temperature), where possible, place away from others and ask helpers to maintain at least 2 metres social distance from injured party • Where blood or bodily fluid spillage, keep other staff and customers away from the area and follow infection control procedures 				<p>kept for non-work-related incidents)</p> <ul style="list-style-type: none"> • First aid supplies re-stocked after use (check by first aider/appointed person) • First aiders, having had close contact with others and to onto develop symptoms of COVID, advised to follow guidance on NHS website and not attend site until self-isolation or other required action taken • Keep updated on current NLC and Government advice and guidance by visiting Coronavirus 			
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Section 4: Further Actions


Detail Additional Control Measures Identified in Section 3

Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
001			
002			
003			
004			
005			

Section 6: Risk Factor Scoring Matrix

 <p>NORTH LINCOLNSHIRE COUNCIL www.northlincs.gov.uk</p>	Likelihood	Almost Certain	5	5	10	15	20	25	1 to 4 = Low
		High	4	4	8	12	16	20	<u>Accept the Risk:</u> No further actions required, if current control measures are used.
		Medium	3	3	6	9	12	15	5 to 8 = Medium
		Low	2	2	4	6	8	10	<u>Review the Risk:</u> Review the assessment(s) to establish if further measures could be implemented
		Improbable	1	1	2	3	4	5	9 to 12 = High
			1	2	3	4	5	<u>Reduce the Risk:</u> Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.	
			Minor	Low	Medium	High	Major	15 to 25 = Very High	
			Severity					<u>Unacceptable Risk:</u> Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.	

Likelihood:

1	Improbable	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.
2	Low	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
3	Medium	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-

		routine conditions, (e.g. obstructed walkways or re-fresher training required).
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).
5	Almost Certain	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).
Severity, (Consequences):		
1	Minor	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.
3	Medium	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.
4	High	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.
5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).