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	<h1>General Risk Assessment Form</h1>			Author	M Smith
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				Issue Date	01/07/2022
				Review Date	01/03/2023

Section 1: Assessment Details

Assessment No.	04	Directorate / Service:	Participation & Achievement Learning Skills and Culture	Location:	Quibell Park
Assessment Date:	26/09/2023	Review Date:	26/09/2024	Assessor/s Name:	C Broughton
Activity to be Assessed:	Venue				
Persons at Risk: (Delete as appropriate)	Employees	Children	Public	Visitors	

Section 2: Key / 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 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

Access / Egress	Slips, trips, falls, falling objects, collision, contact with machinery, violence and animals	<ul style="list-style-type: none"> • Facility is secured when not in use (See Unauthorised Access). 	3	4	12	(See Unauthorised Access)			
		<ul style="list-style-type: none"> • Access road is in reasonable condition. Speed retarders are in place to limit speed although they are not clearly visible. Signs warning of speed ramps have faded and are illegible. 	2	1	2	Speed retarders to be clearly marked making them visible to drivers particularly during the hours of darkness. Signs to be replaced,			
		<ul style="list-style-type: none"> • Maximum speed limits to be seen 	4	2	8	Signs to be erected warning of the maximum speed limit			
		<ul style="list-style-type: none"> • Pedestrians will be required to walk along the side of the road or across the field. 	3	2	6	Speed limit to be restricted for vehicles.			
		<ul style="list-style-type: none"> • During the hours of darkness, lighting is adequate on the road, in the car parks and areas where activities are taking place. 	3	2	6	Arrangements appear acceptable.			
		<ul style="list-style-type: none"> • Trees are located away from the road and car parks reducing the risk of objects falling causing injury to person(s) or damage to vehicles. Trees located close to the road and public areas were observed to be in good condition and well managed. 	3	2	6	Arrangements Appear Acceptable			

<p>Unauthorised Access</p>	<p>Slips/ Trips/ Falls Falls from Height Trapping Personal Health Violence Animals</p>	<ul style="list-style-type: none"> • Access is controlled via secured gates at the main entrance and to the area within the inner security fence (See gates and barriers risk assessment). • The perimeter is surrounded by metal security railings that are continuously vandalised to gain access to the premises. The top of the railings have a rounded spike to deter person(s) climbing over however some of the railings are in such poor condition that they can be easily broken to gain access. • Signs have been placed around the outer perimeter fence stating 'No Unauthorised Access' however these signs are continuously ignored. • Trespassers have been observed and on occasions challenged whilst walking dogs and taking short cuts through the area. • An inner security fence has been erected around the velodrome and buildings, this has some showings of damage. • The perimeter of the playing fields to the rear of the premises are not secured, whilst metal railings have been erected around ¾ of the field the remainder backs onto private dwellings who's fences and gates allow access on to the field. • At the front of the facility, posts have been fitted into the ground to prevent vehicles from parking on the grass. 	<p>3</p>	<p>2</p>	<p>12</p>	<p>Access is controlled by NLC Staff unless a SLA User is using the site then they are responsible for access.</p> <p>Arrangements Appear Acceptable</p>			
<p>Car Parking</p>	<p>Slips/ Trips/ Falls</p>	<ul style="list-style-type: none"> • Car parks are adequately lit 	<p>1</p>	<p>2</p>	<p>2</p>	<p>Arrangements Appear Acceptable</p>			

		<ul style="list-style-type: none"> The main car park surface has no significant hazards At times cars were observed to be parked on the grass verges increasing the risk of damage with objects falling from the trees. Signs informing people of 'No Parking' are broken. 	3	2	6	Signs to be replaced warning customer of 'No Parking' and potential damage caused to vehicles.			
Footpaths	Slips/ Trips/ Falls	<ul style="list-style-type: none"> Footpaths around the facility are in good repair. Access to some areas will be via slopes with an increase of gradients of up to 10 degrees.. Whilst every effort has been taken to provide safe access to all areas via footpaths and roads, it is accepted that persons continue to access facilities over grassed uneven ground increasing the risk of slips, trips, falls . 	3	1	3	Arrangements Appear Acceptable			
		<ul style="list-style-type: none"> Whilst every effort has been taken to provide safe access to all areas via footpaths and roads, it is accepted that persons continue to access facilities over grassed uneven ground increasing the risk of slips, trips, falls . 	3	4	12	Arrangements Appear Acceptable			
Inclement Weather	Slip / Falls Personal Health	<ul style="list-style-type: none"> The condition of the facility is monitored due to inclement weather e.g. ice, snow, heavy rain etc... If the condition is assessed to be unsafe, the facility is closed. NLC SF has a gritting policy for roads and paths, QP staff are unaware of the procedures. 	3	2	6	Arrangements Appear Acceptable			
		<ul style="list-style-type: none"> NLC SF has a gritting policy for roads and paths, QP staff are unaware of the procedures. 	3	2	6	NLC SF Gritting policy to be implemented at QP..			
Velodrome	Slips/ Trips/ Falls Collisions Falls from height	<ul style="list-style-type: none"> A barrier/ fence is located around the perimeter of the velodrome separating spectators from the activities. The barrier was observed and several panels now become loose from the bottom bolts. Gates accessing the arena are not secured (see gates and barriers risk assessment). 	3	3	12	These panels need attention and re securing to the floor.	5	1	5
		<ul style="list-style-type: none"> Gates accessing the arena are not secured (see gates and barriers risk assessment). 	3	5	15	Work Instruction WI057 states that gates must be secured when open (see gates and barriers risk assessment).			

		<ul style="list-style-type: none"> Access to the athletics track is via the cycling track which is sloped; rubber matting is laid across to protect the cycling track from spikes and studs. Manual Handling risk assessment is to be completed for management of the mats due to their size and weight. 	3	3	9	Complete Manual Handling Risk Assessment.			
		<ul style="list-style-type: none"> The surface of the cycle and athletics track is in good repair. The athletics track has recently been re-laid. The cycle track is maintained by the cycling club. 	3	2	6	Arrangements Appear Acceptable			
		<ul style="list-style-type: none"> The grassed centre pitch is in reasonable condition, primarily used for shot putt, discus and javelin and American Football. A hammer cage is available should the activity be introduced to the centre arena (See activity risk assessments). 	3	2	6	Arrangements Appear Acceptable			
		<ul style="list-style-type: none"> Athletics track is in use when shot put, discus and javelin are taking place on the grassed area. Operators have advised the assessor that due to the design of the field, age of participants and management of the activities by the athletic club the combination of disciplines is safe. 	3	2	6	Refer to activity risk assessment			
		<ul style="list-style-type: none"> No other activities take place in the centre arena whilst cyclists are using the velodrome (see activity risk assessment). 	3	2	6	Arrangements Appear Acceptable			
		<ul style="list-style-type: none"> A steeple chase hurdle designed with a water pit is located at the side of the athletics track. Unless used, the pit is never filled with water. 	5	2	10	Equipment Risk Assessment to be completed if machines are to be used to clean the cycle track			
		<ul style="list-style-type: none"> The maximum gradient of the cycle track was 20 degrees, this needs to be risk assessed if cleaning machines are to be used on the surface. 							

<p>Garages and associated Areas</p> <ul style="list-style-type: none"> • Garage • Equipment Store • Cleaning Store • Disabled Toilet 	<p>Slips/ Trips/ Falls Falling Objects Falls from Height Trapping/ Crushing Manual Handling Machinery/ Tools Electricity</p>	<ul style="list-style-type: none"> • The building is in reasonable condition although operators have raised concerns with the security shutters (See Gates, Barriers and Shutter risk assessment). • The building has been built above ground level therefore access to the rooms are via steps or slopes. The steps are not clearly visible with no contrast to the ground; this increases the risk of trips and falls. • The angle of the slope for vehicles accessing the garage is 15 degrees. • Access by trespassers on to the roof is deterred by the fitting of Rotary Spikes • The garage has no intruder alarm or fire detection system fitted • Sockets are connected to circuit breakers • Lighting was found to be adequate in the building although no emergency lighting was fitted (See fire risk assessment). • Temperatures are recorded, taps run weekly and results forwarded to the HSTM. Water systems in the buildings to be initially investigated by Acumen (See Legionella risk assessment). • Equipment stored in the garages needed to be re-organised. Equipment 				<p>Shutter to be addressed by contractor</p> <p>Edge of the steps to be appropriately marked to provide contrast to path.</p> <p>Arrangements appear acceptable</p> <p>It is advised that an intruder alarm and fire alarm be fitted and linked to NLC Security Control Centre.</p> <p>Arrangements appear acceptable</p> <p>Arrangements Appear Acceptable</p> <p>Arrangements Appear Acceptable</p> <p>Arrangements Appear Acceptable</p> <p>Arrangements Appear</p>			
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		<p>was stored increasing the risk of trips and falls and falling objects.</p> <ul style="list-style-type: none"> • Foam mats are located in the garage, mats could not be identified as fire retardant. • Not all equipment located in the garage and associated rooms have been PA Tested although a certificate was issued on 11.2013. (see equipment risk assessments) 			<p>Acceptable</p> <p>Arrangements Appear Acceptable</p> <p>Equipment not to be used until PA Tested, next test due 11.2014</p>			
<p>Club House</p> <ul style="list-style-type: none"> • Reception • Office • Kitchen • Changing Facilities • Toilets • Cleaners Store • Plantroom • Cleaning Store <p>Equipment Stores</p>	<p>Slips/ Trips/ Falls Trapping Crushing Electricity</p> <p>Chemicals Violence</p>	<ul style="list-style-type: none"> • It should be noted that this is a new building, other than tables and chairs equipment was not present in the building at the time of the assessment. • The equipment store ,room 3 is being used at the time of the assessment for storing cleaning products . • Building is in excellent condition throughout • Building has a fire and intruder alarm fitted however these are linked to NLC Security Control Centre • Building has CCTV that is linked to a TV and recorder in the office. • Lighting is excellent throughout the building, emergency lighting has been incorporated. • Electrical installation certificate was issued on 17.09.14 • Electric sockets are all connected to circuit breakers • Gas installation certificate was issued on 12.09.14. 			<p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements Appear Acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear</p>			

		<ul style="list-style-type: none"> Gas is supplied via LPG; the cylinder is located in a secured compound away from the building. The safety cut off valve is located outside of the plant room, there is a manual shut down button for the boiler located in the plant room. Boiler was commissioned on 12.09.14. No electrical equipment was present other than CCTV Legionella – Temperatures are recorded monthly and outlets run weekly. Records are forwarded to HSTM at the end of each financial period. Contractors have been appointed by PDM to manage the water systems. Access could not be gained into the roof space. Furniture located in reception is new There are disabled toilets in the facility, fitted is an emergency pull cord. 			<p>acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Duty Manager informed the HSTM that access to the roof should only be permitted to contractors.</p> <p>Arrangements appear acceptable</p>			
Race Control Box	Slips/ Trips/ Falls Electricity	<ul style="list-style-type: none"> It should be noted that this is a new building no equipment was present in the building at the time of the assessment. Building is in excellent condition throughout 			<p>Arrangements appear acceptable</p> <p>It is recommended that alarms be linked to NLC Security Control Centre</p>			

		<ul style="list-style-type: none"> • Building has a fire alarm fitted these are linked to NLC Security Control Centre • Lighting is excellent throughout the building, emergency lighting has been incorporated. • Electrical installation certificate was issued on 17.09.14 • Electric sockets are all connected to circuit breakers • No electrical equipment was present • There is a CO2 fire extinguisher fitted in the building due to the number of available sockets. 				<p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements appear acceptable</p> <p>Arrangements Appear Acceptable</p>			
Pest Control	Animals	<ul style="list-style-type: none"> • Pest control contract has been issued for the facility • A separate contract has been issued for irradiating moles from grassed areas. At the time of the assessment, a number of mole hills were present 	1	2	2	Arrangements Appear Acceptable			
			3	3	9	Arrangements Appear Acceptable			
Other External Areas	Slips/ Trips/ Falls Collision Trapping/ Crushing Manual Handling Contact with Machinery/ Tools Violence Personal Health Fire Animals	<ul style="list-style-type: none"> • Large amount of leaves accumulate around the buildings and need to be cleared at the end of the season, this will reduce the risk of slips, trips and falls.. • Bins located around the site are emptied regularly and 2 industrial bins 1 Plastics and cardboard and 1 multi purpose bin which are located next to the main gate into the fenced in area of the facility. • Grassed areas are maintained by neighbourhood services, the bank around the velodrome has a gradient ranging from 17 to a 30 degree drop off. 	3	4	12	Leaves are to be cleared regularly; it would be advised that a blower/ hoover be purchased to help with the work.	1	2	5
			2	4	8	It is observed that these bins are emptied alternate weeks and the refuge collectors have access to this area of the site.			
			5	2	10	Neighbourhood services should have completed a Grass Panel Risk Assessment however; the DM is to advise			

						vehicle operators of the maximum angle of the bank for safe use of vehicles.			
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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	Annual	C. Broughton	01/07/2020
002	Annual	C. Broughton	01/03/2021
003			
004			
005			



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Section 6: Risk Factor Scoring Matrix

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