

STOKE GIFFORD PARISH COUNCIL RISK ASSESSMENT

Date of Risk Assessment :	May 2021
Review Date of Assessment :	May 2022

Contact Person:	Council Staff
Location of site:	Various

OUTDOOR MACHINERY OPERATIONS

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
			LIKELIHOOD 1 = Most Unlikely 2 = Unlikely 3 = Likely 4 = Most Likely	SEVERITY OF INJURY 1 = Trivial Injury 2 = Slight Injury 3 = Serious Injury 4 = Major Injury/ Death	RATING BAND 1-2 = Minimal Risk 3-5 = Low Risk 6-8 = Medium risk 9-16 = High Risk	ACTION Maintain Control Measures Review Control Measures Improve Control Measures Consider not running the event	
Mowing in Park / Fields Stone, Faeces and Glass and foreign objects flying	Walkers, children and Groundsmen	Staff to pre check area prior to work commencing. Check machinery is in safe working order. Ensure workers have clear view of surroundings and pedestrians in area when working on machinery. Staff to wear protective clothing / eye shields / ear protectors.	2	3	5	M	All Users
Driving Mowers on Public roads	Staff, other vehicles, drivers or pedestrians	Check machinery is in safe working order. Drive at speed limit, stay very alert Amber light to be switched on when driving.	2	4	7	M	All Users
Driving Pickup	Staff, other vehicles, drivers or pedestrians	Drive at speed limit, stay very alert. All staff are included in parish insurance policy to drive pickup and associated machinery.	2	4	7	M	All Users
Machinery fault	All operators	Ensure all machinery is serviced and maintained on regularly basis. Ensure all faults are reported and machinery is not used until fault repaired or deemed useable.	4	3	3	M	All Users
Lone Working/Mowing	All operators	If mowing in a remote area make sure you keep in contact with your co workers/office at regular intervals. Carry a fully charged mobile phone at all times. Ensure work colleague know where you are at all times.	2	1	2	R	All Users
Strimming Stones, Glass, Brambles and Faeces and other foreign objects making contact with public and staff workers	Injury to staff / general public	Check machinery is in safe working order. Pre check area before work starts. Ensure workers have clear view of surroundings and pedestrians in area. Staff to wear appropriate protective clothing / eye shields and ear protectors etc	2	2	3	M	All Users

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Hedge/ Tree Cutting Injury to worker whilst using machinery	Injury to staff / general public	Check machinery is in safe working order. Ensure workers have clear view of surroundings and pedestrians in area. Staff to wear protective clothing / eye shields ear protectors, helmet etc. Ensure appropriate signage is used and areas is safe for pedestrians. Use equipment in accordance with manufacturers guidance instructions	2	3	6	M	All Users
Spiking	Injury to staff / general public	Check machinery is in safe working order. Ensure all guards and protective equipment is in place and in working order. Staff are fully aware and alert of their surroundings whilst working with machinery. Ear Protectors are worn along with all other safety clothing	2	3	6	M	All Users
Raking	Injury to staff / general public	Check machinery is in safe working order. Ensure all guards and protective equipment is in place and in working order. Staff are fully aware and alert of their surroundings whilst working with machinery. Ear Protectors are worn along with all other safety clothing	2	3	6	M	All Users
Chainsaws	Injury to staff / general public	Chainsaws to be operated by a qualified member of staff only. In accordance with training procedures.	2	3	9	H	All chainsaw qualified staff members

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PARKS & OPEN SPACES MAINTENANCE

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Litter Picking - Hazardous items i.e. needles / glass etc	Ground Staff / General Public	Ensure protective clothing, boots, and gloves are worn whilst litter picking Dispose of all litter in appropriate manner.	4	2-3	6	M	All Users
Litter Bin Removal of Waste Hazardous items i.e. needles / glass etc	Ground Staff	Ensure protective clothing is worn whilst litter picking. Ensure waste is disposed of in safe manner.	3	2	6	M	All Users
Dog Bins	Ground Staff	Ensure protective clothing is worn whilst litter picking. If staff come in contact with waste wash off immediately	3	1	2	M	All Users
Goal Posts Heavy lifting & Cross poles falling out Rugby and football posts	Injury to staff / general public	Ensure posts are lifted by two people, bending knees etc Use tractor to move posts where possible. Check welding of post fixings regularly to prevent cross bars from falling down.	3	2	6	M	All Users
Line Marking	No risk		1	1	1	M	All Users
Weed Killing Drift Evaporation Spilling of Container	Ground Staff / General Public	Ensure staff have appropriate training PA1 & PA6 qualification. Ensure correct procedures are followed by instructions when applying. Apply spray in correct weather conditions (no wind) Ensure liquid is stored under COSH regulations	3	2	4	R	Ground Staff
Barriers Ensure barriers fixed/secured safely	General Public / Vehicles and Passengers	Ensure staff lock barrier in correct position when opened. Check regularly that all fittings and fixtures are securely in place and in working order High visibility jacket/waist coats to be worn at all times.	3	3	6	R	Ground Staff
Falling trees	Ground Staff / General Public	Ensure all broken trees branches are removed. If ground staff are unable to remove ensure office staff are called immediately to source external contractors. Ensure public are kept aware from the hazard by signage or roping off area.	3	3	6	R	Ground Staff

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			RISK RATING		ACTION BANDS		
Play areas equipment - COVID-19 re-opening	General Public / Ground Staff	SGPC have used the 'COVID-19' Guidance for managing playgrounds and outdoor gyms. Play areas are outside, so plenty of fresh air. Full annual play area inspections are carried out in September 2020, a full inspection will be carried out by SGPC grounds staff on Monday 6th July 2020 before opening. Additional COVID-19 Signage has been put up at all play areas. Play areas are inspected weekly by SGPC staff, and during inspection staff will spray gates, handles, tunnels, swing seats, grab rails, springer seats benches etc. SGPC contact details are already put up in the play areas.	Unknown/ variable	SGPC in place			

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LITTLE STOKE PARK CHANGING BUILDING

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
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Slippage	General Public and Council Staff	Ensure ground staff / cleans and inspects floors on daily regular basis. Removing and cleaning any potential slipping hazards. Warning wet floor signs to be used / displayed when cleaning in progress or slipping hazards identified. Ensure caretaker wears appropriate protective clothing shoes , gloves and eye protection when working with chemical solutions.	2	1	3	I = buy new signage for changing block	All Users
Cleaning at height Prevent falling	Ground staff /Cleaner	Ensure fixed ladders are used in accordance to instructions	2	1	3	M	All Users
Cleaning Venue Chemical solutions spills & splashes etc	Ground staff /Cleaner	Ensure COSH standards are maintained. All cleaning products are stored & locked in secure cleaning cupboards and clearly signed. Ensure correct solutions are used in accordance to manufacturers advice and guidance. Ensure appropriate signage is used to inform public that cleaning is in progress. Ensure appropriate work clothes and# equipment is used for the duties.	2	1	3	I = buy new signage for changing block	All Users
Waste disposal	Ground staff /Cleaner	Ensure all bins / waste is disposed of correctly in outdoor skips on a daily basis.	2	1	3	M	All Users
Showers/ Water testing Legionella	All Shower users	Annual external examinations/inspections take place on yearly basis.	2	4	3	M	All Users
Shower Block Cleaning	All Shower users	Football boots to be removed on entry to changing block showers to prevent dirt being brought in from fields	2	1	3	M	All Users
Shower Head Cleaning	All Showers	Ensure all showers are run at a consistent temperature for 10 minutes every week to ensure water does not stagnate. Shower heads to be cleaned on a monthly basis	2	1	3	M	All Users

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LITTLE STOKE COMMUNITY HALL MAINTENANCE

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Floor Surface Slippage, Trips and Falls	General Public and Council Staff	Ensure caretaker cleans and inspects floors on daily regular basis. Removing and cleaning any potential slipping or tripping hazards. Warning wet floor signs to be used when cleaning in progress or slipping hazards identified. Ensure Caretaker wears appropriate protective clothing shoes , gloves and eye protection when working with chemical solutions. Ensure good lighting is available and maintained in all rooms and corridors. Mats positioned on entrances to stop rain water being carried into venue. No trailing electrical leads/cables when open to general public	2	2	3	M	All Users
Moving Tables Heavy Lifting	Caretaker & Service Users of Hall	Tables are moved one at a time. Ensure tables are lifted appropriately (bending knees). If staff have back or health issues heavy lifting should not be done. Ask for assistance by other staff members	2	2	3	M Use sack truck to move items where necessary	All Users
Moving Chairs Heavy lifting	Caretaker & Service Users of Hall	No more than 3 chairs to be moved at one time. Chairs to be stacked in piles of no more than 5 to prevent falling. Notice in hall displayed.	2	2	3	M Use sack truck to move items where necessary	All Users
Working at height Cleaning, Prevent falling	Cleaner / Caretaker	Staff should not work at height unless accompanied with another staff member. Appropriate safety measures should be assessed before using ladders. Check floor surface and ladder in good working order.	2	2	3	M	All Users
Cleaning Venue Hazardous Solutions Cleaning products avoid Skin problems, eye damage, breathing problems with vapour inhalation	Cleaner / Caretaker	Ensure COSH standards are maintained All cleaning products are stored in locked cleaning cupboards and clearly signed. Ensure correct solutions are used in accordance to manufacturers advice and guidance Ensure appropriate signage is used to inform public that cleaning is in progress. When cleaning large areas i.e. floor ensure face mask is used to avoid inhalation of chemical vapour. Ensure windows are opened and room is ventilated. Ensure Mops, brushes and strong rubber gloves are provided.	2	2	3	M	All Users
Manual handling Back injury	Cleaner / Caretaker	Users may suffer back injury if they lift objects that are too heavy or awkward. Use trolley or sack truck when necessary. Service users are asked to move hot products from kitchen i.e. cups of tea on the trolley to meeting rooms to prevent falls and scolding accidents	2	2	3	M	All Users

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Waste disposal	Cleaner / Caretaker	Ensure all bins / waste is disposed of correctly in outdoor skips on a daily basis.	2	2	3	M	All Users
Fire Public trapped or severely injured	All users of venue	Fire/ Alarm checks assessed and completed with external contractor. All actions repairs complete and regularly monitored.	2	2	3	M	All Users
Electricity Electric shock or burns from faulty equipment or installation	All users of venue	PAT tests complete annually by external contractors. All repairs to be complete by qualified electrician Safety plugs in sockets - reviewing situation Electrical tests inspected on regular basis. Electrical maintenance contractor in place.	2	2	3	1) Make sure hall users are aware of fuse box and know how to switch off in emergency 2) Ensure all service users report faulty good and remove from use 3) Updated T&C to include items 1&2 above. 4) Use of plug sockets covers to be reviewed	All Users
Covid-19 All heavily touched areas to be cleaned and wiped on a more regular basis, daily	All users of venue / staff	Cleaner will deep clean all areas every morning Monday - Friday, site caretaker will spray/ disinfect areas mid afternoon evening and weekends.	2	2	Unknown	R	All Users
COVID-19 - everyone entering the building are to wear face masks - unless government exclusion clauses apply i.e. fitness classes, children etc Hand sanitiser available on all entry point in venue. All public entering the facility to handsanitise on entry.	All users of venue / staff	Signage put up around building, all staff/ hirers notified.	3	3	6	R	All Staff/ Users
COVID-19 Staff are to be mindful of quarantine time when booking a holiday abroad.	All Staff	If a member of staff is to take holiday to a country where quarantine is in place then the period of quarantine is to be taken as unpaid leave.	3	3	6	R	All Staff
Safety Measures in Parish Council Office	All Staff/ Hirers	Entry to the Parish Council Office for Members of staff and Council Members only. Members of the public are welcome by invite only.	3	3	6	R	All Staff/ Hirers

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LITTLE STOKE COUNCIL STAFF - ACCIDENT REPORTING

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Injury incurred Call first aider	All	4 qualified First Aiders at work. All incidents should be logged in the accident book. Ensure risk is identified, area made safe and emergency procedures are followed. Follow Riddor procedure / H&S legislation	1	1	2	M	All Users
First Aid box	All	First aid boxes located in Office Kitchen Outer building Vehicles First aiders to ensure all equipment is replenished and stock levels maintained.	1	1	2	R Ensure all staff & service users are aware of location of first aid boxes and procedures for injuries incurred in work. Check first aid boxes are in vehicles	
Defib		Colin Kenyon Qualified / Trained Catherine Slade Qualified / Trained Defib machine stored in kitchen Mon - Fri/ Changing block Sat & Sun				Ensure all pads / batteries replaced when needed	

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LITTLE STOKE CAR PARK

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Cars parking and pedestrian crossing	All venue users	Ensure cars drive at 5mph ensure signage is visible for all drivers Bollards in place to prevent drivers speeding	2	2	3	R	All Users
Car Park / Pathways Uneven surface Slips and trips	All venue users	All pot holes are filled on a regular basis. New surfacing of carpark complete. Adequate lighting to be maintained- all defaults to be reported to parish clerk and repaired promptly. Security lights installed in outer building perimeter and CCTV in operation and maintained regularly	2	2	3	R	All Users
Slippery surface in cold weather	All venue users	In freezing temperatures, Caretaker and Ground staff to ensure all footpaths / entrances are covered and spread with rock salt.	2	2	1	M	Caretaker/ Ground staff

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FIRE

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Potential sources of ignition identify flammables in Kitchen i.e. cooking equipment	Venue users	Extractor fan above oven to filter smoke from cooking foods. Smoke alarms fitted in kitchens and across the facility Fire extinguishers and blankets accessible to all users	3	3	2	I - Fuse box to be accessible for all users to turn off in case of a fire	
Smokers Candles on cakes or any other fire / smoke producing machines	Venue users	No smoking permitted in venue. No fire products permitted in venue. New terms of booking conditions issued to service users each year.	2	2	3	I - Fuse box to be accessible for all users to turn off in case of a fire	
Heating appliances		Boilers and other various heating appliances are tested annually by external qualified contractors. All faulty equipment is deemed unusable until fully repaired. Boilers are located in external boiler room. Regular services are scheduled in diary and certificates are available for inspection.	3	3	2	I - Fuse box to be accessible for all users to turn off in case of a fire	
Arson in Venue			2	2	3	I - Fuse box to be accessible for all users to turn off in case of a fire	
Flammable liquids / solvents Cleaning fluids, tractor diesel Petrol etc		All flammable liquids are stored in safe and secure units only accessible by council staff. No naked flames in stored area vicinity. COSH signage displayed on cleaning store doors	2	3	4		
Litter and waste material including shredded paper		Bins are emptied daily so litter and waste do not accumulate	1	1	2	M	
Ground vegetation / compost heaps		Compostable vegetation are not stored on SGPC sites where fire could ignite. Grass cuttings are scattered back in the playing fields. Hedging and clipping are disposed at the local skip.	1	2	2	M	
Escape Routes		All fire doors and access routes are kept clear at all times. Automatic emergency lighting in place and left on at all times. Caretaker and staff aware that these exits are kept clear at all times Service users notices displayed in main hall to keep fire exits clear at all times Illuminated fire exit signs installed	2	3	3	R = Changing block procedures review exit points and ensure regular checks regarding doors are kept clear at all times	

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Smoke alarms		Positioned throughout the whole venue. Maintenance, inspection and servicing scheduled on regular basis	2	3	2	M	
Fire Assembly Points		Entrance to the main car park Service users to be updated on fire evacuation procedure	1	1	2	Signage to be arranged - done New emergency procedures to be distributed to all service user and displayed on venue noticeboards Fire assembly point to be kept clear at all times (review car parking bays) Clear bushes from exterior rear hall fire exit to keep passage way clear - done	
Fire Fighting equipment Extinguishers		H2O and CO2 and foam extinguishers located at various points Annual check by external contractors in place	2	2	3	R = ensure all extinguishers are inspected and in good working order	
Door Opening		Most doors open in the expected direction of pedestrian travel but there is sufficient width in the corridor to accommodate the number of people likely to be involved in an evacuation in those cases where the door has to be opened inwards	2	1	2		
Back up power for emergency lighting		Emergency lighting tested and serviced on regular basis by external qualified contractor	1	2	3		

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FINANCIAL			RISK RATING		ACTION BANDS		
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Account information safety - Loss of data		Computer backups run on weekly basis. Paper copies of accounts printed off for monthly Council meetings/approval. Copies of expenditure cashbooks published on Parish Council Website. All invoice inputs recorded on paper files and stored for 7 years. Shredding of data KN Office onsite service. Account information stored and backed up on RBS and office icloud and stand alone backup drive (stored in office safe) Building has regularly serviced fire / burglar alarms installed. System connected to local fire station, once alarm activated emergency services automatically alerted - 3 keyholders assigned.			L	Ensure monthly backups are stored / updated daily on Icloud External backup memory unit stored externally with Clerk	
Business continuity Risk of Council not being able to continue its business due to an unexpected event or tragic circumstances		Chair of Finance and GP 7 authorised banking signatories in operation. Clerk and Admin officer familiar with financial duties and procedures.			L	Ensure cheques are signed by authorised personnel of the Finance & General Purposes Committee at the same time	
Adequacy of precept		Council receive a budget update report including actual position to date at Full Council and Finance & General Purposes meetings. Reserves reviewed annually.			L	Monthly statement of accounts presented to all Full Council and Finance & General Purposes meetings to review financial position.	
Requirements of precept not submitted to SGC in time					L	As above.	

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Bank & banking		Checking of bank statement monthly and reconciled monthly for currently account, quarterly for Lloyds savings account. All cheques are double signed by authorised signatories. All bank stubs are cross ref to invoice no and supplier and amount banked. Banking of cheques / cash dealt with immediately on receipt via local post office			L	Procedure in place to cross reference all movement of monies Electronic banking allows authorised signatories (Councillors) to view Bank Account on a daily basis.	
Financial Loss Loss through theft or dishonesty		Finances locked in secure safe. Office has internal double chub locks fitted with enhanced security on office door. Building has CCTV in operation. Building access operable by Caretaker or office staff Office not left opened whilst unmanned -assigned door tokens issued/restricted to approved staff members.			M	Security measures in place.	
Reporting and auditing		A monitoring statement is produced and presented to council at regular monthly meetings. All expenditure is authorised at council meetings Accounts audited on regular basis both internally and externally.			L		
Invoicing		All invoices sent on monthly basis Dates of use of venue recorded on invoice which is reflected in the booking diary. Electronic table of service user with record of month of invoices issued.			L		
Unpaid invoices		Council to pursue and where possible ensure payment is made in advance or on the day of the event/booking. AGM to consider any bad debts.			M	Ensure outstanding payments are pursued.	
Receipt of goods		All payments made to the parish council receive an invoice to record monies received.			L	All cash payments must receive an invoice. Receipt book no longer in used. Invoices number can be cross referenced on monthly expenditure records.	
Salaries		All salaries are paid and calculated by external payroll consultant Staff payroll signed /approved by 2 authorised signatories			L		

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Freedom of information act		Monthly financial expenditure is published on the Stoke Gifford parish web page site and reference is made in council minutes			L		
Risk of Election costs		Risk is higher in an election year, but on recent history there is now a high risk that a bye election is called for any casual vacancies. When a scheduled election is due the Clerk will obtain an estimate of cost from South Glos for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having elections, as this is a democratic process. The council saves a sum each year to carry forward in case of an election at a for year interval. A nominal amount is accounted 5k pa for elections see budget.			L	Consider allocating higher reserve fund for by election costs which cannot be planned forseen	
Power to pay authorisation of council to pay		All expenditure goes through the required council process of approval and minuted and listed accordingly.			L	Expenditure presented in council meetings and published on website.	
Receipt of rental		Team pitch rental -The clerk issues annual agreements to all teams which are filed and signed by both parties. Clubs arrange their own insurance. Teams invoiced monthly for pitch hire.			L	Ensure all rental agreements and fees updated . Ensure insurance documents are presented annually.	
Risk of Bank Closure protect funds against loss		SGPC has set up a second bank Lloyds account to reduce balance held in one banking group.	2	3	L	Ensure balances are kept below Bank of England insured threshold	

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LITTLE STOKE COUNCIL STAFF - LONE WORKING

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
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Lone Working Risk of injury with no one to assist	Staff workers / caretaker/ grounds staff/ office staff and service users	If working alone in venue or outdoors make sure you contact your colleagues at regular intervals. Carry a fully charged mobile phone at all times. Lock main door so public access can be controlled via the office personnel	2	1	2	L Improvements and alternative tag options are being investigated	All Users
Lone Working Conflict with general public	Office staff and service users	Ensure internal door are locked when no one is in venue. This ensures staff are controlling access of public into the building.	2	2	2	M	All Users
Evening Security Alarm Activated Staff to enter building and reset alarm	Nominated Key holders	3 nominated key holders are allocated and contacted by security centre. 24hr CCTV in operation. Fire alarm and outbuilding alarms linked to control centres. External and internal security lighting have been upgraded to the perimeter of the buildings in line with the security contractors recommendations. Staff to call emergency services if have concerns for their personal safety.	2	2	2	M	All Users
Lone working in the community	All staff		2	2	2	M	All Users

**STOKE GIFFORD PARISH COUNCIL
RISK ASSESSMENT**

Date of Risk Assessment :	May 2021
Review Date of Assessment	Weekly in line with Government guidance - close when Covid

Contact Person:	Parish Clerk
Location of site:	Community Hall, Little Stoke Lane, BS34 6HR

GRASS PITCHES - COVID 19

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
			LIKELIHOOD 1 = Most Unlikely 2 = Unlikely 3 = Likely 4 = Most Likely	SEVERITY OF INJURY 1 = Trivial Injury 2 = Slight Injury 3 = Serious Injury 4 = Major Injury /Death	RATING BAND 1-2 = Minimal Risk 3-5 = Low Risk 6-8 = Medium risk 9-16 = High Risk	ACTION Maintain Control Measures Review Control Measures Improve Control Measures Consider not running the event	
Managers / Lead Bookers	FA Guidance	Before any games are played the Managers should have sound knowledge of the FA guideline ensure all their players are abiding by these rules	3	3	6	M	Managers
Entry / Exit to Changing Facility	All Players and Users of facility	All players should use hand sanitiser when entering the facility - this will ensure any external contamination is limited Main entrances to be left open to avoid multiple hand touch points i.e. main doors Teams should stager their start/arrival times where possible to avoid congestion at main entrance door A one-way systems should be designed and signposted where possible to direct players 'in' one door and 'exit' another. This is to avoid creating a pinch point where players are passing each other in close proximity	3	3	6	M	All Players & Ground Staff
Changing rooms / Showers	All Players and Users of facility	Teams should stay in their allocated changing room and not enter other units When changing players should keep a safe distance from each other and not share any equipment Where possible players should arrive at site in their kit Showering only 6 players from the same team in the unit at one time 3 adult teams max to play each session per day i.e. 3 in morning and 3 in afternoon Showers and changing rooms to be cleaned thoroughly and disinfected midday before next teams arrive - bins removed and shower handles door handles and all touch points to be wiped/sprayed down with sanitiser	3	3	6	M	All Players & Ground Staff

**STOKE GIFFORD PARISH COUNCIL
RISK ASSESSMENT**

GRASS PITCHES - COVID 19

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
			LIKELIHOOD 1 = Most Unlikely 2 = Unlikely 3 = Likely 4 = Most Likely	SEVERITY OF INJURY 1 = Trivia Injury 2 = Slight Injury 3 = Serious Injury 4 = Major Injury /Death	RATING BAND 1-2 = Minimal Risk 3-5 = Low Risk 6-8 = Medium risk 9-16 = High Risk	ACTION Maintain Control Measures Review Control Measures Improve Control Measures Consider not running the event	
Goals, Nets and Corner Flags	All Players and Ground Staff	Goal posts / nets and flag posts to be sanitised on daily basis (ground staff to use industrial backpack sanitiser spray) Players to avoid touching the goal frames / posts and nets unnecessarily - gloves available on site if required	3	3	5	M	All Users
Bibs and Water bottles etc	All Players	Players to use their own equipment and not share any equipment with each other. To avoid cross contamination	3	3	6	M	All Players
Ball handling	All Players	Avoid handling the ball unnecessarily - ensure the ball is cleaned at regular intervals	3	3	6	M	All Players
Managers / Lead Bookers	Track and Trace	A Register of all players (name and contact details) is recorded for each date the teams play. This will be required if a break out in the site occurs - Managers will be asked to share this information to appropriate track and trace officials	n/a	n/a	n/a	M	Managers
Changing rooms / Showers (Junior Players only)	All Youth Teams	Not available during the Covid period for youth teams	n/a	n/a	n/a	M	All Players and Managers
Outdoor Dug Outs/ Metal barriers	All Spectators / Team Players/ Managers	Dug out and crowd barriers to be sprayed by Ground Staff with back pack sanitiser All users to prevent from touching surfaces where possible	3	3	6	M	All Users

STOKE GIFFORD PARISH COUNCIL RISK ASSESSMENT

Date of Risk Assessment :	May 2021
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Contact Person:	Parish Clerk
Location of site:	Community Hall, Little Stoke Lane, BS34 6HR

3G COURT - LITTLE STOKE PARK

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
			LIKELIHOOD 1 = Most Unlikely 2 = Unlikely 3 = Likely 4 = Most Likely	SEVERITY OF INJURY 1 = Trivia Injury 2 = Slight Injury 3 = Serious Injury 4 = Major Injury /Death	RATING BAND 1-2 = Minimal Risk 3-5 = Low Risk 6-8 = Medium risk 9-16 = High Risk	ACTION Maintain Control Measures Review Control Measures Improve Control Measures Consider not running the event	
Managers / Lead Bookers	FA Guidance	Before any games are played the Managers should have sound knowledge of the FA guideline ensure all their players are abiding by these rules	3	3	6	M	Managers
Opening of Court	Manager and Users of Court and Staff	Hand sanitiser to be used when opening the key box and bolt for court to avoid cross contamination	3	3	6	M	All Users
Entry to Court	All players should use hand sanitiser when entering the court - this will ensure any external contamination is limited	All Players to use hand sanitiser when entering the court Caretaker to check and refill hand sanitiser when required - weekly	3	3	6	M	All Players & Caretaker
Goals	All Players and Ground Staff	Goal posts to be sanitised on weekly basis (ground staff to use industrial back spray) Players to avoid touching or moving the goal frames	3	3	5	M	All Users
Bibs and Water bottles etc	All Players	Players to use their own equipment and not share any equipment with each other. To avoid cross contamination	3	3	6	M	All Users
Ball handling	All Players	Avoid handling the ball or throwing into the game - ensure the ball is cleaned at regular intervals	3	3	6	M	All Users
Managers / Lead Bookers	Track and Trace	A Register of all players (name and contact details) is recorded for each date the facility is hired. This will be required if a break out in the site occurs - Managers will be asked to share this information to appropriate track and trace officials	n/a	n/a	n/a	M	Managers
Changing rooms / Showers	All Players	Not available during the Covid period for 3G players to avoid unnecessary	n/a	n/a	n/a	M	All Users

**STOKE GIFFORD PARISH COUNCIL
RISK ASSESSMENT**

3G COURT - LITTLE STOKE PARK

			RISK RATING		ACTION BANDS		
HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	LIKELIHOOD 1 = Most Unlikely 2 = Unlikely 3 = Likely 4 = Most Likely	SEVERITY OF INJURY 1 = Trivia Injury 2 = Slight Injury 3 = Serious Injury 4 = Major Injury /Death	RATING BAND 1-2 = Minimal Risk 3-5 = Low Risk 6-8 = Medium risk 9-16 = High Risk	ACTION Maintain Control Measures Review Control Measures Improve Control Measures Consider not running the event	ACTION BY
Entrance/exit points	All Players	When teams are (crossing over) i.e. starting / leaving the pitch - Managers must ensure all team members keep a safe distance from the pinch point area (main player foot entrance) . The vehicle access gates may be opened to allow for an exit point - avoiding teams crossing in close proximity)	3	3	6	M	Manager to access