

Occupational Health and Safety - Risk Assessment

Contract:	Sport England	Area/Department:	Bisham Abbey National Sports Centre	Ref No:	RA116
Risk Assessor:	Hannah Syrett-Page	Signature:	HSP	Date:	3/8/2022
Summary description of tasks to be undertaken:	Changing Rooms				

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons (The Assessor should be competent in his/her knowledge of the activity or process and be trained in risk assessment techniques)

Persons at Risk = A: Employee/Agency B: Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others in the Vicinity

Ref	Identify		Evaluate			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action/Owner
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Revised Rating			Further Actions
L			S	R	L		S	R		
116.1	<p>Hazard: Floors</p> <p>Risk: Slips, trips and falls causing personal injury</p>	E	3	3	9	Regular flooring checks made by cleaners or supervisors FMS (Facility Management System) in place to report any defects. Any flooring defects to be immediately rectified if in the main access and egress routes Temporary repairs to be instigated only as an interim measure, e.g. tape Non slip flooring fitted in changing areas Warning signs put out as part of cleaning programme	2	3	6	
116.2	<p>Hazard: Lighting</p> <p>Risk: Slips, trips and falls, electrocution in wet area's, falling objects causing cuts, bruises and unconsciousness</p>	E	3	3	9	FMS (Facility Management System) in place to report any defects. PPM programme in place All defective light bulbs or florescent tubes to be repaired immediately upon notification of defects Glare within the office areas to be reduced so far as is reasonably practicable Only trained and authorised persons deemed competent to carry out repairs to defective lighting equipment of any description.	2	3	6	

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<p>116.3</p>	<p>Hazard: Showers, toilets and washing facilities Risk: Cuts, bruises, burns, scalds and contagious diseases, poor hygiene</p>	<p>E</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Cleaning schedule in place FMS (Facility Management System) inplace to report any defects. PPM programme in place Staff follow Safe System of Work - Control of Legionella Duty Managers checklist in place Maintenance and disinfection programme in place Test control of mixer unit Soap & Suitable drying facilities available Suitable sanitary dispensers are available in female toilets and emptied in accordance with the waste regulations</p>	<p>2</p>	<p>3</p>	<p>6</p>	
<p>116.4</p>	<p>Hazard: Changing room equipment Risk: Cuts/abrasions, electrocution, poor hygiene, contagious diseases</p>	<p>E</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Cleaning schedule in place FMS (Facility Management System) inplace to report any defects. Duty Managers checklist in place Out of order sign put on faulty equipment Baby facilities accessible to all Changing facilities checked on a regular basis and recorded twice a day on the DFC (SLQF039) Equipment visually checked Customer comments monitored</p>	<p>2</p>	<p>3</p>	<p>6</p>	
<p>116.5</p>	<p>Hazard: Electricity Risk: Electric shock, burns etc</p>	<p>A,E</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Fixed electrical equipment tested and followed as stated in Safe System of Work Portable electrical appliances tested and followed as Safe System of Work FMS (Facility Management System) inplace to report any electrical defects. Out of order sign put on faulty equipment Visual check of cables and condition of equipment before use</p>	<p>2</p>	<p>4</p>	<p>8</p>	

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116.6	<p>Hazard: Emergency Exit</p> <p>Risk: Slip, trips falls, cuts bruises and death due to poorly signed or blocked exits, push bar not working</p>	A,E	3	3	9	<p>Duty Managers daily checklist in place</p> <p>Report any defects</p> <p>Fire doors are clearly signed</p> <p>Visual inspections taken regularly</p>	2	4	8
116.7	<p>Hazard: Drinking Water</p> <p>Risk: Contagious diseases</p>	E	2	3	6	Drinking taps suitably labelled	1	3	3
116.8	<p>Hazard: Lockers</p> <p>Risk: Cuts, Bruises and fatality from poor maintenance and installation</p>	A,E	3	3	9	<p>Lockers are secured to the wall/floor</p> <p>Duty Managers checklist in place</p> <p>FMS (Facility Management System) inplace to report any defects.</p> <p>Cleaning schedule in place</p> <p>Out of order sign put on faulty equipment</p> <p>PPM programme in place</p> <p>Locker Lubricated every 6 months</p> <p>Lockers are kept closed as good housekeeping and usage monitored as part of the security procedures.</p>	2	3	6
	Also Refer to the child protection risk assessment for children in changing rooms								
Signed Line Manager: L.Jamie						Date: 3/8/2022			
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Review Record	This Risk assessment must be reviewed at periods not exceeding 1 years or when circumstances surrounding the risk have changed		
Review Date	Assessed By	Findings	Signed

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