

Risk Assessment

2014 - 2015



Market Harborough Hockey Club (MHHC)

Venue: Welland Park Academy, Market Harborough
 Document Owner: MHHC Club Secretary

Last Updated by: Nick Riley
 Next review Date: On or before 15/09/2015

Date: 15/09/2014

Playing Area/Training Area:

Check that the area and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Flood lights not working	All players and umpires and spectators	Conduct a weekly check and report missing lights to Welland Park Duty Premises Officer (07968 424038)	Monitor – Stop training session / match early if pitch becomes unplayable	Coaches, Captains and Umpires	Each use of pitch	
Cold Weather freezing the pitch	All players, umpires and coaches	Monitor pitch in cold weather to ensure it is safe to play on	Monitor – Stop training session / match early if pitch becomes unplayable	Coaches	Each use of pitch	
Pitch surface is damaged / uneven	All players and umpires and spectators	Conduct a weekly check and report issues to Welland Park Duty Premises Officer (07968 424038).	Monitor – Stop training session / match early if pitch becomes unplayable	Coaches and Captains	Each use of pitch	
Extra goals	Players	Ensure as far from sideline as possible	No juniors to move goals unless under strict supervision from	Junior & Asst. Coaches	Each use of pitch	

Risk Assessment 2014 - 2015



Market Harborough Hockey Club (MHHC)

			coaches			
Plastic Bottles	Players	Putting in bin provided	Reminding players not to leave bottles on pitch	Coaches	Each use of pitch	
Green storage bin	Coaches, players and spectators	Do not use the storage bin for anything other than equipment storage and exercise appropriate caution when filling / emptying bin	Monitor & obtain feedback if specific training is required	Coaches	Each use of pitch	

Equipment:

Check that it is fit and sound for activity and suitable for age group/ability, check there is no equipment left from other activities or obstructions left in the sporting area

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
equipment left on astro turf	Members/players/Umpires	Ensuring pitch is equipment free when we arrive / leave	None – tidy / report to Welland Pak as and when occurs	Coaches and players	Each use of pitch	
Loose balls	Players, spectators	Collecting during and after exercises	None – as and when occurs	Coaches and players	After each exercise	

Risk Assessment 2014 - 2015



Market Harborough Hockey Club (MHHC)

Car Park:

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
If the car park is full	Pedestrians – with cars double parking	Remind people additional spaces are available at the front of the school	Monitoring	Captains / Coaches	Each use of pitch	
Snow and Ice in winter	Pedestrians/members	Speaking to Welland Park Duty Premises Officer (07968 424038) to ensure this is cleared	Monitoring	Captains / Welland Park	Ongoing – particular attention during bad weather	
Blocking emergency access	Injured persons	Sign to stop people parking. Advise members and parents where to park if they block the emergency exit	Monitoring	Captains and coaches to request car is moved if parked inappropriately & blocking emergency access points	Each use of pitch	
Cars exceeding site speed limit	Pedestrians/members	Ask drivers to slow down when speeding in the car park	Monitoring	All	Each use of pitch	

Risk Assessment 2014 - 2015



Market Harborough Hockey Club (MHHC)

Changing Rooms:

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Wet floors	Members/Visiting members Umpires	Ensuring it is dry when we enter. Players are responsible for using appropriate care around the changing rooms.	Continue to Monitor – report issues to Welland Park Duty Premises Officer (07968 424038).	Captains / Coaches	On each use	
Trip hazards due to litter / untidiness	Members/Visiting members Umpires	Ensuring it is clean / litter free when we enter and clean up after each use. Players are responsible for using appropriate care around the changing rooms	Continue to Monitor – report issues to Welland Park Duty Premises Officer (07968 424038)	Captains / Coaches	On each use	

Participants:

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Incumbent weather	Members	Members are reminded to wear appropriate attire to training and games	Continue to monitor and keep in policies	MHHC Committee	Yearly	

Risk Assessment 2014 - 2015



Market Harborough Hockey Club (MHHC)

No contact details or medical info	Players Junior coaches	Registration forms returned complete, if not, essential info noted at session	Remind parents of importance of returning forms and monitor via website tool / sign in sheets	Secretary and Coaches	30.07.15	Monitored weekly
No mouthguards/ Shin pads	Players	Reminding players to wear and implementation of no shin pad = no play policy. Remind players No gumshield means they play at own risk & it is their responsibility	Letter to parents	Coaches	30.07.15	Monitored weekly
Jewellery	Players	Removal of jewellery before taking part	Send letter to parents for persistent offenders to advise no jewellery to be worn	Coaches	30.07.15	Monitored weekly
Shoe Laces	Players	To be tied properly	Remind players of danger of untied laces	Coaches	30.07.15	Monitored weekly
High balls or sticks	Players	Advice to players to be aware of players around them & coaching of good practice.	First aid kit available in the event of injury	Head Coach / coaches	30.07.15	Monitored weekly
Falling over on astro	Players/coaches	Alert users to conditions	First aid kit available	Head Coach / coaches	30.07.15	Monitored weekly

Risk Assessment 2014 - 2015



Market Harborough Hockey Club (MHHC)

Accidental collision / injury whilst playing	Participants	Included in club T&Cs that members play at their own risk	None, Individuals may purchase their own personal accident insurance if they deem appropriate	N/a	Annually	
--	--------------	---	---	-----	----------	--

Emergency Points:

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

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Any cars blocking access	Anyone who might need emergency help	This area is kept clear at all times and clearly marked as emergency access	Continue to Monitor – report issues to Welland Park Duty Premises Officer (07968 424038)	Welland Park / Captains (as appropriate)	Ongoing	

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.

What are the Hazards?	Who might be harmed	What are you already doing?	Further action	Action by	Action Date	Progress
Failure to find safety policies	Anyone who needs assistance	Evacuation procedures are by each changing room door and in Pavilion	None – adequate listing	All	Ongoing	Yearly

Risk Assessment 2014 - 2015



Market Harborough Hockey Club (MHHC)

Failure to find safety policies	Anyone who needs assistance	MHHC publish Club Emergency procedures which are in the green storage bin and on website	Remind captains of the location of the relevant safety policies annually	MHHC Committee	Ongoing	Yearly
Failure to be able to contact Welland Park Duty	Anyone who needs assistance	Ensure captains and coaches store number for Welland Park Duty Premises Officer on their mobiles (07968 424038)	Annual reminder to captains of contact details	MHHC committee	Start of season	Yearly