



# NOTTINGHAM CROQUET CLUB

A Charitable Incorporated Organisation - registered charity number 1205537

## HEALTH AND SAFETY RISK ASSESSMENT

Reviewed & updated: Feb 2024, Rob Edlin-White

### **Introduction:**

The overall risk factor for an accident is assessed as a combination of the Likelihood (L) x Severity (S) which gives the Rating shown in the tables below.

Likelihood is assessed with ratings of 1 (low or seldom); 2 (medium or frequently); 3 (highly likely)

Severity is rated as 1 (minor - cuts or bruises); 2 (medium - serious injury); 3 (high - fatality or multiple serious injuries)

The priority given to the risk rating factors is 1 and 2 - low priority; 3 and 4 - medium priority; 6 to 9 - high priority.

Based on these factors appropriate control measures or advice is given to eliminate or reduce the risk.

## AREA 1. GROUNDS

Location	Hazard	Risk			Control/Precautions
		L	S	Rating	
Approaches to the club and between East and West lawns	Moving vehicles including cars, lorries, trams, bicycles and e-scooters	2	3	6	With the designated parking for the club being at the hockey club, care should be taken when crossing the tram-lines and dual carriageway. Look both ways when crossing the tramlines and use the pedestrian crossing. When crossing the cycle track and footpath and when going between the East and West lawns keep a watchful eye for cyclists and e-scooters.
Surrounding grounds generally	Tripping; slipping;	1	2	2	Make sure that access to the handrails on each side of both pavilion's steps are not blocked by bins, bicycles or anything else. Keep steps clear of grass, leaves and other debris. Remind players, particularly visitors, that steps and paths can be slippery when wet and advise the use of the handrails. Place warning notices by the two bridges over the Tottle brook which are slippery when wet.  Keep water sprinkler points and level with the surrounding surface.  Ensure irrigation and drainage inspection covers seat securely.
	Low or rotten tree branches	1	1	1	Check trees for dangerous branches at least twice a year. Report concerns to the City Council.
Hedges; planted areas	Wounds from spines, thorns; Sap allergies	1	1	1	Care to be taken in recovering balls hit off the lawns. Avoid touching with bare hands any planting that can cause allergic reactions. If any plants are known to cause reactions in certain people, then remove them.
Timber protection	Reaction to paint or solvents	1	1	1	Avoid contact with skin. Use only proprietary products. Wash hands after use. If gets in eyes seek medical assistance.
Entrances to buildings and huts	Tripping; Slipping	1	1	1	Make sure that hut floors are sound and that there are no holes or edges to trip over.  Check the outside light on the pavilions operates when dark.
Lawns	Slipping; tripping	1	1	1	Players are advised that flat shoes with gripping soles should be worn.

	Chemicals	1	2	2	Warning notices must be displayed when lawns receive treatment. Advise players to wash hands, particularly before eating, and avoid contact with mouth and eyes. Obey any instructions given by the groundsman.
	Machinery	1	2	2	Machinery should only be used by the groundsman who is properly trained and insured by the City Council. Members should keep out of the way when machinery is in use and always obey instructions from the groundsman.
	Injury to legs, ankles, arms	1	2	2	Players must ensure boundary boards are in place. Care to be taken when lawn is being used for two games. Players and observers to watch balls to make sure they are not in the way. Watch to make sure over-zealous or incorrect use of a mallet does not cause you or a bystander injury. Make sure participants know the safety rules and have been correctly instructed in use of equipment. Hoops and barrier boards need care so that they are not tripped over. <b>Watch where you are going and where the players and balls are.</b>
	Back injury	1	1	1	Care needed to avoid straining back when setting or removing hoops. Use hoop lifter to loosen hoops first.
	Burning from UV radiation	2	2	4	Players to ensure that sun protection is used as appropriate.
Smoking	Injury to health of bystanders	1	1	1	Smoking only permitted outside. If a smoker causes another member a problem, designate a smoking area for that day, taking into account the weather (wind direction in particular) and proximity to other players/observers.
Irrigation system	Legionella	1	1	1	The irrigation system is considered low risk, despite producing an aerosol, as the water comes from a borehole and runs through buried pipes, keeping it at well under 20 degrees. It is also normally operated overnight, thus limiting the number of people exposed to it.
Marquee	Back injury	1	2	2	The bags containing the marquee are heavy so they should be moved on a trolley or by two people. Care should be taken when erecting and dismantling that there are a sufficient number of people to hold the parts safely.

## AREA 2. BUILDINGS AND INTERIORS

Fire	Smoke inhalation, burns	1	3	3	<p>Fire risk to pavilions is low as they are single-storey, stone buildings.</p> <p>Fire extinguishers and fire blankets should be checked regularly to make sure they are in their designated position and not damaged. An annual inspection should be made to check the expiry date and replacements arranged when required.</p> <p>Notices should be fixed by the fire extinguishers and fire blankets explaining what sort of fire they are suitable for.</p> <p>An emergency procedure including what to do in case of fire and the evacuation procedure should be clearly displayed in each pavilion</p>
Floors	Slipping; tripping	1	2	2	<p>The stone floors in the pavilions can become slippery when wet. Players, particularly visitors, should be warned when playing in wet weather. Floors to be swept clear of leaves, grass clippings and other debris on a regular basis. All spills to be cleaned up immediately.</p>
Floor cleaning	Slipping	1	1	1	<p>The stone floors in the pavilions can become slippery when wet. Position notice advising when floors are being cleaned and are still wet.</p>
Window cleaning	Falls; cuts	1	2	2	<p>Do not clean windows alone. Only stand on step ladders, not chairs or tables. Do not put excessive pressure on glass, which is all single glazed.</p>
Lockers	Injury from open doors or cabinets falling	1	1	1	<p>Locker doors should be shut when not in use to avoid bumping into them. Locker cabinets should be checked at least once a year to make sure they are secure and cannot topple.</p>
Tables and chairs	Injury	1	1	1	<p>Take care moving and stacking. Remove anything on tables before moving. Do not attempt to move stacks of chairs. Do not block exits</p>
Cleaning materials	Chemicals	1	1	1	<p>Use only proprietary brands. Keep chemicals in their original containers away from food supplies. Store in the designated cupboard. Use rubber gloves to protect hands.</p>
Electrical appliances	Electrocution	1	3	3	<p>Appliances, including kettles, water urn, vacuum cleaner, microwave, dishwasher and hand driers should be visually checked and tested periodically to ensure the appliance is safe to use. Any damaged or faulty electrical equipment should be taken out of service and professionally repaired, if appropriate, or replaced.</p>

Gas appliances	Carbon monoxide poisoning, explosion	1	3	3	The only gas appliance is the cooker in the East Pavilion. A carbon monoxide detector should be fitted and tested regularly to make sure it is working. If the alarm activates or gas is smelled the appliance should be turned off, if safe to do so, and the pavilion evacuated immediately.
Kitchen appliances	Burns, scalds, cuts	1	2	2	Warning signs in place. Ensure members take care when boiling water and cooking/preparing food etc. Children to be kept out of kitchen. During tournaments only caterers should enter the kitchen.
Food preparation	Food poisoning	1	2	2	Club food preparation and hygiene guidelines should be followed at all times. New members of the catering team should be inducted into this by one of the people who knows the health and hygiene regulations.
Bar	Back, hand, leg injury	1	2	2	Avoid lifting heavy beer kegs or trays of can and bottles. Seek help when necessary. Take care stacking empty kegs to make them secure.
	Cuts from broken glass	1	1	1	Take care to dispose safely of any broken bottles or glasses. Take care when washing glasses.
Electrical; light bulbs etc.	Electrocution	1	3	3	Only to be carried out by experienced members. Not to be undertaken without two members being present. Where a ladder is to be used this must be supported by another person.
Electrical; repairs, replacement	Electrocution	1	3	3	Only to be undertaken by qualified electrician. Members to provide support only.
Heaters	Electrocution; fire	1	3	3	Do not tamper with electrical connections. Ensure nothing is placed in front of the heaters where it can get hot e.g. tables and tablecloths. The last person to leave should ensure all heaters are turned off at end of day.
Water appliances	Legionella	1	3	3	The cold water supply is from the mains and the hot water is from small storage heaters supplying sinks and basins with no showers. In order to minimise any risk of Legionnaires disease, the thermostats should be checked at least once a year to make sure they are heating the water adequately and the system should be flushed through if it has not been used for a period of four weeks or more.

### AREA 3. GENERAL INFORMATION

<b>1. Food preparation and serving</b> – see above and also separate food preparation fact sheet (a copy is available in the kitchen or from the catering manager).
<b>2. Accident book</b> - All accidents (not illnesses) must be entered in the accident book which is kept for this purpose. It is found in the wall cupboard just outside the kitchen in the East pavilion.
<b>3. First aid kit</b> - this is for use for minor injuries only. If you need to use anything in the first aid kit ensure that a committee member is told so that the items used can be replaced if necessary. The kit is in a green case and it is located in the wall cupboard just outside the kitchen of the East pavilion.
<b>4. First Aiders</b> - Always call an ambulance if accident or illness is serious before seeking first aid help. The nearest A&E is just 5 minutes drive away at Queen's Medical Centre. (Note: The club chairman is to be informed when anyone is taken to hospital - see accident book for reporting details).
<b>5. Fire</b> – See emergency fire procedure posted in each pavilion.
<b>6. New members-</b> New members should be made aware of this policy and where it is posted in the club. They should also be made aware of the location of the accident book, and the first aid kit. Croquet is not deemed a high risk sport and the club's Guidance for Safe Play should ensure everyone plays safely.