

HS1 RISK ASSESSMENT FORM

Name of Site: Nissan Sports and Leisure Complex

TASK CARRIED OUT BY: Gary Collin

Task:Use of Penshaw Suite /Function room/ground floor/sports bar/Gym/Football /Covid additions(last section)

Reference No RA1/11/2024

HAZARD	EFFECT/INJURY	WHO IS AT RISK?	PRECAUTIONS AND CONTROLS IN PLACE Now	SEVERITY	PROBABILITY	RISK	FURTHER CONTROLS NECESSARY	RESIDUAL RISK
Slips Trips and falls	Trip hazard	Staff/Public	Cable covers used in all areas where cables are required. Pre service check carried out by Duty manager /Chef	M	M	M	DM to check before service Cable covers in place	L
Manual handling	Strains, bruises ,injury when handlings objects/equipment/furniture	Staff/Public	Equipment is set up prior to arrival to room layout plan by centre staff. Public are not allowed to set-up room unless a pre-event site specific risk assessment is carried out.	M	L	L	DM/Supervisors to ensure public do not set up room unless pre-service event/site specific risk assessment is completed and agreed	L
Steps/walkways	Fall/Trip	Staff /Public	All walkways and stairs are kept totally clear at all times .Outside Areas are rock salted in winter times before opening.	M	L	L		

Bringing food on to premises limited to Allergen /Dietary/cultural necessity	Cover food Hygiene & Natasha's Law regulations. Avoid attracting Vermin infestation Control food litter waste Control Waste Disposal and recycling	Staff /Public/school children	Bringing any form of food and beverage on to the premises is strictly PROHIBITED at all/any times except for Dietary/Allergen/Cultural purposes	H	M	M	Help avoid ALLERGY and DIETARY reactions . User groups are to inform our bookings department of an Allergies, dietary or cultural requirements 48hrs in advance of any booking date . Allergy signs and Data sheets are placed around the Centre and at the points of service . Customers can approach staff and discuss any allergens before eating . All DM's /Centre supervisors are allergen trained and nominated Allergen champions	L
Food handling & delivery	Injury from object such as knife or risk of food poisoning	Staff /Public	Public are not allowed to bring own food so any preparations are restricted to back kitchen areas where staff are fully trained	L	L	L	DMs /Supervisors ensure that public do not bring in own food.	
Food service	Food falling on to customers/bumping into customers causing injury	Staff /Public	Food is restricted to the kitchen and transported out by fully trained staff .Food does not come past the counter server y area reducing elements of risk . Food is covered until ready to serve to prevent food spilling on transportation	M	L	L	DM supervises service.	L

COSHH	Come in to contact with Chemicals/cleaning products	Staff /Public	Any cleaning materials are kept in designated COSHH cupboard or back of house areas .No cleaning will take place during service . Any spillages will be handled by duty manager and designated staff who are full trained in the control of substances hazardous to health. Public not permitted to bring Chemical products on site without pre- additional RA	M	L	L	All Chemical products must be approved in advance and have separate individual COSHH Data sheet . Any products to be brought on site must be pre-approved and have attached individual RA	L
Equipment brought on to site	Cause harm to people through trailing cables/poor condition causes collapse/equipment not maintained Electrical faults.	Staff /Public	Any equipment required to be brought in site must be fully risk assessed in advance of any event or function .(separate site specific risk assessment)All equipment must be insured , have evidence of Pat testing(portable appliance testing Certification and relevant maintainance certification where necessary .	H	M	M	Individual events first assessed by duty managers and then GM . Site specific /Item specific risk assessment done for all items brought on site . Duty managers closely manage set up of every event .	L
Electrical	Electric shock/ may cause fatal injury	Staff /Public	All electrical equipment on site is PAT tested within last 12 months by onsite approved /agreed /contractor .Evidence is on each appliance /plug.All electrical equipment must be PAT tested if brought on site and operated by a competent person .	H	M	M	No PAT test No entry to premises with electrical items .if over 12 months . All approved extension cables must be fully opened /re-coiled NSLC staff do pre-event check	L

Fire	Staff/customers could suffer serious /fatal injuries from burns/smoke inhalation	Staff /Public	The Premises is operated with a premises specific fire and evacuation safety plan .Duty managers and supervisors of the premises are qualified fire wardens and the premises has a fully operational and up to date Fire and Evacuation procedure .Public will be notified when the facilities need evacuating and the Duty manager will assist with evacuating the public safely	M	L	L	Procedures closely monitored Site 333 plan in place with support from security	L
Machinery	Injury from working machinery	Staff /Public	No Machinery is allowed on site unless a fully comprehensive site specific risk assessment is carried out and any machinery is operated by professional trained personnel.	L	L	L		L
Falls from height	Accident/injury from working from height	Staff /Public	We do not allow any members of the public to set up or work at any height whilst on site . All equipment must be set up in advance of any function by competent , qualified ,professional people . If agreed ,Any equipment to be set can only be done so after a comprehensive site / event specific risk assessment	H	M	M	Not allowed to use ladders on site or step below ground level . Closely monitored By DM every event. Any scaffolding /platforms should be professionally supplied and Scafftagged !	L
Conduct & behaviour	Physical abuse and stress through adverse / violent behaviour	Staff /Public	Every event is assessed by the General manager of the facility. All Duty managers and supervisors are qualified with a Premises licence certificate after full training .Should any member of an event /function be deemed to be aggressive or violent staff will intervene	M	M	M	Police called for backup in extreme cases or if anyone is under threat	L

Contact with Hot Surfaces /catering equipment	Contact with hot surfaces may cause burns. Some catering equipment could cause scalding /burns	Staff /Public	Some catering equipment is hot to touch. Relevant signage is in place indicating that equipment may be hot to touch(symbols or words). Serveries are either assisted service or supervised from behind counter. Risk is assessed in advance of each function in case further measures should be put in place to protect such as vulnerable groups (Elderly, disabled and Children)if not supervised by Parents, guardians, carers or supervisors.	H	M	M	DMs ensure Vulnerable groups supervised at specific functions	M
Use of Glass	Broken glass can cause lacerations & cuts .Broken glass debris can contaminate food /goods and surroundings	Staff /Public	The premises have glass management procedures including the disposal of waste/broken glass. Staff are fully trained in this area . Each function is assessed in advance for increased risk to protect such as vulnerable groups (Elderly , disabled, children and specific group parties) if not supervised by Parents, guardians, carers or supervisors .For some specific groups we reserve the right to introduce qualified door supervisors . We also reserve the right to introduce the use of plastic glasses in some cases and some types of events.	H	M	M	When glass is broken or found staff will cordon off area and carry out procedure Glass management procedure very quickly and effectively.	L

Transporting hot food to buffet areas	Trays of food can case accident /burns if coming into contact with customers	Staff /Public	Staff are trained in the transportation of food .Food is limited where reasonable possible to transporting between the kitchen and the back server/counter to eliminate risk .Staff are supervised by A duty manager/team leader/chef at all times . Hot foods are broken down into manageable portions and distributed in serving dishes or trays . Hot Food is always covered before serving to prevent spillages. Hot food trays are handled with industry oven Towels to avoid shocks & burns.	M	M	L		
TV stands & moveable partitions	Trip hazard if walking into structure causing fall and possible injury	Staff public /presenters	Moveable screen devices and TV's for visual presentations and advertising form part of most events . TVs are always stored against/in front of one of the 2 pillars within the suite so that TVs do not protrude so much .reducing the risk of a trip . Moveable partitions when not in use are stored at the back of the room	H	M	M	The foot of each device /partition is masked in Yellow /black Highly visual Hazard tape to draw attention to any protruding parts	L

Supervision	Vulnerable groups can bump into things cause obstructions and accidents. Unsupervised children can cause accidents to themselves and others. User groups must have adequate supervision in place per ratios	Staff /Public	Vulnerable groups must be supervised at all times whilst on premises to eliminate the possibility of an accident. Any supervisors if groups /ages dictate should be registered with respective local authorities (DBS)	H	H	M	Duty managers /premises supervisors closely monitor functions to Vulnerable groups are supervised by parents, guardians. Signage is visible on entering building reminding parents that children should be closely supervised at all times .	M
Use of toilets Including vulnerable groups/individuals /children	Wet floors cause slips leading to accident, water /hand dry temp can cause scald /burn	Staff /Public	Signage is installed in all toilets asking users to report and spillages /water lying on surfaces. The Toilets are checked regularly by the duty manager or appointed staff and visits are recorded at least every hour during functions to reduce the risk of slips and falls. Toilets may be closed off should they be deemed as unsafe due to spillage and relevant wet-floor signs /Triangles will be put in place preventing entry to toilets . Children must be always accompanied at all times	H	H	M	Toilets are prepared each day by professional cleaners DMs /premises supervisors Monitor the toilets at least every hour or as often as reasonably possible	M

First Aid (Part 1)	First Aid can save lives .. The Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for members of the public. However, many organisations such as schools, places of entertainment, fairgrounds and shops provide a service for others. HSE strongly recommends that employers include the public in their first-aid needs assessment and make provision for them.	Public , users and staff	Each event/function will be assessed by the General manager .Measures will be put in place by the organisation booking our facilities to ensure the correct first aid levels to cope with the type of event are met .Event organisers are responsible for first aid arrangements and will have a qualified team member as the first port of call. When bringing more than a few Children to one function or such as a person or persons with disability or elderly person/persons when 1-2-1 supervision should be provided by carers , parents, guardians or supervisors . Individual event site specific risk assessments should be carried out with the organiser/Schools on request. Our staff are trained in First aid at work and can deal with any minor incidents or assist with calling assistance but should not be relied upon for User groups specific activities .	H	M	M	User groups must have own Risk assessment for their user group and activities . The Activity specific risk assessment should clearly state that first aid cover is in place . User groups should confirm in advance to NSLC management who the named qualified First aid person/persons are for their user group and activities	M

Use of bar	Legal Requirements/spillage / drinking of alcoholic beverages	Staff /Public	It is an offence to attempt to buy alcohol if under the age of 18 .We will ID a person that looks under the age of 25 as good practice and to maintain order . We will refuse anyone alcohol if they look inebriated. Persons will be asked to leave the premises if they are seen to disrupt the harmony of a function /event . The surrounding bar area will be supervised as near as possible to avoid any spillages causing possible slips and accidents. Signage is erected in the bar area asking customers to inform staff if they spill a drink.	H	M	M	DMs closely /premise supervisors monitor all areas closely at functions Professional door supervisors introduced to manage specific types of functions .(Particularly all men or woman functions as well as functions with high numbers with live entertainments and such as Christmas functions	M
Gas Appliances	Explosion/serious/fatal injury.Release of gas .	Staff/Public	We do not allow Gas appliances on our premises	H	M	L		
Inflatable devices	Danger of bouncing too high, falling off. Can cause accidents /fatal injury. Trailing cables can cause trips	Children/Customers /public	We do not allow inflatable devices in the function rooms. All events are assessed for risk in advance. Any request to bring inflatable devices must be covered in a separate site specific risk assessment	H	M	M	Carry out procedure And do not allow any inflatable devices at functions	L
Furniture /equipment	Poor condition of furniture and equipment can increase risk of accident	Staff/Public	Any equipment that forms a defect is taken out of service immediately .If repairable it is listed on the site maintenance and defect sheet .Progress of repairs are monitored on regular basis by GM .	H	M	M	Equipment dealt with quickly .Discarded if defective	L

Transport/Cars/Coaches coming on to site	Collision/accidents/Damage to premises & Vehicles	Driver/Nissan Pedestrians /Staff	Cars approach site via Washington Road ,Sunderland SR5 3NS Come in Via Nissan 'Offices' entrance , pick up signs to Nissan Sports and Leisure (NSLC) / Penshaw suite and report to reception at NSLC Cars must not exceed 10mph and be observant of pedestrians in car parks .Cars must not park in any areas with Bollards or restricted lines . Coaches or Delivery Vehicles must approach the site via Nissan 'Goods' entrance Along Nissan Way , Sunderland SR5 3NY entrance and must report to South Gate security hut and ask to be directed to Nissan Sports and leisure complex (NSLC)along Nissan Link road . Coaches must stop along the link road in front of the NSLC building which is well signed . Report to NSLC reception or arrange to be met on arrival NOTE: Coaches must be cautious on arrival due to Turning long vehicles within the internal NSLC car park compound .Arrivals must be co-ordinated to avoid Gridlock .Please liaise with the venue contact on/ before arrival .					
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COVID Prevention Measures in place as required								
HAZARD	EFFECT/INJURY	WHO IS AT RISK?	PRECAUTIONS AND CONTROLS IN PLACE Now	SEVERITY	PROBABILITY	RISK	FURTHER CONTROLS NECESSARY	RESIDUAL RISK
Persons self isolating /Visitors	Spread virus on contact	ALL	6m Banner displayed on arrival Clear and obvious posters at entrance of premises asking Public to observe important rules and government procedure	H	M	L		L
Food Preparation	Covid Safe food preparation	Staff and public	Kitchen is limited to one chef Separating barrier in place to prevent staff /public entering sterile environment Screens placed at kitchen door PPE worn at all times Foot to be served on separate plates /individual meal boxes and either served to take or picked up Disposables used whenever possible Hot drinks served in disposable cups	H	M	L	Close supervision of kitchen by management	L
Payment points	Prevent spread of covid	Staff and public	Contactless payment system in place Text order system for drinks Table service When taking cash a two bowl system will be used so no contact between hands	H	M	M	Strict supervision of rule by DM	L

2m distancing	Close contact can spread the Virus	Staff and public	Clear directional arrows and yellow tape markings to define areas and one way system .s	H	M	L	Staff supervision Separate in and out areas /routes	L
	Service at counters and bars	Staff and public	Acrylic screens put in place at service points	H	M	L	Staff supervision	L
	Queuing at service points and entry points	Staff and Public	2M distancing lines Introduced to form queuing 2m apart	H	M	M	Stop sign Installed at Bar entry	L
Tables and chairs position	Sitting too close	Staff and public	2m Trestle tables long ways and seating at each end	H	M	L		
Track and Trace	Ability to track and trace should Virus be present or suspected on premises at any rime	Staff and public	Track and trace log taken from one Person in every 2 and as often as possible .Located					
	Visitors/contractors	Staff and public	Log book located on reception for all to sign in and out when present on the premises	H	M	L		L
Touching/Touch points	Spread virus through touching	Staff and public	Doors kept open when possible	H	M	L		L
			Contactless and spray/press hand sanitizer dispensers introduced on arrival and throughout building –we ask that users use dispensers frequently	H	M	L	Clear signage	L

Use of Tonic Gym	Contact with equipment and cleaning of machines and environment	Staff and public	Number of sanitizer stations introduced with Hand /surface wipes and sanitizer sprays	H	H	M	Staff cleaning log check sheet completed every hour for additional cleaning Clear and obvious signage Additional professional cleaning company cleans Gym every morning Late night supervisor does additional cleaning 2am Monday to Friday	L
	Ability Track and trace	Staff and public	Must swipe identity card	H	H	M	Lenel onguard system alarm system check	L
	2m distancing	Staff and public	Machines moved to create 2-3m between machines	H	M	L	Clear directional markings with Hazard and yellow tape	L
	Control numbers in Gym	Staff and public	Max 40 at any one time introduced				Additional pull up banners with clear emblems and guidelines Regular checks by staff	L
Use of toilets	Control numbers	Staff and Public	Limit numbers to Max 2 at any one time One way system in and out Centre urinal taped out of use to create distancing Mask to be worn when 2m distancing cannot be achieved Sanitizing Hand wash facilities available				Clear signage introduced Staff supervision at regular intervals and at random Toilet check list signed by staff	
Football/sports Activity								

Changing Rooms	Control Numbers Control Virus spread	Staff and public	Changing rooms will be made available on a system basis /Max 3 in at any one time	H	M	M	Committee delegate /volunteer/Covid officer to manage Staff to supervise and close if system not followed	L
Showers	Control Virus spread	Staff and public	Showers closed down to eliminate High risk	H	H	H	Showers closed down	L
Track and trace Gate Sign in on reception	Reduce further spread if case reported/proved	Staff and public	Teams by Team sheet Referees sign in Track and trace for supporters and visitors recorded at gate	H	H	M	All track and trace procedure monitored by staff /DM	M
Teams arriving	Reduce time spent together	Staff and public	Teams not to arrive until 1 hr before /not before one hr in advance Teams will observe and follow 2m distancing and Max room capacities Seating will not be moved 16 conservatory/40 penshaw suite/16 decking.	H	H	M	Teams Covid officer to supervise teams Staff /DM to supervise and take action if rules not followed	L
2M distancing continued externally Round pitch and outside	Prevent close contact Reduce spread	Staff and public	Main stand Do not sit in chairs marked X Dugouts Folding chairs provided to spread players out outside of dugouts Round Pitch Concrete posts marked as 2M guide for spectators to stand beside (capacity 200) Players do not congregate , hug or shake hands	H	H	M	Covid officer to observe and take action NSLC staff /DM to supervise	L

Travel - Referees/Staff / volunteers and officials	Prevent spread and close contact	Staff and public	Must not travel in same car unless family or close residing bubble	H	M	M	Travel separately	L
Avoid persons with symptoms or self isolating attending premises	Avoid contact with someone displaying symptoms /self isolating person	ALL	6m Banner displayed on arrival Clear and obvious posters at entrance of premises asking Public to observe important rules and government procedure	H	M	L		L
Any Additional food services	2m distancing /Reduce spread	Staff /public	2m distancing procedures will be intruced on all services .2m from serving staff . screens when necessary , 2m queuing systems introduced and hand sanitizing stations on entry to queuing system Disposables and separate sachets will be used whenever possible	H	M	L		L
Equipment brought on to premises	Balls, Bibs, boards, flags, training aids , nets /goals	Staff /public	All users commit to sterlalise items on entry to establishment and clean down/sanitize frequently	H	M	M	DM /covid officer to check and observe	L
Dedicated Gym Section								
Prevent spread of Virus /germs	Face masks must be worn at all times on arrival when using walkways , changing rooms and toilets Air handling system adjusted to permanent extraction throughout Premises (Service maintenance monitored)	ALL	All staff must wear masks at all times whilst at work and on the premises . Public/members must wear a mask when entering the building	H	M	M	Clear signage is erected to remind staff/public to wear mask on arrival and whilst in corridors and facilities NMUK Services monitor Air management system remotely and by regular checks	L

Track and trace	Following Government guidelines/rules Notices are present to prevent anyone coming on premises who display symptoms or are self isolating	Staff /Public	All attendees and staff are track and traced by : Staff: sign in on shift log Members :NHS App and by signing in with card entry system (Lenel software)	M	L	L	Follow of people coming into the building is monitored by CCTV and by staff in main reception. Deliveries and Contractors sign in on reception and do not enter public walkways	L
Flow of people /segregation	Dedicated one way systems to avoid crossover of people	ALL	A dedicated one way sysem has been devised so that members do not cross over in corridors and in way in and out .	H	M	M	The building is fully staffed and staff regularly monitor the flow of people through the gym . CCTV is in operation to support this	L
Gym Covid rules Sanitisation Cleaning Monitoring	Clear and decisive signage and instructions	Members of Gym	Pull up banners and clear table signage has been introduced on arrival and throughout the Gym explaining our rules ,and Gym members responsibilities in terms of cleaning and sanitising gym stations after use	H	M	M	Regular gym checks by way of check sheet has been introduced instructing staff to observe Gym members and to follow up with sectional checks , cleaning and sanitising of equipment in addition to members sanitising equipment after use . IN ADDITION -a professional cleaning company has been appointed to do a deeper clean of the gym on a daily basis (7 days a week)	L

2m distancing	Over measures in place to guarantee provision of 2 m distancing at all times	Gym users	Area of Gym footprint has been doubles in terms of m2 to allow for Gym equipment to achieve up to 3m distancing between machines	H	M	L	Staff regularly monitor that Gym members follow 2m distancing Walkways have been laid out by directional tape	L
Sanitisation	Available resources for additional sanitisation and cleaning	Gym users and staff	Additional sanitisation introduced to provide all with Chemicals to adequately sanitize touch points, seats, weights and benches . Additional Hand sanitiser stations Touch point sanitizer Hand wipes as additional AI sanitizer products 70% alcohol .	H	M	M	Staffing ensures that sanitizer stations are regularly topped up with products and blue roll Using Daily task check list which must be completed on regular bases throughout day /shifts	
Additional support to include support for Additional sanitisation in case of a report of contact with a Covid 19 diagnosed/registered person	Professional support for deep clean to prevent spread	Protect all	Interserve site services support all eventualities .Inter	H	M	M	Interserve are informed of any reports and act immediately to prevent any potential spread of Gerns / virus . Management of NSLC closely monitor situation /close premises of until cleared by Interserve .	L
Additional attachments in support of operational procedures Available on request	Gym Rules Doc Pull up banners Example staff daily Gym Check list	Protect all users						

Notes :

We encourage Organisations to visit the site prior to any event and carry out a specific event site specific risk assessment with the General Manager .Should any customers identify any areas of our facilities that may pose a risk to their visitors we will work towards producing additional specific risk assessments in order to reduce risk to an acceptable level

Covid19 – Apart from users main reception will monitor arrival of people on premises .No Unauthorised person is allowed on premises and this is strictly monitored . All additional users / activities must undergo a site specific risk assessment with management prior to using facilities .All users must provide in advance of using facilities , Own operating insurances , Own specific/site specific Covid risk assessment and operating procedures , must have in place a named Covid 19 officer/volunteer present at all times when on premises. Users must demonstrate that they have procedures in place to control their users and follow all NSLC procedures and government guidelines /rules.

UNIT ASSESSOR :	Gary Collin
ASSESSMENT DATE :	Friday 29th November 2024
ASSESSMENT REVIEW DUE :	<u>November 28th 2025 or before</u>