

Hanworth Villa Football Club - Match Operations Risk Assessment

Name of Risk Assessors - Brian Watts Assessment Approved by - Gary Brunning / Dave Brown	Date of Assessment - <h2 style="margin: 0;">August 27th 2020</h2>	Assessment Date Review - Continual Process.
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Identify the Activity and Persons at Risk

Work Activity - Matchdays involving First, U23 and U18 teams.	Who is Affected - Board, Management Committee, Team Management and Players. Visiting Teams and Officials. Match Officials and Spectators. All Visitors to Clubhouse. Contractors.	Frequency of Activity - Clubhouse and Sporting Activity: Weekends and Weekday Evenings.
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This Risk Assessment is part of Hanworth Villa Football Club's Safety Management Strategy which is held in the Club's Matchday Operations Manual





Hazard Identification	Risk Assessment	Control Measures in Place	Adequate	Action
Trip and Slip in or Around the Ground.	Likelihood: Possible. Severity: Slight Risk Rating: Low.	Ground maintenance of all hard and soft areas of the ground is ongoing and regularly inspected for uneven surfaces and poor conditions due to adverse weather. On Matchdays, Pre match Inspections are carried out by the Matchday Safety Officer and the Matchday Stewards. Where an inspection identifies a hazard that cannot be immediately eliminated, the area will be cordoned off either by barrier or cones. Club working parties are held at least once per month and often weekly. Any issues found that compromise safety will be reported to the Management Committee (Maintenance) who will schedule remedial work to be done through the next available working party.	Yes	Continual Process by: Board, Management Committee, Matchday Safety Officer and Matchday Stewards.
Car park Vehicle Accident and injury. Damage to vehicle or property.	Likelihood: Possible. Severity: Slight. Risk Rating: Low.	Car park inspection is included in ongoing regular inspection of facilities. Checks are made of the surface, ensuring that there are no obstruction or other safety hazards. On matchdays the car park is regularly policed by Stewards and members of the Management Committee. There have been some incident in the past. The car park is seldom full.	No	Car park maintenance is the responsibility of the local authority. It is recognised that the surface of the car park requires ongoing maintenance and as such the club have informed the authority. The club are actively investigating the installation and provision of lighting in this area. Action by: Local Authority, Board, Management Committee, Matchday Safety Officer and Match Stewards.

Falls from Height	Likelihood: Very Unlikely Severity: Very Severe. Risk Rating: Low.	<p>There are no high areas in the ground that are accessible. Ground Regulations which prohibit climbing of any sort are published in the match programme and on the Club's website. Matchday Safety Officer and Stewards are instructed to enforce these regulations. Spectators who disregard the regulation are removed from the ground. Only correctly constructed and risk assessed gantries may be erected on the ground if required.</p>	Yes	Continual Monitoring by: Matchday Safety Officer and Stewards.
Disability Facilities and Restrictions to Areas of the Ground	Likelihood: Likely Severity: Slight. Risk Rating: Low.	<p>Access to the ground is via level pathways which continue around the perimeter of the pitch and are at a minimum 1 metre in width. Entrance to the Clubhouse has sloped pathway at ground entrance and rear entrance.</p>	No	<p>Urgent attention to the provision of a disability toilet to be installed in the ground. Possible conversion of current storage facility adjacent to the Boardroom. Provision of portable slop for entry into Clubhouse from ground. Sloped cover for door threshold at rear entrance to the Clubhouse.</p> Action by: Board, Management Committee and Maintenance Team.
Suspicious Package Inside Ground	Likelihood: Very Unlikely Severity: Very Severe. Risk Rating: Low.	<p>Once identified PA Announcer is notified and appropriate broadcast to ascertain ownership is made. Where ownership is not readily determined steps are taken to remove the item, if deemed safe. If the content of the item is not identifiable consideration will be given to a partial or full evacuation. Stewards will assist spectators.</p> <p>No recorded incident has occurred at this ground.</p>	Yes	Continual Monitoring by: Matchday Safety Officer and Stewards.
Unauthorised Admissions to Ground	Likelihood: Likely Severity: Slight Risk Rating: Low	<p>Turnstile Operator covers the main entrance and Stewards, assisted by designated Club Officials all other emergency exit points to deter/prevent access to the ground without payment. The Turnstile Operator has an official guest list. Season Ticket holders present their tickets for entry which is matched against a list. Visiting Officials are met at the main gate and escorted to the Boardroom.</p>	Yes	Continual Process by: Turnstile Operator, Stewards, Designated Management Committee Members and Boardroom Manager.
Fire	Likelihood: Unlikely Severity: Very Severe Risk Rating: Medium	<p>A Fire Risk Assessment is in place which covers the ground and Clubhouse facilities. All fire equipment regularly maintained. A full fire evacuation procedure has been documented.</p> <p>Pre-match inspections are carried out prior to spectator arrival.</p> <p>Smoking is prohibited in all seated areas.</p> <p>All waste bins are emptied before and after each match</p>	Yes	Continual Monitoring and Updating by: Board for Fire Risk Assessment accuracy and updates. Fire maintenance contractors, Match Safety Officer, Stewards and designated officials for ground inspection and evacuation procedures.

Exposure to Electric Shock	Likelihood: Unlikely Severity: Very Severe Risk Rating: Medium	All identified portable appliances are PAT tested annually and at point of purchase or introduction into the club. All non portable electrical installations both in the ground and clubhouse continually maintained by fully qualified electricians. Spectators have very little exposure to any electrical points or equipment.	Yes	Continual Process by: Club Maintenance Team.
Disorder Outside Ground before and after match	Likelihood: Unlikely Severity: Slight Risk Rating: Low	Stewards and Club Officials maintain a watch over Ground the Clubhouse and all entry and exit points. CCTV cameras are installed in Clubhouse.	No	External CCTV cameras to be installed to cover car park and exit/entry points. Action by: Matchday Safety Officer. Board and Club Maintenance Team for CCTV installation and Maintenance.
Persistent Standing in seated areas	Likelihood: Possible Severity: No Injury Risk Rating: Low	Signs requesting that people do not stand in seated areas. Stewards instructed to request that spectators are asked to sit or move to a standing permitted area of the ground.	No	Yellow hatched lines to be painted in all areas where standing is prohibited. Action by: Club Maintenance Team for 'No standing' area painting. Stewards and Matchday Safety Officer for crowd control.
Dangers to Children in Ground	Likelihood: Unlikely Severity: Severe Risk Rating: Medium	Children under 12 are not permitted anywhere in the ground or clubhouse unless with a responsible adult. Stewards are aware of procedures to deal with any child related concerns and to communicate with the necessary responsible adult. Female Club Staff available to assist if necessary.	Yes	Club to consider appointing a Child Protection Officer. Action by: Board and Management Committee.
Items Thrown Within the Ground	Likelihood: Unlikely Severity: Moderate Risk Rating: Low	Ground regulations are published in the matchday programme and on the Club Website. Stewards and designated Club Officials are sited around the ground. Procedures in place to eject offenders from the ground and liaise with Police if appropriate.	No	Ground Regulations signs to be placed at prominent point around the ground. Action by: Management Committee and Club Maintenance Team.

Pitch Incursion	Likelihood: Unlikely Severity: Moderate Risk Rating: Low	Ground regulations are published in the matchday programme and on the Club Website. Stewards and designated Club Officials are sited around the ground. Procedures in place to eject offenders from the ground and liaise with Police if appropriate.	No	Ground Regulations signs to be placed at prominent point around the ground. Action by: Management Committee and Club Maintenance Team.
Inappropriate or Offensive Language or Chanting Inside Ground	Likelihood: Likely Severity: No Injury Risk Rating: Low	Ground regulations are published in the matchday programme and on the Club Website. Stewards and designated Club Officials are sited around the ground. Procedures in place to eject offenders from the ground if persistent.	No	Ground Regulations signs to be placed at prominent point around the ground. Action By: Management Committee and Club Maintenance Team.
Damage to Structures	Likelihood: Possible Severity: Moderate Risk Rating: Medium	All stands are of metal construction, some with plastic flip seating. Pitch barriers are of concrete and metal construction. Walkways are concrete. There is minimal risk of damage. However, where damage is found, during the mandatory weekly and pre match checks it will be cordoned off either by tape or cones. All such findings are reported directly to the Club maintenance Team.	Yes	Continual Monitoring by: Matchday Safety Officer and Stewards. Club Maintenance Team.
Power Cut or Failure	Likelihood: Possible Severity: Slight Risk Rating: Low	Procedures in place for evacuating the ground. Stewards are trained. Loud hailer available for Match Announcer or Matchday Safety Officer. Stewards equipped with torches for night matches. Clubhouse has emergency lighting installed.	No	Back-up emergency lighting to be installed at prominent points such as emergency exits. Work to be planned as new project budget becomes available. Action by: Board.
Capacity Crowd	Likelihood: Possible Severity: Moderate Risk Rating: Medium	Match to be made all ticket and allocated as appropriate and publicise in advance. Increase number of Stewards and First Aid staff, agree matchday duties and locations. Segregate supporters by pre-defining areas. Increase number of turnstiles in operation. Liaise with Local Authority and Police if necessary.	Yes	Planning Process by: Matchday Safety Officer, Stewards, Turnstile Operators and Club Officials.

Postponed Match after Turnstile has Opened or Match has Kicked off	Likelihood: Possible Severity: Slight Risk Rating: Low	PA announcements making the reason for postponement clear. Match Safety Officer, Stewards and designated Club Officials on hand to advise spectators on process following postponement or abandonment. Policy in place for the issue of vouchers for replayed match if abandoned before half-time.	Yes	Automatic Process by: Matchday Safety Officer, Stewards and Club Officials.
Match Postponed Before Turnstile Opened.	Likelihood: Likely Severity: No Injury Risk Rating: Low	Morning Pitch Inspection. Pre-match ground inspection for safety issues. Club Secretary contacts visiting team and match officials at the earliest opportunity. All social media platforms available to the Club are used to notify supporters.	Yes	Automatic Process by: Club Secretary, Club Media Officer.
Hygiene and Sanitation Issues	Likelihood: Unlikely Severity: Slight Risk Rating: Low	Ground and Clubhouse Toilets are cleaned and checked prior to match to ensure hygiene levels are acceptable and facility is fit for use.	Yes	Continual Monitoring by: Matchday Safety Officer, Stewards and Designated Club Officials.
Legionella Connected with Changing Room Showers	Likelihood: Very Unlikely Severity: Very Severe Risk Rating: Low	Showers are in constant use during the season and regularly flushed through out of season. Shower heads are regularly maintained and changed if necessary. Water storage is checked annually to ensure cleanliness and level of hygiene is high.	Yes	Continual Monitoring by: Club Maintenance Team.

Low Risk		Control Measures Adequate	
Medium Risk		Control Measures to be Updated	
High Risk	