WERRINGTON PARISH COUNCIL

8. Werrington Parish Council Generic Sports Ground Risk Assessment

Hazard and risk	People at Risk	Werrington Parish Council Controls	Additional
Sports pitches and playing surfaces	Sports pitches and playing surfaces	• Hirers to inspect pitches before use; maintain surfaces; remove obvious hazards; mark boundaries; prohibit use of unsuitable areas; communicate site-specific hazards; stop play where conditions become unsafe.	
Goals, posts, nets and sports equipment	Players, officials, children	• Use suitable equipment; secure/anchor portable goals; hirers inspect before use; defective equipment reported to Parish Council and taken out of service; only competent persons assemble/move equipment.	
Slips, trips and falls	All users	• Keep walkways clear; repair damaged surfaces; manage cables/hoses; adequate lighting; clean spillages promptly; warning signs/barriers where necessary to be managed by hirers	
Wet, icy, muddy or uneven ground	All users	• Hirers to monitor weather; restrict unsafe areas; communicate conditions to hirers; suitable footwear recommended.	
Car park and vehicle movements	All users	• Clearly defined parking areas; pedestrian routes where practicable; speed limit/signage; good lighting; keep	

		emergency access clear; supervise large events where necessary.	
Changing rooms	Players, children, staff	• Routine cleaning by hirers and inspection; adequate lighting/ventilation; floors kept as dry as practicable; report defects to the Parish Council; manage overcrowding.	
Toilets and wash facilities	All users	• Regular cleaning by hirers; supplies maintained by Parish Council; safe floor condition by hirers; hot water temperature managed to prevent scalding by Parish Council; defects isolated/repaired.	
Kitchen / food preparation	Hirers, staff, volunteers	• Kitchen use restricted to authorised/competent users; safe storage; clean work areas; knives/hot surfaces controlled; appliances checked; spills cleaned promptly; fire precautions maintained by hirers	
Hot surfaces, liquids and cooking equipment	Hirers, staff, volunteers	• Hirers do not leave cooking unattended; keep handles away from edges; use suitable PPE/cloths; restrict children's access; isolate faulty appliances.	
Electrical equipment and portable appliances	All users	• Fixed electrical systems maintained; damaged equipment removed from use; suitable extension leads only; avoid overloading sockets; cables routed	

		safely; inspection/testing arrangements appropriate to risk.	
Fire / evacuation	All occupants	• Fire risk assessment maintained separately as required and shared with all hirers; alarms and extinguishers maintained; exits kept clear; emergency lighting where required; evacuation arrangements displayed; hirers informed of procedures.	
First aid / injury	Players, spectators, staff	• Suitable first-aid provision to be provided ; emergency contact information available; trained first aiders where required; incident reporting; access for emergency services kept clear.	
Manual handling / moving equipment	Staff, volunteers, hirers	• Avoid unnecessary lifting; use trolleys where available; team lift heavy/awkward items; training/instructions; store equipment safely.	
Waste / glass / sharps / litter	All users, cleaners	• Provide suitable bins; remove waste promptly; inspect grounds after hire; do not handle sharps without appropriate procedure; broken glass isolated and removed safely.	
Cleaning chemicals / hazardous substances	Cleaners, staff, hirers	• No chemicals or hazardous material to be kept on site	

Weather: heat, cold, wind, lightning	Players, officials, spectators	• Hirers to monitor forecasts/conditions; modify, postpone or stop activities when necessary; provide shelter/water arrangements as appropriate; follow sport-specific guidance	
Spectators / crowd management	Spectators, players, staff	• Hirers to maintain safe viewing areas and exits; prevent access to restricted areas; manage numbers for events; additional stewarding where needed.	
Children / young people	Children, supervisors, staff	• Hirers to provide suitable supervision; safeguarding arrangements; prevent access to hazardous areas/equipment; hirers responsible for appropriate safeguarding arrangements	
Security / unauthorised access	All users, staff	• Hirers doors/gates secured when appropriate; keys/access controlled; restricted areas identified; report suspicious activity; adequate external lighting.	
Lone working	Staff, volunteers, contractors	• Avoid lone work where reasonably practicable; check-in arrangements; communication available; emergency procedures; hirers access to first aid/assistance.	
Contractors / maintenance	Contractors, staff, visitors	• Parish Council to ensure competent contractors; work areas isolated/segregated; permits or method	

		statements where appropriate; hirers notified of relevant works.	
Gas / fuel / heating systems where applicable	All users, staff	• Parish Council ensure servicing by competent persons; prevent unauthorised access; adequate ventilation; shut-off arrangements; defects reported immediately.	
Emergency access	Emergency services, all users	• Hirers to Keep gates, fire routes and access roads clear; keys/access arrangements available; address/site location clearly communicated to emergency services.	
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Hirer responsibilities

The venue operator should make the following conditions clear in the hire agreement:

- Hirers must provide a suitable and sufficient risk assessment for the activities they are organising where required.
- Hirers must identify any additional hazards introduced by their activity, equipment, participants, spectators or contractors.
- Hirers must follow the venue's rules, emergency procedures and reasonable instructions from venue staff.
- Hirers must ensure their participants, coaches, volunteers and spectators are appropriately supervised.
- Hirers must use only areas and equipment included within their booking unless additional permission has been given.
- Hirers must report emergency services calls to the Parish Council promptly.
- Hirers must not obstruct fire exits, emergency access routes, electrical equipment, fire-fighting equipment or other safety systems.
- Hirers bringing electrical equipment, temporary structures, cooking equipment or specialist sports equipment should provide evidence of appropriate inspection, certification or competent use where applicable.
- Hirers are responsible for ensuring that their own insurance, safeguarding, first aid and formal qualification arrangements and activity-specific controls are in place.

Information to obtain from hirers

- Name of organisation / hirer and responsible person
- Description of activity and expected number of participants/spectators
- Date, times and areas being hired
- Hirer's risk assessment / method statement where required

Details of any specialist or additional equipment
Arrangements for children or vulnerable participants, where applicable
First-aid arrangements for the activity
Emergency contact details
Public liability / other relevant insurance details where required
Any additional requirements such as catering, temporary structures, generators or amplified events

Emergency arrangements

Fire: Raise the alarm, stop activity, evacuate by the nearest safe exit and assemble at the designated assembly point. Do not re-enter until authorised. Hirers should familiarise themselves with the site's fire arrangements before their booking.
Serious injury / medical emergency: Call 999 where required, provide first aid within the limits of training, give the emergency services the exact site/location information and ensure access routes are clear.
Accident / near miss: Make the area safe, provide assistance, record the incident and report it to the responsible venue person. Preserve relevant information where investigation is required.
Severe weather: The venue operator or responsible event organiser should monitor conditions and suspend/postpone activities where conditions present an unacceptable risk. Hirers should have their own sport/activity-specific weather arrangements.
Loss of utilities / unsafe building condition: Stop use of affected areas if necessary, isolate hazards where safe to do so, notify the responsible person and prevent access until the area is confirmed safe.