

Bury Rounders League – Risk Assessment Form

Venue and Address:	Elton Vale Sports Club (GALA DAY)	
Telephone:		
Name of person doing the check:	Arron Lever – Welfare Co-ordinator	
Signed:		Date of check:

Playing area:	<p>Cricket pitch to the front of the building surrounded by natural hedges that will accommodate 5 Rounders pitches. Football pitch to the rear of the building surrounded by a metal fence (approx. 4 ft high) that will accommodate 3 Rounders pitches.</p> <p>In total 8 Rounders pitches will be erected in the two areas to accommodate 176 players at any one time.</p>
Equipment:	<p>Each Rounders pitch will consist of 4 metal posts, mats/tapes for bowling and batting.</p> <p>Each team will provide their own bats (wooden) and tennis balls.</p>
Performers:	<p>Each team is responsible for keeping a register of their own players, including medical information.</p> <p>Players wear shorts and t-shirts and appropriate footwear (ie astro/trainers, no football boots can be worn at this venue).</p>
Emergency points:	<p>Emergency vehicles can access facilities via the main entrance on Elton Vale Road, off Ainsworth Road.</p> <p>The venue has a working telephone - 0161 762 0666.</p> <p>The central 'First Aid' point is clearly located within the main building.</p>
Safety Information:	<p>Emergency and evacuation procedures are published within the programme and posted within the main building for all to see.</p> <p>Main building has a telephone which can be used to call an ambulance if needed.</p> <p>Volunteers and staff have access to information relating to health and safety.</p> <p>First aid equipment available in the main building.</p> <p>St John's Ambulance volunteers on site to provide first-aid.</p>

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This is a generic Event Risk Assessment which identifies the common hazards and control measures associated with Rounders.

Current Hazard	Risk: High / Med / Low	How to reduce this risk
Players getting hurt while fielding a ball.	Low	Set pitches at sufficient distance from the natural fence and advise fielding players to leave the ball, allow points to be given and replace it.
Players getting cold when playing in cold temperatures or in rainy weather.	Medium / Low	Remind players to wear the adequate clothing that will keep them warm. Advise players to keep moving in order to keep warm. Consult with the team captains to postpone the game until a later date.
Players struck by lightning if stood by metal poles used to distinguish each base.	Low	Advise players to cease playing and move away from posts in the cases of thunder/lightening.
Players/spectators colliding with parked cars.	Medium	Car park marshals to advise players/spectators to park only in the designated areas.
People participating are not medically fit / Unknown medical conditions or injuries	Medium	Ask the participants if they are medically fit to participate (all Team Managers/Local Organisers are responsible for ensuring they have a completed medical form for all players) enquire in sensitive and confidential manner for any updates.

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Condition of Playing Field	Low	Inspection of the playing field to ensure it is safe for the event to take place
Rounders Bats, Balls and Posts	Low	All equipment and positioning is checked before use
Strains and Injuries during and after play. Hit by bat or ball/ collision with post.	Medium	Adequate warm up and cool down Participants wearing suitable clothing and footwear and jewellery removed or taped if appropriate. Remind players that the game of rounders is a 'contact sport' and advise them to be careful while playing. Spectators to keep to the edge of the field of play and not to walk across the pitches during a match.
Heat Exhaustion	Low	In hot weather, drinking water will be necessary

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At the beginning of the season/a game you should fill in the additional boxes with any additional risks that could occur at your home ground.

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Risk Assessment Guidelines

Performing a risk assessment

Don't overcomplicate the process. The risks in your activity are probably well known and the necessary control measures are possibly in place or, if not, easy to apply. You probably already know, for example, where people are most likely to trip or slip. If so check that you have taken reasonable precautions to avoid injury.

Hazards and Risks

When thinking about your risk assessment, remember:

- A hazard is anything that may cause harm, such as falls from height, drowning, electricity, chemicals etc.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards.

Carrying out a Risk Assessment

There are five widely recognised steps to follow in order to fulfil a risk assessment, these are:

1. Identify the hazards
2. Decide who might be harmed and why
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

Identify the hazards

The first thing you need to do is work out how people could be harmed.

- Observe others participating in your activity and look at what could reasonably be expected to cause harm
- Ask coaches/instructors/club members what they think. They may have noticed things that are not immediately obvious to you
- Check the manufacturer's instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective
- Remember to consider long term hazards to health such as high noise levels

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Decide who might be harmed and why.

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people such as people moving heavy equipment or passersby. In each case, identify how they might be harmed, such as 'People moving heavy equipment may suffer back injury from repeated lifting or People rigging lighting equipment may suffer impact injuries due to falls from height.

Remember:

- Some people may have particular requirements new people, expectant or new mothers and people with disabilities may be a particular risk. Extra thought will be needed for some hazards.
- Visitors, contractors etc who may not be involved in your activity all the time.
- The public or audiences if they could be hurt by your activities.
- If you share your venue, you will need to think about how your activity affects others; as well as how their activities affect yours.
- Ask your committee/members if they can think of anyone you may have missed.

Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything that is 'reasonably practicable' to protect people from harm. A good way to decide how to deal with each hazard is to follow a hierarchy of control such as:

- Eliminate – If the hazard can be removed, all the other controls such as risk assessment, record keeping, training are no longer needed.
- Substitute – If the hazard can't be removed, can it be substituted for a lower hazard
- Reduce – look at lowering the frequency of exposure, amount of weight
- Adapt – where possible adapt the task to the individual taking account of their capabilities
- Technical progress – take advantage of mechanical aids
- Restrictions – restrict access to hazards either by physical barriers or by authorisation/competency
- Emergency arrangements – It may be that the tasks carried out are inherently dangerous such as handling certain chemicals or woodworking using lathes and pillar drills or presses. These will incorporate several levels of control such as guards for the machinery, regular maintenance and additional safety cut off systems. Whatever you propose to do, involve other members of your committee/club and ensure that by changing what you are doing you are not introducing new hazards.

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Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people and your group. Write down the results of your risk assessment and share them with your group.

You need to be able to show that:

- A proper check was made
- You asked who might be affected
- You dealt with the significant hazards, taking into account the number of people who could be involved
- The precautions or controls are reasonable and the remaining risk is low
- The club was involved in the process and aware of the results and changes. It may be that you find a number of measures that you need to introduce. Prioritise these in the form of an action plan such as:
- Easy/cheap improvements that can be done quickly, maybe as a temporary solution until more reliable controls can be put in place
- Long term solutions to those risks most likely to cause accidents or ill health
- Long term solutions to those risks with the worst potential consequences
- Arrangements for training members on the main risks that remain and how they are to be controlled
- Regular checks to make sure that the control measures stay in place
- Clear responsibilities – who will lead on what action and by when.

Review your assessment and update if necessary! EVERY SEASON