

- a) after an accident or incident b) A new task (staff) or activity (public) c) A change to the building or premises is planned

No.	HAZARD	Those at Risk Who might be harmed Public/Staff/ Young people etc	RISK CONTROL MEASURES				Office use only This Column is used only during the review process
			What is the control measure.	Who delivers the control measure on behalf of GM	When is it delivered	Where is record kept	
Non-Contact Sport							
Injuries and Illnesses		Employees and public	Please refer to the Administering First Aid RA.	HSC	At all times	SAFE Manual: 2; DO: Section 1: Risk Assessments: Tasks and Activities.	
Faulty Equipment		Public	Equipment is checked during the equipment set up for faults and defects. Inspection of the equipment is carried out each time the equipment is used. If equipment is not safe to use it is reported to the DM who will take the item of equipment out of use, log the defect in the defects folder and arrange a replacement or a repair. All equipment is annually serviced by an external contractor.	HSC/DM/SRA/RA DM/SRA/RA/Instructor	At all times At all times	Defects Folder	
External Clubs (Incorrect techniques and teaching leading to an injury)		Public	External clubs hire the facilities to undertake non-contact sports. During the booking procedure a copy of the clubs constitution, instructor qualifications and public liability insurance is provided before any booking is made. This is reviewed annually to ensure details are correct.	HSC/DM/DM HSC/DM/DM	At all times As required	Bookings folder Bookings folder	
Equipment being left out		Employees and public	Staff will go to the Main Hall at the end of the session and put any equipment away in the correct storage area. Clubs that use their own equipment are told to put it away correctly after their session.	DM/SRALG GM/HSC/DM/SRALG	As required As required	As required Booking Hire Terms and Conditions.	

Completed by:	Bradley Butler	Date:	30/06/2016
Reviewed by:	Sue Rendell	Date:	30/06/2016
H&S Co-ordinator Name:	Bradley Butler	Date:	30/06/2016
General Manager Name:	Sue Rendell	Date:	30/06/2016