

### Risk Assessment

Details of assessment	Equipment involved (If applicable)
Operation covered by this assessment: Cat Show	Chairs
Location: Sports Hall / Corridors / Toilets	Tables
Date of assessment: 08/03/22	Penning Cages
Assessor name:	
Reference number: SCE014	

<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>			
What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom:	Action by when:	Done:
<b>SPORTS HALL</b>						
<b>Injuries due to set up of equipment</b>	Public / Staff	All staff are trained on working procedures and manual handling issues with regards to equipment set ups. Equipment is visually inspected while erecting and any defects reported to a AM. This is relevant to tables and chairs. The main organiser is responsible for setting up the Penning Cages and display tables as part of the agreement with Lancashire Cat Show.	No further action required.			
<b>Injuries due to slips, trips and falls</b> <ul style="list-style-type: none"> <li>- Abrasions due to debris</li> <li>- Broken bones, fractures, sprains, strains due to equipment being untidy or left out</li> <li>- Damage to flooring leaving trip hazards.</li> <li>- Damage to equipment leaving trip hazards Injuries related to slips and trips through poor housekeeping, wet floors and spillages.</li> <li>- Animal fouling.</li> </ul>	Public / Staff	All areas and playing surface in use checked prior to event. Any equipment is positioned by recreation assistants and event staff to ensure no trip hazards or raised areas and clearly visible. Bins positioned to encourage public to make full use and keep walkways and event space clear from rubbish. Any technical equipment and wiring is positioned away from walkways, and if any cabling is required to pass a walkway it is taped down to secure and prevent trailing cables causing a trip hazard. The sports hall floor is swept daily and mopped in the morning before use. It is then continually cleaned as and when required throughout the day. The floor is also Machine cleaned after every event and is monitored for regular cleaning generally weekly. Handlers will be asked to ensure that all faeces are picked up and	No further action required.			

		disposed of in a bag provided by the owners or organisers.				
<b>Electric shocks/ burns etc</b>	Public / Staff	All electric points have covers, and any equipment used such as cleaning machines are PAT tested & serviced annually. Bleacher seating is serviced annually and only set up when Senior Leisure Assistant / AM is present. All staff are fully trained and qualified.	No further action required.			
<b>Horseplay</b> - Unsupervised Children - Children entering the building without permission.	Public / Staff	Children under the age of 8 not permitted to be in the centre without an adult as per admission policy. Children may enter the building without permission; regular checks of the building are carried by staff to ensure the safety and welfare of all customers. Anyone who has gained access without permission is asked to leave the centre.	No further action required.			
<b>Unauthorised access and theft of equipment</b>	Public / Staff	The Sports Hall is locked and secure when not in use with only staff having access to the keys. CCTV throughout centre and in the Sports Hall.	No further action required.			
<b>Lighting Failure</b>	Public / Staff	Lights are checked prior to session with daily inspection. Lighting levels are checked regularly, and bulbs replaced if necessary. Emergency lighting will come into force should there be a power failure, and these are checked weekly. Staff trained in emergency evacuation procedures. See emergency light failure risk assessment – Emergency lighting checked weekly and serviced every 6 months.	No further action required.			
<b>Injuries / first aid</b>	Public / Staff	First aiders on site to deal with injuries. Robin Park Leisure Centre staff are trained in first aid and will administer any basic treatment on injuries on site & will seek further medical assistance or guidance if required. Separate Risk Assessment for First aid and defibrillator.	No further action required.			
<b>Injuries caused by animals</b>	Public / Staff	A barrier will be around the display ring and members of the public will be asked to stay behind it at all times. All animals will be kept in cages or on a lead when they are not running. Members of the public will only be allowed to pet an animal if the	No further action required.			

		handler's permission is given first. A handler will always be with their animal when near the public. Handlers will be aware of the first aid kit location.				
<b>Risk of distraction or distress to cats from other animals or loud bangs etc.</b>	Public / Staff	<p>Prior to the cats being entered into the competition all cats are vetted to make sure that they are fit and well to be able to compete. Cats that are not past fit must be placed in the isolation room and the Duty Vet will make sure on 30 minute checks that there is no distress to the cat.</p> <p>All Cats are placed in cat pens and their owners stay with them until the judging starts and owners are asked to leave. The judges are trained to handle the cats appropriately to reduce any unnecessary stress. There are no pre-fire alarm checks and we aren't expecting any loud bangs are on the day. The Cats are used to competing with other Cats around and if a Cat has become distressed in any way and the owner is concerned it will not be shown again.</p>	No further action required.			
<b>Manual Handling</b> <ul style="list-style-type: none"> <li>- Injuries resulting from carrying equipment from one area to another</li> <li>- Back strain from incorrect technique</li> <li>- Overloading causing straining or inability to carry items correctly</li> <li>- Inability to move equipment if other items are restricting access</li> </ul>	Public / Staff	Staff are placed on manual handling training to demonstrate correct lifting technique and to ensure all paths are clear. Staff are trained on how to set equipment up and in the position requested by the event organiser. All equipment visually checked during erection, any defaults reported to the Assistant Manager immediately and if required taken out of action.	No further action required.			
<b>Injuries due to layout of equipment</b>	Public / Staff	Floor plan is designed and issued prior to event to ensure fire exits and walkways are kept clear.	No further action required.			
<b>Crowd trouble resulting in injury, horseplay, blocking of fire routes and walkways.</b>	Public / Staff	Staff are issued with radios to maintain contact and are to be vigilant and deter horseplay or blocking of walkways and fire exits.	No further action required.			
<b>Overcrowding</b>	Public / Staff	Event organiser will be communicated the maximum occupancy of the hall before booking the event and will have to comply with these numbers. This may mean splitting the event into categories across the day.	No further action required.			
<b>Music Systems</b>	Public / Staff	Site Music systems will be checked prior to event taking place. All equipment PAT tested. Can be used	No further action required.			

		in the event of an emergency to tannoy important messages to the public. Most events will source their own sound systems, these will need to be in visibly good condition, recently PAT testing and plugged into an extension lead.				
<b>Temporary weather hazard during events - cold/warm periods of temperature.</b>	Public / Staff	During events with large numbers of public present, the temperature of the sports hall can increase considerably. To control this during an event, it may be appropriate to alter the temperature control via the ambiflex system to avoid members of the public becoming too warm and fainting. Alternatively, in some circumstances it may be appropriate to increase the temperature of the hall if weather conditions outside are at freezing temperatures.	No further action required.			
<b>Alcohol consumption – High amounts could lead to violence or unruly behaviour.</b>	Public / Staff	The main Café will be open and alcohol can be consumed and managed by the Events Catering Manager.	No further action required.			
<b>Food – contamination, undercooked, food poisoning.</b>	Public / Staff	All food is cooked and served by qualified staff. Food dates are checked, and food is cooked following the correct procedures. Food for events is hired in and not done by centre staff.	No further action required.			
<b>Noise – Excessive noise from volume of people and live music acts resulting in damage to hearing.</b>	Public / Staff	Staff rotate duties to eliminate exposure time within the hall, hearing protection is available for staff and staff can use earpieces for their individual radio to maintain communication. Due to nature of live music or PA system used for event public will be exposed during the time they spend in the hall.	No further action required.			
<b>CORRIDORS</b>						
<b>Overcrowding</b>	Public / Staff	Staff will patrol regularly to ask people standing in corridors to make their way back into the sports hall.	No further action required.			
<b>Smoking – Leading to fire evacuation.</b>	Public / Staff	Smokers are to go fully outside the centre to adhere to the smoking policy. Any issues or anyone found not adhering to the policy will be asked to leave.	No further action required.			
<b>GENERAL</b>						
<b>Injuries in general</b>	Public / Staff	Robin Park Leisure Centre staff are trained in first aid and will administer any basic treatment on injuries on site & will seek further medical assistance or guidance	No further action required.			

		if required. Separate Risk Assessment for First aid and defibrillator.				
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>- Unwanted guests presenting safeguarding issues. Possible abuse of children and young adults.</li> </ul>	Public / Staff	<p>Staff are DBS checked prior to employment. CCTV on site and staff make regular patrols.</p> <p>Staff also trained on safeguarding issues so they become aware of the issues and can inform management. Wigan Council provide staff training for Safeguarding and have designated officer to report any concerns to. Safeguarding policy in place. Under 8's not allowed on site without adult supervision.</p> <p>Wigan Council recruitment of staff all to undergo DBS checks. Staff will undertake regular patrols of the building and will remain vigilant at all times.</p>	No further action required.			
<b>Electrical Equipment</b> <p>Organisers may bring faulty equipment into the premises, faulty wires, equipment not serviced or maintained and in poor working order. Equipment not PAT tested. Could cause fires leading to severe burns or fatalities. Wires could result in trips.</p>	Public / Staff	<p>Electrical inspections carried out to ensure all sockets and electrical wires are working correctly.</p> <p>Items brought on site by third parties should have a current PA test or used in conjunction with and RCD adaptor as per policy. Wires where possible avoid pedestrian walkways but taped down if unavoidable.</p>	No further action required.			
<b>Emergency Evacuation</b> <ul style="list-style-type: none"> <li>- Build-up of combustible materials</li> <li>- Fire materials may become exposed</li> <li>- Other parts of the building may be affected by fire</li> <li>- Fire exits could become blocked or restricted</li> </ul>	Public / Staff	<p>Fire doors are inspected regularly any damage reported immediately and repaired. During evacuation, Once confirmed the need for evacuation via the fire alarm sounding, the centre will then be thoroughly checked by a member of staff during their evacuation sweep. All customers are then directed out the nearest fire exit to the fire assembly point.</p> <p>Staff are trained in emergency procedures and EAP in place. Weekly testing of fire alarm system takes place to ensure all call points and fire alarm sounders are fully operational. See emergency action plan and Risk Assessments for emergency procedures including Fire, Bomb threat and structural/lighting failure.</p> <p>Staff issued with radios to maintain contact and are trained in line with procedures, and sufficient staff are on shift to deal with number of spectators and stewarding requirements.</p>	No further action required.			

<p><b>Traffic Management – road traffic accidents, miss-use of car park.</b></p>	<p>Public / Staff</p>	<p>Robin Park Leisure Centre has adequate signage from various incoming routes to signpost customers to the venue. The car park has additional signage as it's a pay &amp; display and is well lit with allocated spaces clearly marked.</p> <p>Any buses or coaches are directed to the Arena car Park to ensure no large vehicles are on the Leisure Centre Car Park as only one route in and out so eliminates the need for reversing.</p>	<p>No further action required.</p>			
<p><b>Events Booking procedure / site customer notices.</b></p>	<p>Public / Staff</p>	<p>Event organisers sign in at reception. Booking form and public liability insurance for the activity is submitted at the time of booking, event matrix is also completed. Event booking procedure in place. Assistant Managers contact event organiser prior to the event to discuss requirements. Any issues on the day of the event are discussed with the event organiser and Assistant Manager. The Assistant Manager has the right to cancel any event if there are any concerns over safety.</p> <p>Event Organisers supply large banners for advertisement to inform site customers what event is on and if not, Robin Park will display separate event notices.</p>	<p>No further action required.</p>			
<b>CATERING</b>						
<p><b>Food – contamination, undercooked, food poisoning.</b></p>	<p>Public / Staff</p>	<p>Food will be prepared and served by qualified catering staff and in line with the Safer Food Better Business EHO file.</p>	<p>No further action required.</p>			

*Step 5*  
 Review Dates: March 2024 (Max 2 Years)

Although measures are put into place to reduce the possibility of an accident or injury occurring, sporting injuries can occur when taking part in sporting activities and there will always be an element of risk.

No further action required as a result of this assessment