

AREA HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

Assessment Reference No.	5018857-2020	Area Assessed and Activities	Track & Field Running, Hurdles, Steeplechase, Hammer Throw, Discus, Shot Put, Javelin, High Jump, Pole Vault and Long Jump
Assessment date	January 2018 – September 2018 (updated) June 2020 (updated) – to review general and include Coronavirus (COVID-19)		
Persons who may be affected by the activity (i.e. are at risk)	Staff, Students, Users and Observers		

SECTION 1 : Identify Hazards - Consider the work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1.	Fall of person (from work at height)	<input type="checkbox"/>	6.	Lighting levels	<input type="checkbox"/>	11.	Use of portable tools / equipment	<input type="checkbox"/>	16.	Vehicles / driving at work	<input type="checkbox"/>	21.	Hazardous fumes, chemicals, dust	<input type="checkbox"/>	26.	Occupational stress	<input type="checkbox"/>
2.	Fall of objects	<input checked="" type="checkbox"/>	7.	Heating & ventilation	<input type="checkbox"/>	12.	Fixed machinery or lifting equipment	<input type="checkbox"/>	17.	Outdoor work / extreme weather	<input checked="" type="checkbox"/>	22.	Hazardous biological agent	<input type="checkbox"/>	27.	Violence to staff / verbal assault	<input type="checkbox"/>
3.	Spillages, slips, Trips & Housekeeping	<input checked="" type="checkbox"/>	8.	Layout , storage, space, obstructions	<input type="checkbox"/>	13.	Pressure vessels	<input type="checkbox"/>	18.	Fieldtrips / field work	<input type="checkbox"/>	23.	Confined space / asphyxiation risk	<input type="checkbox"/>	28.	Work with animals	<input type="checkbox"/>
4.	Manual handling operations	<input checked="" type="checkbox"/>	9.	Welfare facilities	<input type="checkbox"/>	14.	Noise or Vibration	<input type="checkbox"/>	19.	Radiation sources	<input type="checkbox"/>	24.	Condition of Buildings & glazing	<input type="checkbox"/>	29.	Lone working / work out of hours	<input type="checkbox"/>
5.	Display screen equipment	<input type="checkbox"/>	10.	Electrical Equipment	<input type="checkbox"/>	15.	Fire hazards & flammable material	<input type="checkbox"/>	20.	Work with lasers	<input type="checkbox"/>	25.	Sports Injury	<input checked="" type="checkbox"/>	30.	Other(s) - specify	<input type="checkbox"/>

Name of Assessor(s)	TS / DG / CW / ARS	SIGNED		Number of continuation sheets used: 1
Review date	June 2020			

Health and Safety Risk Assessments – continuation sheet

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SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2. Please refer to the Risk Assessment Guidance notes for Risk Matrix.

Hazard No.	Hazard Description – Substance/equipment/ procedure	Existing controls to reduce risk	L	S	RS	Risk Level (tick one) Refer to the risk matrix			Further action needed to reduce risks (provide timescales and initials of person responsible)
			0-5	0-5	0-25	High	Med	Low	
COVID-19									
22	Exposure to an individual displaying COVID-19 like symptoms.	<p>Any person reporting that they are unwell with symptoms of COVID-19 must be told not to travel or use the track.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature will be sent home and advised to follow the stay at home guidance.</p> <p>They should avoid using public transport if possible.</p> <p>If waiting for transport they should be offered a separate room and bathroom facilities to other users if possible.</p>	3	4	12		✓		<p>Coaches and athletes to liaise specifically about this ahead of any sessions.</p> <p>Staff/user to follow Government/PHE and University policy regarding self-isolation.</p> <p>Possible COVID-19 cleaning procedure should be undertaken.</p> <p>SSM staff to be notified immediately.</p> <p>Follow current Government guidance</p>

22	<p>Control and reduce the spread of the COVID-19.</p> <p>Track + Field, throws cage and jumps</p>	<p>Signage in place trackside and on the cage with clear guidance for all users to adopt physical distancing policy, hygiene plan (to include bringing their own hand sanitizer), that changing rooms and toilets are temporarily closed, that all activity must be booked, and users should minimise touching all surfaces etc.</p> <p>Maintaining 2m physical distancing between all users.</p> <p>Implement a booking system in relations to all areas (track, jumps and throws)</p> <p>Implement a hygiene plan for all users, which includes;</p> <p>Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>All users are required to wash hands – use antibacterial handwash before and after user.</p> <p>All athletes and coaches to have their own personal water bottles and to not share.</p> <p>Steeplechase water jump remains closed</p>	2	4	8		✓	<p>Stay up to date and check all guidance from England Athletics.</p> <p>Build in time buffer between sessions to ensure physical distancing is maintained.</p> <p>Users do not congregate before and after training and arrive/depart at staggered times.</p> <p>Install antibacterial hand wash points track side and ask users to bring their own hand sanitizer.</p> <p>Users reminded to bring enough food and hydration for the duration of the session.</p> <p>When jump do reopen chlorine may be added to the water.</p>
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		<p>Changing rooms and toilets will remain closed.</p> <p>Clean common touchpoint surfaces (e.g. gates etc.). Advise all users to minimise touching any surfaces whilst on the track.</p> <p>Remove or lock down any unnecessary equipment from the track so that it cannot be used.</p>							
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22	<p>Control and reduce the spread of the COVID-19.</p> <p>Disabled athletes</p>	<p>Higher Risk: athletes in the higher risk groups should follow any medical guidance they have been given about ensuring good health and welfare. If there are further concerns, please consult with your medical or national organisations for support and best practice.</p> <p>General Assistance: disabled athletes requiring support are permitted to bring one carer with them to training provided this person is part of their normal 'family' unit. This could include athletes with an intellectual impairment, athletes needing support tying shoelaces, changing, stretching etc. Coaches should maintain social distancing guidance.</p> <p>Guide Runners: currently, with the social distancing rule of 2m being in place, unless the guide is a family member or part of a family unit then guide running should not be carried out.</p> <p>Equipment: para athletes will be permitted to use their personal throwing frames and straps, RaceRunning Frames and Racing Wheelchairs. Hygiene guidance should be followed at all times.</p>	2	4	8				
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22	Control and reduce the spread of the COVID-19. Running specific	Training groups of no more than 6 people (5 athletes + 1 coach or 6 athletes only). Maintain 2m physical distancing between all users. – one track width gap between athletes is not sufficient.	1	4	4			✓	
22	Control and reduce the spread of the COVID-19. Jumps specific	High jump, pole vault beds and sand pits are not to be used and made temporarily unavailable.	1	4	4			✓	As of July 12 th 2020

22	<p>Control and reduce the spread of the COVID-19.</p> <p>Throws specific (inc disabled throws)</p>	<p>Coaches and athletes should ensure that any equipment that is used, is used by <u>one athlete</u> only and thoroughly cleaned before and after use.</p> <p>Coaches should ensure they maintain social distancing at all times with an athlete they are coaching as well as maintain social distancing from any other coaches and athletes using adjacent space.</p> <p>Coaches and athletes to not touch the throwing cage.</p> <p>Refer to staff to setup throwing cage. Throwing cage touch points are cleaned before and after use</p> <p>Seated Throws: extra time should be allowed for throwing frames to be moved and secured in place, whilst socially distancing.</p> <p>Coaches ensure physical distancing is maintained during practice.</p>	1	4	4			✓	<p>No specific guidance given on number of people able to participate in throws practice however social distancing should be practiced at all times.</p> <p>In line with general current guidance, training groups of no more than 6 people (5 athletes + 1 coach or 6 athletes only).</p>
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22	Control and reduce the spread of the COVID-19. First Aid provision.	Coaches and athletes should ensure they are prepared and have planned for circumstances where injuries or other accidents occur, and they have mitigating procedures and plans in place to resolve the issue while maintaining all government guidance. All controls identified in the COVID-19 sections override those that relate to use of the track in normal conditions.	1	4	4			✓	Ensure that first aid kits are available and all users know where nearest Defib is located.
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Hazard No.	Hazard Description – Substance/equipment/ procedure	Existing controls to reduce risk	L	S	RS	Risk Level (tick one) Refer to the risk matrix			Further action needed to reduce risks (provide timescales and initials of person responsible)
			0-5	0-5	0-25	High	Med	Low	
Track									
3	Slips, trips and falls on track surface. Track running, high jump, long jump and triple jump run-ups.	Athletes to wear appropriate footwear. Daily & weekly checks by staff. Cleaning of track by facilities team – including drains. All equipment put away after each session by users.	3	3	9		✓		
3	Slips, trips and falls throwing circles. Hammer, shot put and discuss.	Coach to ensure correct footwear is worn. Broom made available for circle sweeping.	1	3	3				
3	Dangerous track conditions - frozen track surface.	Track runners to wear appropriate footwear for conditions. Facilities team to clean track periodically.	2	2	4			✓	Should the track become covered in ice, staff should cease any use as the risk would increase to HIGH.

25	Injury to participants.	<p>Session leader or coach to facilitate and allow time for appropriate warm-up.</p> <p>If necessary, staff to allow appropriate booking time for warm-up to take place prior to fixture's scheduled start.</p> <p>Coaches, Presidents etc. need to liaise with participants prior to any training or competition, so that they are made aware of any potential injuries/conditions a player has prior to undertaking activity, that could affect their participation.</p>	3	2	6	✓			
30	First aid provision.	<p>Staff are first aid qualified to provide first point of contact in the event of an accident - both training and competition.</p> <p>All minor injuries are to be treated by the designated first aider. All injuries deemed to be more serious (e.g. spinal injuries) are to be referred to an ambulance. Emergency services to be called.</p> <p>First aid provision is to be made aware to all visitors/ clubs ahead of their use of the track.</p> <p>For events first aid must be provided by club or event coordinator.</p>					✓		First aid training is provided to staff to deal with basic first aid to minor injuries.

6	Floodlight Failure.	<p>Staff to ensure lights have turned on via automatic timer.</p> <p>Should floodlight fail mid-session then users should leave immediately and contact staff.</p>	2	1	2			✓	<p>Periodic servicing of floodlights.</p> <p>Pre booking inspection to be carried out by staff.</p>
3	Collision between users on the track.	<p>When a session is about to start, ensure that it is setup so that there is no risk of collisions with others using the track.</p> <p>Athletes and Coaches should observe local lane discipline.</p>	2	2	4			✓	
11	Injury from incorrect positioning of the blocks or worn or poorly maintained blocks.	<p>If used, ensure starting blocks are correctly positioned in each lane and firmly secured onto the track.</p> <p>Staff to ensure adequate maintenance and regular inspection.</p> <p>Blocks should be inspected by an official before competition use.</p>	2	2	4			✓	

3,11	Injury from colliding with hurdles.	<p>Weight adjustable hurdles must be correctly set.</p> <p>The mechanism for fixing the hurdles should be lubricated and well maintained: a). at the required height and b). positioning of the counter-balance weight.</p> <p>Damaged hurdles must be replaced.</p> <p>Ensure adequate maintenance and regular inspection.</p>	2	2	4		✓		
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Hazard No.	Hazard Description – Substance/equipment/ procedure	Existing controls to reduce risk	L	S	RS	Risk Level (tick one) Refer to the risk matrix			Further action needed to reduce risks (provide timescales and initials of person responsible)
			0-5	0-5	0-25	High	Med	Low	
Throws									

2	Person hit by throwing objects Discus, javelin, shot putt and Hammer.	<p>Coaches must ensure that other athletes or coaches within or in proximity of the safety sector are aware that a throw is due to commence. The coach must be satisfied that the safety sector, or other designated throwing area, is clear and that any other persons appointed to mark landings or retrieve implements are fully aware a throw is about to progress.</p> <p>Field is roped-off, signs display warning not to cross the field and throwing cage is maintained and use is according to instruction.</p> <p>Inspection of facilities – including the netting and tension on a daily and weekly basis from staff.</p> <p>The track lanes must not be used and/or athletes present in these areas whilst the throwing cage is in use.</p> <p>Throws must not commence unless the coach signals it is safe to begin.</p> <p>Spectators cannot be present on the path (adjacent to the athletics track) and the ‘wooded’ area next to the home and back straights and must watch from behind the perimeter fence</p>	2	4	8			✓	<p>Staff will provide appropriate barriers and assist with installing a temporary cordon whilst throws are taking place. This is to prevent athletes/spectators accessing the relevant areas on and off the track.</p> <p>https://www.uka.org.uk/EasysiteWeb/getresource.axd?AssetID=174938&type=full&serviceType=Attachment</p>
3,4	Injury through set up of throwing cage.	Staff must setup the throwing cage.	2	2	4			✓	

[illegible]

Hazard No.	Hazard Description – Substance/equipment/procedure	Existing controls to reduce risk	L	S	RS	Risk Level (tick one) Refer to the risk matrix			Further action needed to reduce risks (provide timescales and initials of person responsible)
			0-5	0-5	0-25	High	Med	Low	
Steeplechase / Hurdles / High Jump / Pole Vault									
3	Injury by kerbing not being replaced - high jump	Coach is responsible, if kerbing is removed then it must be temporarily placed in a safe place and replaced after training. Staff to ensure kerbing is replaced through daily and weekly checks. Replace if needed.	2	3	6		✓		
25	Injury from incorrect technique, inadequate warm up, or collision with other athletes.	Coaches to ensure athletes undertake adequate warm up and are taught correct technique. Coaches to ensure athletes jump in turn, and any other necessary track etiquette. Coaches to ensure that athletes do not wear jewellery or other objects, which might cause injury.	3	2	6		✓		
4	Injury from moving covers and mats.	Only staff to remove cover. If user needs to use high jump/pole vault they should inform staff – advance notice is preferable.	2	1	2			✓	

1	Athlete injury through falling sideways off bed	<p>Staff to ensure additional matting is provided at the sides and the back of the main high jump bed for competition and training.</p> <p>Staff to ensure the high jump/pole vault beds should be free of holes, covered by a cover, and all buckles should be secure.</p> <p>Staff to ensure the stands and bar should be in good order.</p>	2	1	2			✓	
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SECTION 3: Action Plan in the event of an emergency - For each hazard identified in Section 2, complete Section 3. Please refer to the Risk Assessment Guidance.

Hazard No.	Hazard Description – Substance/equipment/procedure	Action required (describe)
3	Slips, Trips and Falls on Track Surface Track running, High Jump, Long Jump and Triple Jump run-ups	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriate location
3	Slips, Trips and Falls Throwing Circles Hammer, shot put and discuss	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriate location
3	Dangerous track conditions e.g. Frozen track surface	SSM to asses if surface is safe for use and advise accordingly First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriate location
30	Risk of injury	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriate location
6	Floodlight Failure	Coach/user to report to SSM Staff SSM Staff will operate lights – if unsuccessful session will be ended SSM staff to log maintenance with facilities
2	Hit by throwing objects Discus, javelin, shot put and Hammer	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriate location

2	Non-participants (except coaches and instructors).	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision – ensure non participants are not inside the track perimeter SSM to ensure track fence and inner boundaries are in suitable condition to stop non participants walking across.
3	Collision between users on the track	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place appropriately
11	Injury from incorrect positioning of the blocks or worn or poorly maintained	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place appropriately
3,11	Injury from colliding with hurdles	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place appropriately
2,3,4 25	Use of equipment, Steeple chase, High Jump, Pole Vault & Hurdles.	Specialist equipment to be operated under supervision of SSM staff. Including but not exclusively all covers.
3,4	Injury through set up of throwing Cage	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security SSM Staff to set-up throwing cage
2,3, 25	Injury through miss-use of equipment	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place appropriately
2	Poor infield surface – divots and holes	Grounds team to ensure diverts are routinely filled in. First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place appropriate location

3,4	Athletes - injury from Colliding with hurdles.	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place appropriately		
3,4	Injury in water jump pit	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriately Only to be used when steeple chase pit is full of water		
4	Injury by kerbing not being replaced -High Jump	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriately		
25	Injury from incorrect technique, inadequate warm up, or collision with other athletes.	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriately		
4	Injury from moving cover	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriately		
1	Athlete injury through falling sideways off bed	First aid - Sport St Marys Staff Serious Injuries – Ambulance called by SSM/Campus Security (Security to be notified) Coach Supervision - ensure session taking place in appropriately		
22	Exposure to an individual displaying CV-19 symptoms.	Follow GOV and University guidance regarding self-isolation Inform SSM staff and other users of potential exposure.		
22	Control and reduce the spread of the Covid-19 Coronavirus			
Name of Assessor(s)		TS / DG / CW / ARS		SIGNED
Review date		June 2020		
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SECTION 4: Arrangement for monitoring effectiveness of control - For each hazard identified in Section 3, complete Section 4. Please refer to the Risk Assessment Guidance notes.

Hazard No.	Hazard Description – Substance/equipment/procedure	Comments
3	Slips, Trips and Falls on Track Surface Track running, High Jump, Long Jump and Triple Jump run-ups	Daily operational checklist carried out by SSM staff Health and Safety inspections Reporting damage to Estates and Facilities team
3	Slips, Trips and Falls Throwing Circles Hammer, shot put and discuss	Daily operational checklist carried out by SSM staff Health and Safety inspections Reporting damage to Estates and Facilities team
3	Dangerous track conditions e.g. Frozen track surface	SSM staff to carry out check of playing area daily and make decisions Official/coach to check field of play before session/game
30	Risk of injury	Session leader or coach to facilitate and allow time for appropriate warm-up. Ensure all participants are stretching before and after competition
6	Floodlight Failure	Daily operational checklist carried out by SSM staff Health and Safety inspections Reporting damage to Estates and Facilities team
3	Collision between users on the track	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness
11	Injury from incorrect positioning of the blocks or worn or poorly maintained	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness
3,11	Injury from colliding with hurdles	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness
2	Hit by throwing objects Discus, javelin, shot put and Hammer	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness
2	Non-participants (except coaches and instructors).	Daily operational checklist carried out by SSM staff Health and Safety inspections Reporting damage to Estates and Facilities team

2,3,4 25	Use of equipment, Steeple chase, High Jump, Pole Vault & Hurdles.	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness				
3,4	Injury through set up of throwing Cage	SSM Staff to operate Health and Safety inspections Reporting damage to Estates and Facilities team				
2,3, 25	Injury through miss-use of equipment	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness				
2	Poor infield surface – divots and holes	Daily operational checklist carried out by SSM staff Facilities to regally level pitch’s and fill diverts Health and Safety inspections Reporting damage to Estates and Facilities team				
3,4	Athletes - injury from colliding with hurdles.	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness				
3,4	Injury in water jump pit	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness				
3	Injury by kerbing not being replaced -High Jump	Daily operational checklist carried out by SSM staff Health and Safety inspections Reporting damage to Estates and Facilities team				
25	Injury from incorrect technique, inadequate warm up, or collision with other athletes.	Session leader or coach to facilitate and allow time for appropriate warm-up. Ensure all participants are stretching before and after competition				
4	Injury from moving cover	SSM Staff to operate Health and Safety inspections Reporting damage to Estates and Facilities team				
1	Athlete injury through falling sideways off bed	Coach to ensure appropriate precautions are taken User to display appropriate levels of alertness				
22	Exposure to an individual displaying CV-19 symptoms.	Monitor GOV guidance and policy				
22	Control and reduce the spread of the Covid-19 Coronavirus	Monitor GOV and England Athletic Guidance. Daily monitoring Coach and user kept updated with operational updates from SSM				
Name of Assessor(s)		TS / DG / CW / ARS		SIGNED		Number of continuation sheets used:
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SECTION 5: Further comments – If a more complex assessment is required, continue below:

Name of Assessor(s)		SIGNED		Number of continuation sheets used:0
Review date				

DATE OF TASK/EVENT	PRINT NAME OF TASK/EVENT LEADER	SIGNATURE		HAZARDS IDENTIFIED (mark with a tick or a cross)
June 2020	Re-opening of Sir Mo Farah Track post lockdown	J.Fortune (H&S)		√
Name of Assessor(s)	TS / DG / CW / ARS	SIGNED		Number of continuation sheets used:
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