


UNITED BENEFICE OF MOUNTSORREL

RISK ASSESSMENT FORM





Activity Nerf Games			Date of Activity Tuesday 13th August		
Venue Mountsorrel Memorial Centre			Organiser Kat		
Hazard	Who is affected	Risk Level	What Controls are in place	Controlled Risk Level	Injury Level
		L M H		L M H	L M H
Slips, Trips and Falls	All	M	Floor to be kept free of obstacles and any spills cleaned up in a timely manner. Drinks to remain in designated area and away from game area. Players advised to wear suitable footwear for activity.	L	L
Fire	All	L	Fire suppression available within the building, emergency exit signs in place to direct people to the nearest exit. Follow instructions from MMC staff (see enclosed RA)	L	L
Poor or inappropriate behaviour	All	L	All inappropriate behaviour will be dealt with at the time by the Team Lead with support if necessary. Over 18 participants will be asked to leave. If under 18 , participants' parents/guardians will be asked to collect and participant removed from activity area and supervised 1:1 whilst they wait for collection.	L	L
Allergies and food intolerances	All	M	Any allergies and food intolerances to be communicated prior to the event at the time of booking via the eventbrite booking form. A List of these to be printed out and team members made aware. Drinks and snacks to be kept in original packaging. Emergency contact details of participants to be available.	L	L
Mix of youth and parents/members of the public	Participants under 18	M	Vigilance will be required at all times to ensure the safety of all youth under 18 especially in the areas between the main hall and the toilets. Use of the internal door into the main centre to be used as access to toilets only, with team member manning the door. Level of supervision required 1:10.	L	L
Toilets	Participants under 18	M	Youth using the facilities to be monitored to ensure they return back to the game space in a timely manner. Youth to be encouraged to use the facilities during the break rather than activity time to help with monitoring.	M	L
Assessment Completed on 25/7/24 by Kat Jenkins			signed 		

Nerf Wars

Risk Assessment

What are the hazards?	Who might be harmed and how?	Likelihood 1 = not likely 2 = likely 3 = very likely	Level of harm 1 = minor injury 2 = moderate injury 3 = serious injury	Action that will be taken to prevent this hazard	Responsible person who will make sure that action is taken
Foam Darts	Children / adults playing – facial injury	2	2	Goggles must be worn at all times whilst in the hall. No other spectators or users permitted in the hall whilst games are taking place All players must not aim at the head nor are they allowed to fire bullets at point blank range.	Referee in charge
Slipping	Children and adults playing by running around hall	2	2	All players to wear appropriate footwear at all times	Referee in charge
Colliding with other players	Children and adults playing by not looking where they are running	2	2	All players to be aware of their surroundings All players to remember this is a contact sport	Referee in charge
Choking Hazard	Players choking on foam darts	1	3	All players to not insert foam darts in their mouth	Referee in charge
Venue – Room obstacles belonging to venue around the hall / room	Players – not looking where they are running and tripping, colliding or falling into these obstacles such as chair, radiators, tables etc	1	2	It is the responsibility of the person hiring Nerf Wars to ensure the hall / room is clear from any obstacles such as (but not limited to) chairs, tables and anything else.	Person who made booking

OMPANY NAME: Mountsorrel Memorial Centre	Date RA undertaken:		Review Date: As Required
REFERENCE:	RA Undertaken by:		
Contact:	Name:		
	Signed.....		
	Position:		

Calculation of Risk

<u>Probability (P)</u>	<u>Severity (S)</u>	<u>Calculations of Risk</u>	<u>Action Level</u>																																														
5 Almost Inevitable	5 Multiple Fatalities/Injuries	<table border="1"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Probability</td> <td>5</td> <td>5L</td> <td>10M</td> <td>15M</td> <td>20H</td> <td>25H</td> </tr> <tr> <td>4</td> <td>4L</td> <td>8L</td> <td>12M</td> <td>16M</td> <td>20H</td> </tr> <tr> <td>3</td> <td>3L</td> <td>6L</td> <td>9M</td> <td>12M</td> <td>15M</td> </tr> <tr> <td>2</td> <td>2L</td> <td>4L</td> <td>6L</td> <td>8L</td> <td>10M</td> </tr> <tr> <td>1</td> <td>1L</td> <td>2L</td> <td>3L</td> <td>4L</td> <td>5L</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td colspan="5" style="text-align: center;">Severity</td> <td></td> </tr> </table>	Probability	5	5L	10M	15M	20H	25H	4	4L	8L	12M	16M	20H	3	3L	6L	9M	12M	15M	2	2L	4L	6L	8L	10M	1	1L	2L	3L	4L	5L			1	2	3	4	5			Severity						Low – no action required
Probability	5			5L	10M	15M	20H	25H																																									
	4			4L	8L	12M	16M	20H																																									
	3			3L	6L	9M	12M	15M																																									
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	1	1L	2L	3L	4L	5L																																											
		1	2	3	4	5																																											
		Severity																																															
4 Very Likely	4 Single Fatality		Medium – justify/review for each event day																																														
3 Likely	3 RIDDOR Major Injury/Damage																																																
2 Very Unlikely	2 RIDDOR 7 Day																																																
1 Negligible	1 Minor/First Aid		High - immediate action/further controls needed																																														

em (a)	Task/Activity (b)	Hazard/Consequence (c)	Who is at risk? (d)	Risk Level (e)	Control Measures in place (f)	Residual Risk Level (g)	Additional Control Measures (h)
01	Access and egress of pedestrians and vehicles to/from site	<ul style="list-style-type: none"> • Fatality • Serious injury • Contact with vehicles • Slips/Trips/Falls 	All accessing site	3x5=15 Medium	<ul style="list-style-type: none"> • Traffic staff employed to control vehicular movement. • CCTV coverage of most entry points. • Security to control entry. • Medical facilities available in venue. • Lighting adequate on all entry points. • Pathways maintained by venue 	2x4=8 Medium	<p>Parking of vehicles around venue limited and controlled by Venue</p> <p>All persons accessing the venue must be wearing the appropriate safety clothing & footwear.</p>
02	Access equipment including mobile tower scaffolds.	<ul style="list-style-type: none"> • Fatality. • Serious injuries. • Falls from height. • Damage to building or equipment. • Crushing injuries • Trips 	Operators, banks men and those in vicinity of operations.	5x5=25 High	<ul style="list-style-type: none"> • Contractors to Adhere to their Risk Assessments • Operators to be qualified & trained. • Areas to be cordoned where appropriate & controlled. • Correct PPE to be worn by all operatives. 	2x5=10 Medium	
03	Blocked aisles and gangways	<ul style="list-style-type: none"> • Slips/Trips/Falls • Accumulation of combustible materials • Obstructions on escape routes • Fire 	Visitors, Venue staff, Contractors	5x5=25 High	<ul style="list-style-type: none"> • Venue cleaners monitor build up of normal waste material and clear. • Contractors encouraged to, take materials away with them. • Floor manager to monitor and action accordingly. 	3x2=6 Low	

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04	Alcohol or substance Consumption & abuse.	<ul style="list-style-type: none"> • Fatality • Serious injury • Introvert/extrovert behaviour • Acts of bravado • Violence 	All in vicinity of the affected person.	5x5=25 High	<ul style="list-style-type: none"> • Testing offered, if required. (“for Cause”) by venue • Alcohol prohibited during build/breakdown phases. • Venue Licensing conditions adhered to. • Stand Managers to monitor their employees. 	2x5=10 Medium	Those who refuse test will be escorted from site & appropriate action taken the next working day.
05	Arson	<ul style="list-style-type: none"> • Fatality • Serious injury • Damage to buildings/equipment • Explosions • Environment pollution • Panic 	All on site	5x5=25 High	<ul style="list-style-type: none"> • Strict security procedures • Pass system in use by organisers • Venue staffed 24 hour Control Room with CCTV/AFD monitoring. • Venue procedures to be followed. 	2x5=10 Medium	Event security, Traffic/gate staff and Front of House staffing during events. Sprinkler system in specific areas of venue.
06		•			•		
07	Banners and signage suspended from roof structure	<ul style="list-style-type: none"> • Damage to banners or signage. • Dropped banners or signage onto visitors/staff • Damage to structures below. 	Visitors, venue staff, contractors	4x3=12 Medium	<ul style="list-style-type: none"> • Banners produced by reputable source • Signage secured by venue recommended company • Secured signage checked for weak/susceptible fixing points 	2x3=6 Low	

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08	Cable management	<ul style="list-style-type: none"> • Slips, trips or falls • Electrocutation • Fire • Damage to equipment • Damage to building 	All on site	5x3=15 Medium	<ul style="list-style-type: none"> • Trailing cables to be ramped. • Battery operated tools encouraged. • Organiser staff will ensure contractors protect any trailing cables • Unprotected Cables will not be permitted to cross any exits or gangways unless protected or flown. • Equipment to be unplugged when not in use. 	2x3=6 Low	
09	Car Parking facilities	<ul style="list-style-type: none"> • Fatality • Serious injury • Damage to vehicles or building • Slips, trips, falls • Fire • Robbery, violence • Collisions 	Traffic staff Pedestrians Drivers Vehicles Building	5x5=25 High	<ul style="list-style-type: none"> • Venue Car park & traffic staff control traffic movement • Parking areas clearly marked • Routes signed for parking • Car parks patrolled regularly • Venue Staff trained to diffuse situations • Fire media in situ • Car parks maintained by Venue 	2x5=10 Medium	

10	Collapse of structures	<ul style="list-style-type: none">• Fatality• Serious injury• Damage to materials	All on site	5x3=15 Medium	<ul style="list-style-type: none">• Approved qualified contractors• Floor manager to monitor safe working practices.• PPE to be worn as appropriate• Sign off procedure to be completed.• Risk assessment provided.	2x3=6 Low	
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11	Children	<ul style="list-style-type: none"> • Fatality • Serious injury • Distress to child • Molestation • Abduction • Exposure to adult themes. • Lost Child 	Child and all in the vicinity.	5x5=25 High	<ul style="list-style-type: none"> • Venue lost procedure for children. • Venue to update organiser of any child issues. • Restricted access to venue. • 24 hour venue Control Room with CCTV monitoring. • Children not permitted onsite during build/breakdown phases. 	2x5=10 Medium	Child areas of venue to be controlled by the organiser of the event.
12	Chemical/fuel Spillage & storage.	<ul style="list-style-type: none"> • Fatality or injury • Fire or explosion. • Emission of noxious gases. • Ill-health from chemical exposure. • Environmental pollution/damage • Build up of noxious & explosive fumes during storage. • Dermatological issues • Respiratory issues 	All on site and neighbouring area.	5x5=25 High	<ul style="list-style-type: none"> • Chemicals to be notified to venue prior to use. • Specific areas notified to users when using chemicals. • Coshh assessments to be provided to venue. • Venue disposal procedures to be followed. • Venue Storage facilities will be in lockable containers well ventilated & signed with appropriate warning signs. • Users of chemicals to have the correct PPE & to be worn. • Venue Spillage procedure to be 	2x5=10 Medium	

					followed.		
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13	Inclement weather conditions	<ul style="list-style-type: none"> • Frostbite • Uncomfortable work conditions • Slips/Trips/Falls • Wet conditions • Lethargy 	All working on site in cold conditions.	$3 \times 2 = 6$ Low	<ul style="list-style-type: none"> • Appropriate clothing worn. • Venue to ensure Sufficient Temperatures maintained. • Venue Cleaners will be advised when adverse and wet slippery surfaces, including external areas require attention. 	$2 \times 2 = 4$ Low	
14	Contact with Bodily Fluids	<ul style="list-style-type: none"> • Fatality • Contagious disease • Long term onset of symptoms • Stress 	All in contact with bodily fluids.	$5 \times 5 = 25$ High	<ul style="list-style-type: none"> • Venue Staff trained in procedures. • Venue Cleaning staff trained and issued with correct PPE equipment. • Local hospitals available for support & testing if required. • Counselling available 	$1 \times 5 = 5$ Low	Event staff will notify cleaners of any issues.
15	COSHH	<ul style="list-style-type: none"> • Fatality or injury • Dermatological issues • Respiratory issues • Fire 	All on site and neighbouring area.	$5 \times 5 = 25$ High	<ul style="list-style-type: none"> • Coshh assessments to be provided to venue. • Restricted use of chemicals according to hazard presented • Types to be notified to venue. • PPE to be worn as appropriate. 	$2 \times 5 = 10$ Medium	

16	Disabled access	<ul style="list-style-type: none">• Unable to access facilities• Lifts unserviceable• Civil action• Embarrassment	Persons with any disability	4x3=12 Medium	<ul style="list-style-type: none">• Alternative access to the venue available• All stands encouraged to provide access means.	2x3=6 Low	Use of alternative access means if required.
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17							
18	Electrical issues	<ul style="list-style-type: none"> • Fatality • Fire. • Serious injury or burns. • Damage to building fabric by fire. • Short circuits & failure of component parts of systems 	<p>All on site</p> <p>Electrical systems</p> <p>Buildings</p> <p>Equipment</p> <p>Event areas</p>	<p>5x5=25</p> <p>High</p>	<ul style="list-style-type: none"> • Maintenance regime by venue • Circuits RCD protected • Event systems inspected by electrical contractor prior to energising by venue. • Supplies to stands not energised until venue receives completed sign off certs. • Approved Qualified staff only 	<p>3x4=12</p> <p>Medium</p>	<p>Power supply will not be energised to event floor until issues rectified. Improvement & prohibition enforcement utilised by venue staff.</p> <p>Foreign contractor electricians will be scrutinised.</p>
19	Explosion – Chemical, Electrical, Gas or Terrorist.	<ul style="list-style-type: none"> • Fatality • Serious injury • Damage to buildings • Business continuity 	All accessing site	<p>4x5=20</p> <p>High</p>	<ul style="list-style-type: none"> • Robust inspection regime by venue. • Medical facilities available with support from local hospitals. • Emergency services involved in planning exercises. • Business continuity plan 	<p>2x5=10</p> <p>Medium</p>	Liaison with Emergency Services and neighbouring properties.

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					formulated.		
20	Emergency egress	<ul style="list-style-type: none"> • Crushing • Slips, trips or falls • Route blockage. • Fire exit doors locked • Stand materials placed in front/behind fire exits. • Panic driven crowds 	All on site	5x5=25 High	<ul style="list-style-type: none"> • Silent alarm system in use. • Venue security teams utilised to assist with evacuations. • Ability to evacuate individual halls. • Organiser to follow venue lead. • Organiser will control all personnel at their event. 	2x5=10 Medium	<p>Security teams briefed by venue control room team on all emergency procedures prior to duty.</p> <p>Remind all that there maybe traffic moving in assembly areas.</p> <p>All codes for emergency protocols issued to organising staff.</p>
21	Events & Exhibition 3 phases	<ul style="list-style-type: none"> • Conflict of activities. • Unauthorised entry to venue. • Collapse of structures • Vehicle/pedestrian contact • Death • Serious injury 	All on site	4x5=20 High	<ul style="list-style-type: none"> • Organiser to de-conflict activities on event. • Organiser to obtain structural certificates of safety compliance • Organiser staff to ensure control of vehicle and pedestrian movement • Organiser staff to monitor all working practices at event. 	2x5=10 Medium	<p>Venue CCTV coverage of most locations around venue.</p> <p>Venue to de-conflict activities between events.</p>

22	External public walkways – visitors/non visitors	<ul style="list-style-type: none"> • Fatality • Serious injury • Contact with vehicles • Contact with buildings • Adverse weather conditions • Slip/trip/falls 	All using walkways	3x4=12 Medium	<ul style="list-style-type: none"> • Venue, maintain all public walkways around venue. • Hazards to be reported to venue. • Road Traffic Act signage. • Traffic marshalling for events. 	2x4=8 Low	
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23	Fire	<ul style="list-style-type: none"> • Fatality • Serious injury • Damage to buildings & equipment • Panic actions 	All on site	5x5=25 High	<ul style="list-style-type: none"> • Venue Emergency Procedures. • Firefighting Equipment available. • Fire Safety staff patrols. • Fire detection and alarm systems. 	2x5=10 Medium	See “Separate fire risk assessment”
24	Food issues	<ul style="list-style-type: none"> • Food poisoning • Allergic reactions • Illness • Fatality 	All on site	3x2=6 Low	<ul style="list-style-type: none"> • Venue approved caterers • Venue monitor and audit catering outlets • Stands to display ingredients of their food products. 	2x2=4 Low	

25	Hot works	<ul style="list-style-type: none"> • Fatality • Serious injury • Fire • Equipment/building damage 	All onsite	4x5=20 High	<ul style="list-style-type: none"> • Venue Permit to work system • Hot work completed externally where possible • Qualified competent personnel only • <u>Appropriate safety equipment</u> 	2x5=10 Medium	
26	Late working	<ul style="list-style-type: none"> • Fatality • Serious injury • Fatigue • Extended hours for venue staff 	All on site	3x4=12 Medium	<ul style="list-style-type: none"> • Venue to plan for late working • Advance notice to venue staff • Event late working procedures to be followed. • Appropriate support staff to be booked. 	2x4=8 Low	
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27	Medical support	<ul style="list-style-type: none"> • Overstretched facilities/staff • Language difficulties • Lack of medication • Violence to staff 	Staff & those using facilities	3x3=09 Medium	<ul style="list-style-type: none"> • Sufficient trained venue staff pre-booked for event. • All staff have radio comms • Auxiliary fire support staff • Control room staff qualified • Support from local hospital ‘ 	2x3=06 Low	All contact no's and procedures communicated.
28	Moving vehicles	<ul style="list-style-type: none"> • Contact with pedestrians • Damage to structures and venue building. • Fatality 	All on site	3x3=9 Medium	<ul style="list-style-type: none"> • All vehicles to be controlled by traffic marshals with Hi-Viz • All on site to be briefed and aware of surroundings. 	2x2-4 Low	

		<ul style="list-style-type: none"> • Dropped loads 					
29	New or expectant mothers	<ul style="list-style-type: none"> • Fatality • illness • Exposure to substances • Miscarriage 	<p>Expectant mother.</p> <p>Unborn child.</p>	<p>3x3=09</p> <p>Medium</p>	<ul style="list-style-type: none"> • Separate risk assessment to be completed • Workload to be monitored • Rest area to be identified • Individual permitted to take rest as required. • Communications method to be carried at all times. 	<p>2x3=06</p> <p>Low</p>	Venue to monitor workload. Venue to ensure expectant mother not exposed to hazardous materials on event floor.
30	Noise	<ul style="list-style-type: none"> • Tinnitus • Inability to hear warnings /evacuation messages. • Damage to hearing 	All on site	<p>3x3=09</p> <p>Medium</p>	<ul style="list-style-type: none"> • Venue staff to be issued with and wear PPE as required. • Sound monitoring conducted during event in conjunction with venue. 	<p>2x3=6</p> <p>Low</p>	<p>Option to remove power for those who do not comply.</p> <p>Security to follow up with verbal instructions direct to individuals.</p>

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31	Overnight working	<ul style="list-style-type: none"> • Fatality • Serious injury • Unsafe working practices • Fatigue 	All on site overnight	4x4=16 Medium	<ul style="list-style-type: none"> • Venue will ensure fresh rested workers employed. • H&S/First Aid provision to be onsite • Appropriate welfare facilities to be available. 	2x3=06 Low	
32	Rubbish/waste & dangerous articles	<ul style="list-style-type: none"> • Blocked gangways & exits • Fire • Pest infestation • Slips/trips/falls • Noxious fumes • Needle stick injuries • Cuts/infections 	All on site	4x3=12 Medium	<ul style="list-style-type: none"> • Venue cleaning contractor • Removal of normal waste on regular basis • Special waste by separate instructions • PPE issued to contractors • Medical facilities onsite • Venue to identify any special waste especially COSHH substances. 	3x3=09 Medium	
33	Slips/Trips/Falls	<ul style="list-style-type: none"> • Serious injury • Damage to equipment 	All on site	3x3=9 Medium	<ul style="list-style-type: none"> • Routes maintained as clear as possible. • Slippery surfaces notified to cleaning services when noted. • Waste materials & literature 	2x2=4 Low	Regular comms with cleaning services.

34	Working at height	<ul style="list-style-type: none"> • Fatality • Serious injury • Dropped equipment • Suspension trauma • Damage to building & equipment. 	All working at height. All in the vicinity below.	4x5=20 High	<ul style="list-style-type: none"> • Contractors to use correct industrial size ladders. • Restricted access to roof structures. • Areas of WAH to be cordoned off. 	3x4=12 Medium	Venue staff to monitor Ladder use by contractors.
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**ANY ADDITIONAL
HAZARDS**

Notes:

Some detailed information will be collected in due course, once information has been obtained.

Important Note:

1. This document should be read in conjunction with individual risk assessments and that of the contractors employed by the Event.

