

RISK ASSESSMENT: CHANGING ROOMS & SHOWERS AT RUGBY CLUBS



CLUB NAME:

COMPLETED BY:

DATE COMPLETED:

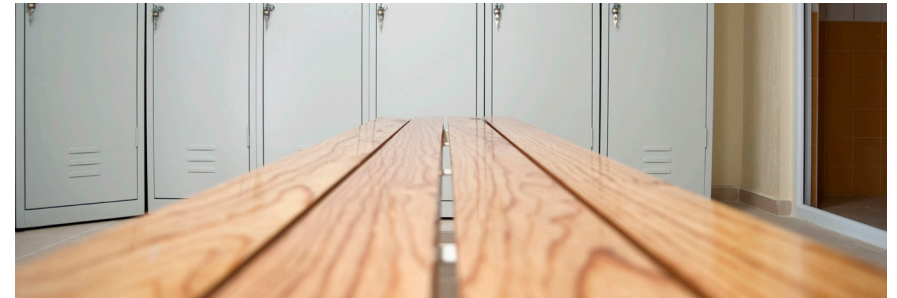
RFU Risk Assessments

As an RFU affiliated club, it is important that you keep the whole of the club as safe as possible and this applies as much off the pitch as well as on it.

Your club will be visited by hundreds, if not thousands, of people each year and you have a duty to ensure that your premises, including your clubhouse, car park and grounds, are safe not going to cause them to be injured.

To help clubs to assess the risks within your premises Howden have worked with the RFU and your insurers to create this risk assessment form. Completing the risk assessments will help you to keep your premises safe and by saving your efforts, the system automatically creates the audit trail you need to prove the work you are doing to manage you risks.

If you have any queries, please visit the [RFU Insurance website](#) or contact Howden.



Risk assessment for changing rooms and showers at Rugby Clubs

This risk assessment covers male and female changing room provision and use, including the showering and water closet facilities. Accidents can arise from slips and trips in wet areas such as showers, scalds from hot water in taps and showers. Poorly maintained shower heads, hot and cold water not stored at the correct temperature can result in deadly legionella bacteria being present in water droplets.

Hygiene and cross infection issues can arise from changing rooms that are not cleaned regularly or do not have facilities to dispose of soiled dressings following matches. Part of the risk assessment process might identify that there are control measures which are not currently in place, in which case these will be detailed in the action plan. The action plan may detail what you have to do or may refer you to other websites or organisations that can help.



RFU HELPLINE: 0121 698 8001

englandrugbyinsurance.co.uk



Howden is a trading name of Howden UK Group Limited, part of the Hyperion Insurance Group. Howden UK Group Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: 16 Eastcheap, London EC3M 1BD. Calls may be monitored and recorded for quality assurance purposes. The information contained herein is based on sources we believe reliable and should be understood to be general risk management and insurance information only. Howden UK Group Limited makes no representations or warranties, expressed or implied, concerning the accuracy of information contained herein. The information is not intended to be taken as advice with respect to any individual situation and cannot be relied upon as such. Every effort has been made to ensure that this information is correct at the time of going to print. Doc ref: HUG-RFU-2018-02-01-RISKASSESS-CHANGE-SHOWER-V3

RISK ASSESSMENT: CHANGING ROOMS & SHOWERS AT RUGBY CLUBS

Hazard: Slip, trips, falls in wet areas such as showers

Who: Club members, coaches, educators, visitors & third parties **How:** Sprains, fractures, cuts, bruises

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is non-slip flooring provided in the showers and changing rooms?	<input type="checkbox"/> Yes – Additional question: Is the flooring regularly inspected with details of the inspections formally recorded to ensure the flooring is in good condition at all times? <input type="checkbox"/> Yes – Provide evidence of the formal inspections. There is anti-slip flooring in the changing rooms and floors of the showers at the Rugby Club. The flooring in these areas is regularly inspected by the Rugby Club and details of the inspections are formally recorded to ensure that the flooring is in a good state of repair at all times.	It is recommended that the Rugby Club commences regular inspections of these areas and formally record the details of the inspections as they are high risk for slips and trips. Taking remedial action to rectify any issues identified with the condition of the flooring will ensure the flooring is in good condition at all times.
	<input type="checkbox"/> No – See statement in action plan There is anti-slip flooring in the changing rooms and floors of the showers at the Rugby Club. The flooring in these areas is not regularly inspected or formally recorded by the Rugby Club.	
	<input type="checkbox"/> No – See action plan	It is recommended that the Rugby Club reviews its current flooring in the changing rooms, showers and toilets. Anti-slip flooring should be provided in areas where there is a high risk of slipping. Concrete floors in changing rooms do constitute anti-slip. Until such time as anti-slip flooring is provided, it is recommended that the rugby Club highlight the issue with slippery flooring by displaying warning signs.
	<input type="checkbox"/> NA – Please explain	Notes:

Hazard: Hot water at taps and showers

Who: Club members, coaches, children, staff, visitors **How:** Burns and scalding

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is hot water at hand washing basins identified with warning signs?	<input type="checkbox"/> Yes – No further action The Rugby Club has identified that hot water at hand washing basins can result in scalds to club users, especially Children. Caution hot water signs are displayed at the hand washing basins in the changing rooms.	It is recommended that the Rugby Club should display caution hot water signs at hand wash basins where hot water is above 43 degrees Celsius. Where Club funds allow, consider the installation of thermostatic mixing valves (TMVs) on hot water outlets. These valves control the hot and cold water inlets so that a consistent safe temperature is achieved.
	<input type="checkbox"/> No – See action plan	
	<input type="checkbox"/> NA – The hot water temperature is acceptable. <input type="checkbox"/> NA – The hot water outlets have thermostatic mixer valves on them.	Notes:

Hazard: Slip, trips, falls in wet areas such as showers cont'd...

Who: Club members, coaches, educators, visitors & third parties **How:** Sprains, fractures, cuts, bruises

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are thermostatic showers available?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that there is a risk of serious scalding if the water temperature at showers is not controlled to an acceptable temperature. Thermostatic showers have been provided so that hot and cold water supplies are mixed to an acceptable temperature.	
	<input type="checkbox"/> No - See action plan	To prevent legionella bacteria growing in hot water systems, hot water should be stored at 60 degrees. However, water at this temperature will cause serious scalds. The Department of Health (DoH) recommends that the temperature for showering should be no higher than 41 degrees. It is recommended that the Rugby Club looks at installing thermostatic showers or an alternative means of ensuring the temperature is no higher than the DoH recommendation, such as thermostatic mixing valves on the hot and cold water feed to the shower outlet.
	<input type="checkbox"/> NA - The water at the shower outlet is blended with a thermostatic mixing valve at the feed	Notes:

Hazard: Storing hot and cold water (legionella bacteria growing)

Who: Club members, coaches, children, staff, visitors **How:** Legionnaires Disease

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Does the Rugby Club have a Legionella Risk Assessment?	<input type="checkbox"/> Yes - Further question: Has a Legionella risk assessment been carried out in the last 2 years? <input type="checkbox"/> Yes - Please state date (calendar date picker) The Rugby Club is aware of its duties in relation to Legionella and how important it is for the club to manage Legionella effectively to avoid exposing staff, players, visitors and children to potentially deadly Legionella bacteria. The Rugby Club has carried out a risk assessment on the hot and cold water systems in the last two years.	
	<input type="checkbox"/> No - See statement in action plan. The Rugby Club is aware of its duties in relation to Legionella and how important it is for the club to manage Legionella effectively to avoid exposing staff, players, visitors and children to deadly Legionella bacteria. A Legionella risk assessment has been carried out on the hot and cold water systems but this was not in the last 2 years.	It is recommended that a Legionella risk assessment is reviewed every 2 years or following any changes to the building or the plant. For further information on Legionella refer to HSE L8 ACoP. http://www.hse.gov.uk/pubns/books/l8.htm
	<input type="checkbox"/> No - See action plan	It is a legal requirement for Landlords to assess and control the risk of exposure to Legionella bacteria. Therefore, it is strongly recommended that the Rugby Club instructs a competent third party to undertake a legionella risk assessment where hot and cold water is stored (tanks or calorifiers), used and where there is a means of creating and transmitting breathable water droplets (aerosols), showers for example, spa pools, jet baths or whirlpools. Potential sources of risk which are considered significant must be acted upon within a specified time frame. The risk assessment must be reviewed every 2 years or following any changes to the building or plant. For more information on Legionella refer to: http://www.hse.gov.uk/pubns/books/l8.htm
<input type="checkbox"/> NA - The Landlord is the responsible person for managing the risk from Legionella bacteria.	Notes:	

Hazard: Storing hot and cold water (legionella bacteria growing) cont'd...

Who: Club members, coaches, children, staff, visitors **How:** Legionnaires Disease

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Are little used outlets flushed (purged) weekly? e.g. Taps in cleaners rooms which aren't used weekly, toilets, showers that aren't used weekly, taps in disabled toilets that aren't used often?</p>	<p><input type="checkbox"/> Yes – Further question: Are the dates when the flushing (purging) takes place formally recorded in a water hygiene monitoring log book?</p> <p><input type="checkbox"/> Yes – Provide evidence of the weekly flushing of little used outlets from the log book.</p> <p>The Rugby Club recognises it has a duty to manage water hygiene. Outlets which are not used weekly for example taps in cleaners cupboards and showers, are flushed (purged) each week and the details of what has been purged and when are formally recorded in the water hygiene log book.</p> <p><input type="checkbox"/> No – See statement in action plan.</p> <p>The Rugby Club recognises it has a duty to manage water hygiene. Outlets which are not used weekly for example taps in cleaners cupboards and showers, are flushed (purged) each week. Formal records of the flushing are not kept.</p>	<p>It is recommended that details of water hygiene monitoring which takes place is recorded in a water hygiene log book each week. Detailing what has been purged, by whom, date and time.</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>It is strongly recommended that the Rugby Club commences weekly flushing (purging) of little used outlets such as toilets and taps in disabled toilets and showers which aren't used regularly. Legionella bacteria favours stagnant water, therefore the water should be drawn off weekly to prevent a build-up of bacteria. Details of the flushing (purging) should be formally recorded in a water hygiene log book detailing; what has been purged, by whom, date and time. Ensuring compliance with L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.</p>
	<p><input type="checkbox"/> NA – The Landlord is the responsible person for managing the risk from Legionella bacteria.</p>	<p>Notes:</p>
<p>Are shower heads & hoses de-scaled & disinfected quarterly?</p>	<p><input type="checkbox"/> Yes – Further question: Are formal records kept detailing when the shower heads are de-scaled and disinfected?</p> <p><input type="checkbox"/> Yes – Provide evidence of the formal record from the log book.</p> <p>The Rugby Club recognises the need to de-scale and disinfect the shower heads and hoses on a quarterly basis to prevent a build-up of scale in which legionella bacteria can grow. Formal records are kept detailing when the de-scale and disinfection is done and by whom.</p> <p><input type="checkbox"/> No – See statement in action plan.</p> <p>The Rugby Club recognises the need to de-scale and disinfect the shower heads and hoses on a quarterly basis to prevent a build-up of scale in which legionella bacteria can grow. Formal records are not currently kept detailing this is carried out.</p>	<p>It is vitally important that the Rugby Club formally records when the showers are de-scaled and disinfected as it demonstrates to enforcing bodies that Legionella is being managed appropriately. It also allows the Rugby Club to identify a schedule and resourcing someone to undertake the de-scale and disinfecting. Ensuring compliance with L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>It is recommended that the Rugby Club commences de-scaling and disinfecting shower heads on a quarterly basis to prevent the build-up of scale in which legionella bacteria proliferates. Formal records detailing when the shower heads are de-scaled and disinfected should be kept in a water hygiene log book. Ensuring compliance with L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.</p>
	<p><input type="checkbox"/> NA – The Landlord is the responsible person for managing the risk from Legionella bacteria.</p>	<p>Notes:</p>

Hazard: Storing hot and cold water (legionella bacteria growing) cont'd...

Who: Club members, coaches, children, staff, visitors **How:** Legionnaires Disease

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Are water temperatures taken each month at Sentinel taps?</p>	<p><input type="checkbox"/> Yes – Further question: Are the water temperatures recorded in a water hygiene monitoring log book (or similar)?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – Provide evidence from the log book</p> <p>The Rugby Club recognises its duty to manage water hygiene. Each month temperatures are taken of the hot and cold water at the Sentinel taps. The temperatures are formally recorded in the water hygiene log book.</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – See statement in action plan</p> <p>The Rugby Club recognises its duty to manage water hygiene. Each month temperatures are taken of the hot and cold water at the Sentinel taps. Formal records of the hot and cold water temperatures are not currently kept.</p>	<p>It is recommended that the Rugby Club commences recording details in a water hygiene log book as to the date and time of which the sentinel tap water temperatures are taken. It is vitally important to have records which demonstrate that legionella is being managed appropriately by the Rugby Club. Ensuring compliance with L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.</p>
	<p><input type="checkbox"/> No – See action plan</p>	
	<p><input type="checkbox"/> NA – The Landlord is the responsible person for managing the risk from Legionella bacteria.</p>	Notes:
<p>Where cold water is stored in tanks, is the water temperature checked at least every 6 months?</p>	<p><input type="checkbox"/> Yes – Further question: Are formal records kept of the bi-annual testing of the water temperature, in a water hygiene log book (or similar)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – Provide evidence from the log book</p> <p>The Rugby Club recognises that cold water should be stored below 20 degrees Celsius. On a 6 monthly (bi-annual) basis the Rugby Club tests the temperature of the cold water stored in tanks to ensure that it is stored below 20 degrees Celsius. Records of the temperatures are kept formally by way of a water hygiene log book.</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – See statement in action plan</p> <p>The Rugby Club recognises that cold water should be stored below 20 degrees Celsius. On a 6 monthly (bi-annual) basis the Rugby Club tests the temperature of the cold water stored in tanks to ensure that it is stored below 20 degrees Celsius. Details of the testing are not currently recorded in a water hygiene log book.</p>	<p>It is recommended that the Rugby Club commences recording details in a water hygiene log book as to the date and time the stored cold water is tested and records the actual temperature. It is vitally important to have records which demonstrate that legionella is being managed appropriately by the Rugby Club in accordance with L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.</p>
	<p><input type="checkbox"/> No – See action plan</p>	
	<p><input type="checkbox"/> NA – The landlord is responsible for managing Legionella</p> <p><input type="checkbox"/> NA – Cold water is mains fed and not stored in tanks</p>	Notes:

Hazard: Storing hot and cold water (legionella bacteria growing) cont'd...

Who: Club members, coaches, children, staff, visitors **How:** Legionnaires Disease

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Where hot water is stored in calorifiers, is the water temperature checked every month?</p>	<p><input type="checkbox"/> Yes – Further question: Are formal records kept of the monthly testing in a water hygiene log book?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – Provide evidence from the log book (or similar)</p> <p>The Rugby Club recognises that hot water should be stored at 60 degrees Celsius or above to avoid the proliferation of legionella bacteria. The temperature of the hot water is tested every month and the details are formally recorded in a water hygiene log book (or similar).</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – See statement in action plan.</p> <p>The Rugby Club recognises that hot water should be stored at 60 degrees Celsius or above to avoid the proliferation of legionella bacteria. The temperature of the hot water is tested every month. Details of the monthly testing of the temperatures are not currently recorded in a water hygiene log book.</p>	<p>It is recommended that the Rugby Club commences recording the details of the monthly hot water temperature testing so as to demonstrate compliance with L8 of L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>It is recommended that the Rugby Club commences monthly hot water temperature testing to ensure that the hot water is always stored at 60 degrees Celsius or above and therefore complying with the requirements of L8 of L8 HSE Approved Code of Practice on Legionnaires Disease: The Control of Legionella Bacteria in Water Systems. Details of the testing should be recorded in a water hygiene log book or similar.</p>
	<p><input type="checkbox"/> NA – The landlord is responsible for managing Legionella</p> <p><input type="checkbox"/> NA – Hot water is not stored, it is provided from point of use taps</p>	<p>Notes:</p>

Hazard: Soiled dressings post matches

Who: Staff, coaches, club members, visitors, third parties (cleaners) **How:** Cross infection from blood borne diseases / viruses / infections

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Are facilities provided within the changing rooms to safely dispose of soiled dressings / bandages?</p>	<p><input type="checkbox"/> Yes – No further action</p> <p>The Rugby Club recognises that soiled dressings / dressings which are disposed of in the changing rooms and / or showers can present a risk to other changing room / shower users from cross infection via cuts or inhaling/ ingestion or absorption. Bins are provided in the changing rooms which are purely for the safe disposal of soiled dressings / bandages. The bodily fluids bin has a bio-hazard bin liner. The person(s) responsible for the removal of the bio-hazard bag will have the appropriate PPE to wear and know where to dispose of the bag.</p>	
	<p><input type="checkbox"/> No – See action plan</p>	<p>It is recommended best practice for the Rugby Club to provide facilities whereby soiled dressings / bandages can be disposed of safely and therefore reducing the risk of cross infection. A blood bin or bodily fluid bin is recommended and these should be lined with bio-hazard bins. It is recommended that cleaning staff responsible for emptying such bins are provided with the correct PPE and are instructed on how to dispose of the bio-hazard bag accordingly.</p>
	<p><input type="checkbox"/> NA – Teams are advised to dispose of their own soiled dressings.</p>	<p>Notes:</p>

Hazard: Soiled dressings post matches cont'd...

Who: Staff, coaches, club members, visitors, third parties (cleaners) **How:** Cross infection from blood borne diseases / viruses / infections

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are first aid kits available in the changing rooms or first aid room to treat injured players?	<input type="checkbox"/> Yes - Further question: Are the kits fully stocked and contents in date? <input type="checkbox"/> Yes - State expiry date on the sterile first aid items The rugby Club recognises the risks involved with playing the sport. First aid provision is subject to a separate risk assessment. First aid equipment is provided in the changing rooms/ first aid room. The sterile items and contents are checked regularly to ensure the kits are well stocked and in date. <input type="checkbox"/> No - See statement in the action plan	It is recommended that the Rugby Club commences inspecting the first aid kit(s) on a monthly basis to ensure that the kits are well stocked and sterile items are in date.
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club provides first aid kits in the changing rooms or first aid room. The number of kits and type of kits should be decided by way of a first aid risk assessment. The contents of the kits will require inspecting each month to ensure that kits are always fully stocked and sterile items are in date.
	<input type="checkbox"/> NA - First aid kits are brought by the teams Coaches / educators provide first aid kits at training and matches	Notes:

Hazard: Electricity

Who: Club members, coaches, staff, third parties **How:** Burns, electric shock, fire

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are electrical circuits in the changing rooms / showers protected by residual current devices (RCDs)?	<input type="checkbox"/> Yes - No further action The Rugby Club is aware that in areas where there are showers the 17th Edition Wiring Regulations require the circuits to be protected by way of RCDs.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club contacts a competent electrician to ensure that all circuits in the changing rooms and showers are protected with RCDs.
	<input type="checkbox"/> NA - This is the responsibility of the landlord <input type="checkbox"/> NA - The Rugby Club does not know if the wiring in the changing rooms is RCD protected	Notes:
Is lighting in the shower area IP rated?	<input type="checkbox"/> Yes - No further action The Rugby Club is aware that in areas where there are showers, 230v lighting is acceptable in the wet zones so long as it is IPX4 rated. In accordance with the 17th Edition Wiring Regulations the Rugby Club has provided / installed IP rated lighting in the wet zones of showers.	
	<input type="checkbox"/> No - See action plan	It is recommended that the rugby Club establish if the current lighting complies with the 17th Edition Wiring Regulations. If the lighting in the showers is outside of the wet zone, IP rated lighting is not required. Where lights are in the wet zones IPX4 rated lighting should be installed.
	<input type="checkbox"/> NA - Lighting is installed outside of the wet zone <input type="checkbox"/> NA - This is the responsibility of the landlord	Notes:

Hazard: Electricity cont'd...

Who: Club members, coaches, staff, third parties **How:** Burns, electric shock, fire

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
-----------	----------------------------------	---------------------

Are players, coaches and officials advised not to take electrical items into wet areas?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that club members, players, coaches and officials may bring their own electrical items into the changing rooms, e.g. phone chargers, devices to play music on etc. they are warned not to use such electrical devices in the changing room and especially not the showers.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club informs players, coaches and officials not to use electrical items in the changing rooms/ showers.
	<input type="checkbox"/> NA - Please explain	Notes:

Optional notes:



RFU HELPLINE: 0121 698 8001

englandrugbyinsurance.co.uk

Howden is a trading name of Howden UK Group Limited, part of the Hyperion Insurance Group. Howden UK Group Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: 16 Eastcheap, London EC3M 1BD. Calls may be monitored and recorded for quality assurance purposes. The information contained herein is based on sources we believe reliable and should be understood to be general risk management and insurance information only. Howden UK Group Limited makes no representations or warranties, expressed or implied, concerning the accuracy of information contained herein. The information is not intended to be taken as advice with respect to any individual situation and cannot be relied upon as such. Every effort has been made to ensure that this information is correct at the time of going to print. Doc ref: HUG-RFU-2018-02-01-RISKASSESS-CHANGE-SHOWER-V3

