

RISK ASSESSMENT: CLUBHOUSES



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 your risks.

If you have any queries, please visit the RFU Insurance website or contact Howden.



Clubhouse risk assessment for rugby clubs

A clubhouse is a good facility to have for social gatherings after matches, private functions, parties and community based activities. There are risks associated with having such a facility, e.g. slips and trips at private functions, however, there is no reason why, when managed properly these risks do not result in any harm and everyone who uses the facility enjoys themselves and has a good time.

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



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Hazard: Electricity

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Burns, electric shock

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is non-slip flooring provided in the showers and changing rooms?	<input type="checkbox"/> Yes - Date last completed: ____/____/_____ The Rugby Club recognises the risks associated with electricity and ensures that a competent electrician inspects the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.	Provide a copy of the EICR (Periodic) certificate if possible or photograph of the sticker on the distribution board.
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club have the fixed electrical wiring inspected by a qualified electrician in accordance with the Institute of Electrical Engineers (IEE) every 5 years to ensure the electrical wiring is in a good condition and identify any areas which may be deteriorating and require remedial action.
	<input type="checkbox"/> NA - The Landlord is responsible for this	Notes:
Are portable electrical appliances in the Club House (not including the kitchen and bar) subject to portable appliance testing at a frequency appropriate to the environment the appliance is used in?	<input type="checkbox"/> Yes - Date last completed: ____/____/_____ The Rugby Club ensures that members of Staff are informed to visually inspect any portable electrical appliances pre-use, any appliances which are damaged are reported to management. The Club instructs a competent person to physically test appliances at a frequency appropriate to the environment in which the appliance is used and how often it gets used. Appliances are 'tagged' to identify they have been tested and when they are due to be re-tested. Members of staff are advised not to use their own electrical appliances until they have been portable appliance tested.	Provide a picture of an asset register or an example of a test tag.
	<input type="checkbox"/> No - See action plan	There isn't a legal requirement to do portable appliance testing, however, it is a way of demonstrating that portable electrical appliances are being maintained to prevent danger and therefore complying with the requirements of the Electricity at Work Regulations 1989. It is recommended that the Rugby club instructs a competent person to carry out portable appliance testing on the clubhouse appliances at an appropriate frequency. For more information on the frequency please refer to the Health and Safety Executive's guidance document, HSG107. http://www.hse.gov.uk/pubns/priced/hsg107.pdf
	<input type="checkbox"/> NA - Portable electrical appliances in the clubhouse are not owned by the club.	It is recommended that where Rugby Club staff use portable electrical appliances which do not belong to the Club, they must be visually inspected before use. Ascertain from the owner of the items if they have been tested should a visible sticker not be on the appliance.

Optional notes:

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Hazard: Electricity cont'd...

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Burns, electric shock

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are electrical switch rooms locked and kept free from stored items which are combustible?	<input type="checkbox"/> Yes - Attach a photograph showing the switch room. The Rugby Club ensures that electrical switch rooms are kept locked; users of the facility cannot gain access into these areas. The Rugby Club advises members of staff that electrical switch rooms are not to be used for storing items such as cleaning products, tables, chairs or linen e.g. table cloths.	
	<input type="checkbox"/> No - See action plan	Due to the risk of electrocution it is recommended that electrical switch rooms are kept locked at all times (unless access is required by staff or an electrician). It is also recommended that electrical switch rooms are not used for storing combustible items or chemicals due to the risk of fire. Re-locate any such items as a matter of urgency. Consider undertaking regular safety inspections to ensure these rooms are kept clear of storage items.
	<input type="checkbox"/> NA - There are no electrical switch rooms in the clubhouse.	Notes:
Are third parties who bring electrical appliances into the clubhouse required to confirm their portable electrical appliances are in good order?	<input type="checkbox"/> Yes - Attach a photograph / copy where possible of insurance certificates etc. The Rugby Club ensures the electrical wiring in the clubhouse is safe for third parties to use but is aware that third parties may bring unsafe electrical appliances into the clubhouse which could compromise the safety of the clubhouse users. For this reason we ask third parties to provide evidence of portable appliance testing. Public Liability and Professional Indemnity Insurance Certificates are also requested.	
	<input type="checkbox"/> No - See action plan	It is recommended that third parties are asked to submit evidence of portable appliance testing prior to using the facility.
	<input type="checkbox"/> NA - Third parties do not use the facility.	Notes:

Hazard: Fire in the clubhouse

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Smoke inhalation, burns, fatal injuries

If the Rugby Club is the landlord of the clubhouse have you had a fire risk assessment carried out for the clubhouse?	<input type="checkbox"/> Yes - Please state when the fire risk assessment was carried out and when it was last reviewed. Attach a photograph of the front cover to evidence its existence. There is a fire risk assessment in place for the clubhouse in accordance with the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessment is reviewed annually or following any alteration to the clubhouse.	
	<input type="checkbox"/> No - See action plan	As the Landlord of the clubhouse you are legally required to have a fire risk assessment in place for the clubhouse (Regulatory Reform (Fire Safety) Order 2005. See link for more information about fire and fire risk assessments; https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-
	<input type="checkbox"/> NA - The Rugby Club is not the landlord of the clubhouse.	Where the Rugby Club is not the landlord of the clubhouse the Club should obtain a copy of the fire risk assessment (if not already provided).

Hazard: Fire in the clubhouse cont'd...

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Burns, electric shock

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Does the clubhouse have an automatic fire alarm system?	<input type="checkbox"/> Yes - Further question: Is the fire alarm serviced by an external contractor every 6 months? State the last inspection date. Attach where possible evidence of a recent inspection record. <input type="checkbox"/> Yes - The clubhouse is fitted with an automatic fire alarm system which is subject to planned preventative maintenance every 6 months by an external contractor. <input type="checkbox"/> No - The clubhouse has an automatic fire alarm system. The fire alarm should be subject to planned preventative maintenance every 6 months.	There isn't a legal requirement to have an automatic fire alarm system. The Legislation requires the Clubhouse to have suitable fire detection and warning system. This can range from a shouted warning through to a fully automatic electrical system. So long as a potential fire can be detected and a warning raised which will alert all the users of the clubhouse then the Rugby Club is complying with the RRO(Fire Safety) 2005.
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - The Clubhouse does not have an automatic fire alarm system. Alternative means are used for raising the alarm which can be heard throughout the facility.	Notes:
Are manual call points (where provided) tested each week?	<input type="checkbox"/> Yes - Further question: Are the weekly tests recorded in the fire log book? <input type="checkbox"/> Yes - Provide evidence. Attach copy / scan / photograph. The Rugby Club is aware of its duties regarding testing the fire alarm system. Tests are carried out weekly to ensure that the system is in good working order and can be heard. A different call point is tested each week and recorded in the fire log book. <input type="checkbox"/> No - The Rugby Club is aware of its duties regarding testing the fire alarm system. Tests are carried out weekly to ensure that the system is in good working order and can be heard. A different call point is tested each week. Details of the weekly tests should be recorded in a fire log book.	It is recommended that the weekly tests and identification of the manual call point is recorded in a fire log book. If the Clubhouse does not have a fire log book obtain one from the fire alarm company or obtain a free download from here: http://www.safelincs.co.uk/fire-safety-logbook/ It is recommended that where an automatic fire alarm system is provided it should be tested weekly to ensure that the whole system is in good working order. A different manual call point should be activated each week and recorded in a fire log book. A free log book template can be downloaded here: http://www.safelincs.co.uk/fire-safety-logbook/
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - An alternative means of fire alarm and detection is provided.	Notes:
Where the rugby club is not the landlord of the clubhouse has the landlord provided the Club with a copy of the fire risk assessment	<input type="checkbox"/> Yes - When did the Landlord have it done? ____ / ____ / ____ The Rugby Club is not the landlord of the Clubhouse, however, the landlord has provided a copy of a fire risk assessment for the facility.	It is recommended that the Rugby Club requests a copy of the fire risk assessment for the facility so that you are aware of any fire risks which may affect club members, coaches, visitors, third parties etc.
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA	Notes:

Optional notes:

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Hazard: Fire in the clubhouse cont'd...

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Burns, electric shock

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Does the Landlord have the fire alarm system serviced (where applicable) and test it weekly?	<input type="checkbox"/> Yes - Attach where possible evidence from a log book or state date when it was last done. The Rugby Club is aware that periodically an engineer will attend the clubhouse and service the fire alarm system and the alarm is regularly tested to ensure it is working properly and can be heard.	It is recommended that the Rugby Club contact the Landlord to ascertain if the fire alarm system is regularly serviced to ensure that Club members etc .are safe when using the clubhouse. It is also recommended that the landlord appoints someone to test the fire alarm on a weekly basis to ensure that it is in good working order at all times and will warn clubhouse users in the event of a fire.
	<input type="checkbox"/> No - Uncertain if the landlord does this. See action plan.	
	<input type="checkbox"/> NA - An alternative method is used for raising an alarm.	Notes:
Are fire extinguishers available for tackling small fires and aiding egress?	<input type="checkbox"/> Yes - Further question: Are the fire extinguishers annually serviced? <input type="checkbox"/> Yes - Attach a photograph of the service record on the fire extinguisher or state date when last serviced. There are a number of fire extinguishers in key areas within the clubhouse. These are serviced annually.	Fire extinguishers must be serviced annually to ensure they will work as intended in the event they are ever called upon to tackle a small fire or aid egress. Contact the landlord to point out the fire extinguishers have not been serviced annually or the Clubhouse manager should contact a BAFE engineer to service the fire extinguishers. www.bafe.org.uk
	<input type="checkbox"/> No - There are a number of fire extinguishers in key areas within the clubhouse. Records show they are not serviced regularly; this will be actioned, see action plan.	
	<input type="checkbox"/> No - See action plan.	It is recommended that fire extinguishers are available on escape routes, normally by final exit doors or high risk areas. Raise this as a matter of concern with the landlord. If the Rugby Club is the landlord, make contact with a BAFE engineer who will advise how many fire extinguishers are needed and install them.
<input type="checkbox"/> NA - please specify	Notes:	
Are staff trained fire wardens? Able to evacuate Clubhouse users to a place of safety?	<input type="checkbox"/> Yes - Attach where possible fire warden certificates. The Ruby Club has trained key members of staff who will be responsible for evacuating the clubhouse in the event of a fire and getting Clubhouse users get to a place of safety (fire assembly point).	It is recommended that the Rugby Club utilises in house experience amongst club members if any are trained fire wardens. Alternatively train key members of staff. A one day fire warden training course will be sufficient. There needs to be at least a couple of members of staff who can be responsible for evacuating the facility if ever required.
	<input type="checkbox"/> No - See action plan.	
	<input type="checkbox"/> NA - The Rugby Club has volunteers who have received fire warden training as part of their day job.	Notes:
Is there a fire assembly point?	<input type="checkbox"/> Yes - Further question: Is it identified with a safe condition white on green "huddle" sign? <input type="checkbox"/> Yes - Attach a photograph where possible. There is a designated fire assembly point sign which is clearly identified with a white on green fire assembly point sign.	It is recommended that a safe condition (white one green) fire assembly point sign is erected in the designated fire assembly point area. This ensures that in the event of a fire evacuation all Clubhouse users know where to assemble.
	<input type="checkbox"/> No - There is a designated fire assembly point. The identified area has not been identified with a white in green "huddle" sign.	
	<input type="checkbox"/> No - See action plan.	Notes:
<input type="checkbox"/> NA - please specify	Notes:	

Hazard: Fire in the clubhouse cont'd...

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Burns, electric shock

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Does the clubhouse have Emergency Lighting?	<input type="checkbox"/> Yes - Further question: Is the emergency lighting subject to a function test every month? (Simulate loss of power for 15 mins with the test switch) and annual full load test? <input type="checkbox"/> Yes - State dates of last monthly / annual test: ____/____/_____ Provide photographic evidence of test certificates / log book details. The clubhouse has emergency lighting which is tested every month to ensure the batteries work and sufficient light is provided, it is also fully tested annually. <input type="checkbox"/> No - The clubhouse has emergency lighting which is tested annually. Monthly tests are not currently performed.	It is recommended in BS 5266-1:2011 that emergency lighting is tested every month to ensure that batteries and luminaires do not fail and sufficient amount of light provided. Records of monthly tests should be recorded in the fire log book.
	<input type="checkbox"/> No - See action plan	It is recommended that emergency routes and exit doors all non-domestic buildings are provided with emergency lighting which is of adequate intensity should the normal lighting fail. Speak to the Landlord regarding these requirements or if the Club owns the facility make contact with an electrician who can install luminaires.
	<input type="checkbox"/> NA - alternative lighting is provided e.g. torches	Notes:

Hazard: Asbestos

Who: All clubhouse users **How:** Inhaling asbestos fibres, asbestosis, mesothelioma, pleural plaques, COPD

Does the clubhouse have a recent asbestos survey?	<input type="checkbox"/> Yes - State date when it was done: ____/____/_____ The Rugby Club recognises the risks involved with exposure to asbestos fibres. The club takes their responsibilities in terms of managing asbestos very seriously. A competent surveyor has carried out an asbestos survey and provided the club with a report.	Buildings built or refurbished pre 2000 may contain asbestos. It is recommended in non-domestic premises that the person who owns the facility or the organisation who manage the facility as part of a tenancy agreement, take steps to find out if there are asbestos containing materials present in the facility, how much, what type, where it is and what condition it is in. It is recommended that the Rugby Club speaks to the landlord to find out if there is an asbestos survey. If the Rugby Club has the responsibility to manage the building as pre the tenancy agreement, the Rugby Club should undertake a survey. See link for details of who to contact for advice on asbestos surveys: http://www.hse.gov.uk/asbestos/surveyors.htm
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - The clubhouse was built after 2000. <input type="checkbox"/> NA - Asbestos was removed during a refurb. <input type="checkbox"/> NA - The survey found no asbestos	
If asbestos containing materials (ACMs) are present in the clubhouse are members of staff informed of its whereabouts?	<input type="checkbox"/> Yes - Provide evidence how this information is shared. The Rugby Club recognises how hazardous asbestos is. All members of staff are informed as to the whereabouts of the asbestos. Members of staff are instructed not to interfere with or damage any asbestos. Work which might involve damage to asbestos would be carried out by a competent third party. If the condition of the asbestos changes staff are instructed to report it.	It is recommended that the Rugby Club shares the findings of the asbestos survey are with all members of staff. They should be made aware as to where it is and the risks involved if they damage it. If asbestos is in good condition and not damaged, well managed it does not pose a risk to staff or club users. Damage or changes in the condition of the asbestos should be reported to management asap.
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - No asbestos	

Hazard: Fire in the clubhouse cont'd...

Who: Staff, club members, coaches, educators, members of the public. Damage to property (electrical appliance, fire damage) **How:** Burns, electric shock

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are third parties such as electricians, plumbers, painters/ decorators etc. informed of the presence of asbestos containing materials?	<input type="checkbox"/> Yes - Provide evidence of how this is done. The Rugby Club recognises how hazardous asbestos is. The Rugby Club understands they have a duty of care to inform third parties (who undertake work on their behalf in the clubhouse) as to the presence and location of asbestos containing materials.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club commence informing all third parties whose activities may involve coming into contact with asbestos, as to the presence and location of asbestos in the clubhouse before the third party commences work e.g drilling.
	<input type="checkbox"/> NA - No asbestos present.	Notes:

Where asbestos has been identified, is it managed to ensure that the condition does not deteriorate and pose a risk to all clubhouse users?	<input type="checkbox"/> Yes - Provide details how this is done. Photographs of inspection sheets, etc. The Rugby Club recognises the requirement to manage asbestos containing materials. The condition of the ACMs is monitored on a regular basis to ensure that it remains in a good condition. Any changes to the condition are reported to the Rugby Club management.	
	<input type="checkbox"/> No - See action plan	It is recommended that where ACMs are present the Rugby Club starts inspecting and recording the condition of the ACMs. Damaged ACMs must be reported and remedial action taken.
	<input type="checkbox"/> NA - No asbestos present.	Notes:

Hazard: Gas boiler (hot water and heating) - see kitchen risk assessment for gas cooking appliances.

Who: Club members, staff, coaches, educators, members of the public **How:** Carbon monoxide poisoning, fire

Is the gas boiler regularly serviced by a Gas Safe Engineer?	<input type="checkbox"/> Yes - State date when it was last serviced: ____/____/_____ The Rugby Club understands how poorly maintained gas boilers can result in potentially deadly situations, for this reason the Rugby Club ensures that the gas boiler is serviced annually by a Gas Safe Engineer. Likewise, if the boiler stops working a Gas Safe engineer would undertake any remedial work.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club instructs a Gas Safe registered Gas engineer to service the boiler in accordance with the manufacturer's recommendations.
	<input type="checkbox"/> NA - The facility does not have a gas boiler or The landlord is responsible for ensuring the gas boiler is serviced. The Rugby Club receives a copy of the servicing records.	If the Landlord instructs an engineer to service the boiler, it is recommended that the Rugby Club receive copies of the service records.

Hazard: Gas boiler (hot water and heating) cont'd...

Who: Club members, staff, coaches, educators, members of the public **How:** Carbon monoxide poisoning, fire

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is there a Landlord Gas Safety Certificate?	<input type="checkbox"/> Yes - Further question: Is the Landlord Gas Safety Certificate carried out annually? <input type="checkbox"/> Yes - Provide evidence of the certificate. Attach where possible of state date when it was last done. The Rugby Club is the Landlord of the clubhouse, and as such recognises its duty of care to all that use the clubhouse and the requirement to ensure their health, safety and welfare at all times. Carbon monoxide or fire caused by faulty or unsafe gas boilers can have disastrous consequence and for this reason the boiler is inspected annually by a Gas Safe engineer as part of the Landlord Gas Safety Certificate. <input type="checkbox"/> No - The Rugby Club is the Landlord of the clubhouse, and as such recognises its duty of care to all that use the clubhouse and the requirement to ensure their health, safety and welfare at all times. Carbon monoxide or fire caused by faulty or unsafe gas boilers can have disastrous consequences. The Landlord Gas Safety Certificate has been done, however, it isn't carried out every year.	It is recommended that landlord Gas Safety checks are carried out annually to ensure the boiler is working correctly.
	<input type="checkbox"/> No - See action plan	It is recommended that the gas boiler and associated gas pipework is inspected annually by a Gas Safe engineer as part of the Landlord Gas Safety Certificate. Demonstrating that the Rugby Club takes its responsibilities for providing a safe facility seriously.
	<input type="checkbox"/> NA - The facility does not have a gas boiler. <input type="checkbox"/> NA - The Ruby Club isn't the landlord.	It is recommended where the Rugby Club is not the landlord, that the club obtains a copy of the Landlord Gas Safety Certificate from the Landlord.

Has a carbon monoxide (CO) detector been positioned in close proximity to the gas boiler as per the manufacturer's instructions?	<input type="checkbox"/> Yes - Please provide photographic evidence. The Rugby Club has installed a carbon monoxide detector in close proximity to the gas boiler and in accordance with the manufacturer's instructions.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club purchase and install a CO detector. As CO cannot be seen or smelt the detector serves as an audible warning that the gas boiler is not working as it should be and there is a risk of CO poisoning.
	<input type="checkbox"/> NA - The facility does not have a gas boiler. <input type="checkbox"/> NA - The Landlord has responsibility for gas safety.	It is recommended that the Rugby Club asks the Landlord to provide a CO detector or the Rugby Club install it for peace of mind.

Optional notes:

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Hazard: Working at height

Who: Staff **How:** Sprains, fractures, bruising etc.

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Is low level access equipment provided if staff have to work at height?</p>	<p><input type="checkbox"/> Yes – Further question: Is the equipment regularly inspected to ensure it is in good order?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – Provide evidence of the inspection.</p> <p>The Rugby Club recognises that serious injuries can be caused by falling whilst working at height and using inappropriate equipment. Members of staff who need to work at height are provided with the appropriate means e.g. stepladders, hop ups, kick-step. The access equipment is regularly inspected to ensure that it remains safe to use.</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – The Rugby Club recognises that serious injuries can be caused by falling whilst working at height and using inappropriate equipment. Members of staff who need to work at height are provided with the appropriate means e.g. stepladders, hop ups, kick-step. Such items of equipment are not inspected.</p>	<p>It is recommended that the Rugby Club instruct a competent member of staff or third party to inspect the access equipment at a frequency appropriate to its use and make a record of the inspection.</p>
	<p><input type="checkbox"/> No – See action plan</p>	
	<p><input type="checkbox"/> NA – Staff are not required to work at height.</p>	<p>Notes:</p>

Hazard: Slips, trips, falls (clubhouse only – not kitchen, bar, toilets, showers or car park these are covered separately)

Who: Club members, coaches, educators, visitors, third parties **How:** Sprains, strains, fractures

<p>Are the floor coverings in the communal areas of the clubhouse regularly checked for signs of wear and tear?</p>	<p><input type="checkbox"/> Yes – Further question: Are the inspections formally recorded?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – Provide evidence of the weekly / monthly checklist.</p> <p>The Rugby Club recognises that club users are a risk of trips and falls if floor coverings are not well maintained. Floor coverings such as carpets, rugs and barrier mats are regularly inspected to ensure they are in good condition. The inspections are recorded on a weekly / monthly facility checklist.</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – See action plan.</p> <p>The Rugby Club recognises that club users are a risk of trips and falls if floor coverings are not well maintained. Floor coverings such as carpets, rugs and barrier mats are regularly inspected to ensure they are in good condition. Inspections are not formally recorded.</p>	<p>It is recommended that the Rugby Club formally records the date and time at which the floor covering have been inspected. Note the condition and any remedial work required on the checklist.</p>
	<p><input type="checkbox"/> No – See action plan</p>	
	<p><input type="checkbox"/> NA – Please specify</p>	<p>Notes:</p>

Hazard: Gas boiler (hot water and heating) cont'd...

Who: Club members, staff, coaches, educators, members of the public **How:** Carbon monoxide poisoning, fire

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are step height changes highlighted?	<input type="checkbox"/> Yes - Provide evidence where possible. The Rugby Club recognises that club users unfamiliar with step height changes or sudden changes in step height can result in injuries. Uneven floors and step height changes are identified using hazard tape or spray paint.	
	<input type="checkbox"/> No - See action plan	It is recommended that where there are step height changes or uneven floors in the clubhouse that the Rugby Club highlights these using hazard tape or spray paint.
	<input type="checkbox"/> NA - There are no steps or uneven floors in the facility.	Notes:
Are spillages reported and cleared as soon as possible?	<input type="checkbox"/> Yes - No further action. The Rugby Club has a procedure in place at the clubhouse which all members of staff have been briefed on which ensures that all spillages are reported and cleaned as soon as possible.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club brief staff on the importance of spotting, reporting and clearing spills as soon as possible. If spills cannot be cleaned immediately warning signs must be displayed.
	<input type="checkbox"/> NA - Please specify:	Notes:
Are warning signs displayed when floors are being cleaned?	<input type="checkbox"/> Yes - Provide photographic evidence of warning signs. The Rugby Club instructs cleaning staff (in house or contracted in) to display 'A-frame' warning signs when undertaking cleaning activities.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club instructs cleaning contractors or in-house cleaners to display 'A-frame' warning signs when floors are wet following cleaning or cleaning spills.
	<input type="checkbox"/> NA - Please specify:	Notes:
Are trailing leads managed and kept to a minimum?	<input type="checkbox"/> Yes - Please state how: The Rugby Club recognises the importance of managing trailing leads to prevent injuries caused by tripping over leads. Cables are kept tidy and out of main walkways. Cleaning staff are instructed to plug cleaning items into sockets close to where they are working to reduce the trailing leads.	Cable management measures:
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club undertakes regular inspections of the facility to identify areas where trailing leads may be a problem and put measures in place to reduce the trailing leads. It is recommended that cleaning staff are instructed to plug hoovers, floor buffers etc. into power sockets as close to the area being cleaned as possible.
	<input type="checkbox"/> NA - Please specify:	Notes: