

RISK ASSESSMENT: GROUNDS MAINTENANCE 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 your risks.

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



Grounds maintenance at rugby clubs

This risk assessment covers areas such as cutting grass pitches, controlling vegetation around the clubhouse and footpaths, hard standing maintenance including the car park and footpaths and the standard of external lighting. Accidents can arise when using items of machinery to maintain grass pitches and cutting back vegetation, it is therefore important that staff who are involved in these activities are involved with the risk assessment.

Accidents such as falling over in the car park, tripping on slabbed footpaths can arise if they are not maintained or there is insufficient lighting. 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: Slip, trips, falls in the car park or footpaths		
Who: club members, coaches, educators, visitors & third parties How: Sprains, fractures, cuts, bruises		
Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are the conditions underfoot in the car park regularly inspected?	<input type="checkbox"/> Yes - Further question: Are formal records kept of car park inspections? <input type="checkbox"/> Yes - record an example of the formal inspection The Rugby Club recognises that poorly maintained car parks can give rise to trip/slip hazards that may result in accidents. Therefore the car park(s) is/are routinely inspected. Details of the inspections are formally recorded. <input type="checkbox"/> No - See action plan. The Rugby Club recognises that poorly maintained car parks can give rise to trip/slip hazards that may result in accidents. Therefore the car park(s) is/are routinely inspected. The inspections are not formally recorded.	It is recommended that the Rugby Club commences formally recording the details of the car park inspections. Such records are useful evidence to demonstrate that health and safety is well managed.
	<input type="checkbox"/> No - See statement in action plan	It is recommended that the Rugby Club commences regular inspections of the car parks to ensure that conditions under foot do not give rise to slips, trips and fall. Details of the inspections should be recorded noting in particular any remedial action that is required.
	<input type="checkbox"/> NA - The car park is the responsibility of the Landlord	Notes:
Are external footpaths surrounding the clubhouse, to and from playing pitches regularly inspected?	<input type="checkbox"/> Yes - Further question: Are formal records kept of the inspections of the footpaths? <input type="checkbox"/> Yes - Record an example of the formal inspection where possible. The Rugby Club recognises that broken paving slabs, uneven paths or slippery paths(moss) may give rise to slip, trip accidents. All footpaths in the car park, around the clubhouse, to and from playing pitches are routinely inspected to ensure they are in a good condition at all times. Details of the inspections are formally recorded. <input type="checkbox"/> No - See comment in the action plan. The Rugby Club recognises that broken paving slabs, uneven paths or slippery paths may give rise to slip, trip accidents. All footpaths in the car park, around the clubhouse, to and from playing pitches are routinely inspected to ensure they are in a good condition at all times. Details of the inspections are not formally recorded.	It is recommended that the Rugby Club commences formally recording details of inspections of external footpaths in communal areas.
	<input type="checkbox"/> No - See statement in action plan	It is recommended that the Rugby Club regularly inspects external footpaths from the car park to and around the clubhouse and to playing pitches. Details of the inspection should be recorded (date & time) including areas for concern and the required remedial work.
	<input type="checkbox"/> NA - The car park is the responsibility of the Landlord	Notes:

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
During inclement weather are footpaths gritted / cleared from snow / ice?	<input type="checkbox"/> Yes - No further action During inclement weather (snow/ice) the Rugby Club ensures that communal footpaths and the car park are cleared of snow and ice. Grit is spread on the night when the bad weather is predicted.	
	<input type="checkbox"/> No - See statement in action plan	It is recommended that when inclement weather is forecast the Rugby Club spreads grit before the frost / snow. When snow has fallen over night it is important to ensure that Club members, coaches, visitors have safe access to and from the car park and around the facilities. Clear main access routes of snow and ice.
	<input type="checkbox"/> NA - The Landlord ensures the car park and footpaths are cleared of snow / ice.	Notes:
Is vegetation cut back from footpaths?	<input type="checkbox"/> Yes - No further action. The Rugby Club recognises that poorly maintained vegetation which encroaches onto footpaths can result in scratches to skin, eye injury or trip incidents involving Club members, coaches and visitors. Therefore a member of the club routinely cuts back vegetation which is over grown and encroaches onto footpaths.	
	<input type="checkbox"/> No - See statement in action plan	It is recommended that the Rugby Club regularly inspects footpaths and cuts back vegetation which is overgrown. Overgrown vegetation can give rise to moss growing on footpaths which will then become slippery, even more so with rugby boots on. Young children can be injured from vegetation encroaching onto the footpath and scratching skin or causing trip incidents.
	<input type="checkbox"/> NA - The landlord is responsible for maintaining the grounds.	Notes:
Is there adequate lighting in the car park and surrounding external footpaths?	<input type="checkbox"/> Yes - Additional question: Is the external lighting routinely inspected to ensure it is in good working order at all times? <input type="checkbox"/> Yes - record any records of formal inspections of the lighting. The Rugby Club recognises the need to provide adequate lighting in the car park and along external footpaths so as to prevent trips and falls due to poor lighting. The lighting is routinely inspected to ensure that it is in good working order at all times.	It is recommended that the Rugby Club commences routine inspections of the external lighting to ensure that it is in good working order at all times.
	<input type="checkbox"/> No - See statement in the action plan. The Rugby Club recognises the need to provide adequate lighting in the car park and along external footpaths so as to prevent trips and falls due to poor lighting. The lighting isn't routinely inspected.	
	<input type="checkbox"/> No - See statement in action plan	The Rugby Club must provide safe routes of access / egress to and from the car park, around the clubhouse and to playing pitches. Inadequate levels of lighting can give rise to accidents. Where there is a lack of lighting or lighting which has not been maintained the Rugby club must make improvements. Routine inspections of the car park and footpaths will ensure that where lighting has failed it is repaired as soon as possible.
	<input type="checkbox"/> NA - The landlord is responsible for the provision and maintenance of external lighting.	

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Hazard: Using lawn mowers, strimmers, brush cutters

Who: Staff, coaches, club members, visitors, third parties **How:** Amputation, cuts, laceration, eye damage, noise & vibration

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are playing pitches and grounds maintained by Rugby Club staff?	<input type="checkbox"/> Yes - Additional question: Have staff received training in the activities they undertake? <input type="checkbox"/> Yes - Provide evidence of training where possible The Rugby Club ensures that members of staff who maintain playing pitches and grounds have received training appropriate to the tasks they undertake. <input type="checkbox"/> No - See statement in action plan. The Rugby Club playing pitches and grounds are maintained by members of staff and / or volunteers. Training is not provided by the Rugby Club.	It is recommended that the Rugby Club provides members of staff and volunteers with training on the maintenance tasks they undertake. Training can be formal or toolbox talks / briefings.
	<input type="checkbox"/> No - No further action. Rugby Club members of staff are not required to undertake pitch and / or grounds maintenance.	
	<input type="checkbox"/> NA - The Landlord is responsible for pitch and grounds maintenance.	
	<input type="checkbox"/> Yes - Further question: Are the lawnmowers, strimmer's etc. regularly maintained? <input type="checkbox"/> Yes - Provide evidence of maintenance records The Rugby Club owns items of machinery such as lawnmowers and strimmer's. The Rugby Club recognises that poorly maintained items of machinery can result in serious accidents and therefore regular maintenance is carried out on such items. <input type="checkbox"/> No - See statement in action plan. The Rugby Club owns items of machinery such as lawnmowers and strimmer's. These items are not regularly maintained.	
<input type="checkbox"/> No - No further action. The Rugby Club does not own items of machinery such as lawnmowers and strimmers.		
<input type="checkbox"/> NA - The landlord is responsible for pitch and grounds maintenance. A third party is used for pitch and grounds maintenance.		
<input type="checkbox"/> Yes - No further action. The Rugby Club recognises that when using lawnmowers, strimmer's and brush cutters PPE must be worn due to the risks associated with noise, flying particles and rotating blades. <input type="checkbox"/> No - See statement in action plan.	As an employer the Rugby Club is responsible for providing suitable PPE to employees who use lawnmowers, strimmer's and brush cutters. For further guidance on what an employer's duties are see: http://www.hse.gov.uk/contact/faqs/ppe.htm	
<input type="checkbox"/> NA - The Landlord is responsible for pitch and grounds maintenance. A third party is used for pitch and grounds maintenance.		
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Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are the playing pitches and grounds maintained at a time when there are less people on site?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that pitch and grounds maintenance can expose club members, coaches and third parties to risks. Pitch and ground maintenance takes place outside “normal” club hours.	
	<input type="checkbox"/> No - See statement in action plan	It is recommended that the Rugby Club ensures that pitch and grounds maintenance take place outside “normal” club operating times so that club users are not put at risk from these activities.
	<input type="checkbox"/> NA - The Landlord is responsible for pitch and grounds maintenance. The Rugby Club instructs a third party to maintain pitches and grounds.	Notes:

Hazard: Using herbicides / pesticides for killing weeds or improving grass

Who: Staff, club members, coaches, third parties and visitors **How:** Ingestion, inhalation, absorption, respiratory damage, skin damage and internal organ damage.

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are COSHH assessments available for the fertilisers, pesticides and herbicides used on pitch and grounds maintenance?	<input type="checkbox"/> Yes - Provide evidence of some COSHH assessments. The Rugby Club recognises the risks involved with the incorrect use, application and storage of fertilisers, pesticides and herbicides. The Rugby Club has obtained material safety data sheets and COSHH assessments for the products that are used for pitch and grounds maintenance.	It is recommended that the Rugby Club commences routine inspections of the external lighting to ensure that it is in good working order at all times.
	<input type="checkbox"/> No - See statement in action plan	It is recommended that the Rugby Club obtain material safety data sheets (MSDs) relating to the products which are used on site (pesticides etc) from the manufacturer and carry out a COSHH assessment. For more advice how to complete a COSHH assessment please refer to the following website. http://www.hse.gov.uk/pubns/priced/hsg97.pdf
	<input type="checkbox"/> NA - Pesticides, herbicides and fertilisers are not used for pitch and grounds maintenance. The Landlord is responsible for pitch and grounds maintenance. A third party undertakes pitch and ground maintenance.	