

RISK ASSESSMENTS

Organisation Name: Ancaster Leisure Enterprises Ltd

Assessment Date: 01/11/2018

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It is imperative to bear in mind that accidents can happen in all forms of competitive sport, and the activities undertaken at Ancaster Leisure Enterprises Ltd are no different. Ancaster Leisure Enterprises Ltd have taken all sensible precautions to minimise the risk of accidents/injury to participants, but accidents cannot be ruled out.

Participants therefore take part at their own risk

Hazard	Hazard Outcome	Controls already in place	Continuing, added or variable controls	Responsibility/Action by whom?
Refuelling of Karts/Quads Petrol & LPG	Risk of fire, fuel burns – serious injury	<ul style="list-style-type: none"> • Designated fuel areas • Gloves to be worn while fuelling • Only trained / supervised staff to fuel vehicles. • All vehicles to be switched off. • Fuel caps must be securely fastened • Smoking is strictly prohibited 	<ul style="list-style-type: none"> • Continue to train staff in safe methods 	All Staff
Refilling of compressed air tanks	Incorrect use of filling station, use of expired air cylinders – serious injury	<ul style="list-style-type: none"> • Trained operators only to fill air cylinders – training records • Filling carried out in well ventilated area • Bottles kept clear of heat source • All equipment checked for defects before use 	<ul style="list-style-type: none"> • Regular checks on filling station hoses and connections • Check for air bottle defects 	All Staff
Incorrect use of fire exits	Inaccessible emergency exits, potential entrapment – serious injury /death	<ul style="list-style-type: none"> • Fire exits kept clear • All fire exits marked in accordance with H&S regulations 1996 	<ul style="list-style-type: none"> • Continue to monitor emergency exits • Ensure no items are left blocking the way 	All staff

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
Faulty fire extinguishers	Serious injury / death	<ul style="list-style-type: none"> Annual extinguisher servicing Regular checks for tamper 	<ul style="list-style-type: none"> N/A 	Management / Contractor
Incorrect operation of fire extinguishers	Serious injury / death	<ul style="list-style-type: none"> Staff trained in correct use of extinguishers 	<ul style="list-style-type: none"> Continue to train new staff as required. 	Management Staff
Wet floors	Slipping leading to injury	<ul style="list-style-type: none"> Use of wet floor signs 	<ul style="list-style-type: none"> Use of wet floor signs Use of signs on rainy days 	Staff Customer to take notice of warning signs
Slips, trips and falls Doorways (rain), wet floors, spillages, uneven surfaces / terrain	Slipping leading to injury	<ul style="list-style-type: none"> Clean up spillages Use of wet floor signs Warning signs 	<ul style="list-style-type: none"> Keep doors clear Paintball steps to be clear of leaves and mud 	Customer to take notice of warning signs Staff
Safety Barriers and tyre walls	Serious injury from kart leaving circuit and heading towards path of another vehicle / spectator	<ul style="list-style-type: none"> Barriers and tyre walls positioned to stop kart exiting the circuit Tyre walls bolted together to add strength 	<ul style="list-style-type: none"> Increase use of more barriers protect any new track improvements 	Customer to act as advised/instructed Staff
Concrete corner marking kerbs	Serious injury from kart becoming airborne or overturning Kerbs becoming slippery when wet	<ul style="list-style-type: none"> Instruct participants to stay off the kerbs particularly in wet weather Kerbs painted yellow/white for better visualisation Warning boards issued to participants using the kerbs 	<ul style="list-style-type: none"> Paint kerbs annually to ensure brightness 	Customer to act as advised/instructed Staff
ATV course – Woodland sections	Serious injury from collision with trees/stumps	<ul style="list-style-type: none"> Reduced speed through woodlands areas Safety briefing warns of tight woodland sections and the risk of collisions with trees/tree stumps Riders are only taken into areas that suit their ability 	<ul style="list-style-type: none"> Check quad trails weekly for any possible changes 	Staff

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
ATV course – Undulating ground, including hills and hollows	Serious injury from overturning	<ul style="list-style-type: none"> • Riders instructed on seat positioning and weight balance. • Verbal request from instructor regarding competency to ascertain the least experienced/capable • Riders are only taken into areas that suit their ability 	<ul style="list-style-type: none"> • Return any customers that misbehave to the main building 	<p>Trek Leader</p> <p>Customer to act as advised/instructed</p>
Entrapment in kart and quad chain/ moving parts	Serious injury/death due to entrapment in moving parts	<ul style="list-style-type: none"> • No loose items of clothing are to be worn • Karts are fitted with chain guards and rear axle covers • Long hair must be securely fastened • Scarves are not permitted 	<ul style="list-style-type: none"> • Make sure all participants are visually checked for any loose clothing / items 	<p>Staff</p> <p>Customer to act as advised/instructed</p>
Spectators entering unauthorised areas	Serious injury	<ul style="list-style-type: none"> • Spectators are to remain in the designated safety areas. • Unauthorised access signs • Fenced off safety areas 	<ul style="list-style-type: none"> • Do not allow spectators up embankments. • Put up chain rail where deemed necessary/inviting to deter them. 	<p>Staff</p> <p>Customer to act as advised/instructed</p>
Participant exiting kart on circuit during active session without staff supervision	Serious injury from overturning	<ul style="list-style-type: none"> • All participants are to remain in the kart. • Customers will receive an instant circuit ban for this action 	<ul style="list-style-type: none"> • Good marshalling and continued briefings 	<p>Staff</p> <p>Customer to act as advised/instructed</p>
Speeding in the pit lane	Serious injury	<ul style="list-style-type: none"> • Marshals trained to control driver speed by hand gestures • Staggered narrow entrances to create chicane type environment to slow karts 	<ul style="list-style-type: none"> • Good marshalling and continued briefings 	<p>Customer to act as advised/instructed</p>
Tripping over of karts	Injury	<ul style="list-style-type: none"> • Karts stored in designated areas/bays • Karts put away in tidy order 	<ul style="list-style-type: none"> • Ensure good house keeping 	<p>Customer to act as advised/instructed</p>

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Noise Levels	<p>No activity currently in operation exceeds work place guidance legislation</p> <p>Noise nuisance to residents</p>	<ul style="list-style-type: none"> Karts circuit operating levels regulated to 98dBA 	<ul style="list-style-type: none"> Assessments to be made on any new activities if noise is likely to be a concern 	Management
Participants with existing health problems	Exacerbation of current health issues	<ul style="list-style-type: none"> Declarations filled in electronically or signed on paperwork by participant stating any illness should be notified to management to give us the opportunity to refuse participation Specific recommendation in declaration not to participate for obvious health concerns such as pregnancy or back/neck problems. 	<ul style="list-style-type: none"> Book of notifications to be created to log advice given to customer. If ALE is unsure due to not being medically qualified the onus is on the customer to not participate or do so entirely at their own risk. 	Staff /Participant
Participants under the influence of drugs/alcohol	<p>Inability to reason or be in full control of actions</p> <p>Increased likelihood of accidents</p> <p>Other customer dissatisfaction</p>	<ul style="list-style-type: none"> Zero tolerance for all motorsport activities Staff report suspect persons to management If in doubt make them go without People who are suspected of being under the influence can be excluded from activities 	<ul style="list-style-type: none"> Continue to be vigilant 	<p>Management / Senior staff</p> <p>Customer to act as advised/instructed</p>
Hot kart exhausts	Possible burns from person placing hand on uncovered areas	<ul style="list-style-type: none"> Customer - Briefing video states to be aware of exhausts/to wear gloves and not to touch specifically the exhaust Employee – on the job 	<ul style="list-style-type: none"> Reassess as required Reminder training 	<p>Customer</p> <p>Management</p>

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
		training/briefing video and marshal packs		
Driver being thrown out of kart due to collision with track barrier and / or other kart	Range of physical injury – bruising to death	<ul style="list-style-type: none"> • Briefing video describes how to sit in the kart and hold steering wheel along with where to place legs • Helmets are worn – Minimum standard BS6658 class B • Slight flex in the impact barrier to absorb some of the impact to avoid absolute ‘dead stop’ • Karts have protective manufacturer made wrap around to absorb impact • Seat inserts available • Multiple Marshal points so drivers pass more than one Marshal each lap – increases chance of spotting any issues 	<ul style="list-style-type: none"> • Each person is different and will feel confident with different set up • Driver – should not operate kart if does not feel safe, should not participate or immediately discontinue use and should seek assistance. 	<p>Driver to act responsibly</p> <p>Staff available around track and in pits to assist</p> <p>Marshalls</p>
Aggressive / dangerous driving	Increased risk of collisions or intentional recklessness causing accidents	<ul style="list-style-type: none"> • Customer – Warning boards to be used by marshals. • Removal from track at marshals/operators discretion • Briefing video used for all drivers 	Reassess as required	<p>Driver responsible for own actions</p> <p>Marshalls will see customers driving round</p>
Inexperienced participants	Increased likelihood of inability to respond to surroundings	<ul style="list-style-type: none"> • Briefing video used for all drivers. • Customer – Warning boards to be used by marshals. 	Reassess as required	<p>Driver responsible for own actions</p> <p>Marshalls will see</p>

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		Removal from track at marshals/operators discretion <ul style="list-style-type: none"> • Red overalls used where possible for young/inexperienced drivers 		customers driving round
Collisions with stationary karts on circuit or marshals attending a kart on circuit	Possible collision resulting in injury. Likely when people spin from bruising to breaks.	<ul style="list-style-type: none"> • Yellow and red flag system in place to increase awareness and reduce speed • Marshalls to wear hi-viz when on circuit • Multiple Marshal points so drivers pass more than one Marshal each lap – increases chance of spotting any issues and drivers seeing flags 	Reassess as required	Marshalls Customer to act as advised/instructed Driver responsible for own actions as only one who is physically in control of kart
Electrical appliance failure	Electric Shock/ serious	<ul style="list-style-type: none"> • PAT testing every 2 years • Visual inspection by users daily/before use 	Reassess as required	Management
Manual handling Lifting and moving heavy objects or objects that are difficult to grasp	Possible strain injury	<ul style="list-style-type: none"> • Objects over 15kg to be moved with 2 or more people • On the job training as to correct lifting procedure – Marshalls pack • Gloves provided with grip (kart gloves) • Weighing scales available 	Reassess as required	Staff

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
Contact with heat Steam, hot water, hot oil and hot surfaces	Possible burn	<ul style="list-style-type: none"> • Signs in place to warn of hot water • Kitchen users warned verbally of dangers 		Staff Customer to act as advised/instructed
Knives	Possible stab/cut injury	<ul style="list-style-type: none"> • Only day to day eating utensils to be within reach of customers – no sharp cutting blades available to the public • Stored in specific metal tray in kitchen 	Reassess as required	Customer to act responsibly Staff
Food handling	Possible food poisoning	<ul style="list-style-type: none"> • Food hygiene training for all food users. 1 to advanced level. • All low risk food, no ready to eat other than confectionary 	Update should menu change Do not allow customers to bring in their own food to club house due to potential confusion should food poisoning be alleged/cross contamination Customers not to be allowed in kitchen	Customer to act as advised/instructed Management to ensure trained staff in place Staff to act as required
Contact with cleaning chemicals Bleach and washing chemicals	Possible burns or dermalogical issues with prolonged exposure	<ul style="list-style-type: none"> • COSHH data sheets available to all staff • Gloves provided if needed 	Reassess with new products	Manager Staff to use/request PPE
Electrical equipment and installation Kitchen equipment, fans, sockets		<ul style="list-style-type: none"> • PAT testing every 2 years • Visual inspection by users daily/before use 	Reassess with new items	Manger/staff
Fire Faulty electrics, arson	Burns Damage to property	<ul style="list-style-type: none"> • PAT testing every 2 years • Visual inspection by users daily/before use • Smoking area with specific ashtrays for cigarettes 	Reassess as required	Management

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
		<ul style="list-style-type: none"> Emergency lighting 		
Working at height Placing stock on high shelves, use of telescopic lift	Fall or impact injury from falling item	<ul style="list-style-type: none"> Shelves to be a maximum of 2.6 meters high Single item (non stacked on shelves above 2m. Ladders available 	Reassess as required	Manager/Staff
ATV Riders crashing into trees.	Possible injury	<ul style="list-style-type: none"> PPE to be provided and worn Parts of course where trees are nearby trek leader to limit speed Participants ability to be assessed at start and areas of increased skill required to be missed out 	Regular assessments of trek course – active assessment.	Trek leaders to report issues or potential danger such as branch to Manager for action
ATV rider – Injury to feet / ankles	Possible injury/broken skin/breakages	<ul style="list-style-type: none"> Advice given to riders not to take their feet off the foot rests Keep both feet firmly on quad at all times when bike is moving When dismounting ensure bike is in neutral gear 	Continue to advise of suitable footwear Continue to provide overalls	Staff Customers to act as instructed
Fire within main clubhouse	Possible death/smoke inhalation/burns	<ul style="list-style-type: none"> 6 monthly testing of fire/smoke alarms Emergency lighting Monitoring of emergency exits 	Reassess as required	Staff Customer to follow instructions verbal and signage

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
Unacceptable behaviour / abuse /violence	Injury	<ul style="list-style-type: none"> • Persons to be asked to leave • Non-contact removal of persons • Police to be called should physical contact be likely or occur • Alcohol to be refused should actions appear to be affected detrimentally 	Assess on individual circumstances	Staff Management
Falls from height	Possible injury	<ul style="list-style-type: none"> • Platforms at height to have safety barrier 		Staff Management
Inadequate instruction of competitors arriving late	Lack of awareness or knowledge resulting in dangerous behaviour causing an accident	<ul style="list-style-type: none"> • No persons allowed to participate unless fully instructed. 		Staff
Paintballs	Possible bruising/wound from impact whilst playing games Eye injury from headshot	<ul style="list-style-type: none"> • Children under 10 not permitted to play • Max FPS 290 • PPE (goggles) required and provided • Body armour and armoured gloves available 	Amend as necessary Information provided on leaflets regarding participation ages	Management Staff Customers to follow instructions
Climbing of obstacles and embankments including areas not part of game fields or spectator area	Slips/trips/grazes/falls/breaks due to nature of environment and/or person (spectator) wandering into non-designated areas.	<ul style="list-style-type: none"> • No spectator areas to be built on banks or obstacles, this is not permitted; to do so is at their own risk • Spectators permitted at ground level boundaries provided goggles to be worn • Participants warned of ground environment in 	Amend if new game fields created or layout change of site	Staff

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
		briefing and to take action should person be on or around non-specified viewing areas. <ul style="list-style-type: none"> Appropriate footwear to be worn 		
Paintball / Laser Tag / Airsoft -Undulating terrain	Slips/trips/grazes	<ul style="list-style-type: none"> Participants warned of ground environment in briefing Appropriate footwear to be worn 	Amend if new game fields created or layout change of site	Management Staff Customer to use appropriate footwear Customer to act appropriately
Steps leading into paintball cabins	Slips/trips	<ul style="list-style-type: none"> Step edges painted /clearly marked. Inspect for erosion 	Refresh as required	Staff Management Customer to use appropriate footwear Customer to act appropriately
Paintball / Laser Tag/ Airsoft -Military / feature vehicles Hard or slippery surfaces		<ul style="list-style-type: none"> Safety briefing stating areas not to be used 	Reassess should new equipment be acquired	Management Staff Customer to use appropriate footwear

Hazard	Hazard Outcome	Controls already in place	Added or variable controls	Responsibility/Action by whom?
				Customer to act appropriately
Paintball / Laser Tag / Airsoft -Game fields slippery or tripping hazards	Falls/breakages/impalement on branches etc	<ul style="list-style-type: none"> • On booking advise appropriate footwear to be used • Fields assessed start of each playing day and continued throughout game play • Periodic random inspection • Astroturf used as a synthetic surface on muddy areas (particularly high volume walkways) • Synthetic fibre sand used on some areas of woodland deemed to be high usage or muddy 	Amend if new game fields created or layout change on site	Staff Management Customer to use appropriate footwear Customer to act appropriately
Paintball marker (gun) /Airsoft Guns being shot at close range	Bruising/blindness	<ul style="list-style-type: none"> • Goggles (compulsory) and other extra PPE provided • Safety briefing includes operation and recommended minimum operating distance • Persons removed if deemed to operate equipment in unsafe way 	Continual assessment of players	Staff Customer to act reasonably and follow instructions and warnings
Laser Tag guns	Photo sensitive epileptic fits due to flashing lights	<ul style="list-style-type: none"> • Low risk, no strobes, minimal exposure to flashes 	N/A	N/A

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Airsoft	<p>Possible bruising/wound from impact whilst playing games</p> <p>Eye injury from headshot</p> <p>Blindness</p>	<ul style="list-style-type: none"> • Children under 12 not permitted to play • PPE (goggles, glasses, Mesh goggles or glasses) required and provided, if player is providing their own, they need to meet site standards, if not they will not be allowed to use them. • Full Face Protection is advised, as they are not covered by insurance if they have injury to the head/face. • Under 16's must wear full face protection when playing. • Eye protection must be worn at all times in the playing area. If Guns are over site FPS rules, they will not be allowed to be used. • Member of staff will do random chronograph checks in playing area. • Max FPS Full Autos 350fps DMRs 450fps, Sniper Rifles 500fps Pistols 350fps all on 0.20g bbs • Players caught not following these rules will be sent home with no refund, and may face a site ban. 	<p>Amend as necessary</p> <p>Information provided on leaflets regarding participation ages</p>	<p>Management</p> <p>Staff</p> <p>Customers to follow instructions</p>

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		<ul style="list-style-type: none"> Rental guns can only use BBs provided by Ancaster Leisure. 		
Safe Zone	<p>Eye injury from headshot</p> <p>Blindness</p>	<ul style="list-style-type: none"> Gun must be cleared of any round before entering the safe zone. Staff to stand by gate as players enter safe zone to make sure all guns are cleared. Magazines are not allowed to in guns when in the safe zone, if caught play will be removed from site. Barrel covers to be worn when in the safe zone. 	<p>Will be explained during safety Briefing.</p> <p>Amend as necessary</p>	<p>Management</p> <p>Staff</p> <p>Customers to follow instructions</p>
Minimum engagement distance	<p>Possible bruising/wound from impact whilst playing games</p> <p>Eye injury from headshot</p> <p>Blindness</p>	<ul style="list-style-type: none"> Players are told minimum engagement distance during briefing. AEG minimum engagement distance is 3 meters, once within 3 meters they can only use Semi Auto or a side arm. Players using DMR and bolt action rifles will have to prove they can judges a distance of 20 metres. 	<p>Will be explained during safety Briefing.</p> <p>Amend as necessary</p> <p>Continual assessment of players</p>	<p>Management</p> <p>Staff</p> <p>Customers to follow instructions</p>
Buildings	<p>Possible bruising/wound from impact whilst playing games</p> <p>Eye injury from headshot</p>	<ul style="list-style-type: none"> Players can only fire full Auto when inside a building defending from player attacking from 	<p>Will be explained during safety Briefing.</p> <p>Amend as necessary</p>	<p>Management</p> <p>Staff</p>

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	<p>Blindness</p> <p>Falling off</p> <p>Trip hazards</p>	<p>outside and semi auto inside.</p> <ul style="list-style-type: none"> • DMR and bolt action rifles can't be used inside of building. • Continually checking buildings for any sharp objects, and making sure door ways are clear. 	<p>Continual assessment of players</p>	<p>Customers to follow instructions</p>
<p>Pyrotechnics</p>	<p>Possible burns/ injury if one goes off in hand</p>	<ul style="list-style-type: none"> • Minimum age to buy and use pyrotechnics is 18. • Safety briefing includes how they work and what to do with them • Customers are advised to read the safety instruction on all pyrotechnic • Only Pyrotechnics provided by Ancaster Leisure are allowed to be used. 	<p>Amend as necessary</p>	<p>Management</p> <p>Staff</p> <p>Customers to follow instructions</p>