

Corporate Health, Safety & Wellbeing Service General H&S Risk Assessment



DIRECTORATE: Education

SECTION: Olchfa School

DATE: August 2025

RISK ASSESSMENT TITLE: 3G Pitch


ASSESSMENT CARRIED OUT BY: Simon Roberts

Hazard	Who & How affected?	What are you already doing?	Risk Check H-M-L	Further Controls / Actions required to reduce risk	Completion Date & Initial	Residual Risk H-M-L
Surface	Anyone using facility	Floor cleaned/maintained by specialist company on a weekly basis and inspected daily by site staff.	L	Continuous checks by staff prior to lesson/session starting and throughout lesson/session	Jan 2024	L
Rubber crumb	Anyone using facility	Floor cleaned/maintained by specialist company on a weekly basis and inspected daily by site staff.	L	Continuous checks by staff prior to lesson/session starting and throughout lesson/session	Jan 2024	L
Power failure of floodlights	Anyone using facility	Maintained and serviced by qualified electricians. Users to be advised to stop using facility and evacuate from area	L	Floodlights not used during the school day, but staff using it for fixtures in evening and any clubs hiring the facility to be informed of need to evacuate if floodlight failure	Jan 2024	L
Condition of facility	Anyone using facility	Floor cleaned/maintained by specialist company on a weekly basis and inspected daily by site staff. Site staff to carry out visual checks of equipment weekly and PE staff to	L	Continuous checks by staff prior to lesson/session starting and throughout lesson/session	Jan 2024	L

		do the same prior to use of equipment				
Bad weather	Anyone using facility	Dynamic risk assessment as and when required by site staff and senior leaders.	L	Decision made by site staff/senior leaders opening school as to whether the facility is safe to use that morning, directly in relation to the weather	Jan 2024	L
Foreign objects on pitch	Anyone using facility	Regular litter picks by site staff and visual checks daily. Bins provided outside facility to encourage litter no to be left inside.	L	Continuous checks by users and staff	Jan 2024	L
Loose equipment on pitch i.e. balls/cones etc.	Anyone using facility	All loose equipment is to be removed from facility at the end of every lesson/session.	L	Continuous checks by staff prior to lesson/session starting and throughout lesson/session	Jan 2024	L
Rugby posts	Anyone using facility	Posts remain in situ during all use and have padded protectors in place. All users to be made aware of the posts and advised around using the facility safely in light of this.	L	Staff member, or person responsible for session taking place, to ensure pitch configuration, for activity not requiring the use of the rugby posts, takes them into consideration to avoid users colliding with them	Jan 2024	L
Football goals	Anyone using facility	Football goals are to remain within the 3G facility at all times, but stored in the tarmac area when not in use	L	Posts to be moved safely, making use of levers to lower/heighten wheels, and under the direction/supervision of staff member or person responsible for session	Jan 2024	L
Limited access points	Anyone using facility	All users to only use one of the designated access/egress points	L	Staff member or person responsible for session to ensure	Jan 2024	L

		onto the facility (all gates are painted yellow)		only designated access points are used		
First Aid	Anyone using facility	Staff to follow usual first aid procedures during the school day. Out of school use will have their own first aid procedures. Instructions provided on notice signs at all entrances points for calling emergency services	L	All users to ensure they are aware of the procedures for calling for medical assistance	Jan 2024	L
Emergency services access	Anyone using facility	Instructions on notice signs give all the information needed for calling emergency services, including school address and postcode, as well as the 'what3words' for pinpointing location accurately. There is sufficient access to get an emergency vehicle to the entrance gates of the facility	L	All entrance gates for access are to be kept clear of obstruction. Site staff to ensure any vehicle blocking an access point are moved immediately.	Jan 2024	L
Fire	Anyone using facility	The 3G pitch is the designated assembly point for any school evacuation. All users to be made aware of this, as they will need to stop their activity immediately on the sound of the fire alarm.	L	Staff member or person responsible for session to ensure all users adhere to the instruction to stop the activity.	Jan 2024	L
Moving large equipment	Anyone using facility	Only equipment that is intended to be moved should be moved and done so with appropriate numbers, preferably by staff member or person responsible for session.	L	Staff member or person responsible for session to ensure appropriate people/numbers are used to move equipment	Jan 2024	L
Spectators	Anyone using facility	No spectators are to enter the 3G facility at any point. Signage in place to reinforce that message.	L	Staff member or person responsible for session to ensure that no spectators enter the 3G	Jan 2024	L

				facility during the lesson/fixture/session		
Ball over fence	Anyone using facility	All users to be encouraged not to kick balls over the fence. To the west of the facility is a SUDS and the relevant risk assessment for retrieving balls from that area should be read and understood by all responsible people using the 3G pitch.	M	Staff member or person responsible for session to ensure all balls to be retrieved from neighbour gardens or grass pitches, as done so using designated access/egress gates. Retrieving balls from SUDS area must be done so by following the instructions in the SUDS Ball Retrieval risk assessment.	Jan 2024	L
Footwear	Anyone using facility	Correct footwear is to be worn when using the facility; staff members to manage this during lessons, as greater flexibility is allowed for this. Fixtures and evening use must follow the instructions on correct footwear that has been provided	L	Staff member or person responsible for session to manage footwear. In appropriate footwear can mean access is removed for that person.	Jan 2024	L
Unauthorised users	Anyone using facility	Any unauthorised users are to be removed from the facility immediately. Facility is locked when not in use and access is restricted by Paxton access cards	L	No users to allow unauthorised people onto the facility by opening an access gate from the inside. Staff member or person responsible for session to manage this throughout the lesson or session.	Jan 2024	L

Date:	August 2025	Signature:		Job title:	Business & Finance Director
Date of next review	August 2026	Counter signature:			

ACTION PLAN

Date	Action	Priority	Assigned to	Comments / Observations	Date Completed