



Contract:	External Hirer Event at Alexander Stadium	Area/Department:	Sports Activities	Ref No:	
Risk Assessor:	Siouxsie Surman	Signature:	S Surman	Date:	31.01.2026
Summary description of tasks to be undertaken:	Hire by Outside Organisations				

Persons at Risk = A: Employee/Agency **B:** Young Person/Trainee **C:** New/Expectant Mother **D:** Contractor/Maintenance **E:** Member of the Public **F:** Others in the Vicinity

Ref	Identify		Evaluate			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action/Owner
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Revised Rating			Further Actions
			L	S	R		L	S	R	
1	Hazard: injury or incident due to event use of the stadium Risk: injury or harm to all in use of the stadium	A,B,C,D,E,F	5	3	15	Meeting Manager liaise with Assistant/Duty Manager All hirers to abide by this Risk assessment. This document is referred to in the conditions of hire and its adherence is a pre-requisition of hire. • Hirer and stadium staff receive copy of current Emergency Action Plan events where applicable adhere to "Safety at Sports Ground Document" to complete own risk assessment for event and activity. • All • All events • School to brief all teachers on the following procedures 1. Emergency evacuation procedure including nearest exit and exit routes 2. How to summons first aid 3. Safe use of athletics track including crossing the track and use of all athletics equipment of hire. • Hirer and stadium staff receive copy of current Emergency Action Plan • All events where applicable adhere to "Safety at Sports Ground Document" • All events to complete own risk assessment for event and activity. • School to brief all teachers on the following procedures 1. Emergency evacuation procedure including nearest exit and exit routes 2. How to summons first aid 3. Safe use of athletics track including crossing the track and use of all athletics equipment 4. Teachers to be given specific group to direct in event of emergency PLEASE CONTACT THE MANAGER IF YOU NEED ANY CLARIFICATION ON PROCESSES	5	2	10	
1	Hazard: injury or incident due to event use of the stadium failure to comply with the Sports Ground Safety Act 1975 Risk: injury or harm to all in use of the stadium	A,B,C,D,E,F	5	3	15	Safety certificate for the stadium in place and followed by stadium team when event takes place. Ratios of medical provision and Safety stewarding in place as required by Medical assesment of event by medical provider. Stewarding in place as adhered to the Safety in sports Ground Act 1975.	5	2	10	

1	Hazard: injury or incident due to event set up or take down Risk: injury or harm to all	A,B,C,D,E,F	5	3	15	Hirer to ensure a first aid risk assessment has taken place and a Provision of First Aid is in place by a suitably qualified operative. athletics equipment carried out by Stadium Manager prior to event and track officials throughout the day Event organiser to work closely with Manager and report any unsafe non-operational equipment. Appropriately trained staff to set up track and surrounding areas, work within capabilities and seek guidance where necessary. Inspection of all competition areas made by suitably qualified / experienced teachers / coaches prior to any activity. Visable daily checks taken place and recorded by stadium team prior to use. Where appropriate - any unsafe or non-operational equipment should be reported to the teacher responsible for that area and to the duty manager Event Organiser and Duty Manager ensure safety measures are in place to include the following. 1. Emergency exit routes clear 2. Fire Safety measures in place 3. First Aid provisions 4. UKA code of practice in place 5. Adhere to all aspects on EAP (emergency action plan) 6. Adhere to the "Safety at Sports Ground act 1975" Manager liaises with event organiser throughout day. Hirer to provide appropriate Public Liability insurance	5	2	10	
1	Hazard: Emergency action due to • Fire alarm; • Bomb Threat; • Gas Leak; • Power failure; and/or • Structural and major mechanical failure. • Terrorism threat Risk: injury or harm to all in use of the stadium	A,B,C,D,E,F	5	3	15	Venue Emergency Action in place. These are Venue manager led. are to follow direction by Venue manager/safety officer for evacuation procedure. All site teams and stewards are adequately trained to respond to emergency action required Emergency action plan briefing sheet supplied to event organiser to be shared to schools and users Any concerns should be raised to the venue manager All users	5	2	10	
2	Hazard: Insufficient lighting for activities Risk: Unable to carry out tasks appropriately, trips, falls	A,E,F	3	3	9	Lighting installed appropriate for tasks anticipated to take place in the area Additional lighting sources provided if required. Damaged lighting reported and repaired as soon as possible and to original standard for area.	2	3	6	
3	Hazard: Poor housekeeping standard Risk: Slips, trips, falls, obstructed emergency escapes	A,E,F	3	3	9	Duty Managers daily checks of hire area in place to ensure it is appropriately maintained and cleaned All hazardous substances/ chemicals stored away from area in appropriate store. Cleaning routine recorded for area Equipment correctly stored. Cleanliness and security of all seating/ bleacher checked.	2	3	6	

2	Hazard: Positioning and set up of Seating Risk: Cuts, bruises, sprain/strains, muscular injuries through poor maintenance and erecting and dismantling	A,E	3	4	12	Equipment examined before erection and after use Suggestion, Concern and Defect Reporting Procedure Manual handling assessment carried out Seating, including any installed bleacher seating, appropriately secured and suitable for participants Seating layout is approved by licensing regulations Seating positioned to ensure walkways/ escape routes are not obstructed Appropriate number for permitted occupancy of space.	3	3	9	
3	Hazard: Positioning and set up of Tables Risk: Cuts, bruises, sprain/strains, muscular injuries through poor maintenance and erecting and dismantling	A,E	3	4	12	Equipment examined before erection or dismantling Suggestion, Concern and Defect Reporting Procedure Manual handling assessment carried out Tables are secured Table layout is approved and positioned to ensure walkways/ escape routes are not obstructed Appropriate number for occupancy of space	3	3	9	
4	Hazard: Removable structures, gazebos or inflatables insufficiently secured Risk: collision with people causing harm or injury	A,E	3	3	9	Equipment examined before erection and after use Suggestion, Concern and Defect Reporting Procedure structure to be agreed prior to placement by facility safety officer. sufficient ground anchors or weights used to secure item external hirers to provide insurance Trip hazards identified and removed	2	3	6	
6	Hazard: Inappropriate handling of beverages and their container vessels Risk: Spills, slips, trips, burns, scolds, cuts, bruises, sprains, strains, broken bones and unconsciousness	A,E	2	3	6	Plastic drinking vessels used Lids utilised if hot drinks are served Collection / disposal of empty drink vessels Stewarding in place Drinking only allowed in specified areas (NO food or drink apart from bottled water in the indoor athletics area) No children under the age of 18 allowed in bar area Staff appropriately trained to deal with difficult situations	1	3	3	
7	Hazard: Inappropriate behaviour of Customers Risk: Cuts, bruises, sprains, strains, broken bones and unconsciousness through overcrowding, crush, customer misbehaviour and poor supervision	A,E	3	4	12	Suitable signage provided throughout the event area Licensing regulation followed Numbers not exceed the public entertainment licence and fire certificate. Security staff appropriately positioned around the area	2	4	8	

8	Hazard: Noise Risk: Personal health through exposure to noise	A,E	2	2	4	Noise assessments carried out PPE provided as required Signage displaying appropriate information noisy areas Work rotas in place for all staff/ security teams to minimise exposure limits	1	2	2	
9	Hazard: Moving vehicles, traffic, around car park and event location Risk: Crush, collision with moving vehicles	A,E	4	4	16	Traffic management plan in place, including designated pedestrian areas and speed restrictions Public parking arrangements in place Emergency vehicles access area arranged Areas provided for subcontractor vehicles CCTV in place Attendant provided with communication equipment and appropriate PPE (hi-visibility vest etc.) All incidents and accidents reported to management and recorded on Assure.	3	4	12	
10	Hazard: Incorrect or No First Aid provision for sports activity Risk: Illness, injuries not appropriately controlled at event		3	3	9	First aid trained staff on site. competitor first aid supervision is as per guidance from National governing body	2	3	6	
11	Hazard: Electricity supply, not appropriately maintained/ installed Risk: Electrocution, burns, electric shock caused by Installation Fault, equipment fault, error use	A,B,E,F	4	4	16	Fixed electrical equipment periodically tested/ maintained in accordance with regulations/ requirements Portable electrical appliances tested annually and records kept of previous inspections FMS (Facility Management System) in place to report any electrical defects. Out of order / do not use sign put on faulty equipment Visual check of cables and condition of equipment before use Electrical installation / maintenance carried out by a Qualified person / contractor Electrical distribution boards are secure from unauthorised access Premises issued with a current certificate of inspection	2	4	8	
12	Hazard: Emergency Exit route damaged or not accessible as required Risk: Slip, trips, falls, burns, entrapment	A,B,E,F	3	3	9	Suggestion, Concern and Defect Reporting Procedure Duty Managers daily checks in place - open & closing of exit doors Records to be maintained of all maintenance, inspections and tests of exits Event layout designed to ensure emergency exit routes are kept clear.	2	3	6	
13	Hazard: Fire at event Risk: Entrapment, burns, scolds,	A,B,E,F	4	4	16	Local fire / emergency evacuation briefing communicated to all participants Evacuation routes/ exits kept clear at all times Duty Manager daily checks in place Appropriately sign posted assembly point Weekly testing of installed alarm systems and annual maintenance recorded	3	4	12	

14	Hazard: Fire or electrical fault caused by event equipment Risk: Entrapment, burns, scolds, Electrocution, burns, electric shock caused by Installation Fault, equipment fault, error use	A,B,C,D,E,F	4	4	16	all equipment on site is to be proven that it has been PAT tested and visually inspected before use in the building.	3	4	12		
15	Hazard: Fire or electrical fault caused by event equipment Risk: Entrapment, burns, scolds, Electrocution, burns, electric shock caused by Installation Fault, equipment fault, error use	A,B,C,D,E,F	4	4	16	Meeting Manager liaise with Assistant/Duty Manager All hirers to abide by this Risk assessment. This document is referred to in the conditions of hire and its adherence is a pre-requisition of hire. • Hirer and stadium staff receive copy of current Emergency Action Plan • All events where applicable adhere to “Safety at Sports Ground Document” • All events to complete own risk assessment for event and activity. • School to brief all teachers on the following procedures 1. Emergency evacuation procedure including nearest exit and exit routes 2. How to summons first aid 3. Safe use of athletics track including crossing the track and use of all athletics equipment	3	4	12		
Signed Line Manager:						Date:					
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Review Record	This Risk assessment must be reviewed at periods not exceeding 1 year or when circumstances surrounding the risk have changed		
Review Date	Assessed By	Findings	Signed
05/11/2025	Lisa Gallis	site specific review	L Gallis