

## **Bradford Ice Arena – Risk Assessment - Group Bookings & General Skating**

This document will be reviewed and updated where appropriate or at least every 12 months.

February 2014

### About the arena & operations

Bradford Ice Arena is a built for purpose ice rink with seating areas, skate hire, coffee shop, stage and balcony. The building also contains a dance studio and function suite.

The ice-pad is 55x25m and potentially could accommodate 687 Skaters in accordance with national guidelines. Our own capacity level is held at 800 persons maximum for the building 600 persons on ice and 200 spectators, including staff.

The arena provides public skating sessions for all ages and abilities, some sessions have age and ability advice and segregations applied. Information regarding the type of sessions suitable for different groups is available from box office staff at time of booking.

Although the building has an alcohol licence any sale of alcohol is strictly limited to special events and is not sold from anywhere in the ice skating area. The building operates under a premises licence from the local authority.

The arena employees both full and part time staff who are all trained in their particular role. The box office is the contact for all enquiries and the first point of contact for any issues that might arise including first aids.

The building is controlled by the Duty Manager or Supervisor on shift; they are contactable through the box office staff. All Duty Managers are first aid qualified.

There will always be qualified first aid member of staff to offer advice and administer first aid if it is required.

There are a number of safety procedures including evacuation within the arena.

### Health and Safety Policy

The arena is committed to the health and safety of all customers and takes all necessary steps to meet the requirements of the law and demonstrate good practice. It is the intention of management that all customers have a safe and enjoyable visit and all reasonable steps will be taken to encourage this. The responsibility for health and safety is shared between the rink and visitors, we expect that our customers will take reasonable care of themselves and others and follow all rules and instructions.

### Arriving at the arena and outside areas

The entrance to the arena is situated on a busy main road coming out of the centre of Bradford. Coaches and buses usually arrive outside the arena on Little Horton Lane or at the back of the building adjacent to car parks. Those arriving at the front will find there is no road to cross and can access the building from the path. The coaches parking at the back will be parked on a road that ends and only has traffic coming from the two car parks. Care should be taken around the traffic if the group is crossing the road.

### On entering the building

The arena is not on the ground floor so the group will have to travel up a significant number of steps to get to the box office. Once at box office a group leader should attend to make the arrangements for the group to access the rink, when the group is ready they will make their way to skate hire where they will be given their skates in return for their shoes. Skates should be fastened properly and only put on in skate hire.

## Personal items

There are lockers in skate hire that incur a fee. Groups usually leave bags etc on the seating areas with a group leader looking after them; we do not take responsibility for personal items that are stored in the seating areas. It is also important to remember that bags and coats can be a trip hazard if allowed to be left on the floor. Any high value personal items can be left with box office.

## Whilst skating

Ice skating is a fun activity for all ages that helps people keep active and have a healthier lifestyle, it involves the use of balancing skills and coordination.

Although we take great care to ensure our activity is as safe as possible, part of the fun is falling over and occasionally this can result in injury. To minimise the risk of injury to skaters or others there are a number of rules we expect visitors to comply with, group members should be briefed about safety instructions prior to the visit.

It is important that group members are dressed appropriately for the visit. Warm comfortable clothing is advised in layers, gloves and tight woolly hats are allowed; baseball caps and scarves not permitted whilst on the ice for safety reasons.

## ICE RULES

There are numerous signs around the building to help skaters have a safe and enjoyable visit, please follow all instructions carefully and if unsure about any aspect, ask a member of staff. The following are some basic 'do's and don'ts'

### DO –

- Put skates on in skate hire
- Wear hoods down for skating
- Fasten boots correctly
- Skate in an anti-clockwise direction unless instructed otherwise
- Follow all instructions from stewards and staff
- Put litter in the bin

### DO NOT -

- Bring bags/rucksacks on the ice
- Wear baseball caps or scarves on the ice
- Use mobile phones/cameras or any music devices (i-pod/mp3s) whilst skating
- Spray ice, perform 'C' cuts (a type of stop that can damage the ice surface) or throw ice and snow
- Skate in chains of more than two people
- Play tig or bulldogs or chase each other around
- Skate at excessive speeds
- Sit or climb on barriers
- Push and pull others
- Carry children on the ice
- Stand still or gather in groups on the ice
- Eat or drink on the ice
- Skate backwards without due care and attention to others
- Access the ice when a resurface is taking place
- Access the ice in shoes

## Specific Hazards

A number of specific hazards have been identified that require attention:

### *Slips and falls (on ice)*

There is a high risk of falling on the ice, the majority of falls will not result in injury, wearing the correct clothing and **following the ice rules** will help to minimise the risk of injury. Collisions with other skaters could occur; skaters should ensure they skate at safe speeds and with enough space away from others.

### *Slips and falls (off ice)*

The floors can get wet due to the water on skates after skating and might be slippery, not running and taking care when walking in skates will help prevent slips. There are a number of stairwells and raised seating areas. All groups should familiarise themselves with the area and take care whilst spectating and making their way around. Always use hand rails when using the stairs.

### *Ice Resurface*

A vehicle is used to resurface the ice at the end of the session and occasionally during the session where it may be required. Skaters and spectators are not permitted onto the ice when the vehicle is in use. Safety barriers are used and should be closed at all times for resurface. Groups should supervise members to ensure no access is attempted and the barriers are not interfered with.

## Behaviour and responsibilities

The responsibility of the group supervision lies with the group leaders. The behaviour of group members could have an impact on the visit and it is important that group leaders plan for any interventions from arena staff in the case of unsatisfactory behaviour.

The arena staff will offer advice and assistance where possible to groups and members.

Failure to comply with instruction from staff members could result in a member of the group being asked to leave the ice and prohibited from skating. Any serious incidents might result in a member of the group being asked to leave the building, should this occur it is important that the group leaders are fully able to take responsibility for any members of the group that are no longer permitted into the building.

## Emergency procedures

There are a number of emergency procedures in place within the building. If the fire alarm sounds or in the event of any evacuation the staff will take control of what happens and all skaters and spectators must follow any instructions they are given. Group leaders can assist by asking members to remain calm and await instructions.

## First Aid

If any of the group members require first aid attention the first point of contact will be the box office. All first aid treatment or advice is recorded and a copy will be made available to the group leaders on request.

## Insurance

Bradford Ice Arena has extensive public liability insurance cover to £5 million. The insurance summary details are available on request.