

# Risk Management Plan for Playing Fields

## 1. Introduction

This Risk Management Plan was created by \_\_\_\_\_ to address risks involved in providing playing fields.

This Risk Management Plan applies to \_\_\_\_\_.

## 2. Mission Statement

The intent of this Risk Management Plan is to:

- Protect the values of \_\_\_\_\_.
- Become an integral part of organizational processes.
- Ensure risk analysis is part of the \_\_\_\_\_ decision making.
- Address and work towards removing uncertainty.
- Become more systematic, structured and timely.
- Ensure \_\_\_\_\_ is assessing risk based on the best available information.
- Be tailored to the (Municipality's/Organization's) specific operational conditions taking into account human and cultural conditions.
- Be transparent and inclusive.
- Be dynamic and responsive to change.
- Facilitate and enhance the continual improvement of the (Municipality/Organization).

## 3. Geographical Context

This plan relates to the following playing fields in (Municipality):

## 4. Identifying Risk

The following standards provide goals and achievable benchmarks by which staff can assess the condition of the sports fields.

### 1. Athletic Fields

#### a. Turf

- Ballpark turf has a healthy, dense stand of grass.
- Field is appropriate for use (ie hardball cannot be played on softball diamond).

- Play area has a uniform surface and is well drained.
- Turf is mowed at the appropriate height for the type of field.
- Turf is free of litter and debris.

#### b. Skinned Infields

- Infields have a uniform surface are free of lips, holes, and trip hazards.
- Infields are well drained with no standing water areas.
- Infields have proper soil consistency for intended usage.
- Infields are free of weeds and grass.
- Infields are free of rocks, dirt clods, and debris.
- Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance with manufacturer's specifications and league requirements.

#### c. Soccer/Lacrosse, Rugby Goals

- Goals are properly installed and anchored.
- Goals show no excessive bending.
- Nets are supplied and maintained by the leagues.

#### d. Bleachers

- Hardware is intact.
- Bracing is tightly connected.
- Seating surface is clean, smooth, and free of protrusions and has no exposed sharp edges or pointed corners.
- Bleacher areas have clean trash receptacles present and are in good condition.

#### e. Fencing

- Fencing material is galvanized chain link and is the appropriate gauge wire for specific use.
- Fencing material is properly secured to support rails.
- Support rails are properly connected and straight.
- Fencing is free of holes and protrusions.
- Gates and latches are properly operational.

#### f. Restrooms

- Restrooms are clean, sanitary, and properly stocked with paper products.
- Lighting and ventilation systems are operational.
- Toilets, water faucets, stall doors, and hand dryers are operational.
- Restrooms are free of graffiti.
- Restroom doors are properly marked, according to gender.
- Restrooms have clean trash receptacles.
- Restroom doors and locks are operational.
- Restrooms are in compliance with the requirements of the legislation relevant to people with disabilities.

### 2. Playgrounds

#### a. Play Equipment

- Play equipment and surrounding play areas meet CSA standards and playground safety standards.
- Play equipment and hardware is intact.
- Adequate parts should be available for repairs
- Play equipment is free of graffiti.
- Age-appropriate play equipment is available.

#### b. Surfacing

- Fall surfacing is clean, level, and free of litter and debris.
- Surfacing meets CSA and playground safety standards.
- Surfacing is well drained.
- Rubberized surfacing is free of holes and tears.
- Rubberized surfacing is secure to the base material and curbing.

#### c. Borders

- Playground borders are well defined and intact.
- Playground borders meet CSA standards and playground safety standards.

#### d. Park Benches

- Slats are smooth and structurally sound.
- Hardware is intact.
- Nails, bolts, and screws are flush with the surface.
- Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.

## 5. Incident Reporting

Employees should be advised not to discuss liability with potential claimants and that they should never admit fault on behalf of the municipality. Advise employees they are not permitted to discuss the incident. Employees should respond to inquiries by stating that they will be reporting the incident immediately and advising the potential claimant of the position of someone who will contact them. Every employee should be familiar with the municipal incident report and know how to use it.

In the event of an incident:

1. Assist the injured person in obtaining necessary medical treatment. If necessary, call an ambulance.
2. Record the names and contact information of the injured person(s) and any witnesses. Obtain and record detailed descriptions of the incident from the victim(s) and witnesses.
3. Refer any discussions with the claimant to your insurer.
4. Take pictures of the area where the incident occurred. If possible, photograph the footwear that the claimant was wearing.
5. Prepare a standard incident report and keep a supply of them at each location.
6. Complete an incident report. Reporting the incident may help to establish a defense for a claim presented at a later date, help analyze the cause of the incident and help recommend risk management improvements to prevent similar incidents in the future.
7. Report the incident to your insurer. Provide them with:  
Details of the incident
  - a. Information about steps that had been taken to avoid the incident.
  - b. Information about steps that had been taken to avoid the incident.
8. Investigate potential causes and take steps to prevent and/or respond better to similar incidents in the future.

## Checklist Playing Field Inspection

Free of obstacles, no slip, trip or fall hazards, no large puddles.

Stationary and Portable Equipment – separate checklist completed.

Sprinkler Heads – marked or covered, installed in a manner that they do not create a trip hazard, can they be drained for winter?

Grass – cut to good length, no holes or erosion of field.

Playing Area – boundaries properly marked, infield or track prepped for use.

Buffer Zone – marked and unobstructed, barriers set up between players and spectators.

Lighting – adequate, sufficient for the intended use of the playing service, protected from balls.

Goals and Uprights – sturdy, sufficiently padded, no protrusions, in good condition.

Fences – sturdy, free of jagged edges, padded if necessary.

Access for Ambulance

Bleachers – safe distance from field, no splinters, protrusions or sharp edges, in good repair, properly attached to rails.

Public Address System and Telephone in working order.

Gates – self-close, completely latch, good condition.

Unused Equipment – properly and safely stored and secured.

Accessibility – wheelchair ramps are unobstructed, all access requirements are met and maintained.

Bathrooms – safe, sanitary, clearly marked and well lit, employee of appropriate sex available to inspect.

Electric outlets – cover all outlets near field, appropriate for positioning, weather protected.

Walkways, Steps, Stairs, Ramps – free of slip, trip and fall hazards, adequate lighting, handrails secure, unobstructed, transitions clearly marked.

Waste – area free of trash and debris, sufficient trash containers provided.

Only authorized persons present on field of play.

Security Personnel – on duty as needed.

Access to field and number of keys is controlled and duplication of keys prohibited.

System is in place for checking field, turning off lights, closing and locking gates after activity.

Outside individuals provide a Certificate of Insurance naming Municipality as an additional insured.

Other: