



RISK ASSESSMENT


Site Location	Grange Lane	Task/Activity	General	Risk Assessment No:	RA/RM/001
Completed By:	Rob McMillan	Reason for Risk Assessment	Covid 19 - Coronavirus	Date:	04/06/2020
Signed:		SWP Ref. No:	001	Review Date:	04/06/2021
Persons at Risk	<input checked="" type="checkbox"/> All <input type="checkbox"/> Members Only				

Hazard Identification	Who might be harmed	Controls Required	Severity of Harm	Occurrence	Likelihood of	Risk Rating	Further Control Measures Necessary
Spread of Covid19-Coronavirus	Members Those with underlying health conditions. Anyone who physically comes into contact with you.	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Members encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods.</p>	5	x	2	= 10	<p>Members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout TNC.</p> <p>All electric hand dryers to be disconnected.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display.</p>

		<p>Follow the checklist located in the shower/toilet block. Any items disposed of in the waste bin should be emptied daily and double bagged. Clothing worn during cleaning should only be worn once and after use removed at the member's caravan, double bagged and placed in the car to be taken home.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Social distancing also to be adhered to in outside areas and smoking area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement, an adequate supply of these will be provided if available. Members will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>				<p>Rigorous checks will be carried out by Committee Officers to ensure that the necessary procedures are being followed.</p> <p>Members to be frequently reminded of the importance of social distancing. Committee Officers to undertake regular checks to ensure this is adhered to.</p> <p>No guests or visitors will be allowed into the club until all restrictions are lifted.</p> <p>Members to be reminded that wearing of gloves is not a substitute for good hand washing</p>
--	--	---	--	--	--	---

		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature whilst at the club they will be sent home and advised to follow the stay at home guidance.</p> <p>A Committee Officer will maintain regular contact with the member during this time.</p> <p>If advised that a member or public has developed Covid-19 and were recently on our premises (including where a member has visited other work place premises such as domestic premises), a Committee Officer of TNC will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p> <p><u>Risk Assessments</u></p> <p>A folder containing the completed RA's will be kept and available to members on request. RA's will be on the club Website.</p>				<p>Internal communication channels (Newsletter & Website) and cascading of messages through Committee Officers will be carried out regularly to reassure and support members in a fast changing situation.</p> <p>Committee Officers will offer support to members who are affected by Coronavirus or has a family member affected.</p> <p>Information will be relayed to members by Newsletter, email, website, mail drop.</p>
--	--	--	--	--	--	---

		<p>Stores All stores i.e. cleaning agents, janitorial products and similar will be kept in a suitable locked area and access and issue will be done by a key members only. Essential items will be made available to members and kept under the sink in the main Windings shower block.</p>					
Officer	Rob McMillan	Signature	Date:				

 RISK ASSESSMENT ACTION PLAN				
Further control measures necessary	Agreed actions:	Actionee:	Date Due:	Date Action Completed:

RISK ASSESSMENT GUIDANCE



Hazard Identification

When undertaking a risk assessment consider the following hazards (this list is not exhaustive and other hazards may be present)

Acid	Falling / flying objects	Other people
Adverse weather	Falls from height	Physiological Capabilities (Human Factors)
Asphyxiation / drowning	Ground collapse / failure	Pressure systems
Chemicals / harmful substances	Heat / fire / explosion	Psychological Capabilities (Human Factors)
Confined spaces	High / low temperature	Structural failure
Contact with moving parts / machinery	Human Behaviour	Underground / overhead services
Dust / fumes	Inadequate Lighting	Uneven ground
Electricity	Lone Working	Unsafe access / egress
Explosion	Machines / objects overturning	Use of power tools
Failure of lifting equipment	Manual handling	Vehicle movements
Failure of tools / equipment	Noise	Vibration exposure

Persons at Risk

All	Members	Young Persons	Contractors	Visitors		
-----	---------	---------------	-------------	----------	--	--

RA - Form Guidance

(1) Hazard Identification	Put in all the potential hazards associated with the task (Consider hazard list above).
(2) Associated Risk(3) Current Controls	Put in the likely effects i.e. cuts, burns, broken limbs, damage to property.
(3) Current Controls	Put in the existing controls i.e. SWP, procedures, Guards, demarcation, PPE.
(4) Severity of Harm	Estimate the severity (Scale 1 to 5 see severity indicator).
(5) Likelihood of Occurrence	Estimate the likelihood (Scale 1 to 5 see likelihood indicator).
(6) Risk Rating	Multiply the severity of harm score with the likelihood of occurrence score.
(7) Further controls necessary	State if further controls are required to control / reduce the risk. Complete action plan

Severity

1	Minor injury no lost time
2	Minor Lost time Injury under 7 days
3	Serious lost time injury over 7 days
4	Major Injury (Specified Major under RIDDOR)
5	Fatality

Likelihood

1	Rare (may occur only in exceptional circumstances)
2	Unlikely (may occur sometime)
3	Possible (should occur at sometime)
4	Likely (event will probably occur in most circumstances)
5	Almost certain (event is expected to occur in most circumstances)

Risk rating

High 15 to 25	UNACCEPTABLE RISK - Stop the task or do not allow it to start until further controls have been implemented in order to reduce the risk as low as is reasonably practicable (a balance of cost and risk) and ideally to achieve a low risk rating.
Medium 7 to 14	RISK MAY BE UNACCEPTABLE - It may be acceptable to implement temporary control measures to achieve the required level of risk reduction until more permanent measures are in place.
Low 1 to 6	ACCEPTABLE RISK - Task may continue presuming controls are implemented and monitored. Where additional low or no cost control measures can be implemented, particularly where this encourages employee engagement, these should be considered.

Hierarchy of Control

Eliminate	Get rid of the hazard; replace it with something less hazardous.
Reduce	Reduce the level of risk by reducing the nature of the hazard, e.g. use small quantities, lower voltage etc
Isolate	Isolate the hazard from people, for example by guarding
Control	Control exposure to the hazard by controlling who has access or limiting exposure time
PPE	Personnel Protective Equipment
Discipline	Training and Supervision