



# RISK ASSESSMENT


<b>Site Location</b>	Grange Lane	<b>Task/Activity</b>	Committee Meetings	<b>Risk Assessment No:</b>	RA/RM/002
<b>Completed By:</b>	Rob McMillan	<b>Reason for Risk Assessment</b>	Covid 19 -Coronavirus	<b>Date:</b>	04/06/2020
<b>Signed:</b>		<b>SWP Ref. No:</b>	002	<b>Review Date:</b>	04/06/2021
<b>Persons at Risk</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> Members				

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.	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>Drying of hands with disposable paper towels.</li> <li>Members encouraged to protect the skin by applying emollient cream regularly</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	5	x	2	= 10	<p>Meeting to be undertaken outside if possible. If the weather is inclement the meeting will take place inside the club room where social distancing can be strictly adhered to.</p> <p>Committee Officers will be advised to bring use their own suitable chair if possible.</p>

		<p><b><u>Cleaning</u></b> 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> <p><b><u>Social Distancing</u></b> 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><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Members will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>				<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Committee Officers are reminded of the importance of social distancing</p> <p>Officers to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels (Newsletter &amp; Website) and cascading of messages through Committee Officers will be carried out regularly to reassure and support members in a fast changing situation.</p>
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Officer	Rob McMillan	Signature	Date:
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 <b>RISK ASSESSMENT ACTION PLAN</b>				
<b>Further control measures necessary</b>	<b>Agreed actions:</b>	<b>Actionee:</b>	<b>Date Due:</b>	<b>Date Action Completed:</b>



## 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

### 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
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