

Site Location	TF2 9PB	Task/Activity	Club House risk assessment.
Completed By:	Helen Shaw	Reason for Risk Assessment	Government retraction of the autumn/winter plan B. Triple vaccination program and the introduction of a fourth vaccine for extremely vulnerable adults.
Signed:		SWP Ref. No:	HS/ch01 - 13/03/2022 Review: 13/04/2022
Persons at Risk	ALL		SEVERITY OF HARM = 3 LIKELIHOOD OF HARM = 3 RISK RATING = 9

Hazard Identification	Who might be harmed	Controls Required	Further Control Measures Necessary
<p>Covid19 – SARSCov-2 And variants.</p> <p>Touch Transmission by humans touching virus contaminated surfaces</p> <p>Airborne transmission by droplets and particles containing the virus breathed in by humans.</p> <p>Non vaccinated individuals in the club house.</p> <p>Lack of Social Distancing in the kitchen due to size of space.</p> <p>Lack of social Distancing in the Bar area due to the size of the space.</p>	<p>Any person on site using the clubhouse.</p> <p>Those with underlying health conditions.</p> <p>Anyone who physically comes into contact with you.</p> <p>Non-vaccinated individuals.</p>	<p>Hand Washing and drying facilities in the clubhouse toilets.</p> <p>Hand sanitisers in different areas of the club room and at doorways.</p> <p>Cleaning the room and facilities.</p> <p>Clear Perspex up at the bar hatches</p> <p>Ventilation.</p> <p>Hygiene Measures.</p> <p>Ask for proof of double vaccination from the singer/entertainer.</p>	<p>Compliance by ALL persons on site.</p> <p>Committee officers to check and monitor compliance and cascade any necessary information or guidelines to members.</p> <p>Advise and remind people about good hand hygiene.</p> <p>Promotion of Cleaning of the club room and facilities every Friday Saturday Sunday.</p> <p>Completion of cleaning schedules.</p> <p>Cleaning of each table when finished using it.</p> <p>Strict use of the Sanitiser machine Friday Saturday and Sundays. PARTICULAR ATTENTION NEEDS TO BE PAID PRIOR TO FUNCTIONS – AND TIME ADJUSTED ACCORDINGLY.</p> <p>Inform and explain to people of the guidelines set out by the committee especially if different to government ruling - via notices, emails, the website, face book and verbally.</p> <p>Encouragement for people to sit side by side with people outside of their household and as much as is possible and face to face with people within the same household.</p> <p>Encouragement to socialise with the same people each visit so it is easier to remember who they have been in contact with.</p> <p>Windows to be open when the clubhouse is occupied.</p> <p>CO2 MONITOR IN PLACE.</p> <p>Frequent clearing of tables of dirty glasses, cans and rubbish.</p> <p>Frequent disposal of rubbish bags.</p>

		<p>NON-VACCINATED INDIVIDUALS TO CONTACT THE HEALTH AND SAFETY OFFICER AND PROVE THEIR EXEMPTION OR BE CONTACTED BY COMMITTEE</p> <p>Ventilation</p> <p>A Maximum amount of people working in the kitchen Work side by side not face to face. Compliance of Food Safety Guidelines.</p> <p>A Maximum amount of people working behind the bar. Work side by side not face to face. Hand hygiene via hand washing and drying facilities. Hand sanitiser in place for regular use. Cleaning and Sanitising of surfaces.</p>	<p>Cleaning of each table when finished using it. Strict use of the Sanitiser machine Friday Saturday and Sunday nights.</p> <p>Only vaccinated entertainers and singers to be hired.</p> <p>Full compliance by the individual to all safety measures put in place. COMMITTEE TO DECIDE IF MEMBERSHIP NEEDS TO BE SUSPENDED.</p> <p>windows and doors to be opened, in the kitchen when in use, to allow fresh air inside and reduce condensation. Maximum number of 4 people working in the kitchen at any one time. Food hygiene rules to be followed. Use and dispose of gloves safely and in the appropriate circumstances. Compliance of product guidelines in regard to use of chemicals and substances. Compliance to the closing down procedures and opening up procedures. Compliance to the bar service safety procedures. To be included on a weekly schedule for sanitisation by the sanitiser machine.</p> <p>Maximum of Two people working behind the bar at any one time, for longer periods of time on a Roster system, with the exception of a third person stocking up in busy periods. Hand Sanitisers in place and to be used by everyone. Bar be included on weekly schedule for sanitisation by the ozone sanitiser machine.</p> <p>Members wishing to purchase drinks and other products at the bar are asked to pay by card. Thus, reducing the need for the bar attendant to handle cash.</p>
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			<p>The committee Officers with meet/consult to discuss if non-compliance by a person/people constitutes a break in the club rules and goes against the business Health and Safety Plan. If it does then a decision will be made if disciplinary action is required.</p>
Officer	Helen Shaw	Signature	



RISK ASSESSMENT ACTION PLAN

Further control measures necessary	Agreed actions:	Actionee:	Date Due:	Date Action Completed:

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

Persons at Risk

All	Members	Young Persons	Contractors	Visitors	Member of Public
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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

LIKELIHOOD OF HARM

1	Rare
2	Unlikely
3	Unlikely
4	Likely
5	Almost certain

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

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



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.