

TITLE/NUMBER	WEYR001	LOCATION: General Areas
COMPLETED BY:	Martin Dodd. Updated by Jason Weston 2010	OTHER RELEVANT RISK ASSESSMENTS:
DATE COMPLETED	12/09/2008	
DATE REVIEWED	29/08/2010	

PROFORMA 3

Hazard Ref	Hazard Detail (Record details of what could cause injury or harm)	Who may be harmed & How? (Record details of all those at risk from the hazard and how they may become harmed)	Risk (Risk matrix refers) S x L	Control Measures (List all necessary control measures needed to reduce the risk to acceptable levels)	Responsible Person (Identify the appointment holder with responsibility for ensuring controls are in place)	Residual Risk (Risk matrix refers) S x L
1.	Electricity	Committee Players Members of Public. (Electric shock from unsafe electrical equipment)	S4 x L4 16	1(a). Only authorised equipment to be installed by competent person. 1(b). All electrical equipment to be inspected and tested in accordance with current electrical regulations prior to use and periodically thereafter.(PAT testing) 1 (c) All electrical systems to be tested every 5 years (PIR – completed 2010) 1(d). Provision of appropriate information instruction and training to all relevant persons.	Club Officials	S4 x L2 8
2.	Fire	All. (Inability to make effect escape)	S4 x L4 16	2(a) See Separate fire risk assessment 2(b) Keyholders and bar staff trained in fire safety August 2010.	Club Officials Nominated Fire Warden	S4 x L2 8
3.	Slips trips and falls	All: - • Poor housekeeping Unsafe floors (muscular skeletal injuries)	S3 x L3 9	3(a). Regular inspection of all public areas to ensure that: <ul style="list-style-type: none"> • Sufficient power sources are available to prevent trailing cables in walkways. • Cabling of all equipment is to be secured by correct fasteners. • A reasonable standard of housekeeping to be maintained when clubhouse in use • Floors are kept free from holes, uneven surfaces and trip hazards. • Spillages to be cleaned immediately • No boots / bags in main clubhouse area 	Club Officials or nominated safety representative	S3 x L1 3
4.	Manual handling	Committee/Bar Staff/Volunteers. (muscular skeletal injuries)	S3 x L2 6	4(a). Avoidance of manual handling wherever possible. 4(b). Provide training in correct lifting technique where handling cannot be avoided.	Club Officials	S3 x L1 3

Hazard Ref	Hazard Detail	Who may be harmed & How?	Risk	Control Measures	Responsible Person	Residual Risk
5.	Poor environment	All -ill health due to: - <ul style="list-style-type: none"> • Overcrowding. • Inadequate lighting. • Poor ventilation. • Excessive heat or cold. (Personal injuries)	S3 x L4 12	5(a). Limit on total occupancy in accordance with fire regulations. 5(b). Ensure that lighting levels are sufficient to allow safe circulation and minimise the potential for accidents, and that emergency lights are tested and correctly working. 5(c). Ensure adequate supply of fresh air to all rooms 5(d). Maintain a minimum temperature of at least 16°C in all inside areas in use. 5(e). Regular inspection and maintenance of premises and equipment including a reasonable standard of housekeeping.	Club Officials	S3 x L3 9
6.	Hazardous chemicals	Club Cleaners (chemical injuries)	S3 x L4 12	All hazardous chemicals to be CoSHH assessed, and training provided to all using the chemicals	Club Officials	S3 x L3 9
7.	Noise	All – potential hearing damage due to exposure to excessive noise levels.	S3 x L3 9	7(a). Provision of appropriate means to control the volume of disco sound and visual equipment. 7(b). Monitoring may be necessary throughout an event. 7(c). Provision of ear protection may be necessary for bar staff.	Club Officials	S3 x L2 6
8.	Kitchen & Food Preparation Areas	All – recipients of food prepared by club members	S3 x L3 9	8 (a). Appropriate hygiene standards to be maintained in kitchen and food preparation areas 8(b). At least one of the catering team working at any time must hold a Food Hygiene certificate.	Club Officials	S3 x L2 6
9.	Welfare facilities. Toilets & Showers	All – Club users	S3 x L3 9	9 (a). Complete a legionella risk assessment, and : <ul style="list-style-type: none"> • ensure that the release of water spray is properly controlled; (clean shower heads) • avoid water temperatures and conditions that favour the growth of Legionella and other microorganisms; (20°C - 45°C) • ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework; • avoid materials that encourage the growth of legionella; • keep the system and the water in it clean; and, treat water to either kill legionella (and other micro-organisms) or limit their ability to grow. 	Club Officials	S3 x L2 6

Signature of Committee Member responsible for safety	Signature of nominated club official
Name: Jason Weston	Name: Chris Davis
Date: August 2010	Date: August 2010
Notes: <ol style="list-style-type: none">1. This risk assessment was updated by Jason Weston Grad IOSH. The committee has the ultimate responsibility for the implementation of the suggested control measures and compliance with Health and Safety regulations. The committee member deemed responsible for safety will ensure that to the best of their ability all of the control measures will be put in place. Where the suggested control measures cannot be upheld a note on this risk assessment shall be made with suitable corrective actions.2. If further hazards are noted, which require additional control measures, these should be listed on an Action Plan, and the Club Officials are to ensure that appropriate actions are carried out.3. This risk assessment covers the clubhouse and its activities4. This assessment covers social events and matches, therefore adequate lighting of all emergency exits should be provided5. The onus is on the committee members to ensure safe practices are maintained whilst events are in progress.	