

 Standing Risk Assessment: CLUBHOUSE – ANNEX A TO CLUB HEALTH & SAFETY MANAGEMENT PLAN		L = Likelihood scale: 5 = High 3 = Medium 1 = Low S = Severity scale: 5 = Severe 3 = Concerning 1 = Recordable RF = Risk Factor (= L x S)						
Hazard	Persons at Risk	Risk			Controls Applied	Residual Risk		
		L	S	RF		L	S	RF
Slips and falls on wet flooring	All Clubhouse users	3	3	9	Clubroom area segregated in to wet & dry areas. Stairs painted with anti-slip paint. Wet vacuum & mops provided. Rubber mats provided in changing rooms. Warning notices displayed.	1	3	3
Collision with vehicles on exiting Clubhouse front door.	All Clubhouse users. The public road starts beyond the balcony supports (about 1 metre from the door) and there is limited vision to the right when exiting.	1	5	5	Rope used on external pillars during major events to channel pedestrians away from blind corner. Risk highlighted in H & S briefing for visitors. Council advised of concerns (2006) and the junction markings have been improved.	1	5	5
Scalds, burns & cuts from Galley equipment	All those who enter the galley	3	5	15	Access to Galley to be controlled during major events by closing door. Galley floor to be kept clear of obstacles to prevent inadvertent falls on to hot equipment etc. The water urn has been secured to a non-tip base. Galley layout has been optimised to promote safe working practice.	1	5	5

Fire in the Clubhouse	All Clubhouse users	1	5	5	The entire Clubhouse is a no smoking area. There are smoke detectors in the Clubroom linked to the fire alarm system. No fuel is stored in the Clubhouse. Flares are stored in polybottles in the Sidestore. Electrical appliances are unplugged when not in use. The electrical system has been overhauled (2008) and is inspected by a qualified electrician every 3 years with plug-in electrical equipment tested annually. First Aid Fire Appliances (FIFA) are provided in the Galley and by all exits. There is a dedicated fire exit from the Clubroom. There is a manually activated fire alarm and evacuation lights at all exits. The fire alarm system, evacuation lights, exits and FIFA are inspected on a quarterly basis by the Health & Safety Officer and the Fire Alarm is tested monthly by the Building Custodian. The FIFA are maintained annually under contract administered by the Building Custodian.	1	5	5
Electric shocks	All Clubhouse users	1	5	5	The Clubhouse electrical system has been overhauled (2008) and RCDs fitted. Extension leads are kept to the minimum and put away when not in use. Blanking plugs are fitted to the sockets not in use in the toddlers play area in the Clubroom.	1	5	5

Sheet 3 of 3 ANNEX A TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

Food poisoning	All who eat in the Clubhouse		1	3	3	Food prepared by small group of helpers who have been briefed on food handling by Social Convenor. Use by dates observed and minimum food stored on premises. Fridge & freezer provided. Colour coded chopping boards provided. Handwash area provided. Anti-biological spray for wipe down provided. Notices in Galley about food handling.	1	3	3
Under age drinking	Under 18 year olds		3	3	9	Club has occasional licence only. Bar door and shutters locked when not in use and key 'controlled'. Juniors (under 18) clearly identified in club handbook. Juniors not allowed to help behind bar when open.	1	3	3
Issue Four, January 2012	Prepared by: Richard Jenner	Agreed by: MC	Annual Review Date: March 2013			Annual Reviewed by:	Agreed by:		