

2018/19 Place to Play Risk Assessment – To be reviewed on a regular basis and actions arising from it should be discussed by the Committee

<p><u>What are the hazards?</u></p> <ul style="list-style-type: none"> LTA suggestions to consider 	<p><u>Who might be harmed and how?</u></p>	<p><u>What are you already doing?</u></p>	<p><u>Do you need to do anything else to manage this risk?</u></p>	<p><u>Action by who?</u></p>	<p><u>Action by when?</u></p>	<p><u>Done</u></p>
<p>Club grounds and gardens</p> <ul style="list-style-type: none"> Regular inspections of club grounds, car parks, paths and steps are carried out and documented Documented maintenance programme is in place to manage wear and tear to steps, paths and car parks Clear signage is in place to direct pedestrians to safe walkways Walkways and paths are well lit Signage for drivers is clear and lit When external contractors are used, copies of their insurance details are obtained 	<p>Club members, staff, volunteers and members of the public could be injured if they fell on damaged path</p>	<ul style="list-style-type: none"> Appropriate insurance is maintained Maintenance is regularly discussed and addressed, and a Maintenance Board allows members to report any minor issues they encounter All areas are appropriately lit Regular gardening is undertaken as part of a service contract <u>Drain on entrance path (from carpark) clear and flowing</u> <u>When external contractors are used, copies of their insurance details are obtained</u> 	<p>Annual “Walk the Club” inspection of premises.</p>	<p>Committee</p>	<p>31/7/19</p>	
<p>Bars and restaurants</p> <ul style="list-style-type: none"> Spillages are dealt with quickly and wet floors are mopped immediately Glasses and bottles are stored safely Furniture is inspected regularly any necessary repairs are carried out promptly Staff are trained in manual handling procedures 	<p>Members, staff and visitors could be injured, for example, if they slip on a spillage or cut themselves on broken glass</p>	<ul style="list-style-type: none"> Appropriate insurance is maintained All areas are appropriately lit Glasses and bottles are stored in a locked bar area Regular cleaning is undertaken as part of a service contract 	<p>Annual “Walk the Club” inspection of premises.</p>	<p>Committee</p>	<p>31/7/19</p>	
<p>Kitchens</p> <ul style="list-style-type: none"> Only trained staff are permitted to use hot surfaces, heating equipment or dangerous/sharp equipment Staff are trained on how to avoid cross contamination of food Staff are trained on manual handling procedures Spillages are cleaned immediately to avoid slips on. A wet floor sign is used where appropriate 	<p>Staff may be scalded, burned or cut in the kitchen and visitors in the restaurant could be at risk if food was incorrectly prepared</p>	<ul style="list-style-type: none"> Appropriate insurance is maintained Maintenance is regularly discussed and addressed, and a Maintenance Board allows members to report any minor issues they encounter All areas are appropriately lit Regular cleaning is undertaken as part of a service contract <u>Ensure any mice/vermin are effectively removed and access blocked</u> 	<p>Annual “Walk the Club” inspection of premises.</p> <p><u>Professional action to remove current issue</u></p>	<p>Committee</p>	<p>31/7/19</p> <p><u>31/1/19</u></p>	
<p>Changing rooms</p> <ul style="list-style-type: none"> Regular, documented cleaning programme is in place to ensure that floors are kept clean and dry Documented maintenance programme is in place to ensure that benches, cubicles, lockers and floors are in good condition Staff are trained on COSHH regulations to ensure that all cleaning substances are used, handled and stored correctly and safely Shower heads are regularly cleaned to prevent the risk of Legionnaires Disease Signage clearly highlights wet areas where slippage risk is higher 	<p>Members, staff and visitors might be injured in changing rooms as a result of a slip or from using contaminated shower facilities</p>	<ul style="list-style-type: none"> Appropriate insurance is maintained Maintenance is regularly discussed and addressed, and a Maintenance Board allows members to report any minor issues they encounter All areas are appropriately lit Regular cleaning is undertaken as part of a service contract 	<p>Annual “Walk the Club” inspection of premises.</p>	<p>Committee</p>	<p>31/7/19</p>	
<p>Staff and security</p> <ul style="list-style-type: none"> Club has a policy in place to protect lone workers and staff have been trained and made aware of the risks Access to members areas is restricted to members and staff only Rules of acceptable behaviour are displayed along with the relevant enforcement measures Money is counted and stored in secure areas Stocks of equipment are securely held when not supervised 	<p>Members, staff and visitors could be harmed by intruders or have property stolen or damaged</p>	<ul style="list-style-type: none"> Appropriate security lighting is in place All locks are checked regularly Burglar and fire alarms, plus fire extinguishers, are checked regularly as part of a service contract 	<p>Annual “Walk the Club” inspection of premises.</p>	<p>Committee</p>	<p>31/7/19</p>	