

Risk Assessment for Gunnersbury Triangle Sports and Social Club, November 2019

Responsible Management Committee member: Raff Ercole (Health and Safety Officer)

Reporting of hazards or potential hazards by members: Written entry in maintenance logbook kept in cupboard in kitchen

List of updates in order of entry.

Base file: Updated by Raff Ercole and Peter Domone, 27/9/18

Date: 15/10/2018 – Base File reflected in word master copy file

Date: 01/11/2018 – Updates entered

Date: 11/11/2019 – Annual review and update (R. Ercole, A. Gillespie, P. Domone)

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Updated by Raff Ercole, Alex Gillespie and Peter Domone, 9/11/2019

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Main recommendations (Oct 2019)	Responsibility of	Do by date
<p>1. Fire Safety</p> <p>a) Continued checking Fire Action notices and Fire Evacuation Routes are displayed and that Fire Exits are marked and have notices to be kept clear.</p> <p>b) Mark floor area to be kept clear (hazard tape and signage)</p> <p>c) Remind Bar staff to check fire exits are clear when they check premises at closing time.</p>	<p>a) H&S Officer b) and c) B&M d) Bar manager</p>	<p>a) Current FRA: May 2019 b), c) and d) 31/10/18</p>
<p>2. Tripping hazards</p> <p>a) Replace hazard tape on sills to external doors</p> <p>b) Lighting of raised floor area in snooker room</p> <p>c) Upgrade and resurface all paths around courts</p> <p>d) Continued vigilance to ensure potential hazards (obstacles, equipment, broken furniture etc.) , in and around clubhouse are removed, and paths are kept clear.</p>	<p>a), b) and c) B&M d) all club members</p>	<p>a) and b) 30/11/19 c) 2019/20 d) ongoing</p>
<p>3. Contractors</p> <p>Check that contractors are properly insured. (Condition of insurance.) Applies to contractors using potentially dangerous equipment or working on electrical or gas installation, roof etc. Does not apply to, for example, a worker doing painting or a minor repair.</p> <p>Procedure required</p>	<p>H&S Officer and B&M</p>	<p>31/12/19</p>

Hazard	Who might be harmed and how?	Current control measures	Further actions required (following Oct 2019 insp.)	Action by		Date completed
				whom	when	
1. Tripping Hazards						
<ul style="list-style-type: none"> • Uneven flooring • Wet flooring • Spillages • Trailing wires • Obstructions and obstacles • Sand on courts • Uneven, overgrown or slippery paths • Ramps and steps 	Anyone using the club might trip and sustain an injury	<ul style="list-style-type: none"> • B&M inspects premises regularly & carries out repairs • There is a Maintenance Reporting book for recording faults • There is an Accident Reporting book for recording accidents • A professional firm cleans the club. It has a schedule of work and reports to the B&M to identify problems • Floors are usually washed out-of-hours and are not wet when the club is in use. Wet floor sign available. • Adequate lighting throughout clubhouse and surrounds • Raised sills on the two doors to the exterior in the lounge are marked with hazard tape • Storage areas are provided and regularly reviewed • The allotment rules state paths should be kept clear of foliage/garden waste • Courts are treated for moss twice yearly • Each court is brushed approx. monthly to ensure even distribution of sand • Bar staff have been instructed to clean spillages promptly • Bar manager instructs staff on safe footwear • Tennis coach advises members on safe footwear • All areas of the club are inspected regularly • Safe storage area for empty gas cylinders outside bar • Railings on steps outside main door and on ramp to bar 	<ul style="list-style-type: none"> • Regular monitoring of lighting 	B&M	Ongoing	
			<ul style="list-style-type: none"> • Continued monitoring of all areas of the club for obstructions and obstacles. 	All club members	Ongoing	
			<ul style="list-style-type: none"> • Carpet/astroturf on steps and paths around the club is uneven and slippery when wet. Repave and where necessary widen all paths as a longer term solution. This may be done in stages. 	B&M	31/12/19	
			<ul style="list-style-type: none"> • External furniture etc. around clubhouse should be stored tidily. Broken furniture should be removed or repaired. 	B&M	ongoing	
			<ul style="list-style-type: none"> • Edge of raised floor area in snooker room to be marked with hazard tape and/or adequately lit. • Hazard tape on raised sills on the two doors to the exterior in the lounge to be renewed 	B&M B&M	31/12/19 31/12/19	

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2. Cutting Hazards						
<ul style="list-style-type: none"> Broken glass Protruding nails Pieces of metal or wire Sharp edges 	<ul style="list-style-type: none"> Any one using the club could step on/brush against a sharp object and sustain an injury. The club has a bar and inevitably there are breakages: customers or staff could sustain cuts Karate members and Yoga participants exercise in bare feet and are particularly at risk 	<ul style="list-style-type: none"> Cleaner scheduled to clean floor after functions where glass may be broken Karate members and Yoga participants lay down matting to exercise on Bar staff clear breakages promptly A container is provided in the bar for broken glass First aid boxes are located and clearly marked in entrance corridor and bar, and are kept up-to-date 	<ul style="list-style-type: none"> Contents of first aid boxes to be regularly checked and replaced when out-of-date 	Club coach and Bar manager	ongoing	
3. Working at height						
<ul style="list-style-type: none"> Falls 	<ul style="list-style-type: none"> Tradesman or B&M team working on roof, or using a step ladder inside or outside the clubhouse Members putting up decorations 	<ul style="list-style-type: none"> Ladders checked regularly Step ladders kept in locked storeroom Safety notices displayed by the ladders 	<ul style="list-style-type: none"> Continued monitoring of ladder use 	H&S		

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4. Hazardous substances						
<ul style="list-style-type: none"> Floor and surface cleaners Bar-pipe cleaners Cleaners used in glass washing m/c in bar CO₂ cylinders Garden fertilisers and chemicals such as weed killers 	<ul style="list-style-type: none"> Cleaning or bar staff could damage skin /eyes by using materials incorrectly or as a result of a spillage or accident. Bar staff could be injured or asphyxiated if a CO₂ cylinder leaked or exploded Children playing at the club could swallow or come into contact with cleaners or garden chemicals and suffer poisoning/skin/eye damage 	<ul style="list-style-type: none"> Cleaning substances with flammable are kept in a locked container in storeroom Cleaners to use appropriate PPE Person buying cleaning materials buys only standard domestic products. CO₂ cylinders are chained in an upright position Staff are instructed in safe working practices with cylinders CO₂ safety notice is displayed adjacent to cylinders The allotment rules state that chemicals and fertilisers should be kept under lock and key. Safety notices in bar 	<ol style="list-style-type: none"> Check safety of cleaning materials in storeroom Continued monitoring of compliance 	H&S Officer		
5. Electrical faults						
Faulty or damaged wiring, broken switches or faulty appliances	Electric shocks or burns to any club user	<ul style="list-style-type: none"> Fixed installation inspected every 5 yrs by qualified electrician. All repairs done by qualified electrician Check list of portable electrical appliances Portable electrical appliances testing (PAT) every two years. Notices displayed stating location of main utility on/off switches 	<ol style="list-style-type: none"> PAT testing of portable appliances in 2020. Provide PPE for users of leaf blower 	<ol style="list-style-type: none"> H&S Officer H&S Officer 	30/11/19	

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6. Gas						
Gas leaks	Any user of the club could suffer asphyxiation from a gas leak or injury from a gas explosion	<ul style="list-style-type: none"> Gas installation and appliances inspected annually(in June) by Gas Safe registered engineer All repairs done by Gas Safe registered engineer All suspected leaks are promptly investigated. 		H&S B&M		
7. Heavy lifting						
Moving barrels, crates, cylinders and other heavy items	Injury to bar staff when lifting	<ul style="list-style-type: none"> Bar staff advised of appropriate clothing (e.g. footwear) Staff are instructed in safe lifting practice Staff are instructed to roll casks Records are kept of bar staff H&S training 	1. Bar manager to continue all newly appointed staff	H&S Officer and Bar Manager		
8. Hygiene						
<ul style="list-style-type: none"> Dirty tables, carpets etc Dirty toilets Poorly washed glasses Infestation by vermin or insects Animal faeces Lack of hand washing facilities Poor kitchen practices 	<ul style="list-style-type: none"> Any user of the club could come into contact with harmful bacteria resulting in an infection or gastric upset Children playing in the area in front of the club or in other parts of the grounds may step on or touch animal faeces possibly leading to infection 	<ul style="list-style-type: none"> A professional cleaner regularly cleans the club (including kitchen and toilets). A glass-washing m/c is used in the bar. Pest control measures are in place Food supplies (crisps, nuts etc) stored in plastic containers Disposable gloves/bags available for picking up animal faeces There are notices in the kitchen about safe food preparation 	1. Ongoing vigilance for pest infestation and action when/if appropriate	H&S Officer B&M		

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9. Burns and scalds						
<ul style="list-style-type: none"> Accidents with the barbecue or while cooking Very hot water from taps 	Anyone using the barbecue, or cooking food in the kitchen could come into contact with a hot surface or liquid and be burnt or scalded.	<ul style="list-style-type: none"> Guidelines for use of the barbecue are displayed where the barbecue is stored Kitchen rules are displayed stating that children should not be in the kitchen while cooking is taking place. Frying is not allowed in the kitchen There are warning notices about hot water above the hand basins 	Continued checking that notices are in place Ongoing checking of compliance	H&S Officer		
10. Abuse of young people and children						
Abuse of young people and children (<18 years) by adults	Members and visitors <18 years could be subject to: <ul style="list-style-type: none"> Physical and/or sexual abuse Bullying (verbal, mental, physical) 	<ul style="list-style-type: none"> Coaches who instruct children/young people are required to undergo DBS check There is a named person with responsibility for welfare and a poster gives contact details 	Check DBS records Check information on responsible person is still current	Club Chair or Secretary	Annually	

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11. Fire						
Fire caused by electrical fault, kitchen accident, vandalism, etc	Anyone in the club house could suffer burns or asphyxiation if a fire occurred	<ul style="list-style-type: none"> • Storage areas are inspected regularly to avoid unnecessary storage of combustible material • The electrical installation is inspected every 5 years • Portable electrical appliances are tested every 2 years • The gas installation and boilers are inspected annually • Fire routes and exits are signed and lit and kept clear • There is an Emergency Assembly point, and fire drills are held regularly • Fire-fighting equipment is in place and is tested annually • Safety notice for use of the barbecue is displayed, and a portable fire extinguisher provided • Bar staff have been trained in use of fire-fighting equipment • A phone is available during bar opening hours and staff have mobiles. • Smoke detectors and fire alarms are installed throughout the clubhouse. • The club was inspected by the Fire Brigade in January 2017 • A formal fire risk assessment has been produced 	1. Fire risk assessment to be updated annually	H&S Officer	May 2020	
			2. Check fire action notices and exit routes are displayed and marked	H&S Officer	ongoing	
			3. Remind Bar staff ensure fire exits are clear when they check premises at closing time.	Bar manager	ngoing	
			4. Test fire alarms weekly			
			5. Replace all fire alarm units after 10 years	B&M	June 2028	

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12. Sports injuries						
<ul style="list-style-type: none"> Accidents Faulty equipment (Falls are covered elsewhere) 	<ul style="list-style-type: none"> Tennis players could be struck by a ball or racquet causing bruising or a more serious injury Karate members could sustain injury when performing combat moves Anyone playing sport or taking part in an activity at the club could damage muscles or tendons 	<ul style="list-style-type: none"> Inexperienced tennis players are encouraged to have coaching. Coaches and instructors are fully qualified and provide programmes appropriate to the age and abilities of participants Medical supplies in first aid boxes are checked and kept up to date Coaches and instructors check and maintain all equipment and apparatus that is supplied by the club, Coaches and instructors advise members on the suitability of their equipment and clothing. 	Check clubs' accident insurance policy	H&S officer	31/11/19	
13. Accidents, injuries and illness						
Accidents, injuries and illness arising from medical conditions and not resulting from any of the above specific causes	Any club member or visitor	<ul style="list-style-type: none"> Some members are qualified in first aid (list displayed) Defibrillator available and some members have been instructed in its use Bar Manager has undergone first aid training 	<ol style="list-style-type: none"> Display list of those instructed in use of defibrillator Ensure all defibrillator components are in date. 	H&S B&M	31/11/19	
14. Protection of members, visitors and personnel from unwanted visitors						
Possible exposure of people on the premises to unwanted or unwarranted visitors, especially at night	Any club member or visitor on the premises	<ul style="list-style-type: none"> All access gates to have a code entry system The clubhouse is normally closed and is accessible via swipe card. The bar area is locked by the bar personnel and alarmed. Access to other function rooms is also given to limited and qualified persons. 	<ol style="list-style-type: none"> Complete upgrade of all access gates to the ground and fit combination locks. Fit video intercom to main gate with access control from the bar. 	H&S B&M Bar Manager	31/12/2019	