

Risk Assessment for Gunnersbury Triangle Sports and Social Club, Jan 2024



Updated and reviewed by Robert Underwood: Health and Safety and Building and Maintenance Officer January 2024

Overall responsibility for Health and Safety: Management Committee:

H/S- Health and Safety.

B/M-Building and Maintenance.

M/C-Management Committee.

Part 1: Statement of Intent;

- Ensure accidents are prevented by managing health and safety risks.
- Provide clear instruction and information and adequate training to club members.
- Engage and consult with club members on a day-day basis on all H/S issues.
- Implement emergency procedures – evacuation in case of fire or other significant incidence.
- Maintain a safe and healthy club environment and provide and maintain the building, plant and sports equipment.
- Publicize that health and safety is the responsibility of all individual members.

Risk Assessment over view for Gunnersbury Triangle Sports and Social Club, January 2024

Main recommendations and review	Responsibility of	Do by / completed date
<p>1. Fire Safety (Medium Risk)</p> <p>a) Continue checking Fire Action notices and Fire Evacuation Routes are displayed and that Fire Exits are marked and have notices to be kept clear. Risk to fire access in Tudor Room due to excessive storage and storage of flammable materials karate and aikido mats.</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.</p> <p>d) Provide Fire training for bar staff</p> <p>e) Review Fire Risk Assessment.</p> <p>f) Renew fire safety certificate.</p> <p>g) Karate and aikido mats have no fire safety certificate</p>	<p>a) H/S</p> <p>b) and c) B/M</p> <p>H/S.</p> <p>d)e)f) H/S</p>	<p>1a) More storage required in Tudor Room exit to avoid blocking fire access. Fire risk form karate and aikido mats</p> <p>1d) Fire training of bar staff completed Aug 2023</p> <p>1f) Completed April 2023</p> <p>1g) Advisory. Store karate and aikido mats in another area. Reduce the amount.</p>
<p>2. Tripping hazards: (Medium Risk)</p> <p>a) Upgrade pathway to court 6 risk tractor might turn over</p> <p>b) 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/M</p> <p>b) All club members.</p>	<p>2a) Completed Aug 2023</p> <p>2b) Ongoing</p>
<p>3. Contractors: (low risk)</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. Procedure required (low risk)</p>	<p>H/S Officer and B/M</p>	<p>3) Ongoing</p>
<p>4. Review First Aid Provision: (High Risk) also see section 13 below</p> <p>A. Make list of first aiders on notice board. B. Provide on line first aid training for new volunteers and refresher training where required. C. Publicise the use of The Club's defibrillator in newsletter by Utube video. D. Provide annual club training event for fire safety and using the defibrillator. E. Provide introduction for new members, to include H/S, safeguarding issues, history of the club. All accidents must be recorded in the log book (High Risk f) Check first aid supplies up to date</p> <p>5. Club Security: (High Risk)</p> <p>Repair front entrance and side entrance gate. Raise height of entrance fence to 2m.</p> <p>6. Tennis Court Safety: (High Risk)</p> <p>Review tennis court maintenance procedure.</p> <p>7. PAT and gas certification. (High Risk)</p> <p>8. Renew insurances policies. (High Risk)</p>	<p>H/S, B/M , M/C</p> <p>B/M</p> <p>B/M</p> <p>M/C</p>	<p>4d) Training provided for bar staff and club members in defibrillator and fire safety Sept 2023.</p> <p>4f) First aid box replaced Jan 2024</p> <p>5) Fence needs to be reviewed</p> <p>6) Ongoing Philippa Wallbank</p> <p>7) Current till Nov 2024</p> <p>8) Current till Aug 2024</p>

Hazard	Who might be harmed and how?	Current control measures	Further actions required	Action by		Date completed
				whom	when	
1. Tripping Hazards (Medium /low Risk.)						
<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 • Dirty floor in Tudor Room causing slipping when used by table tennis 	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. (located in the Kitchen) • There is an Accident Reporting book for recording accidents. (located in the kitchen) • 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 • 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 	<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	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. (low risk) 	B/M	Being reviewed at M/C meetings	Ongoing
			<ul style="list-style-type: none"> • External furniture etc. around clubhouse should be stored tidily. Broken furniture should be removed or repaired. • (low risk) 	B/M	ongoing	Ongoing
			<ul style="list-style-type: none"> • Regular inspections of club facilities to ensure low H/S risks to all members and staff • Extra cleaning of Tudor Room after events 			Ongoing

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2. Cutting Hazards (Low Risk)						
<ul style="list-style-type: none"> Broken glass Protruding nails Pieces of metal or wire Sharp edges 	<ul style="list-style-type: none"> Anyone 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 		Club coach and Bar manager. B/M	ongoing	ongoing
3. Working at height (Low Risk)						
<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, B/M	ongoing	ongoing

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4. Hazardous substances (Medium Risk)						
<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		ongoing
5. Electrical faults (High Risk)						
<p>Faulty or damaged wiring, broken switches or faulty appliances</p> <p>Water penetration in office near light sockets</p>	<p>Electric shocks or burns to any club user</p>	<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 2023 New Fixed installation certificate issued Sept 2021 valid till 2026 <p>Leaking roof, roof repairs required</p>	<ol style="list-style-type: none"> H/S Officer <p>B/M</p>	<p>March 2023</p> <p>ASAP</p>	<p>Dec 2023</p> <p>Jan 2023</p>

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6. Gas (Medium Risk)						
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. 	New gas meter fitted, gas installation checked	H/S B/M		Nov 2023
7. Heavy lifting (Medium Risk)						
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		ongoing
8. Hygiene (High Risk)						
<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. Problem with mice 	<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 , B/M		Ongoing

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9. Burns and scalds (Low Risk)						
<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		ongoing
10. Abuse of young people and children. (High Risk) and unaccompanied 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	Club Secretary	Annually	ongoing
Unsupervised children are in danger of causing and having accident	Young children and club members	Children under the age of 14 years should be supervised by a parent or guardian or qualified member of coaching staff at all times.	Check information on responsible person is still current Management committee.	Jane Cooper		

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11. Fire (Medium Risk)						
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. Surplus exercise mats move to external storage area, new tractor yard. 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 No longer a service they provide 	1. Fire risk assessment to be updated annually	H/S Officer	ongoing	June 2023
			2. Check fire action notices and exit routes are displayed and marked	H/S Officer	ongoing	ongoing
			3. Remind Bar staff ensure fire exits are clear when they check premises at closing time.	Bar manager	ongoing	Ongoing
			4. Test fire alarms weekly			
			5. Replace all fire alarm units after 10 years	B/M	June 2028	Some fire alarms replaced in 2023
			6. New fire inspection required in 2024			

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12. Sports injuries (High Risk)						
<ul style="list-style-type: none"> Accidents Faulty equipment (Falls are covered elsewhere) Slipping on Tennis Courts (high risk) Poorly maintained tractor 	<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 Poorly maintained tennis courts. Anyone slipping and falling on Tennis Courts (high Risk) Hazard to drivers and club members 	<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 Regular inspection of tennis courts. Recommended a maintenance contract is taken out to ensure tennis court are safe to use in all conditions. Alternatively In-house system, where inspection are logged and remedial action taken. Courts are treated for moss twice yearly. Each court is brushed approx. monthly to ensure even distribution of sand. Tractor regularly serviced 	<p>Advertise available in-house coaching</p> <p>Check clubs' accident insurance policy updated</p> <p>Log book or Google Diary needs to be established to ensure that a regular maintenance programme is adhered too.</p> <p>Courts 4/5/6 refurbished March 2021 Sand bins provided to allow adequate sand provision Aug 2021</p>	<p>D/J</p> <p>H/S & B/M</p> <p>D/J</p> <p>D/J</p> <p>P/W</p> <p>P/W, H/H</p> <p>P/W, H/H</p>	<p>Ongoing</p> <p>Quarterly regular inspections required</p> <p>Courts 4/5/6 being renewed 2024</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Tractor serviced Sept 2021</p>

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13. Accidents, injuries and illness (High Risk)						
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		Dec 2022
Not having sufficient numbers of first aiders	Club member fall ill or having a heart attack	<ul style="list-style-type: none"> Make known in newsletter and display accident reporting book. 	<ol style="list-style-type: none"> Encourage member to have first aid training. 	H/S		New defibrillator installed Nov 2021 Training provided for members Nov 2023
Not reporting accidents Club location not recognised on Google maps	Remedial action might not be taken. Emergency services difficulty in locating club	<ul style="list-style-type: none"> Contact Google maps 	<ol style="list-style-type: none"> Item in news letter Google maps have changed club location to Triangle Way. 	H/S H/S		Aug 2021
14. Protection of members, visitors and personnel from unwanted visitors. Personal and public liability. (Medium Risk)						
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. 	<p>Close circuit faulty renewed 2023</p> <p>Club card entry system replaced by keypad 2023</p> <p>Burglar alarm reviewed and updated</p> <p>Management Committee</p>	B/M H/S	Nov 2023	Feb 2023 March 2023
Public and employee liability insurance is current.	Club or club member might be sued for neglect.	<ul style="list-style-type: none"> Check policies are current. 				

15. Risk to Building

<p>1) Flat roof covering the lounge area.</p> <p>2) Flat roof covering Tudor Room exit</p> <p>3) Snooker Room</p> <p>4) Damage to fire doors exit from Tudor Room</p>		<p>Repairs are required on the flat roof covering the lounge area.</p> <p>Fla roof covering the tutor room exit needs to be replaced</p> <p>Snooker room ventilation needs to be improved</p> <p>Repairs are required to the fire doors from the Tudor Room to Triangle Way.</p>				<p>Ongoing</p>
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