



South Shields Golf Club Risk Assessment Record Form

Risk – General Risk Club House

The Executive Committee are responsible for managing the Safety Policy of the Club. The responsible person in charge of overseeing that an effective Safety Policy in place is **Chairperson of the Executive Committee**, The Designated Person/s responsible for carry our risk assessments and minimising risk is **Head Greenkeeper** for the course, **General Manager** for the club, **F&B Manager** Risks are assessed using a Likelihood Risk Matrix's of 1,2 or 3 & Severity Risk Matrix's of 1,2, or 3. A Risk of 9 being the highest and 3 being the lowest (**Likely x Severe = RISK**)

Activity	Risk	Likely	Severe	RISK	Actions to take	Observations
Safe working practices		2	1	2	H&S policy in place and checked, reviewed periodically	RA's to re assessed after every incident to review risk
Opening & Closing	Injury through attack	1	2	2	Separate RA to be produced	Lone Working RA in place
Use of Computers	Damage to eyes	1	1	1	Office staff to undertake display screen assessment	
Use of Chemical SSGC Staff	Affect of fumes, inhalation or contamination	2	1	2	COSHH for cleaning products to be kept locked all data sheets/discs to be maintained	Cleaning staff to confirm location of COSHH sheets and must following the instructions on the labels, only authorised materials may be used
Use of Chemicals Food & Beverage	Effect of fumes, inhalation or contamination	2	2	4	COSHH regulations to be followed at all times regarding the use of	
					Food Safety Standards to be followed regarding the segregation away from food preparation areas	
Use of Electrical appliances	Electrocution, trip and fall	2	2	4	All portable electrical appliances to be tested periodically	
					Only trained personal to change plugs and fuses	
Fire Risk	Injury or death	2	3	5	Separate Fire Risk Assessment to be carried out per incident	
					Weekly and periodical checks to be made to ensure Fire Policy and H&S are being followed	
Cleaning Duties	Slip, trip & fall	2	1	2	Ensure cleaning in progress signs are used	
	Use of chemical products	2	2	4	COSHH cupboard kept locked	
					All users to have access to COSHH sheets	Staff to sign confirmation of product use
Working at Heights	Use of Ladders	1	2	2	Only lockable ladders to be used	
Assessment of risk	Injury	1	2	2	Risk profiles for all departments and areas to be assessed identified and communicated if substantial risk is recorded then separate specific RA's to be produced and communicated	

Assessor/s: **Tim Kent** Date: -06/12/2020

REMEMBER IT IS A LEGAL REQUIRMENT TO RE ASSESS RISK AFTER EVERY INCIDENT OR ACCIDENT. THE MINIMUM COPIES OF A RISK ASSESSMENT REQUIRED IS 1, THE MAXIMUM IS 2.
 ALL RISK ASSESSMENTS MUST BE KEPT ON A SECURE HARD DRIVE, A PAPER VERSION MUST BE KEPT AVAILABLE FOR TRAINING AND SUPPORT PROCESS'S
 FAILURE TO OBSERVE A RISK ASSESSEMENT WHERE YOU CREATE RISK TO SELF OR OTHERS MAY LEAD TO ACTIONS BEEN TAKEN AGAINST YOU.