

Risk assessment template

Company name: SOC

Assessment carried out by: Wendy Hicks (Club Administrator)

Date of next review: 18 September 2020

Date assessment was carried out: 19 August 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 infection from close contact with others and surfaces on the premises	Staff, visitors, contractors	Hygiene guidance, social distancing measures	Detailed procedures for staff, complete signage around the public areas, publicise measures on website and social media. Check contractors follow hygiene and social distancing measures.	WH/LG	Fri 17 July 2020	Done
Spread of Covid-19 on site	Volunteer gardeners	Close building to the public on Wednesdays. Hygiene and social distancing guidelines issues by email.		WH	From June 2020	Done

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Legionella	Staff/Volunteers	All storage tanks drained, cleaned, treated and flushed clear by competent person (East Lothian Plumbing)		East Lothian Plumbing	Before re-opening.	Done
Slip on front boardwalk	Staff/visitors – potential slip if boardwalk affected by wet weather	Volunteer to treat the boardwalk with Cuprinol anti-slip paint.	Close off access to the rear decking if deemed a slip hazard.	Volunteer	Before re-opening (front decking)	Done
Grass path route to entrance	Potential for visitors to stumble on uneven ground	Gardeners to make the path as level as possible. Signage for disabled visitors to use main path.		Gardeners	Before re-opening	Done
Deep water pond at rear of building	Visitors especially children	Shallow shelf extends below boardwalk to break any fall from slippage. Barrier over area with no shelf. Life buoy in		Club Administrator		Done

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		place. Deep Water caution signage on entry to premises and on rails next to gates leading to pond area				
Handling heavy goods deliveries (birdfood)	Staff/volunteers	Advising use of barrow for moving sacks from pallet to outside store. Timing deliveries for when staff or volunteers are on duty who are fit to lift 25kg.	Check with staff/volunteers ahead of deliveries- to ensure they are fit for the task and to remind them to use the barrow.	Club Administrator	As required (when arranging deliveries)	ongoing
Ladders	Staff/volunteers	Designated volunteer makes regular check of all ladders and logs these checks, notifying staff of any issues.	Staff and volunteers to be issued with guidance on Ladder Safety	Volunteer assigned by Club Administrator		Ongoing

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Pigeon droppings	Visitors/volunteers /Staff	Liaising with pest control company to repair spiking and remove build-up of droppings in netting. Front and rear decking cleared of accumulation of droppings during lockdown and power-washed.	Monitor boardwalks for droppings and clear regularly using PPE provided. Contact pest control contractor if deemed necessary.	Duty staff and volunteers assigned by Club Administrator	For re-opening and ongoing (daily checks/cleaning)	ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/