

Hazard	What might cause a problem?	What are we currently doing to control the risks	What further action is required to control risks	Who needs to carry out action	When is the action needed by	Date action completed
COVID	See full risk assessment on website.	Sanitizing hands and equipment. Social distancing and limit on numbers inside. Open windows in clubhouse and turn on ventilator. Sign in for all. Posters advising of rules. Report any covid symptoms or positive tests.	Continue safe practises. Isolation as advised by government	Everyone	All members to follow guidance	
TRIPS	Short Mat wood surrounds, bags or woods left on ground, edge of green, steps up to clubhouse, poor lighting, loose handrails.	All members aware of safe playing rules. Awareness notices, regular checks.	Regular awareness and checks	All members particularly committee	Ongoing	
SLIPS	Wet floor from spillage, leaking building, entrance, cleaning.	All volunteers aware of safe practises. Regular checks of buildings.	Regular awareness and checks	All members particularly cleaning volunteers and food and bar managers	Ongoing	
FALLS FROM HEIGHT	Changing bulbs, access to ventilation system, gardening, cleaning, reaching for top cupboards, damaged stools and ladders.	All volunteers aware of how to work safely. All equipment safe. Awareness notices, regular checks.	Regular awareness and checks	Cleaning and bar/food volunteers and all members	Ongoing	
FIRE	Accumulation of combustible waste and flammable materials, exits blocked, or obstructed	Regular disposal of rubbish. Awareness notices, regular checks.	Regular awareness and checks. Weekly test of fire alarm	Cleaning and bar/food volunteers and all members. Secretary to test alarm.	Ongoing	
ELECTRICITY	Faulty or damaged fixed wiring, faulty or damaged portable electric equipment, eg kettles, Hoover, faulty extension cables or adaptors	All volunteers aware of safe operation. Awareness notices, regular checks including PAT.	Regular awareness and checks including PAT	President or Secretary to arrange testing as necessary. Cleaning volunteers and all members to report faults	Ongoing	PAT testing by June 2022
GAS	Defective or poorly maintained gas boiler system.	Regular testing	Arrange servicing	Secretary	Annually	by June 2022

FOOD PREPARATION	Defective cooking equipment, unsecured water boiler, unclean food prep areas, inadequate hand washing facilities. Fridge temperature to be checked. Food to be within use by date and stored correctly. Avoid fresh seafood.	All volunteers aware of safe food regulations. Food prep volunteers to make regular checks and report problems. Place urn in safe position always. Use separate sink for hand washing.	Consider Food hygiene training for volunteers	Volunteers.	Ongoing	
ASBESTOS	N/A date of building 2006 means no asbestos used and none introduced since					
HAZARDOUS SUBSTANCES	Cleaning and greenkeeping products	All volunteers aware of safety regulations. Substances stored safely in sealed containers and used according to COSHH guidance.	Greenkeeper to liaise with H&S Officer and review COSHH sheets. Review storage conditions regularly.	Health and Safety Officer	Quarterly	
GLAZING	Non-safety glass in sheds and changing rooms.	Awareness notices, regular checks.	Consider using safety film	Health and Safety Officer/Secretary	Ongoing	
LIFTING AND CARRYING	Cleaning team moving tables/chairs. Heavy outside furniture.	All volunteers aware of how to handle/move safely. Training if necessary	Regular updates about manual handling and safety.	Health and Safety Officer	Ongoing	
GREENKEEPING TEAM	Defective or poorly maintained equipment. General use of greenkeeping equipment and machinery	Avoid lone working where possible. Training for anyone using the machinery and supervision as required. Regular checks of safety.	Greenkeeper to liaise with team and H&S Officer.	Greenkeeper/H&S Officer	Ongoing	