

May-24

# EDGBASTON CROQUET CLUB

## HEALTH AND SAFETY RISK ASSESSMENT

**NOTE:** The overall risk factor for an accident is assessed as a combination of the Likelihood (L) x Severity (S) which gives the Rating shown in the tables below.

L is assessed with ratings of 1 (low or seldom); 2 (medium or frequently); 3 (high - certain or near certain) while S is 1 (minor - cuts or bruises); 2 (medium - serious injury); 3 (high - fatality or multiple serious injuries)

The risk rating factors range from 1,2 - low priority; 3,4 - medium priority; 6,9 - high priority. Based on these factors appropriate control measures or advice is given to eliminate or reduce the risk.

### AREA 1. GROUNDS

Location	Hazard	Risk			Control/Precautions
		L	S	Rating	
Entrance gate and pathway	Tripping; slipping;	2	2	3	Quarterly check concrete surface and rigidity of hand rail. Ongoing checks on grass slope. Rope off or re-direct members to lower gate when necessary.
	Vegetation;	1	1	1	Ensure trees are safe, hedges trimmed back and any trees next to the path are above head height (no over-hang).
Grounds generally	Tripping; slipping;	1	2	3	Keep steps between lawns 2 and 3 clear of grass. Cut surrounding grass regularly during summer season. Ensure paths are as even/ level as possible. Re-direct members alongside lawns 1 and 2 if necessary.
	Low or rotten tree branches	1	2	2	Check trees for dangerous branches at least twice a year. Report concerns to Calthorpe. Cut back low branches to provide headroom.
Hedges; planted areas	Wounds from spines, thorns; Sap allergies	1	1	1	Care to be taken in recovering balls hit off the lawns. Avoid touching with bare hands any planting that might cause allergic reactions.
Gazebo - Timber protection and step	Reaction to paint or solvents	1	1	1	Avoid contact with skin. Use only proprietary products. Wash hands after use. If gets in eyes seek medical assistance. Step marked with white line.
Entrances to club house/store rooms	Tripping; Slipping	1	2	2	Non slip slabs used for paths. Steps to be marked with white line.

Lawns	Slipping; tripping	1	1	1	Members must wear flat shoes with gripping soles when playing.
	Chemicals	1	2	2	Only contract staff/nominated members to apply lawn treatments. Members must not use lawns while these are being applied.
	Machinery	1	3	5	Large machinery (e.g. lawn mower, Billy blower) to be used by contract staff/trained members only. Members to keep clear of machinery and play must wait until cutting etc. is complete.
	Injury to legs, ankles	1	2	2	Members must ensure boundary tubes are in place. Care to be taken when lawn is being used for two games.
	Back injury	1	1	1	Care needed to avoid straining back when setting/removing hoops. Use rubber mallet or extractor to loosen hoops first.
	Burning from UV radiation	1	2	2	Members to ensure that sun protection is used as appropriate.
Machinery and chemical shed	Machinery	1	3	4	Club members must not enter shed or machinery room. Contract staff/nominated and trained members only to use smaller machinery (e.g. smaller mower, strimmer, line marker). Petrol (minimum quantities) to be kept in secure containers suitably marked. Records of any servicing/maintenance to be kept by contract staff.
	Chemicals (e.g. line marker)	1	2	2	Keep in locked shed. Contract staff/nominated members only to use chemicals. Register of chemicals to be kept up to date.

## AREA 2. BUILDINGS AND INTERIORS

Floors	Slipping; tripping	1	2	2	Regular checks on floor condition. All spills to be cleaned up immediately.
Floor cleaning	Slipping	1	1	1	Position notice advising when floors are being cleaned and are still wet.
Windows - glass/cleaning	Falls; cuts	1	2	2	At least two members to undertake. Only stand on step ladders not chairs or tables. Do not put excessive pressure on glass. Regular checks for cracks.
Roof and guttering	Falls	1	2	2	At least two members to undertake. Only use ladders firmly positioned with other member holding base. Do not stand on chairs, tables or worktops.
Skirting board	Injury from tripping	1	1	1	Ensure boards are secure.

Cleaning materials	Chemicals	1	1	1	Use only proprietary brands. Use rubber gloves to protect hands.
Kitchen appliances	Burns; scalds ;cuts	1	2	2	Warning signs in place. Ensure members take care when boiling water and cooking/preparing food etc. Children to be kept out of kitchen.
Kitchen appliances	Electrocution	1	3	4	All electrical appliances (indoor and outdoor) to be PAT tested every 2 years. Done March 2024.
Electrical; light bulbs etc.	Electrocution	1	3	3	Only to be carried out by nominated members. Not to be undertaken without two members being present. Where a ladder is to be used, this must be supported by another person.
Electrical; repairs, replacement	Electrocution	1	3	3	Only to be undertaken by qualified electrician. Members to provide support only.
Heater	Electrocution; fire	1	3	3	Do not tamper with electrical connections. Follow manufacturers instructions. Take care when positioning. Smoke alarm fitted.
Toilets	Chemicals	1	1	1	Use only proprietary brands. Use rubber gloves to protect hands.

### AREA 3. GENERAL INFORMATION

**1. Signing in book/Visitors book** - all members, guests, contract workers must sign in and out for every visit to the club.

**2. Accident book** - All accidents (not illnesses) must be entered in the accident book (on shelf in club house).

**3. H&S records** - Log issues/actions taken with the date and signature of the person undertaking the inspection/work (in back of signing in folder).

**4. First aid kit** - on shelf in cub house - for minor injuries only. If you need to use the kit ensure that a committee member is told so that any items used can be replaced if necessary. **Defibrillator** - nearest location on far wall of building on rear carpark (see map).

**5. Emergency calls** - emergency contact details for the club are displayed at suitable points around the grounds.

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## RECORD OF RISK ASSESSMENT CHECKS

Date	Results/summary of actions	Name & Signature
