

# AIRDRIE GOLF CLUB



## LONE WORKING RISK ASSESSMENT

MAY 2020

## Airdrie Golf Club Risk Assessment for lone working      Date:

Hazard/Risk	Who is at risk and how can the hazard cause harm?	What are we doing?	Action by?	Comments	Risk Rating 1-5 1-very unlikely 5- very likely
<b>Transport – Loss of control of a vehicle</b>	Workers and others may suffer injury if struck by a moving vehicles	<ul style="list-style-type: none"> <li>• Workers are aware of relevant safety issues</li> </ul>	Course manager		<b>2</b>
<b>Falls from height</b>	Workers may suffer serious injury if they fall from cab of machine or elevated position	<ul style="list-style-type: none"> <li>• Workers trained on correct use of ladders and working from heights</li> <li>• Drivers are instructed not to jump from machine and exit in a proper manner</li> </ul>	Course manager		<b>2</b>
<b>Being struck by a moving or falling object , e.g. trees etc.</b>	Workers could suffer serious injury if struck on the head with falling objects	<ul style="list-style-type: none"> <li>• Workers are provided with the appropriate PPE when working with trees</li> </ul>	Course manager		<b>1</b>
<b>Contact with electricity, using power tools</b>	Workers could be electrocuted	<ul style="list-style-type: none"> <li>• Make sure all power tools are safety tested on a yearly basis</li> </ul>	Course manager/Golf club		<b>1</b>
<b>Drowning</b>	If workers are working near water could suffer serious injury	<ul style="list-style-type: none"> <li>• Awareness training of the risks while working near water</li> </ul>	Course manger		<b>1</b>

<b>Dangerous machinery</b>	Workers may suffer serious injury from unguarded moving parts of machinery	<ul style="list-style-type: none"> <li>All dangerous parts of machinery are guarded to manufactures guidelines.</li> <li>Machinery guards are inspected every month and maintained in good condition</li> </ul>	Course manager/deputy course manager		<b>2</b>
<b>Assaults</b>	Workers risk physical assault	<ul style="list-style-type: none"> <li>Personal safety training</li> <li>Advised staff to avoid confrontation with large groups of people</li> </ul>	Course manager		<b>1</b>
<b>Injury by an animal</b>	Workers could be hurt by animals while out and about	<ul style="list-style-type: none"> <li>Staff advised to avoid contact with any large animals on the course eg Dogs, Deer</li> </ul>	Course manager		<b>1</b>
<b>Being trapped by something collapsing or overturning</b>	Workers could suffer physical or fatale harm	<ul style="list-style-type: none"> <li>Staff checked on regular basis while lone working to ensure their safety</li> </ul>	Course manager/deputy course manager		<b>2</b>

## Dynamic Risk Assessment

Individual members of staff should carry out a dynamic risk assessment. This should reflect any information such as relevant problems encountered by staff situation etc. Whilst this may be carried out informally, any significant aspects must be recorded in the job notes or other appropriate secure format and reported to the Line manager at the earliest opportunity. Specific risk assessments should be carried out for unusual or short-term lone working activities. The principles identified in the generic assessment can be applied for this type of risk assessment.

### **Dynamic Risk assessment for Lone Working**

1. Does anybody know where you are lone working and how long you will be?
2. Are arrangements in place for someone to initiate action if you do not respond to check visits or calls or report completion at the agreed time?
3. If your appointment programme changes have you informed the person who would initiate such action?
4. Have you made sure that you can be contacted?
5. Can you summon assistance and are arrangements made to enable specified persons to attend promptly?
6. Can you safely get to your work area and return to your car if say working late or attending on-call?
7. Have you avoided or minimised the carrying of cash and having valuable items visible?
8. Are you prepared to seek advice, get support or terminate the task as appropriate if there is any aspect that makes you uneasy?
9. Will you pass on to colleagues at the first opportunity on any aspects of the task that need to be shared?
10. Do you carry a personal phone?
11. Are you manual handling risks insignificant or covered by existing manual handling assessments

