

Easter Moffat Golf Club

Standard Risk Assessment

Coronavirus (COVID-19) Protection measures

As part of managing the health and safety of your club and business you must control the risks in the workplace. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something you are required by law to carry out.

Activity:	Coronavirus (COVID-19) Protection Measures in the workplace				Project:	RA for Easter Moffat Golf Club, Station Road, Plains, Airdrie, ML6 8NP
Likelihood	Very Remote	Unlikely	Possible	Probable	<p>If ANY risk is HIGH (H) do not proceed with work. Abandon the job or do it another way</p> <p>If ANY risk is MEDIUM (M) proceed only with caution Introduce additional controls</p> <p>If All risk is LOW (L) proceed with work</p>	<p>Consider all persons who could be placed at risk by the task i.e.: staff, visitors, general public, contractors, delivery personnel, young persons, the disabled, expectant mothers, lone workers & the inexperienced.</p> <p>Remember, SLAM it first!</p> <p>Ensure that all personnel that could be affected by the issue have been informed of the findings of this assessment and that additional controls have been applied?</p>
Severity						
Negligible	L	L	L	M		
Minor	L	L	M	H		
Serious	L	M	H	H		
Fatal	M	H	H	H		
<p style="color: red;">Please note, this assessment is based on the information and guidance available regarding Coronavirus (COVID-19) at time of writing, June 2020. Guidance is subject to change as the situation develops and operatives should confer with management to confirm whether any updates to the risk assessment that they hold. Management will update the standard Risk Assessment as required as the situation develops.</p>						
Date of Assessment:		30 th March 2021				
Assessor's Signature:		<i>John Dunlop</i>				



Hazards & Effect	Persons at Risk	Control Measures	Action By	Residual Risk Level
Exposure to potentially affected persons	Employees /visitors/all persons who may come into the premises	<p>As part of their duties, employees will be required to work in occupied work premises and have contact with other colleagues, members, visitors and other persons. If an employee or visitors have any concerns or suspicion regarding the health or concerns of any person that they are working around with or meeting, they must report the situation to EMGC Covid-19 Officer immediately to allow alternative arrangements to be made and in place procedures to be enforced.</p> <p>All employees, visitors and others entering the premises must sanitise their hands thoroughly at the main entrance.</p> <p>All visitors and others coming into the premises must sign the visitor’s book when they enter the building as part of the track and trace procedures.</p>	EMGC Committee	M
Transfer of infection to unaffected persons	Employees and Other Persons	<p>Any employee or other person who is experiencing a fever, cough, high temperature, shortness of breath, loss or change of taste and/or smell or who have returned from abroad in the last 10 days are to self-isolate at home and avoid contact with other people in line with present Scottish Government guidelines;</p> <p>It is the responsibility of employees to ensure the health and safety of themselves and also those who may be affected by their presence and actions. Where self-isolation is carried out, employees are not to return to work for a minimum period of 10 days. Employees who feel ill and/or have any of the recognised symptoms are not to come to work and should follow the guidance in the CSI Covid-19 (Coronavirus) Scottish Government information and procedures.</p> <p>Where the decision to self-isolate is made or recommended by the medical authorities, the employee must contact EMGC Committee immediately. We request any member or visitor that decides to self-isolate also informs the club.</p> <p>Dependant on the nature of the work undertaken by the employee in question, the club may require them to carry out work from home if possible subject to their personal health condition.</p>	EMGC Committee	M

Sudden onset of illness		<p>Employees may start to feel unwell and exhibit symptoms whilst in the workplace. Although at this time it cannot be confirmed that they have been affected by the Coronavirus, they may be putting themselves and others at risk.</p> <p>Potential symptoms may be fever, cough, high temperature, shortness of breath and loss or change of taste and/or smell.</p> <p>If someone becomes unwell in the workplace and have recently come back from an area affected by Coronavirus, they are to stay away from other colleagues, avoid touching anything and arrange to leave the premises after getting agreement from EMGC Committee.</p> <p>When coughing or sneezing, a tissue should be used, and it should be immediately put in the nominated binned after use. If the operative does not have a tissue, they are to cough / sneeze into the crook of their elbow.</p> <p>Potentially affected persons should self-isolate and follow Scottish Government procedures if showing symptoms to prevent the infection of others.</p> <p>Employees and other persons should not to go to their GP surgery, pharmacy or hospital but should instead call their GP or NHS 24 on 111.</p>	EMGC Committee	M
Poor hygiene resulting in spread of infection	Employees and Other Persons	<p>Employees, visitors and any other persons visiting the premises are to, frequently clean their hands, especially before and after using the toilet, eating, drinking or smoking.</p> <p>Whilst using a hand sanitiser / cleaning gel may be good practice, it is not a replacement for washing hands with soap and hot water for 20 seconds. Employees and others must not use substances such as this as an alternative to traditional handwashing.</p> <p>Any persons in the premises should use the hygiene stations located around the premises which have sanitizing gel, nitrile gloves and sanitary wipes.</p> <p>Employees and others are encouraged to avoid touching their general face area, especially their eyes, nose or mouth.</p> <p>Employees and others are required are to cover their nose and mouth when coughing / sneezing. And dispose of any hankies or other materials used in the nominated waste bins.</p> <p>Face coverings will be available for any employee, visitor or others who want to wear one.</p>	EMGC Committee	M

<p>Spread of infection to surrounding environment and contact others with infection</p>	<p>Employees and Other Persons</p>	<p>Employees are to wear suitable gloves when they are required to touch or handle any materials or equipment which has the potential to be shared and possibly contaminated.</p> <p>All employees, visitors and others must undertake “social distancing” at all times wherever this is physically possible.</p> <p>Suitable face coverings are to be worn when entering or leaving the building and going to the toilet or kitchen areas the clubhouse, professional shop and when moving around internal areas as mandated by the Scottish Government.</p>	<p>EMGC Committee</p>	<p>M</p>
<p>Poor communication of safety and hygiene guidance.</p>	<p>Employees and Other Persons</p>	<p>Clear and concise information will be supplied to all employees, visitors and others as required.</p> <p>This information will be a mixture of printed documents, signage, posters and floors markings.</p> <p>Easter Moffat will ensure that continual communication is made with employees working from home, returning to work and back at work to ensure that the safety and hygiene messages are clearly understood.</p>	<p>EMGC Committee</p>	<p>L</p>
<p>On Golf Course & Included Areas</p>	<p>Employees and Other Persons</p>	<p>A one-way traffic system is in operation flowing around the clubhouse and professional shop, this route must be used by all.</p> <p>Flagsticks will remain in the hole at all times and should not be removed other than by green staff going about their business. Green staff using gloves and cleaning flags when being relocated.</p> <p>All bunker rakes and course furniture removed or covered over to prevent the use by members and visitors.</p> <p>There should be no congregating in groups at the professional shop or putting green areas. Keep socially distanced at all times in line with Scottish Government Guidelines.</p>	<p>EMGC Committee</p>	<p>L</p>

Declaration

I have read and fully understand the above Risk Assessment and will ensure that I follow all processes and procedures at all times while in the premises listed at the beginning of this document.

Name:	Signature	Date
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