



BANCHORY GOLF CLUB

PROCEDURES, CONTROL SHEETS & FORMS

LOCATION/DEPARTMENT:	GOLF CLUB GENERAL	Ref. No. 002
DATE	09/08/22	
TASK/ACTIVITY/PROCESS/WORKPLACE/EQUIPMENT: (Being Assessed)		
<i>Golf Club Operations</i>		

B

People/Persons at Risk – Numbers at risk							
General				Specific - Vulnerability			
1. Employees/Staff	18	5. Customers	100	9. New & Expectant Mothers		13. Shift/Night Workers	
2. Co-Workers		6. Clients		10. Young Persons	y	14. Temporary/Volunteer Workers	4
3. Public		7. Patients		11. Mobile Workers	1	15. Homeworkers	
4. Pupils/Students		8. Service Users/Residents		12. Disabled People	y	16. Visitors	
Others:							

C

HAZARDS													
Workplace						Work Equipment		Occupational Health				Specific Activities/Situations	
Structure	y	Access / Egress	y	Storage	y	Mechanical	y	Manual handling	y	Vibration	y	Working Alone	Y
Services	y	Housekeeping	y	Glazing		Lifting		Noise	y	Violence & Aggression	y	Working at Height	Y
Security		Welfare		Temperature	y	Electrical	y	Chemicals Agents	y	Stress	Y	Confined Spaces	
Signage		Transport	y	Lighting		Pressure	y	Biological Agents		Dusts & Particles	Y	Working near or over Water	
External Conditions	y	Space		Ventilation		Thermal		Radiation		Temp Extremes	Y	Fieldwork	
		Fire & Explosion						Dangerous Substances	y	Animals		Hot Work	
OTHERS – SPECIFY:													

D

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H / M / L	ADEQUATELY CONTROLLED
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
General Green Keeping Activities	Manual Handling Machinery Transport Chemicals	Green Keepers	Detailed individual risk assessments	M	Y
Playing game of golf to RNA rules	Flying golf balls Uneven ground Weather Physical activity	Members Visitors Elderly Young Disability Specific health problems	Tee times capped and gaped Outside activity – space Maintenance of course Prevention of animal damage Disabled access Parental control Signage to direct players at areas identified as higher risk from flying golf balls High fences erected at 13th/16 th	L	Y
Catering activities	Hot surfaces Sharp implements Catering equipment e.g. mixers Hot oils	Catering and bar staff	Trained staff	M	Y
Deliveries	Manual handling	Drivers Bar Staff	Trained staff	L	Y
Administration	Repetitive Strain Injury (RSI)	Office Staff	Display Screen Equipment (DSE) assessment required	L	Y
Small maintenance activities	Use of ladders at height	Administrator	2 person activity	L	Y

E

Additional Control Measures To Reduce the Risk	Person Responsible	Completion Date	Residual Risk H, M, L
Policy on First Aid to be developed	Captain and Club Administrator	August 2023	L

F

RECOMMENDATIONS			
Is a Safe System of Work Required?		No	IS A DETAILED RISK ASSESSMENT REQUIRED? SPECIFY
Is a Standard Operating Procedure required?		No	Workplace Greenkeepers RA available
Is further information required		No	Work Equipment
WILL this activity require a Permit to Work system?		No	Materials/Substances - COSHH Complete
Additional Comments/Observations: This risk assessment looks at the provision of First Aid facilities in both working and non working environment.			Manual Handling Complete
			Display Screen Equipment TBA
			Noise Complete
			Fire Complete
			Other:

Risk Assessment Circulation list (tick box)				
Employees		Management	<input type="checkbox"/>	Contractors
Other – Specify:				
Assessor:	Captain		Signature:	
Date Assessed:			Review Timescale:	

GUIDANCE ON COMPLETING THE GENERAL RISK ASSESSMENT FORM

Table A

Activity Assessed: Describe the activity that is being assessed e.g. floor cleaning, operation of a machine; maintenance activities etc.

Location: Describe the location of the activity.

Table B

Those affected: Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

Table C

Hazards: Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

Note: The definition of a **HAZARD** is:- something with the potential to cause harm.

Table D

Hazards: List the hazards identified in Table C.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

Note: The definition of a **RISK** is:- the likelihood that harm from a particular hazard will occur and the consequences.

MATRIX	LIKELIHOOD		
SEVERITY	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
RISK			

Table E

Additional Control Measures:

Additional control measures that will reduce the risks further should be noted. For example, elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk e.g. risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design; additional guards; additional procedures and instructions; increased supervision; personal protective equipment (PPE). The completion date for the introduction of each additional control measure should be noted.

Residual Risk:

Taking into account the existing and additional control measures enter the appropriate letter, L for low, M for medium or H for high. If the residual risk category is low, then the assessment is complete and the information should be disseminated to those affected. If the overall risk is **medium** then additional control measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the Residual Risk remains **high**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

Table F

Identify any further requirements that need to be actioned to further reduce risk!