

RISK ASSESSMENT

Client	Site	Location on Site	Date of Works	Duration	Unique RA No:
Coxlodge Club	Park House	Concert Room			RA-001
Description of Activity:	Live Performance				
Responsible person: (Supervisor)	John Richardson (Chairman)				
Minimum PPE requirements:	Conform to Club Covid-19 Guidelines				
Nearest A&E Hospital:	Royal Victoria Infirmary, Queen Victoria Road, Newcastle Upon Tyne, NE1 4LP				

<i>Control of Activity Risks</i>									
Hazard	Hazardous Effect	Who is Affected	Initial Risk			Risk Control Measures	Residual Risk		
			L	M	H		L	M	H
COVID19	Serious health implications	All staff and visitors			✓	<p>Prior to visiting site, if any staff member or visitor or a member of their household are experiencing or demonstrating any symptoms of Covid-19, they must not attend site and staff must notify their line manager or club official immediately.</p> <p>Anyone taking ill on site with coronavirus symptoms must immediately be quarantined and arrangements implemented to allow person to leave site. Staff must notify your line manager or club official immediately.</p>	✓		

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COVID19	Serious health implications	All staff and visitors			✓	<p>If you suspect a person on site is experiencing or demonstrating any symptoms of Covid-19 you must notify a member of the club committee immediately.</p> <p>It is compulsory that employees fully comply with all Coxlodge Club control measures implemented to control the spread of Covid-19.</p>	✓		

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COVID19	Serious health implications	All staff and visitors			✓	Sanitiser Stations and hand wipes are situated throughout the club, Coxlodge Cub to supply, maintain and stock welfare including toilet facilities (staff and visitors to comply with site welfare rules implemented by the Club) .Staff and visitors to report any concerns in relation to welfare facilities immediately to the Committee or Club Official.	✓		

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COVID19	Serious health implications	All staff and visitors			✓	If first aid required, the first aider will don a FFP2 face mask and disposable gloves as per close working procedures.	✓		

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COVID19	Serious health implications	All staff and visitors			✓	<p>Safety briefings will be delivered either outside in a designated area or if adverse weather in doors maintaining social distancing and in a well-ventilated room on both events maintaining a 2m distance from each other.</p> <p>Areas to be worked will be restricted to authorised personnel only this will be arranged and programmed with the Club Officials or line manager.</p>	✓		

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COVID19	Serious health implications	All staff and visitors			✓	Staff and visitors are not allowed to bring food and drinks to site, as to reduce risk of exposure and cross contamination. Staff only have access to tea and coffee but cups must be cleaned as to maintain strict hygiene controls on site. Any disposable PPE worn must be disposed of appropriately.	✓		

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COVID19	Serious health implications	All staff and visitors			✓	Any works that entails breaching the 2m segregation rule will be carried out as a last resort when no other method is available or can the works be rescheduled to a later date. Staff must wear appropriate PPE as laid out by Club instructions.	✓		

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COVID19	Serious health implications	All staff and visitors	✓	✓	✓	All performers must be at least at least 3meters from any fellow act or audience member. Club to implement necessary measures.	✓	✓	✓
COVI19	Serious health implications	All staff and visitors	✓	✓	✓	Capacity of room to be reduced to maintain social distancing. Club to implement necessary measures.	✓	✓	✓
COVI19	Serious health implications	All staff and visitors	✓	✓	✓	Volume to be at super low level as to avoid customers needing to unduly raise their voices to each other. Club to implement necessary measures.	✓	✓	✓
COVID19	Serious health implications	All staff and visitors	✓	✓	✓	Track and trace attendee system (details to be retained for 21 days). Club to implement.	✓	✓	✓

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COVID19	Serious health implications	All staff and visitors			✓	All doors wherever possible and safe to do to be in open position and equipment touch surfaces to be cleaned disinfected regularly.	✓		
Lifting	Unplanned release of load lifting tackle failure	All staff		✓		All lifting operations to be individually planned by a competent person. Lifting equipment to have 6 monthly tests. All staff to be trained	✓		
Manual Handling	Muscular skeletal injuries	All staff		✓		Manual handling training given to all operatives. Mechanical lifting aids to be used and team lifting when practicable.	✓		

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Slips, trips and falls	Personal injury	All staff	✓	✓		Work pace to be kept tidy at all times. Safety footwear to be worn in designated areas and kept in good condition.	✓		
Working at height	Fall. Falling objects.	All staff		✓		Edge protection to be in place with toe boards. Restraint harnesses to be worn as a last resort and attached to a suitable anchor point. Assess ground conditions. Check for overhead obstructions. Never exceed SWL.		✓	
Falling dust, debris, materials	Eye injuries. Head injuries.	All staff	✓			PPE to be worn for specific tasks. Ensure safety glasses conform to BS-EN 166.1.F and are kept in a good clean condition.	✓		

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Rubbish, rats, pigeons, sharps	Disease cuts	All staff	✓			Gloves to be worn. Hands washed before eating or smoking. Maintain good housekeeping levels.	✓		
Noise (occupational)	Impaired hearing	All staff		✓		Ear defenders will be worn when needed.	✓		
Vibration (HAVs)	Vibration White Finger	All staff	✓			No prolonged use of power tools. Regular breaks and shared workload.	✓		
Environmental Spills	Pollution to environment	All staff	✓			Spill kits to be available at all times.	✓		
Working on ladders	Falls/injury to personnel	All staff		✓		Ladder to be (last resort) and footed at all times. Permit may be required.	✓		

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Loading and unloading of site vehicles	Manual lifting back strain. Crush injuries to hands and feet. Cuts and abrasions.	All staff		✓		Team lifting. Mechanical aids to be used. Minimum PPE to be worn at all times.	✓		

Potential for harm:	Low (L)	Medium (M)	High (H)
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Name	Date	Time	Potential for harm:	Signature
				I have read and understand the information contained in this document. (Signature)

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