

## Ashtead and Leatherhead Probus – Risk Assessments

**This document to be reviewed by the Committee on any relevant change of circumstance, whenever occurring, and in any event at least annually.**

### List of Risk Assessments

TYPE OF EVENT	ACTIVITY	RISK
Ordinary Meetings	Moving around the Venue	Trips and falls
	General	Fire in venue Medical emergency
	Catering	Food Poisoning
Visits, Tours and country walks	Coach Travel	Road Traffic Accident Fall when alighting from the coach
	Travel by Member's Private Car	Road Traffic Accident
	Catering	Food Poisoning
	Walking in houses, galleries, etc.	Trips and Falls
	Walking on rough ground	Trips and Falls
	General	Medical emergency
		Unspecified Incident

### Risk Assessments

TYPE OF EVENT	ACTIVITY	RISK	MITIGATION
Lunch Meetings	Moving around the Venue	Trips and falls	<p>Meetings etc. are held in an established and well-maintained room operated by Tyrrells Wood Golf Club (TWGC).</p> <p>The Catering Manager is responsible for setting out chairs and tables as required prior to meetings.</p> <p>The Club membership of any event may vary depending on members' availability.</p> <p>Members and visitors are registered on arrival. Members and visitors are expected to take reasonable care for their own safety when moving about the venue. Where any particular trip hazard is identified, e.g. trailing electrical cables, the Club's technical team will check that whichever of TWGC or the speaker has provided the equipment has taken reasonable measures to minimise the hazard, for example covering the cables or securing them to the perimeter of the room. The room is well lit at times when members are moving around (the lights only dimmed during the actual delivery of talks).</p>

Lunch Meetings	General	Fire in venue	Attending members are required to record their presence on a register when entering the dining room. Safety announcements relating to fire escape procedures are made at the start of every meeting. TWGC is responsible for providing and maintaining firefighting equipment, and fire escape routes. As owner occupier of the building, TWGC also has primary responsibility for evacuating the building. A copy of the Club's fire evacuation procedures, adapted from those of TWGC, is displayed on the registration table at each meeting. Members are strongly urged to report at the Assembly point immediately following evacuation.
		Medical emergency	<p>In the event of a medical emergency, if appropriate, committee members will be responsible for alerting TWGC and the emergency services. Committee or ordinary members are not required to offer any medical assistance or first aid on behalf of the Club. However, members who are trained in first aid are invited to identify themselves and a willingness to offer their assistance at the time of joining the Club and when renewing membership and may thus provide some additional assistance.</p> <p><u>List of TWGC First Aiders:</u></p> <p>This list is displayed in the kitchen and on the notice board on the first floor landing outside the General Manager's office.</p> <p><u>Location of First Aid Kits:</u></p> <p>Main Bar, Office, Professional Shop, Kitchen, Halfway House</p> <p><u>Location of Defibrillator:</u></p> <p>Entrance Lobby</p>
	Catering	Food poisoning	TWGC and the catering staff are responsible for maintaining hygiene standards, requesting details of members' allergies, etc and for complying with members' notified dietary requirements.
Visits, Tours and country walks	Coach Travel	Road Traffic Accident	The Club engages reputable coach companies. In the event of a road traffic accident, the coach driver is responsible for managing the situation, and the passengers are expected to follow instructions given. In the event of the driver's incapacity, the Club's and members' responsibilities are limited to alerting emergency services. If any member is a trained first aider and is so willing, he may provide medical assistance up until the arrival of the emergency services. As soon as practicable and appropriate, the

			<p>organiser will attempt to reach the emergency contact name provided by any member not able to do so himself.</p> <p>Passengers are required to fasten their seat belts at all times whilst the coach is travelling. The coach driver normally makes an announcement to this effect.</p>
		Fall when alighting from the coach	<p>Passengers are expected to take special care when alighting from coaches. Ordinary or committee members are not required to assist passengers experiencing difficulties when alighting but may do so as a courtesy.</p>
	Travel by Members' private car	Road Traffic accident	<p>Members are responsible for arranging their own insurance. For the duration of the travelling element of the event, the Club is not responsible to the driver or their passengers, who travel at their own risk.</p>
Visits, Tours and country walks	Catering	Food poisoning	<p>A lunch may be provided at a local restaurant. The restaurant is responsible for maintaining hygiene standards and for compliance with members' dietary requirements or allergies as notified to them either in person or through the menu choice made by the member.</p>
	Walking in houses, museums, country, etc	Trips and Falls	<p>When walking in houses, museums, and gardens members are expected to take reasonable care for their own safety and to follow any instructions or advice given by the tour organisers or guides, or operators of the premises, and to make use as appropriate of any mobility aides provided (e.g. lifts, hand rails, bannisters etc).</p> <p>Additionally, to the extent that the visit or tour organisers can reasonably be expected to be aware in advance of any particular hazard of this nature, reasonable attempts will be made to warn members in advance so that they can take their own appropriate precautions or care.</p> <p>This may be achieved as appropriate through advance publicity, advance announcements at previous meetings, stated on tickets or announced on the journey itself or when entering the location.</p>
	Walking on rough ground	Trips and Falls	<p>Generally, walking will take place on well-maintained bridle paths, designated walkways, pavements, paths, and steps.</p> <p>Occasionally this may entail rough or slippery ground, or steep or uneven or slippery steps. Members are expected to take especial care for their own safety on such occasions and wear appropriate clothing and</p>

			<p>footwear. Also bottled water may wish to be taken if appropriate.</p> <p>If any participating member is a trained first aider and is so willing, he may provide medical assistance to any injured or sick member up until the emergency services take over. As soon as practicable and appropriate, the organiser will attempt to reach the emergency contact name provided by any member not able to do so himself.</p> <p>Additionally, to the extent that the visit or tour organisers can reasonably be expected to be aware in advance of any particular hazard of this nature, reasonable attempts will be made to warn members in advance so that they can take their own appropriate precautions or care. This may be achieved as appropriate through advance publicity, advance announcements at previous meets, stated on tickets, or announced on the journey itself or when entering the location.</p>
	General	Medical emergency	<p>In the event of a medical emergency, committee members will be responsible for alerting the emergency services and any emergency contacts provided. They are not required to offer any medical assistance or first aid on behalf of the Club, but individual and appropriately trained members may offer assistance as described elsewhere in this assessment. It should be noted that on some country walks a mobile phone signal may not be available.</p>
Visits, Tours and country walks	General	Unspecified incident	<p>If an incident (of unspecified nature) occurs during a visit, tour or country walk, it may be desirable for the family or friends of those members or visitors affected to be informed. Thus, when booking a visit, country walk or tour, attendees are requested to provide an emergency contact, even if one has already been provided on joining the Club or at renewal. Also, members are encouraged to carry a mobile phone and an "In Case of Emergency" card with them. Note that for tours, the Tour Operator always requires an emergency contact to be given on the booking form.</p>