



## Ashtead and Leatherhead Probus Risk Assessments 2023

This document should be reviewed by the Committee on any relevant change of circumstance, whenever occurring, and in any event at least annually. An up-to-date copy is posted on the Club's website.

The Risk Assessments below assess the risk to health and safety. They do not address the risk of a member or guest suffering loss of, or damage to, their vehicle or other personal property. Both the Club and Committee disclaim all or any responsibility for the safekeeping, security, loss of, or damage to such property.

### List of Risk Assessments

TYPE OF EVENT	ACTIVITY	RISK
Lunch Meetings	Moving around the Venue	Trips and falls
	General	Fire in venue
		Medical emergency
	Catering	Food Poisoning
Visits and Tours	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	Fire in venue
Medical emergency		
Unspecified Incident		
Informal Lunches	General	Trips and falls
		Fire in venue
		Medical emergency
	Catering	Food poisoning
Walking Group	General	First Aid
		Medical emergency
		Food poisoning
		Fire in venue

## 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 at any event may vary depending on members' availability.</p> <p>Members and guests are registered on arrival. Members and guests 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 and guests are moving around (the lights only dimmed during the actual delivery of talks). Sufficient space is maintained between tables to allow movement by members and guests using wheelchairs, frames or other walking aids.</p>
Lunch Meetings	General	Fire in venue	<p>Attendees 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. Members and guests are directed to report at the Assembly point immediately following evacuation.</p>
		Medical emergency	<p>In the event of a medical emergency, if appropriate, committee members will be responsible for alerting TWGC and will agree with TWGC as to who will contact 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 may volunteer to provide some additional assistance. This is a personal decision for which the Club accepts no responsibility.</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	<p>TWGC and the catering staff are responsible for maintaining hygiene standards, requesting details of members' or guests' allergies, etc and for complying with members' and guests' notified dietary requirements. The organiser and the Club have no responsibility to advise members or guests about menu items and their possible allergens, nor to ascertain information from members or their guests about any allergies. Speakers having lunch are asked in advance for details of any dietary restrictions.</p>
Visits and Tours	Coach Travel	Road Traffic Accident	<p>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 or guest is a trained first aider and is so willing, they may provide medical assistance up until the arrival of the emergency services. This is a personal decision for which the Club accepts no responsibility.</p> <p>As soon as practicable and appropriate, the organiser will attempt to reach the emergency contact name provided by any member or guest not able to do so themselves.</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>
	Catering	Food poisoning	<p>Lunch may be taken at a local pub or restaurant. The pub or restaurant is responsible for maintaining hygiene standards and for compliance with attendees'</p>

			<p>dietary requirements or allergies as notified to them either in person or through the menu choice made by the member or guest. The organiser and the Club have no responsibility to advise members or guests about menu items and their possible allergens, nor to ascertain information from members or their guests about any allergies.</p>
	Walking in houses, museums, etc	Trips and Falls	<p>When walking in houses, museums, and gardens members and guests 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 precautions or care and advise their guests appropriately.</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> <p>If appropriate, the organiser will inform venue staff, who may wish to be involved in the management of any trip or fall incident. See below under 'General/Medical emergency' if the incident is serious enough to warrant contacting emergency services</p>
	Walking on rough ground	Trips and Falls	<p>Generally, walking will take place on well-maintained paths, designated walkways, pavements, and steps.</p> <p>Occasionally this may entail rough or slippery ground, or steep or uneven or slippery steps. Members and guests are expected to take especial care for their own safety on such occasions and wear appropriate clothing and footwear. Also, carrying bottled water may be considered appropriate, particularly at times of high temperatures.</p> <p>If appropriate, the organiser will inform venue staff, who may wish to be involved in the management of any trip or fall incident. See below under 'General/Medical emergency' if the incident is serious enough to warrant contacting emergency services.</p> <p>If any participating member or guest is a trained first aider and is so willing, he or she may provide medical assistance to any injured or sick member up until the emergency services take over. This is a personal decision for which the Club accepts no responsibility.</p>

			<p>As soon as practicable and appropriate, the organiser will attempt to reach the emergency contact name provided by any member or guest not able to do so themselves.</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, including advising their guests. 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>
	General	Fire in venue	<p>On observing any outbreak at any visit or tour venue, members or guests may take reasonable steps to alert venue staff without compromising their own safety. They are not obliged to look for or activate any alarm system. Members and their guests should follow the instructions of venue staff as to the safe evacuation of the building and move to the designated assembly point. They should not attempt to deal with the fire themselves. The Club organiser will liaise as appropriate with venue staff and emergency services with a view to establishing that all attendees are accounted for.</p>
		Medical emergency	<p>In the event of a medical emergency, committee members will be responsible for ensuring the emergency services are contacted (either directly or via venue staff) and any emergency contacts advised. No member is required to offer any medical assistance or first aid on behalf of the Club on any visit or tour. However, individual and appropriately trained members or guests may offer assistance as described elsewhere in this assessment. This is a personal decision for which the Club accepts no responsibility.</p>
		Unspecified incident	<p>If an incident (of unspecified nature) occurs during a visit or tour it may be desirable for the family or friends of those members or guests affected to be informed. Thus, when booking a visit 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 and guests 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>

Informal Lunches	General	Trips, falls and minor accidents	<p>When arriving at, leaving or moving around the venue, members and their guests are expected to take reasonable care for their own safety and to observe any notices or warnings (eg as to where and how to park outside or low headroom inside) posted by the operators of the premises. They should make use as appropriate of any mobility aides provided (eg lifts, hand rails, bannisters etc).</p> <p>Additionally, to the extent that the lunch organiser can reasonably be expected to be aware in advance of any particular hazard (eg busy roads to cross) relating to the venue, reasonable attempts will be made to warn members in advance so that they can take their own precautions or care and advise their guests appropriately.</p> <p>This may be achieved as appropriate through advance publicity or advance announcements at previous meetings.</p> <p>If appropriate, the organiser will inform venue staff, who may wish to be involved in the management of any trip, fall or minor accident. See below under 'General/Medical emergency' if the incident is serious enough to warrant contacting emergency services.</p>
		Fire in venue	<p>On observing any outbreak, members or their guests should take reasonable steps to alert venue staff without compromising their own safety. They are not obliged to look for or activate any alarm system. Members and their guests should follow the instructions of venue staff as to the safe evacuation of the building and move to the designated assembly point. They should not attempt to deal with the fire themselves. The Club organiser will liaise as appropriate with venue staff and emergency services with a view to establishing that all attendees are accounted for.</p>
		Medical emergency	<p>Venue staff should be advised of any such emergency and asked to confirm that the emergency services are being contacted. Neither Committee nor other members are required to offer any medical assistance or first aid on behalf of the Club, although individual and appropriately trained members or guests may offer assistance as described elsewhere in this assessment. This is a personal decision for which the Club accepts no responsibility.</p>
	Catering	Food poisoning	<p>The restaurant or pub is responsible for maintaining hygiene standards and for compliance with members' and their guests' dietary requirements or allergies as notified to them either in person or through the menu choice made by the attendee concerned. The organiser and the Club have no responsibility to advise members</p>

			or guests about menu items and their possible allergens, nor to ascertain information from members or their guests about any allergies.
Walking Group	General	First Aid	Members and their guests are expected to take reasonable care for their own safety when participating in a Walking Group event. On the walk itself a designated participant carries a basic First Aid kit for the use of participants. However, no participant is required to offer any medical assistance or first aid on behalf of the Club. That said, any participant, preferably any who are appropriately trained, may offer assistance. This is a personal decision for which the Club accepts no responsibility.
		Medical emergency	<p>The Club's published Health and Safety policy recognises the particular risks of a medical emergency occurring on a country walk. In order to mitigate such risks, the organiser of the walk has the responsibility for contacting the emergency services when necessary and any emergency contacts provided by the participant concerned. If appropriate and available, the 'What3Words' app should be used to provide the incident's location. The organiser should also follow the Club's published checklist which covers preparation for the walk and the day itself. The organiser's checklist is aimed at avoiding or at least minimising such risks, both through the actions of the organiser and the participants on the walk.</p> <p>Pending the arrival of the emergency services, no member or guest is required to offer any medical assistance or first aid on behalf of the Club. That said, if any participant is appropriately trained, they may offer assistance. This is a personal decision for which the Club accepts no responsibility.</p>
		Food poisoning in lunch venue	The walk usually ends with a meal taken at a pub or restaurant. The venue is responsible for maintaining hygiene standards and for compliance with members' and their guests' dietary requirements or allergies as notified to them either in person or through the menu choice made by the attendee concerned. The organiser and the Club have no responsibility to advise members or guests about menu items and their possible allergens, nor to ascertain information from members or their guests about any allergies.
		Fire in lunch venue	On observing any outbreak of fire at the catering venue, members or their guests may take reasonable steps to alert venue staff without compromising their own safety. They are not obliged to look for or activate any alarm system. Members and their guests should follow the instructions of venue staff as to the safe evacuation of the building and move to the designated assembly point. They should not attempt to deal with

			<p>the fire themselves. The Club organiser will liaise as appropriate with venue staff and emergency services with a view to establishing that all attendees are accounted for.</p>
		<p>Other incidents in lunch venue</p>	<p>When arriving at, leaving or moving around the pub or restaurant, members and their guests are expected to take reasonable care for their own safety and to observe any notices or warnings (eg as to where and how to park outside or low headroom inside) posted by the operators of the premises. They should make use as appropriate of any mobility aides provided (eg lifts, hand rails, bannisters etc).</p> <p>Additionally, to the extent that the walk organiser can reasonably be expected to be aware in advance of any particular hazard (eg busy roads to cross) relating to the venue, reasonable attempts will be made to warn members in advance so that they can take their own precautions or care and advise their guests appropriately.</p> <p>This may be achieved as appropriate through advance publicity, advance announcements at previous meetings or on the day.</p> <p>If appropriate, the organiser will inform venue staff, who may wish to be involved in the management of any trip, fall or minor accident. See above under 'Medical emergency' if the incident is serious enough to warrant contacting emergency services.</p>