

## MENDLESHAM COMPUTER CLUB RISK ASSESSMENT

**EVENT; MENDLESHAM COMPUTER CLUB**

**CLUB LEADER; GILES GODART-BROWN**

**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

<b>REF NO.</b>	<b>ACTIVITY</b>	<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>ACTION ALREADY TAKEN</b>	<b>RISK FACTOR</b>
	<b>FLOORS/BUILDING</b>	<b>SLIPS/FALLS DUE TO SPILAGE ON FLOORS</b>	<b>VOLUNTEERS MEMBERS</b>	<b>ALL SPILLAGES TO BE CLEANED IMMEDIATELY  WET FLOOR SIGNS USED  CHILDREN SUPERVISED AT ALL TIMES</b>	<b>Medium</b>

## MENDLESHAM COMPUTER CLUB RISK ASSESSMENT

**EVENT; MENDLESHAM COMPUTER CLUB**

**CLUB LEADER; GILES GODART-BROWN**

**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

<b>REF NO.</b>	<b>ACTIVITY</b>	<b>HAZARDS</b>	<b>WHO MIGHT BE HARMED</b>	<b>ACTION ALREADY TAKEN</b>	<b>RISK FACTOR</b>
	PORTABLE APPLIANCES	FAULTY ELECTRIC EQUIPMENT  ELECTRIC SHOCK	HELPERS  CHILDREN	DISPLAY “ DO NOT USE” SIGNS ON DEFECTIVE EQUIPMENT  VISUAL CHECKS BY HELPER BEFORE USE  PAT TESTING CHECKED	Medium

## MENDLESHAM COMPUTER CLUB RISK ASSESSMENT

**EVENT; MENDLESHAM COMPUTER CLUB**

**CLUB LEADER; GILES GODART-BROWN**

**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

<b>REF NO.</b>	<b>ACTIVITY</b>	<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>ACTION ALREADY TAKEN</b>	<b>RISK FACTOR</b>
	<b>CLEANING</b>	SOME CHEMICALS CAN CAUSE BURNS, SKIN /EYE IRRITATIONS	HELPERS CHILDREN	HELPERS TO USE ALL CHEMICALS CORRECT PPE PROVIDED CHILDREN TO USE ONLY “WET” CLOTHS WHEN CLEANING DOWN	Medium

## MENDLESHAM COMPUTER CLUB RISK ASSESSMENT

**EVENT; MENDLESHAM COMPUTER CLUB**

**CLUB LEADER; GILES GODART-BROWN**

**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

<b>ACTIVITY</b>	<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>ACTION ALREADY TAKEN</b>	<b>RISK FACTOR</b>
<b>FIRE</b>	Blocked/ unmarked Fire Exits Untrained staff/visitors in evacuation procedures.	HELPERS  CHILDREN	FIRE EXIT/PROCEDURE EXPLAINED AT START OF EACH SESSION	Medium

## MENDLESHAM COMPUTER CLUB RISK ASSESSMENT

**EVENT; MENDLESHAM COMPUTER CLUB**

**CLUB LEADER; GILES GODART-BROWN**

**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

ACTIVITY	HAZARD	WHO MIGHT BE HARMED	ACTION ALREADY TAKEN	RISK FACTOR
USING ELECTRICITY	ELECTRIC SHOCK	HELPERS  CHILDREN	VISUAL CHECKS ON ALL EQUIPMENT BEFORE USE  PAT TESTING CHECKED UP TO DATE (ANY ISSUES REPORT TO OLD SCOOL ROOM BOOKING CLERK,)	High

## MENDLESHAM COMPUTER CLUB RISK ASSESSMENT

**EVENT; MENDLESHAM COMPUTER CLUB**

**CLUB LEADER; GILES GODART-BROWN**

**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

<b>REF NO.</b>	<b>ACTIVITY</b>	<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>ACTION ALREADY TAKEN</b>	<b>RISK FACTOR</b>
	<b>MANUAL HANDLING</b>	Stacking Chairs and Tables. Lifting and moving heavy loads. Strain and muscle injury due to over exertion.	HELPERS	MANUAL HANDLING GUIDELINES FOLLOWED  CHILDREN <b>NOT</b> TO TAKE PART	High

**MENDLESHAM COMPUTER CLUB**  
**COVID 19 RISK ASSESSMENT**

**EVENT; MENDLESHAM COMPUTER CLUB**  
**CLUB LEADER; GILES GODART-BROWN**  
**PERSONNEL INVOLVED: VOLUNTERS AND CLUB MEMBERS**

**DATE NOVEMBER – DEC 2021**

<b>REF NO.</b>	<b>ACTIVITY/RISK</b>	<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>ACTION ALREADY TAKEN</b>	<b>RISK FACTOR</b>
	<b>ADEQUATE VENTILATION</b>	<b>CONTRACTING COVID 19</b>	<b>VOLUNTEERS CLUB MEMBERS</b>	<b>WINDOWS OPEN DURING EACH SESSION</b>  <b>FRONT DOOR OPEN IF WEATHER PERMITS</b>	
	<b>SUFFICIENT CLEANING PREPARATION OF VENUE</b>	<b>COVID 19 MAY BE ON UNCLEAN/UNSANITISED EQUIPMENT</b>	<b>VOLUNTEERS CLUB MEMBERS</b>	<b>ALL EQUIPMENT THOROUGHLY SANITISED BEFORE &amp; AFTER EACH SESSION</b>  ALL TABLES AND WORK AREAS IN HALL & KITCHEN SANITISED BEFORE & AFTER SESSIONS START  TOILET TO BE CLEANED/SANITISED BEFORE AND AFTER EACH SESSION SANITISER AND DISPOSABLE CLOTHES TO BE PROVIDED IN TOILET FOR MEMEBERS TO USE IF USING THE TOILET	
	<b>GOOD HAND HYGIENE</b>	<b>COVID 19 MAY BE TRANSFERRED BY LACK OF HAND HYGIENE</b>	<b>VOLUNTEERS CLUB MEMBERS</b>	<b>ALL MEMBERS AND VOLUNTEERS TO PAY PARTICULAR ATTENTION TO THEIR OWN HAND WASHING WHEN USING THE WC FACILITIES OR WASHING UP IN KITCHEN</b>  HAND SANITISER ON EACH TABLE	

	<b>SOCIAL DISTANCING</b>	<b>SPREADING OF COVID 19</b>	<b>VOLUNTEERS CLUB MEMBERS</b>	<p><b>WHERE POSSIBLE, MAINTAIN A DISTANCE OF AT LEAST 1 METER BETWEEN THEM.</b></p> <p>HELPERS TO WEAR MASKS IF COMING INTO CLOSE CONTACT WITH MEMBERS</p> <p>REDUCE THE FLOW OF PEOPLE WALKING AROUND,</p> <p>NUMBER ATTENDING SESSIONS REDUCED TO ACCOMMODATE SOCIAL DISTANCING AND A REDUCED NUMBER OF VOLUNTEERS</p> <p>AVOID MEMBERS WALKING AROUND AND INTERACTING WITH OTHERS.</p> <p>AVOID PINCH POINTS ON ENTERING AND EXIT,</p>	
	<b>ILLNESS AND FIRST AID PROVISION</b>	<b>COVID 19 MAY BE SPREAD IF PPE IS NOT USED</b>	<b>VOLUNTEERS CLUB MEMBERS</b>	<p><b>MINOR FIRST AID TO BE ADMINISTERED , IF SAFE TO DO SO</b></p> <p>ANY PERSON FALLING ILL MUST BE REMOVED FROM MAIN ROOM</p> <p>PPE TO BE PROVIDED AND USED</p> <p>ASSISTING SOMEONE WITH ILLNESS/ REMOVING FROM ROOM</p>	
	<b>HANDLING MONEY</b>	<b>TRANSFERE OF COVID 19 VIA MONEY BE HANDLED</b>	<b>VOLUNTEERS CLUB MEMBERS</b>	<p><b>MEMBERS ENCOURAGED TO USE CONTACTLESS PAYMENT SYSTEMSET UP,</b></p>	