
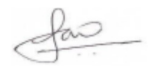



Rotary Club of Monifieth and District: Charity Golf Day 29th August 2021: RISK ASSESSMENT

Risk Assessment Number:	2021-2022 RA2	Task/Activity assessed:	Charity Golf Day 29 th August 2021			
Name/job role of people consulted during assessment:	Golf Committee Chair, President, Grange and Broughty Ferry Golf Club (G&BC) Steward, Monifieth Links Trust Manager	Date of Assessment:	20.08.2021	Review Date:	09.09.2021	
Acknowledgements, Sign off and Authorisation						
	Acknowledgement	Name	Signature	Date		
Risk Assessor:	By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment in the best of my abilities.	Alasdair Macleod		20.08.2021		
Checked by: (where required)	By signing this risk assessment, I acknowledge my responsibility as the checker for this risk assessment, by virtue of scrutiny and common sense.	Praveen Manthri		20.08.2021		
Authorising Person:	By signing the risk assessment, I acknowledge my responsibility as the Event leader/Team Leader/President for reviewing and approving this risk assessment and communicating controls and any additional controls to all involved parties (as appropriate).	Neil Ferguson		20.08.2021		

Tasks/Operational steps/Sub tasks/Events:	Significant hazards • What could happen & why?	Who is affected and how • Who might be hurt? • How bad could it reasonably be?	What are your existing controls?	Existing Risk Rating (Consequence x Likelihood = Total)			Are additional controls needed? Y/N (RAMP Req.)
				C	L	TOTAL	
MANAGEMENT							
Management of Event to Address Covid Risk.	Viral (Covid 19) Transmission	Members, Guests and G&BC Staff and Members	Council to appoint Covid 19 coordinator to develop and assist in overseeing the Rotary Club response to the Covid 19 virus. For all internal and public facing events coordinator to prepare risk assessment, and once agreed assist in arranging implementation of control measures including sign off and any required RAMP.				
An Infected Person Arriving	Viral (Covid 19) Transmission	Members, Guests and G&BC Staff and Members	Restrict participation to Club members who have been double vaccinated. Prior to event, communicate reminder to all members and participants of the need to follow government advice regarding staying at home / isolating / testing etc if symptomatic or in close contact with anyone with recent positive test.	5	2	10	No
An Infected Person Infecting Another	Viral (Covid 19) Transmission	Members, Guests and G&BC Staff and Members	Require everyone attending meeting to strictly follow venue guidelines regarding hand sanitising, social distancing etc. Develop and implement event specific controls to deal with person to person transmission, see below. Prior to event advise members and all participants of Venue and Event Specific requirements and provide any additional signage / materials required.	5	2	10	No

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					C	L	TOTAL	
An Infected Person Contaminating a Surface that Infects Another Person	Viral (Covid 19) Transmission	Members, Guests and G&BC Staff and Members	Develop and implement event specific controls to deal with surface to person transmission, see below. Prior to event advise members and all participants of Venue and Event Specific requirements and provide any additional signage / materials required.	5	1	5	No	
EVENT SPECIFIC								
Payment for Entry	Viral (Covid 19) Transmission	Participants / Club Members	Encouraged to be on line. Payment by contact less card can be arranged at registration. Note: Payment machine to be located at Raffle Table.	2	5	10	N	
Registration / Collect Score Cards	Viral (Covid 19) Transmission	Participants / Club Members	Participants advised to undertake team registration on line including handicaps. Participants advised to wear masks when moving about indoors. Hand sanitiser available at entry door and at registration desk. Participants advised to restrict queuing at registration desk to one player designated by each team to collect cards, notify any modifications to on line registration and make payment via contact less card for any sums due. Locate registration desk in well ventilated area (Confirm location with G&BC) Limit number of members undertaking task and record each member start and finish time. Designated members undertaking registration to wear masks at all times and maintain one metre social distancing with participants and other Club members. Use large registration table, remove seating in proximity and any other measures required to maintain 1.0m distancing. Provide anti bac wipes to clean table / surfaces and Lap Top when designated club member changing over.	2	5	10	N	
Coffee and Bacon Roll	Viral (Covid 19) Transmission	Participants/ G&BC Staff	Advise participants at registration to strictly follow G&BC procedures as agreed with steward.	2	5	10	N	
Return of Score Cards	Viral (Covid 19) Transmission	Participants/ Designated Members and G&BC Match Sec.	Participants advised to return cards using same procedure as registration / card collection (See above) Designated member(s) to undertake card checking and entering score onto spreadsheet.	2	5	10	N	
White Raffle	Viral (Covid 19) Transmission	Participants / Club Members	Locate Raffle Table in well ventilated area (Confirm location with G&BC) Limit members undertaking following tasks and record each member start and finish time •Completing stubs. •Separating stubs for draw.	2	5	10	N	

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			<ul style="list-style-type: none"> •Drawing winners. •Attaching to prizes •Passing to winners.. 				
			Designated members undertaking raffle related task to wear masks at all times and maintain one metre social distancing with participants and other Club members.				
			Use large table(s), remove seating in proximity and undertake any other measures required to maintain 1.0m distancing.				
			Use separate inaccessible table to exhibit prizes				
			Provide anti bac wipes to clean table / surfaces and equipment when designated club member changing over.				
			Participants advised to provide correct cash only and to place directly into sealed Collection Bucket OR can take payment via contact less card.				
			Club members returning completed stubs to do so into small aperture box and place cash payment into fund raising Bucket.				
			Participants to provide Name / Tel No verbally to designated member for adding to stub(s)				
			Sanitiser available for hand cleansing by designated members and participants and MUST be used after any external contact or any contact with returned stubs / cash.				
			Anti Bac wipes to be used to clean prizes prior to display and passing on to winner and to sanitise table / surfaces when designated member undertaking role changes over.				
<i>Orange Raffle</i>	Viral (Covid 19) Transmission	Participants / Club Members	Seek to have all tickets sold prior to event with no sales required on the day.	2	5	10	N
			Provide bucket for cash and separate box with small aperture entry for returned stubs.				
			Ensure hand sanitising procedures followed when handling cash and returned stubs.				
<i>Auction</i>	Viral (Covid 19) Transmission	Participants / Club Members	Large format item description + Bidding Chart on stand located behind table				
			Participants to bid verbally for Designated member to add to chart.				
			Limit number of members undertaking Auction related activities.				
			Anti Bac wipes to clean equipment if designated person changing over.				
<i>Transport to Course Locations (Buggies)</i>	Viral (Covid 19) Transmission	Club Members	Minimise number of members using buggies.	2	5	10	N
			Sanitise contact areas before use.				
			Optimise scheduling to maximise single occupant use.				

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<i>Place and Remove Signage : Sponsors</i>	Viral (Covid 19) Transmission	Club Members	Designate limited number of members to be responsible. Hand sanitise after signage contact.	2	5	10	N
			Review if scheduling and number of buggies made available would facilitate largely single occupant use.				
<i>Place and Remove Signage : Club / SAMH</i>	Viral (Covid 19) Transmission	Club Members	Designate limited number of members to be responsible and hand sanitise after contact with signage	2	5	10	N
<i>Erect / Dismantle Club Gazebo at ????</i>	Viral (Covid 19) Transmission	Club Members	Designate limited number of members to be responsible and hand sanitise after contact.	2	5	10	N
<i>Refreshment at 11th</i>	Viral (Covid 19) Transmission	Club Members / Participants	Refreshment to be made available at Starter Box NOT at 11 th Tee..	2	5	10	N
			Avoid handling. Signage asking participants to partake and advising products for cleaning available for use before storing / using				
<i>Hole in one, on green and nearest pin at 11th</i>	Viral (Covid 19) Transmission	Club Members	Designated Club Member to witness Tee and Green with no contact with Participants Note : On green competition deferred for 2021, Designated witness to record nearest pin participant.	2	5	10	N
<i>Hole in one & nearest pin at other holes. (5th and 14th)</i>	Viral (Covid 19) Transmission	Participants	No independent witness other than team participants. Include hand sanitiser in waterproof bag with record sheet and pen and request use if need arises to move marker and alter name on sheet.	2	5	10	N
<i>Marking Most Accurate Drive</i>	Viral (Covid 19) Transmission	Participants	Include hand sanitiser in waterproof bag with record sheet and pen and request use if need arises to move marker and alter name on sheet.	2	5	10	N
		Club Members	Sanitise hands after sanitising pin, bag and pen on removal from course.				

Emergency Planning Arrangements: Spare masks and sanitizing products available if unidentified person to person or person to surface risk identified.

Brief description of activity this RA applies to

Charity Golf Day with up to 25 teams of three

ALL COVID-19 RELATED INFORMATION TRUE FOR THE TIME OF THE EVENT, NOT THE ISSUING OF THE RISK ASSESSMENT

Risk Rating Matrix

RISK MATRIX					
Consequence Likelihood	Negligible (1)	Minor (2)	Medium (3)	Major (4)	Severe (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Very Unlikely (1)	1	2	3	4	5

Rating	Interpretation	Authorisation
≤ 6 = Low Risk	Acceptable but ensure that controls are maintained	Event Manager or equivalent
9 -12 = Medium Risk	Adequate but look to improve if reasonably practicable	President / VP / Line Manager or equivalent
15 – 25 = Unacceptable Risk	STOP activity and make immediate improvements	District Health and Safety officer

CONSEQUENCE (considered WITH controls in place)		
5	Severe	<ul style="list-style-type: none"> Fatality (ies) Severe or chronic illnesses or permanent life changing impact
4	Major	<ul style="list-style-type: none"> Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis
3	Medium	<ul style="list-style-type: none"> An injury that requires first aid treatment and subsequent treatment by health care professional No lost time illnesses and no chronic/acute health effects
2	Minor	<ul style="list-style-type: none"> An injury that requires basic first aid treatment such as administering a plaster, individual able to continue at work e.g. minor cuts, bruising, abrasions, strains or sprains
1	Negligible	<ul style="list-style-type: none"> Superficial or no physical injury or health effects

LIKELIHOOD (considered WITH controls in place)		
5	Almost Certain	<ul style="list-style-type: none"> Will occur/greater than a likelihood of 1 in 1(yr.)
4	Likely	<ul style="list-style-type: none"> Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10
3	Possible	<ul style="list-style-type: none"> Might occur /no greater than a likelihood of 1 in 1000
2	Unlikely	<ul style="list-style-type: none"> Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000
1	Very Unlikely	<ul style="list-style-type: none"> May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000