
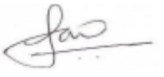



## Rotary Club of Monifieth and District\_In Person Meetings\_Covid 19 Risk Assessment

<b>Risk Assessment Number:</b>	2021-2022 RA1	<b>Task/Activity assessed:</b>	In Person Club Meetings Beyond COVID : Level 0			
<b>Name/job role of people consulted during assessment:</b>	Club Business Meeting 11.08.2021; Grange and Broughty Golf Club (G&BC) Steward, President, Secretary	<b>Date of Assessment:</b>	19.08.2021	<b>Review Date:</b>	04.09.2021	
<b>Acknowledgements, Sign off and Authorisation</b>						
	<b>Acknowledgement</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>		
<b>Risk Assessor:</b>	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		19.08.2021		
<b>Checked by:</b> (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		19.08.2021		
<b>Authorising Person:</b>	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		19.08.2021		

Tasks/Operational steps/Sub tasks/Events:	Significant hazards – • What could happen and 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 (If Yes, RAMP required)
				C	L	TOTAL	
<b>MANAGEMENT</b>							
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.	5	2	10	No
			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.				
An Infected Person Infecting Another	Viral (Covid 19) Transmission	Members, Guests and G&BC Staff and Members	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	
			Develop and implement event specific controls to deal with person to person transmission, see below.				
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.	5	1	5	No
			Prior to event advise members and all participants of Venue and Event Specific requirements and provide any additional signage / materials required.				
<b>EVENT SPECIFIC</b>							
Transport	Viral (Covid 19) Transmission	Club Members	Arrange private car single occupancy where possible. If not ensure vehicle well ventilated.	5	2	10	No
Access	Viral (Covid 19) Transmission	Club Members / G&BC Members and Staff	Direct entry to meeting room with hand sanitisers available at entry door.	5	2	10	No
Registration / Payment	Viral (Covid 19) Transmission	Designated Club Member	Wear face mask throughout registration. Registration table arranged to maintain 1.0m social distancing. Sanitise table and any materials before and after use. Hand sanitise regularly.	5	2	10	No
		All Club Members and any Guests	Exact cash payment into container or Payment by contactless card.	5	2	10	No
Badges	Viral (Covid 19) Transmission	All Club members	Sanitise and issue to members for personal retention and use at future meetings.	5	2	10	No
Lectern	Viral (Covid 19) Transmission	Designated Club Member(s)	Wear mask when moving through club to collect. Hand sanitise before and after set up and returning to store.	5	2	10	No
		Club Members / Guest Speaker(s)	Sanitise / wipe equipment between uses.	5	2	10	No
Meal Order	Viral (Covid 19) Transmission	Club Members / G&BC Staff	Confirm verbally to Club Member taking registration.	5	2	10	No
Pre / Post Meeting Circulation and Drinks	Viral (Covid 19) Transmission	Club Members / G&BC Members and Staff	Wear masks when not seated.	5	2	10	No

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				C	L	TOTAL	
Meal Seating Arrangement	Viral (Covid 19) Transmission	Club Members / G&BC Staff	Tables and seating arranged to maintain one metre social distancing.	5	2	10	No
Meal Serving & Table Clearing	Viral (Covid 19) Transmission	Club Members / G&BC Staff	Hand sanitise before and after meal.	5	2	10	No
IT equipment set up and remove	Viral (Covid 19) Transmission	Designated Club Members	Sanitise hands before and after use.	5	2	10	No
Use of Grange Toilets	Viral (Covid 19) Transmission	Club Members / G&BC Members and Staff	Wear mask when not seated + strict adherence to all G&BC procedures.	5	2	10	No
Use of Grange Services (Food and Drinks)	Viral (Covid 19) Transmission	Club Members / G&BC Members and Staff	Wear mask when not seated + strict adherence to all G&BC procedures.	5	2	10	No

### Emergency Planning Arrangements relating to operations/event

**Spare hand sanitising and equipment cleaning products available**

### Brief description of activity this RA applies to

**In person meeting of the Rotary Club of Monifieth and District which is open to all double vaccinated members to attend**

**ALL COVID-19 RELATED ASSESSMENTS ARE ACCURATE FOR THE TIME OF THE EVENT, NOT THE ISSUING OF THE RISK ASSESSMENT**



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## 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 <b>WITH</b> controls in place)		
5	Severe	<ul style="list-style-type: none"> <li>Fatality (ies)</li> <li>Severe or chronic illnesses or permanent life changing impact</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis</li> </ul>
3	Medium	<ul style="list-style-type: none"> <li>An injury that requires first aid treatment and subsequent treatment by health care professional</li> <li>No lost time illnesses and no chronic/acute health effects</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>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</li> </ul>
1	Negligible	<ul style="list-style-type: none"> <li>Superficial or no physical injury or health effects</li> </ul>

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