

Risk assessment template

Company name: Purley Sports and Social Club (PSSC)

Assessment carried out by: H. R. Palmer

Date of next review: September 30th 2022

Date assessment was carried out: October 1st 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risks of legionnaires disease	PSSC Staff, Members and Visitors	Ice machine shut down and cleaned together with glass washer	Re-open run and clean ice machine and dispose of first run, Cycle glass washer before first use.	PSSC Staff and Engineer	01/10/2021	Ongoing
Pipe Cleaning	Members and Visitors	Flush and clean the beer lines out on a weekly basis	Clean beer line when the club is closed to prevent disturbance and allowing the correct process to be followed to prevent cleaning solution being left in the beer lines	Staff	Weekly	Ongoing.
Deliveries	PSSC Staff	Deliveries are undertaken when the club is empty	PPE to be in place to receive deliveries	Steward	During Deliveries if in attendance	Ongoing

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Cleaning of PSSC	PSSC Staff, Members and Visitors	The Club has a Cleaning regime	Tables will be wiped down at the end of each shift and in between opening times if required	PSSC Staff	During opening hours	Ongoing
Opening Times	PSSC Staff, Members and Visitors. (being locked in by the Parish Council Security)	Working with the Parish Council to ensure they have a copy of our opening times and authorised extensions	There should be a Notice to show who to contact for any reason they are locked in the car park.	PSSC Staff	365 days a Year	Ongoing
Bar Food (Kitchen)	PSSC Staff, Members and Visitors (Fire and the spread of covid)	Club has been fitted out with a fully functioning Fire Alarm with heat and smoke detectors in the kitchen	Food can only be ordered and served at the table. Food eaten inside the club has to be purchased from PSSC or by prior agreement.	Catering Manager and Staff	During opening hours	Ongoing
Outdoor BBQ	Members and Visitors	BBQ to be placed North East corner of the building in the car park and	Food will be ordered at a ordering point/table by the BBQ	Staff + voluntary help.	During a function when the club has a Parish	Ongoing

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		cordoned off where possible			Council permission to hold such an event.	
Glass being broken outside on the recreation ground	Member, Visitors and general public (Broken Glass)	Plastic glasses to be used outside of the PSSC Club	Signage to be placed by both exits. No Glass to be taken past this point	PSSC Staff and Committee	During opening hours	Ongoing
Pool Tables	PSSC Staff, Members and Visitors	The pool tables will be out on quiet evenings and weekends	Cues and white ball to be safely kept behind the bar when not in use	Players will have to abide by the pool rules at all times. No under 16s on match table	During opening hours	Ongoing
Darts	PSSC Staff, Members and Visitors	Dart board is in a secluded corner of the club away from seated members	People will have to use their own darts.	Players will have to abide by the guidance issued by Trading Standards to play dart	During opening hours	Ongoing
Gaming Machines	PSSC Staff, Members and Visitors	Hand sanitiser available for people to clean after use	Restrictions lifted care to be taken by users	Staff and Committee and club members	During opening hours	Ongoing

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Raffles	PSSC Staff, Members and Visitors	Raffle tickets will be sold to customers rather than customers coming to the seller	Announcement made when tickets are being sold around club	Staff and committee	ongoing	30/09/22
Bingo	PSSC Staff, Members and Visitors	Bingo tickets will be sold to customers rather than customers coming to the seller	Announcement made when tickets are being sold around club	Staff and committee	ongoing	30/09/22
Entertainment /TV	PSSC Staff, Members and Visitors	Maximising the space within the PSSC	Making sure we stick to the limited number of people within the club at any one time	Members of PSSC Staff and Committee.	During opening hours.	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/