



## England Rugby Insurance Centre

These are your answers for the Clubhouse assessment.

COMPLETED BY:

**Steve Park**

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### Clubhouse

Started: 12/11/2018 10:03am

Completed: 12/11/2018 10:13am

| # | HAZARD & RISK  | RESPONSE | CONTROL MEASURE |
|---|--|----------|-----------------|
| 1 | <p><b>Electricity</b></p> <p>Has the fixed electrical wiring been inspected by a competent electrician in the last 5 years?</p> <p><b>Who will be affected?</b></p> <p>Staff, club members, coaches, educators, members of the public.</p> <p>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b></p> <p>Burns, electric shock</p> | N/A      | N/A             |

| # | HAZARD & RISK  | RESPONSE                               | CONTROL MEASURE   |
|---|--|--|---|
| 2 | <p><b>Electricity</b></p> <p>Why is it not applicable?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p>  | <p>Club does not have a clubhouse.</p> | <p>N/A</p>  |
| 3 | <p><b>Electricity</b></p> <p>Are portable electrical appliances in the Club House (not including the kitchen and bar) subject to portable appliance testing at a frequency appropriate to the environment the appliance is used in?<br/> <b>Who will be affected?</b></p> <p>Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p> | <p>N/A</p>                             | <p>Portable electrical appliances in the clubhouse are not owned by the club.</p> |

| # | HAZARD & RISK   | RESPONSE                               | CONTROL MEASURE   |
|---|---|--|---|
| 4 | <p><b>Electricity</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p>   | <p>Club does not have a clubhouse.</p> | <p>N/A</p>  |
| 5 | <p><b>Electricity</b></p> <p>Are electrical switch rooms locked and kept free from stored items which are combustible?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p> | <p>N/A</p>                             | <p>There are no electrical switch rooms in the clubhouse.</p> |

| # | HAZARD & RISK  | RESPONSE                               | CONTROL MEASURE |
|---|--|--|-----------------|
| 6 | <p><b>Electricity</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p>  | <p>Club does not have a clubhouse.</p> | N/A             |
| 7 | <p><b>Electricity</b></p> <p>Are third parties who bring electrical appliances into the clubhouse required to confirm their portable electrical appliances are in good order?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p> | N/A                                    | N/A             |

| # | HAZARD & RISK   | RESPONSE                               | CONTROL MEASURE   |
|---|---|--|---|
| 8 | <p><b>Electricity</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Burns, electric shock</p>   | <p>Club does not have a clubhouse.</p> | <p>N/A</p>  |
| 9 | <p><b>Fire in the clubhouse</b></p> <p>If the Rugby Club is the landlord of the clubhouse have you had a fire risk assessment carried out for the clubhouse?<br/> <b>Who will be affected?</b><br/> Staff, club members, coaches, educators, members of the public.<br/> Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/> Smoke inhalation, burns, fatal injuries</p> | <p>N/A</p>                             | <p>The Rugby Club is not the landlord of the clubhouse.</p> |

| #  | HAZARD & RISK  | RESPONSE                        | CONTROL MEASURE  |
|----|--|---------------------------------|--|
| 10 | <p><b>Fire in the clubhouse</b></p> <p>Does the clubhouse have an automatic fire alarm system?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | The Clubhouse does not have an automatic fire alarm system. Alternative means are used for raising the alarm which can be heard throughout the facility. |
| 11 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>                             | Club does not have a clubhouse. | N/A  |

| #  | HAZARD & RISK  | RESPONSE                        | CONTROL MEASURE   |
|----|--|---------------------------------|---|
| 12 | <p><b>Fire in the clubhouse</b></p> <p>Are manual call points (where provided) tested each week?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | An alternative means of fire alarm and detection is provided. |
| 13 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>                               | Club does not have a clubhouse. | N/A   |

| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE |
|----|---|---------------------------------|-----------------|
| 14 | <p><b>Fire in the clubhouse</b></p> <p>Where the rugby club is not the landlord of the clubhouse has the landlord provided the Club with a copy of the fire risk assessment</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | N/A             |
| 15 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?<br/><b>Who will be affected?</b></p> <p>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>  | Club does not have a clubhouse. | N/A             |



| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE                                     |
|----|---|---------------------------------|---|
| 16 | <p><b>Fire in the clubhouse</b></p> <p>Does the landlord have the fire alarm system serviced (where applicable) and test it weekly?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | An alternative method is used for raising an alarm. |
| 17 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?<br/><b>Who will be affected?</b></p> <p>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>  | Club does not have a clubhouse. | N/A   |

| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE |
|----|---|---------------------------------|-----------------|
| 18 | <p><b>Fire in the clubhouse</b></p> <p>Are fire extinguishers available for tackling small fires and aiding escape?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | N/A             |
| 19 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b></p> <p>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>   | Club does not have a clubhouse. | N/A             |

| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE  |
|----|---|---------------------------------|--|
| 20 | <p><b>Fire in the clubhouse</b></p> <p>Are staff trained fire wardens? Able to evacuate Clubhouse users to a place of safety?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | The Rugby Club has volunteers who have received fire warden training as part of their day job. |
| 21 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?<br/><b>Who will be affected?</b></p> <p>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>  | Club does not have a clubhouse. | N/A  |

| #  | HAZARD & RISK  | RESPONSE                        | CONTROL MEASURE |
|----|--|---------------------------------|-----------------|
| 22 | <p><b>Fire in the clubhouse</b></p> <p>Is there a fire assembly point?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | N/A             |
| 23 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>     | Club does not have a clubhouse. | N/A             |

| #  | HAZARD & RISK  | RESPONSE                        | CONTROL MEASURE   |
|----|--|---------------------------------|---|
| 24 | <p><b>Fire in the clubhouse</b></p> <p>Does the clubhouse have Emergency Lighting?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p> | N/A                             | alternative lighting is provided e.g. torches   |
| 25 | <p><b>Fire in the clubhouse</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b><br/>Staff, club members, coaches, educators, members of the public.<br/>Damage to property (electrical appliance, fire damage)</p> <p><b>How will they be affected?</b><br/>Smoke inhalation, burns, fatal injuries</p>                 | Club does not have a clubhouse. | N/A   |
| 26 | <p><b>Asbestos</b></p> <p>Does the clubhouse have a recent asbestos survey?</p> <p><b>Who will be affected?</b><br/>All clubhouse users</p> <p><b>How will they be affected?</b><br/>Inhaling asbestos fibres, asbestosis, mesothelioma, pleural plaques, COPD</p>   | N/A                             | The clubhouse was built after 2000. Asbestos was removed during a refurb. The survey found no asbestos. |

| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE |
|----|---|---------------------------------|-----------------|
| 27 | <p><b>Asbestos</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b><br/> All clubhouse users<br/> <b>How will they be affected?</b><br/> Inhaling asbestos fibres,<br/> asbestosis, mesothelioma,<br/> pleural plaques, COPD</p>  | Club does not have a clubhouse. | N/A             |
| 28 | <p><b>Asbestos</b></p> <p>If asbestos containing materials (ACMs) are present in the clubhouse are members of staff informed of its whereabouts?<br/> <b>Who will be affected?</b><br/> All clubhouse users<br/> <b>How will they be affected?</b><br/> Inhaling asbestos fibres,<br/> asbestosis, mesothelioma,<br/> pleural plaques, COPD</p> | N/A                             | No asbestos.    |
| 29 | <p><b>Asbestos</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b><br/> All clubhouse users<br/> <b>How will they be affected?</b><br/> Inhaling asbestos fibres,<br/> asbestosis, mesothelioma,<br/> pleural plaques, COPD</p>  | Club does not have a clubhouse. | N/A             |

| #  | HAZARD & RISK  | RESPONSE                        | CONTROL MEASURE      |
|----|--|---------------------------------|----------------------|
| 30 | <p><b>Asbestos</b></p> <p>Are third parties such as electricians, plumbers, painters/decorators etc. informed of the presence of asbestos containing materials?</p> <p><b>Who will be affected?</b></p> <p>All clubhouse users</p> <p><b>How will they be affected?</b></p> <p>Inhaling asbestos fibres, asbestosis, mesothelioma, pleural plaques, COPD</p>       | N/A                             | No asbestos present. |
| 31 | <p><b>Asbestos</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b></p> <p>All clubhouse users</p> <p><b>How will they be affected?</b></p> <p>Inhaling asbestos fibres, asbestosis, mesothelioma, pleural plaques, COPD</p>   | Club does not have a clubhouse. | N/A                  |
| 32 | <p><b>Asbestos</b></p> <p>Where asbestos has been identified, is it managed to ensure that the condition does not deteriorate and pose a risk to all clubhouse users?</p> <p><b>Who will be affected?</b></p> <p>All clubhouse users</p> <p><b>How will they be affected?</b></p> <p>Inhaling asbestos fibres, asbestosis, mesothelioma, pleural plaques, COPD</p> | N/A                             | No asbestos present. |

| #  | HAZARD & RISK  | RESPONSE                               | CONTROL MEASURE |
|----|--|--|-----------------|
| 33 | <p><b>Asbestos</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b></p> <p>All clubhouse users<br/> <b>How will they be affected?</b><br/> Inhaling asbestos fibres,<br/> asbestosis, mesothelioma,<br/> pleural plaques, COPD</p>                           | <p>Club does not have a clubhouse.</p> | <p>N/A</p>      |
| 34 | <p><b>Gas boiler</b></p> <p>Is the gas boiler regularly serviced by a Gas Safe Engineer?<br/> <b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public<br/> <b>How will they be affected?</b><br/> Carbon monoxide poisoning, fire</p> | <p>N/A</p>                             | <p>N/A</p>      |
| 35 | <p><b>Gas boiler</b></p> <p>Please provide any other information about the service<br/> <b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public<br/> <b>How will they be affected?</b><br/> Carbon monoxide poisoning, fire</p>       | <p>Club does not have a clubhouse.</p> | <p>N/A</p>      |



| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE  |
|----|---|---------------------------------|--|
| 36 | <p><b>Gas boiler</b></p> <p>Please select the applicable from below in regards to the gas boiler service:</p> <p><b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public</p> <p><b>How will they be affected?</b></p> <p>Carbon monoxide poisoning, fire</p> | 1                               | N/A  |
| 37 | <p><b>Gas boiler</b></p> <p>Is there a Landlord Gas Safety Certificate?</p> <p><b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public</p> <p><b>How will they be affected?</b></p> <p>Carbon monoxide poisoning, fire</p>                                   | N/A                             | The facility does not have a gas boiler. The Ruby Club isn't the landlord. |
| 38 | <p><b>Gas boiler</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public</p> <p><b>How will they be affected?</b></p> <p>Carbon monoxide poisoning, fire</p>   | Club does not have a clubhouse. | N/A  |

| #  | HAZARD & RISK  | RESPONSE                        | CONTROL MEASURE  |
|----|--|---------------------------------|--|
| 39 | <p><b>Gas boiler</b></p> <p>Has a carbon monoxide (CO) detector been positioned in close proximity to the gas boiler as per the manufacturer's instructions?<br/> <b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public<br/> <b>How will they be affected?</b><br/> Carbon monoxide poisoning, fire</p> | N/A                             | The facility does not have a gas boiler. The Landlord has responsibility for gas safety. |
| 40 | <p><b>Gas boiler</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b></p> <p>Club members, staff, coaches, educators, members of the public<br/> <b>How will they be affected?</b><br/> Carbon monoxide poisoning, fire</p>  | Club does not have a clubhouse. | N/A  |
| 41 | <p><b>Working at height</b></p> <p>Is low level access equipment provided if staff have to work at height?<br/> <b>Who will be affected?</b></p> <p>Staff<br/> <b>How will they be affected?</b><br/> Sprains, fractures, bruising etc.</p>  | Yes                             | N/A  |

| #  | HAZARD & RISK   | RESPONSE | CONTROL MEASURE  |
|----|---|----------|--|
| 42 | <p><b>Working at height</b></p> <p>Further question: Is the equipment regularly inspected to ensure it is in good order?<br/> <b>Who will be affected?</b></p> <p>Staff<br/> <b>How will they be affected?</b><br/> Sprains, fractures, bruising etc.</p>   | Yes      | <p>The Rugby Club recognises that serious injuries can be caused by falling whilst working at height and using inappropriate equipment. Members of staff who need to work at height are provided with the appropriate means e.g. stepladders, hop ups, kick-step. The access equipment is regularly inspected to ensure that it remains safe to use.</p> |
| 43 | <p><b>Working at height</b></p> <p>Are members of staff provided with training or instruction on how to use the access equipment safely?<br/> <b>Who will be affected?</b></p> <p>Staff<br/> <b>How will they be affected?</b><br/> Sprains, fractures, bruising etc.</p>   | Yes      | <p>The Rugby Club recognises that using access equipment for working at height can introduce new risks if staff are not instructed and informed how to use the equipment properly. Members of staff who are required to work at height are provided with instruction / briefings when they are inducted.</p>   |
| 44 | <p><b>Slips, trips and falls</b></p> <p>Are the floor coverings in the communal areas of the clubhouse regularly checked for signs of wear and tear?<br/> <b>Who will be affected?</b></p> <p>Club members, coaches, educators, visitors, third parties<br/> <b>How will they be affected?</b><br/> Sprains, strains, fractures</p> | N/A      | N/A  |

| #  | HAZARD & RISK   | RESPONSE                               | CONTROL MEASURE |
|----|---|--|-----------------|
| 45 | <p><b>Slips, trips and falls</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b></p> <p>Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/> Sprains, strains, fractures</p>          | <p>Club does not have a clubhouse.</p> | <p>N/A</p>      |
| 46 | <p><b>Slips, trips and falls</b></p> <p>Are step height changes highlighted?<br/> <b>Who will be affected?</b></p> <p>Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/> Sprains, strains, fractures</p> | <p>N/A</p>                             | <p>N/A</p>      |
| 47 | <p><b>Slips, trips and falls</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b></p> <p>Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/> Sprains, strains, fractures</p>          | <p>Club does not have a clubhouse.</p> | <p>N/A</p>      |

| #  | HAZARD & RISK   | RESPONSE                        | CONTROL MEASURE |
|----|---|---------------------------------|-----------------|
| 48 | <p><b>Slips, trips and falls</b></p> <p>Are warning signs displayed when floors are being cleaned?</p> <p><b>Who will be affected?</b><br/>Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/>Sprains, strains, fractures</p> | N/A                             | N/A             |
| 49 | <p><b>Slips, trips and falls</b></p> <p>Why is this not applicable?</p> <p><b>Who will be affected?</b><br/>Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/>Sprains, strains, fractures</p>                                | Club does not have a clubhouse. | N/A             |
| 50 | <p><b>Slips, trips and falls</b></p> <p>Are trailing leads managed and kept to a minimum?</p> <p><b>Who will be affected?</b><br/>Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/>Sprains, strains, fractures</p>          | N/A                             | N/A             |

| #  | HAZARD & RISK  | RESPONSE                               | CONTROL MEASURE   |
|----|--|--|---|
| 51 | <p><b>Slips, trips and falls</b></p> <p>Why is this not applicable?<br/> <b>Who will be affected?</b><br/>           Club members, coaches, educators, visitors, third parties</p> <p><b>How will they be affected?</b><br/>           Sprains, strains, fractures</p>   | <p>Club does not have a clubhouse.</p> | <p>N/A</p>  |
| 52 | <p><b>Kitchen</b></p> <p>Is there a structured cleaning and maintenance programme in place to ensure that all kitchen areas are always clean, tidy and free from obstructions (especially important for fire and escape routes/exits.)?<br/> <b>Who will be affected?</b><br/>           Staff, users of the kitchen</p> <p><b>How will they be affected?</b><br/>           Burns, electrical shocks, sprains and fractures</p> | <p>No</p>                              | <p>Please review your action plan at the end of this assessment</p> |
| 53 | <p><b>Kitchen</b></p> <p>Is unauthorised access to the kitchen area maintained?<br/> <b>Who will be affected?</b><br/>           Staff, users of the kitchen</p> <p><b>How will they be affected?</b><br/>           Burns, electrical shocks, sprains and fractures</p>   | <p>No</p>                              | <p>Please refer to the action plan at the end of the assessment</p> |

| #  | HAZARD & RISK   | RESPONSE | CONTROL MEASURE   |
|----|---|----------|---|
| 54 | <p><b>Kitchen</b></p> <p>Are supplies stored properly and in a suitable location?</p> <p><i>Who will be affected?</i></p> <p>Staff, users of the kitchen</p> <p><i>How will they be affected?</i></p> <p>Burns, electrical shocks, sprains and fractures</p>  | No       | Please refer to the action plan at the end of your assessment |
| 55 | <p><b>Food handling and hygiene</b></p> <p>Is there a food hygiene system in place? This should include labeling of food products with received and expiry dates, temperature testing, storage procedures and processes recorded. Kitchen staff wear appropriate clothing to prevent contamination</p> <p><i>Who will be affected?</i></p> <p>Club members, staff and members of the public</p> <p><i>How will they be affected?</i></p> <p>Personal hygiene and food poisoning</p> | No       | See action plan at the end of your assessment                 |

| #  | HAZARD & RISK  | RESPONSE | CONTROL MEASURE                                      |
|----|--|----------|--|
| 56 | <p><b>Food handling and hygiene</b></p> <p>Are raw foods and cooked foods prepared separately using clean equipment and stored appropriately?</p> <p><i>Who will be affected?</i><br/>Club members, staff and members of the public</p> <p><i>How will they be affected?</i><br/>Personal hygiene and food poisoning</p> | No       | Please see action plan at the end of your assessment |
| 57 | <p><b>Food handling and hygiene</b></p> <p>Have electric fly killers been installed?</p> <p><i>Who will be affected?</i><br/>Club members, staff and members of the public</p> <p><i>How will they be affected?</i><br/>Personal hygiene and food poisoning</p>  | No       | Please see action plan at the end of your assessment |
| 58 | <p><b>Food handling and hygiene</b></p> <p>Have fly screens have been installed on all vulnerable windows and doors?</p> <p><i>Who will be affected?</i><br/>Club members, staff and members of the public</p> <p><i>How will they be affected?</i><br/>Personal hygiene and food poisoning</p>                          | No       | Please see action plan at the end of your assessment |



| #  | HAZARD & RISK   | RESPONSE | CONTROL MEASURE  |
|----|---|----------|--|
| 59 | <p><b>Food handling and hygiene</b></p> <p>Is all equipment well maintained and fit for purpose?<br/> <b>Who will be affected?</b><br/>           Club members, staff and members of the public<br/> <b>How will they be affected?</b><br/>           Personal hygiene and food poisoning</p> | Yes      | Equipment is suitable for tasks, with any defects, leakages or loose fittings notified to management and appropriate action taken to rectify, A maintenance process is in place. |

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