



# PUTTING GREEN RISK ASSESSMENT

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TOWN COUNCIL MEETING

REPORT 86/16

12 DECEMBER 2016

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The purpose of this report is to ask Members to approve a Risk Assessment for the Putting Green and its adoption for the guidance of its management..

**No. DETAIL**

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**1) BACKGROUND**

- a) Risk Assessments are important for the protection of the public and the Town Council's compliance with current Health and Safety legislation and guidance.
  - b) They are also important for Insurance purposes as claims can be refused in their absence.
  - c) The Town Council's Economic Development Officer Nick Cox brings from previous employments considerable experience in their production and application.
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**2) PUTTING GREEN**

- a) The Risk Assessment for the Putting Green is attached to this Report for Members' consideration.
  - b) Subject to its formal adoption by the Town Council it will be fully applied to the facility in preparation of its re-opening in March of April next year.
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**3) RECOMMENDATION**

The Town Council is recommended to approve and adopt the Risk Assessment for the Putting Green attached to this Report.

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# Health and Safety Risk Assessment For Ventnor Putting Green - IOW



Conducted – 9<sup>th</sup> of November 2016

By Ventnor Town Council

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<b>Risk Assessment Planning</b>	<b>Status</b>	<b>Location on Site</b>
09 (Wed)/11/2016	Completed	Full risk assessment on Ventnor putting green grounds and facilities.
01(Wed)/03/2017	Due	Pre-season checks for health and safety at the Ventnor putting green.
01 (Tue)/05/2017	Due	Seasonal checks for health and safety at the Ventnor putting green.
03(Mon)/07/2017	Due	Seasonal checks for health and safety at the Ventnor putting green.
02 (Mon)/10/2016	Due	Out of season checks for health and safety at the Ventnor putting green.
<p><b>Important Notes:</b></p> <p>Any private, public event or educational/group arrangement to visit the putting green may require intermittent risk assessments to maintain the correct level of public health and safety and prevent invalidation of public liability insurances.</p> <p>The leasee for the Ventnor Putting Green may request a risk assessment from the lessor of the putting green (Ventnor Town Council), at any time either in season or out of season.</p> <p>If the putting green is used as a venue (in and out of season), for a private or public event then the leasee’s public liability insurance for the business/location must not be put at risk or prejudiced by the organisers of the event or activity, especially the safeguarding of children and vulnerable adults.</p>		



## Section 1

### Overview and Current Hazard Concerns



## Overview of Ventnor Putting Green

Ventnor Putting Green, set in tranquil Ventnor Park, has been a much loved attraction since the 1920s. Before this, it was clay tennis courts, where it is understood that the first junior tennis championship was held. The 18 hole course is well maintained and enjoyed by both locals and visitors, many of whom played on the Green many years ago and now bring their grandchildren to enjoy many hours of fun.

After playing, the public can then enjoy tea, coffee, snacks or ice cream from the kiosk and relax on the decked seating around the putting green. Sunday afternoons putting can be enjoyed while music is played at the bandstand in the park. The putting green is open for business at Easter until the end of September.

The current proprietors have leased the putting green from Ventnor Town Council for a 5 year period. The current proprietors have previously been in business for over 15 years in Ventnor town centre running a high quality and respected hospitality outlet providing beverages, food and exceptional homemade cakes and savouries.

Their town restaurant was always of the highest standard of catering with excellent customer service; and indirectly formed a major community hub for both residents and visitors to enjoy. An exceptional retail outlet in the Town Centre.

**Address:** Park Avenue, Ventnor, Isle of Wight, PO38 1LB

**Tel:** 07565 687612

## Document Structure of Risk Assessment

A formal risk assessment was completed on the 9<sup>th</sup> of November by Ventnor Town Council in liaison with the current contracted proprietors at the putting green. Due to the nature of the current putting green facilities – food and refreshments kiosk, marquee, two storage sheds, uncovered patio decking and grounds of the putting green – this document is structured such that each facility or amenity is risk assessed individually. The final section then combines those facilities or amenities into a single summary risk assessment.

Areas of concern and potential hazards identified during the recent visit to the putting green directly follow this section for analysis, review and mitigation. Emphasis on the health and safety of the general public is paramount, as too the health and safety of the proprietors who operate the Ventnor putting green under lease from Ventnor Town Council.

**It must be noted that this risk assessment was conducted at the end of the season during early November. The weather was typical for late Autumn – wet, drab and windy – and facilities were not at their peak. The proprietors are currently in the process of refurbishing the food and refreshments kiosk and undertaking site maintenance for the forthcoming visitor season.**

# Putting Green Contract – 1 of 2



## PUTTING GREEN

MANAGEMENT AGREEMENT

1 MARCH 2015

This Agreement authorises Jackie Tiller and Richard Tiller of 78b Mitchell Avenue, Ventnor, Isle of Wight PO38 1DS to act as the Agents of the Town Council in respect of the management of the Putting Green and Refreshment Kiosk in Ventnor Park on the following basis:

- 1) The period of appointment is from the date of this Agreement to 31 March 2020.
- 2) It is expected that opening hours will be based on a minimum of 10am to dusk daily, subject to weather conditions.
- 3) The Green will be available to members of the public from a starting date at your discretion but no later than the Easter holiday.
- 4) You will be responsible for the upkeep of the Putting Green, the maintenance of the buildings and equipment and for ensuring that the site is kept in a clean and tidy condition.
- 5) You will provide refreshments at the kiosk and for this purpose will need to be in possession of the requisite Food Hygiene Certificates and comply with the related regulations.
- 6) You may determine the charges for the facilities offered and will retain the income from the use of the Green and the provision of refreshments.
- 7) You will pay rent to the Town Council in the sum of £2,250 for the first year of this Agreement.
- 8) The rent will be reviewed each March to be increased by the same percentage applied to the Town Council's lease from the Isle of Wight Council on the basis of increased in the RPI.
- 9) You will maintain the Petrol Mower in a serviced and good condition.
- 10) You will restore the inventory accepted at the date of this Agreement in respect of losses, breakages or damage at your expense.
- 11) Pay the charges for water and electricity used on the site.

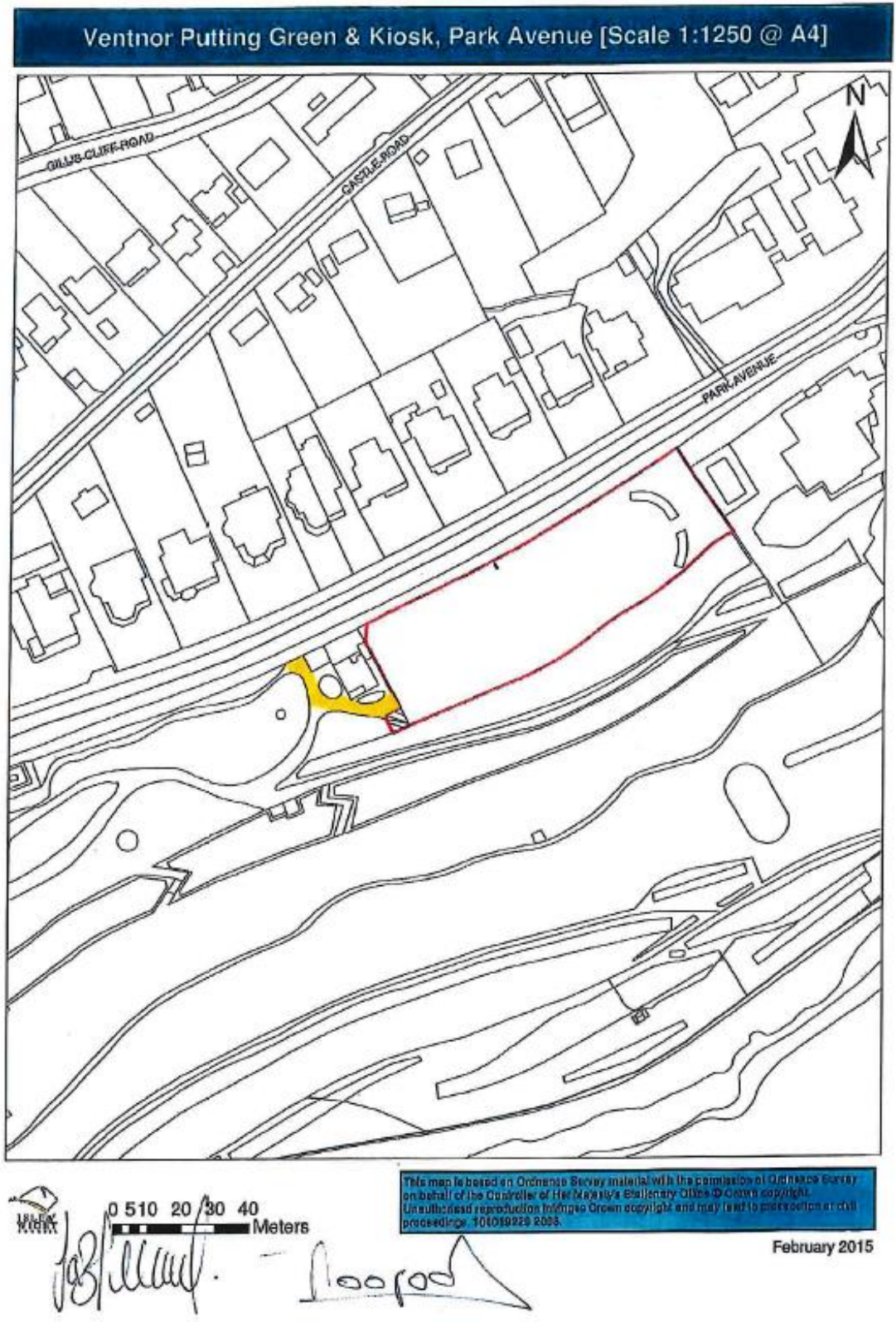
*For its part the Town Council will:*

- 1) Maintain Public Liability and Buildings and Equipment insurance cover for the site.
- 2) Loan to you a Petrol Mower for use on and around the Putting Green

Signed by	Signature	Date
David Bartlett Town Clerk		23/3/15
&		
Jackie Tiller Agent		
Richard Tiller Agent		



Putting Green Contract - 2 of 2










Current Hazard Concerns

1 of 3

Potential Risk Areas	Putting Green	Actions/Mitigations Necessary
<p>The following areas have been cited in this risk assessment as concerns with respect to public health and safety, the protection of the proprietors and service staff, and visitors. In some cases the identified hazards may be deemed as acceptable for the general day-to-day running of the putting green. It is also accepted the risk assessment has been completed out of season; and that the putting green and facilities are currently under maintenance, repair and refurbishment, and some identified hazards may consequently be mitigated.</p>		
<p>Water damage to plug and cable supplying the marquee lighting. Fire risk and danger of electric shock.</p>		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Install a direct line to the fuse box</li> <li>- Use an RCD in the lighting circuit.</li> <li>- Install weatherproof plug/socket.</li> </ul>
<p>Raised step into the marquee could cause trips and falls.</p>		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Remove raise step structure.</li> <li>- Place cover over the raise step.</li> <li>- Warning notice on marquee entrance.</li> </ul>
<p>Decking weathered and slippery and requires treating. Decking edge has caused trips and falls.</p>		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Treat wooden decking before season.</li> <li>- Highlight/mark raise decking edge.</li> <li>- Warning notice of minor step.</li> </ul>
<p>Inspection of all fire extinguishers. Improper propellant or faulty cylinders could violate fire safety regulations.</p>		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Fire extinguisher inspection.</li> <li>- Correct type for buildings/marquee.</li> <li>- Fire extinguisher training.</li> </ul>
<p>Fire prevention and evacuation point not evident could place the public in danger.</p>		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Fire prevention notices/evacuation.</li> <li>- Avoid smoking on sight/marquee.</li> <li>- Safe storage of accelerants.</li> </ul>

Current Hazard Concerns

2 of 3

Potential Risk Areas	Putting Green	Actions/Mitigations Necessary
Machinery and equipment hazards could injure adults; and children while playing unsupervised.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Public warning signage.</li> <li>- Barrier separating equipment/tools.</li> <li>- Safe storage of machinery.</li> </ul>
Gardening tools and plant pots could injure children while playing unsupervised.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Public warning signage.</li> <li>- Barrier separation or shed storage.</li> <li>- Safe storage of tools and pots.</li> </ul>
Potential fire hazard and injury to proprietors in and out of season.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Dispose of unwanted rubbish.</li> <li>- Organise/shelve storage contents.</li> <li>- Additional storage required.</li> </ul>
Potential fire hazard and injury to proprietors in and out of season.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Dispose of unwanted rubbish.</li> <li>- Organise/shelve stored contents.</li> <li>- Additional storage required.</li> </ul>
Stone steps could cause trips, falls and injuries especially to children playing unsupervised.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Erect fixed barrier to prevent access.</li> <li>- No access signage to warn public.</li> <li>- Remove stone steps.</li> </ul>
Boundary to the main road is not completely secure.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Extend bush and shrubbery line.</li> <li>- Children supervised near boundary.</li> <li>- Renew boundary fencing.</li> </ul>

Current Hazard Concerns

3 of 3

Potential Risk Areas	Putting Green	Actions/Mitigations Necessary
Putting green sign loose and not firmly secured in ground support sockets.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Support sockets need attention.</li> <li>- Alternative fixing point on green.</li> <li>- Remove signage altogether.</li> </ul>
Poor or no pet poo management could cause sickness to children and adults.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Pet management signage.</li> <li>- Correct pet poo bin for disposals.</li> <li>- Pets should be kept on leads.</li> </ul>
Raised paving at the entrance could cause trips, falls and injuries.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Inspect paving condition regularly.</li> <li>- Notify of raised paving slabs.</li> <li>- Renew entrance walkthrough.</li> </ul>
Electrical faults cause by excessive damp in the kitchen area.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Monitor damp conditions in kitchen.</li> <li>- Relocate/store perishable food.</li> <li>- Refurbish kitchen and serving area.</li> </ul>
Easy access to the fuse box is blocked by fridge and moving fridge could cause back injuries.		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Reposition fridge unit.</li> <li>- Reposition fuse box above fridge.</li> <li>- Put fridge on domestic runners.</li> </ul>
No accident/ incident report book. Incidents are not recorded. <b>No RIDDOR reporting; and no defibrillator on site.</b>		<p><b>Possible actions to discuss:</b></p> <ul style="list-style-type: none"> <li>- Acceptable risk and no further action.</li> <li>- Purchase accident/injury book.</li> <li>- Training to record accidents/injuries.</li> <li>- <b>Legal:</b> <a href="http://www.hse.gov.uk/riddor">http://www.hse.gov.uk/riddor</a>.</li> </ul>



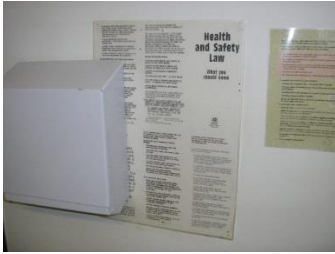

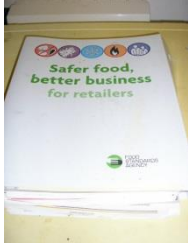


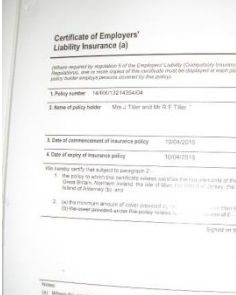
Section 2

Health and Safety Certificates, Signs and Security











**Evidence of Health and Safety Certificates**

Requirements	Evidence	Location Relevance
Health and Safety Law		Food and Refreshments Kiosk
Pest Control		Food and Refreshments Kiosk
Food Standards Agency		Food and Refreshments Kiosk
Food Safety in Catering – Level 2		Food and Refreshments Kiosk
Food Allergies and Intolerances		Food and Refreshments Kiosk
Certificate of Employers' Liability Insurance (a)		Food and Refreshments Kiosk

Health and Safety Inspections, Contracts and Equipment

Requirements	Evidence	Evidence / Location on Sight
Food Hygiene Rating		Located on outside of marquee.
Site Waste Control		With proprietor – contract agreement with Biffa.
Annual Food Hygiene Inspection		Inspected by the Isle of Wight Council – 7 <sup>th</sup> of August 2014.
*** <u>Must be done.</u> Fire Extinguisher Inspection		Wight Fire & Security due to review fire safety, public notices and equipment – 06/12/2016.
Electrical Inspection		Fused box last inspected on the 14 <sup>th</sup> of March 2015. <b>No evidence of PAT testing of electrical utilities/plugs inside or external.</b>
First Aid Box		First Aid box complete and updated, located in Kitchen area. <b>No Incident/Accident Book.</b> Incidents from last year not reported or recorded.



Putting Green Safety Signs and Security

1 of 2

Public Warnings	Evidence / Location on Site
Putting Green Safety Notice	 <p>Located on Food and Refreshments Kiosk.</p>
Refreshments Kiosk Security	 <p>Located on Food and Refreshments Kiosk.</p> <p>Note that the security alarm has been disconnected and requires inspection by Sightguard before next session.</p>

Putting Green Safety Signs and Security

2 of 2

Public Warnings	Evidence / Location on Site
Valuables and Monies Notice	 <p>Located on Food and Refreshments Kiosk.</p> <p>◆ No cash left in till overnight during the session</p>
Locked Areas	 <p>Twin padlocks and sliding bolts on the food and refreshments kiosk and adjoining storage shed doors. All padlocks are secure and in good condition. Keys held by the proprietors. Mitigation for Loosing/lost keys required to maintain site/property security.</p>



Section 3

Health and Safety Policy with Responsibilities



## Putting Green Health and Safety Policy

This is the statement of general policy and arrangements for:	The Ventnor Putting Green		
<span style="color: red;">(Council/Proprietor/s)</span>	Has/have overall and final responsibility for the health and safety of the putting green.		
<span style="color: red;">(Member of staff)</span>	Has/have day-to-day responsibility for ensuring this policy is put into practice.		
Statement of general policy	Responsibility	Action/Arrangements	
Prevent accidents and cases of work-related ill-health by managing the health and safety risks in the location and/or workplace.			
Provide clear instructions and information, and adequate training, to ensure employees or proprietor/s are competent to do their work			
Engage and consult with employees or proprietor/s on day-to-day health and safety conditions.			
Implement emergency procedures and evacuation in case of fire or other significant incident. fire assessment at: <a href="http://tinyurl.com/ndqgnlz">http://tinyurl.com/ndqgnlz</a>			
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.			
Signed:			Date:
Health and safety law poster displayed:	Inside the food and refreshments kiosk.		
First-aid box is located:	Inside the food and refreshments kiosk.		
<span style="color: red;">Incident / Accident Book is located:</span>	<span style="color: red;">None. Have requested Accident Book from VTC.</span>		
<span style="color: red;">Fire evacuation information displayed:</span>	<span style="color: red;">None. Wight Fire &amp; Security to review.</span>		



## Section 4

### Hazards Analysis and Risk Assessments



*The following risk assessments in the next two sections are both comprehensive but also generic and have been produced following HSE good practices. The content should be tailored to ensure that all hazards specific to a proprietor's responsibility or managed event have been identified and relevant controls are put in place to adequately control those risks. **Risk Assessments are working documents.***



## Risk Assessment Tables

### Note:

The [Health and Safety Executive \(HSE\)](http://www.hse.gov.uk) offers guidance and tools to help businesses understand what they need to do to assess and control risks in the workplace and comply with health and safety law at [www.hse.gov.uk/risk/index.htm](http://www.hse.gov.uk/risk/index.htm).

## Risk Rating Table

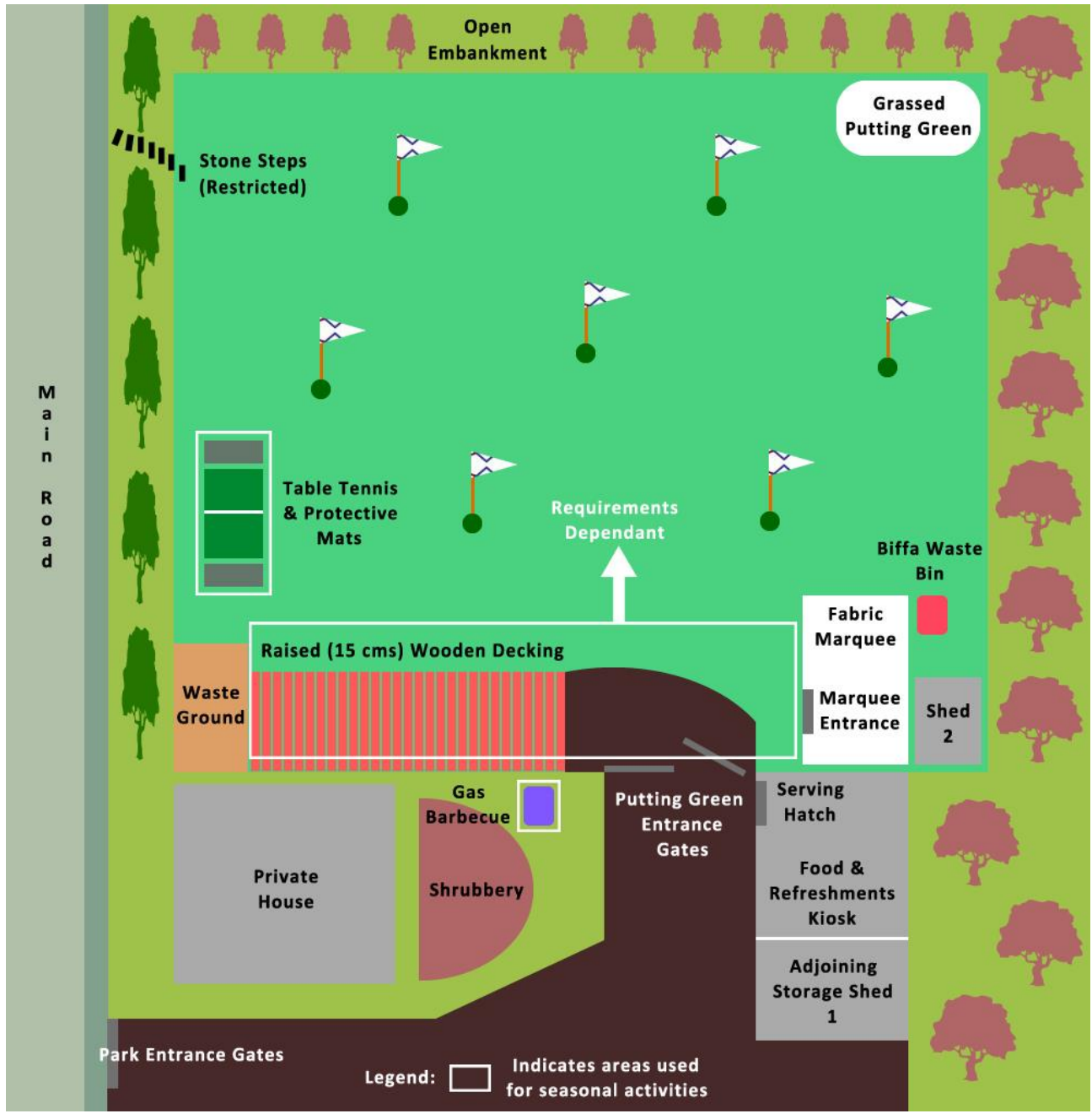
Risk Level = <b>Likelihood (L) x Severity (S)</b>		Severity of Harm to People		
		Slight = 1 e.g. cuts, bruises, no absence/s from work.	Feasible = 2 e.g. days off work, burns, and severe wounds)	Major = 3 e.g. death, broken limbs, concussion, hospitalisation.
Likelihood of Identified Hazard Happening	Remote = 1	1	2	3
	Possible = 2	2	4	6
	Likely = 3	3	6	9

## Risk Evaluation Table

Risk Level		Actions and Timescales
Low	1	No action required. No documentary records need to be kept.
	2	No additional controls are required. Consider more cost effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Medium	3 and 4	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment maybe necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	6	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
	9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.



**Ventnor Putting Green Schematic**



**Areas of Interest...**



Putting Green Entrance



Raised Wooden Decking



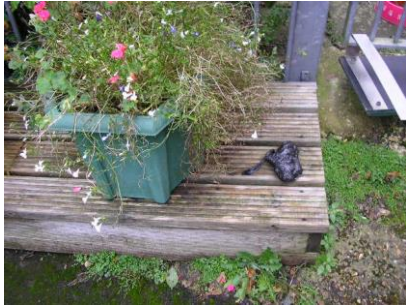
Fabric Marquee



## Views of Ventnor Putting Green

Note: Kiosk kitchen will undergo refurbishment before the next risk assessment prior to next session opening of the putting green.

Kiosk Refurbishment



Entrance - Feature



Locked Access to Green



Entrance – Slanted Paving



Raised Wooden Decking



Marquee Entrance



Marquee in Grounds



Putting Green Course



Roadside – Planting Area



Roadside – Current Fence



Roadside - Signage



Roadside – Slanted Bank



Roadside - Trees



Roadside – Stone Steps



Marquee Side

**Risk Assessment for Food and Refreshments Kiosk 1 of 4**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk ratings?
<p><b>1.</b> <b>Slips, trips, falls, collisions and injuries.</b></p>	<p>Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages.</p>	<ul style="list-style-type: none"> <li>■ Good housekeeping – work areas kept tidy, goods stored suitably etc.</li> <li>■ Kitchen equipment maintained to prevent leaks onto floor.</li> <li>■ Equipment faults leading to leaks reported promptly to the proprietor.</li> <li>■ Drainage channels and drip trays provided where spills/leaks are more likely.</li> <li>■ Clean up spillages/leaks (including dry spills) immediately using suitable methods leaving floor/surfaces dry.</li> <li>■ Suitable cleaning materials available.</li> <li>■ Good lighting in all areas including cold and dry storage areas.</li> <li>■ No trailing cables or obstructions to accesses and walkways.</li> <li>■ Steps and changes in level highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>■ Consider whether it is appropriate to change floor surface with better surface roughness.</li> <li>■ Proprietors maintain good standard of housekeeping.</li> <li>■ Repair damaged floor surfaces in the kitchen area.</li> <li>■ Ensure suitable footwear with good grip worn by serving staff and proprietors.</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>
<p><b>2.</b> <b>Manual handling of heavy items such as flour sacks, ingredients, boxes of meat, trays of crockery, kegs, etc.</b></p>	<p>Kitchen staff and food service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.</p>	<ul style="list-style-type: none"> <li>■ Ingredients bought in package sizes that are light enough for easy handling.</li> <li>■ Commonly used items and heavy stock stored on shelves at waist height.</li> <li>■ Suitable mobile steps provided and staff trained to use them safely.</li> <li>■ Handling aids provided for movement of large/heavy items.</li> <li>■ Sink at good height to avoid stooping.</li> <li>■ Staff trained in how to lift safely.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure team working for moving heavier items (e.g. pots, sacks, equipment).</li> </ul> <p><b>L = 2, S = 1, R = 2 (Low)</b></p>
<p><b>3.</b> <b>Contact with steam, hot water, hot oil and hot utensils and surfaces.</b></p>	<p>Kitchen staff, food service staff may suffer scalding or burns injuries.</p>	<ul style="list-style-type: none"> <li>■ Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers and barbecue.</li> <li>■ Staff trained in risks of release of steam.</li> <li>■ Water mixer taps provided.</li> <li>■ All staff told to wear long sleeves.</li> <li>■ Heat-resistant gloves/cloths/aprons provided.</li> <li>■ <b>Fire blankets to be provided.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.</li> <li>■ Ensure handles on pans maintained.</li> <li>■ Ensure staff trained in use of coffee machine/equipment.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>4.</b> <b>Knives, chopping and cutting utensils.</b></p>	<p>Staff involved in food preparation and service, could suffer cuts from contact with blades.</p>	<ul style="list-style-type: none"> <li>■ Staff trained to handle knives.</li> <li>■ Knives suitably stored when not in use.</li> <li>■ First-aid box provided and nominated first-aiders always on site.</li> <li>■ Staff trained in electrical cutting utensils.</li> </ul>	<ul style="list-style-type: none"> <li>■ Tell staff not to use knives to remove packaging – suitable cutters will be provided.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>



**Risk Assessment for Food and Refreshments Kiosk**
**2 of 4**

What are the hazards and	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<b>5.</b> <b>Food handling.</b>	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.	<ul style="list-style-type: none"> <li>■ Where possible and sensible, staff use tools (cutlery, tongs, scoops etc.) to handle food rather than hands.</li> <li>■ Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling and fish filleting.</li> <li>■ Where handling cannot be avoided hands are rinsed promptly after finishing the task.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Provide non-taint, nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</li> <li>■ Remind staff to check for dry, red or itchy skin on their hands and to inform proprietors if this occurs.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>
<b>6.</b> <b>Contact with bleach and other cleaning and washing chemicals.</b>	Prolonged contact with water, particularly in combination with detergents, can cause skin damage.  Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products.  Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>■ Dishwasher used instead of washing up by hand.</li> <li>■ All containers clearly labelled.</li> <li>■ Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</li> <li>■ Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>■ Staff wash rubber gloves after using them and store them in a clean place.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Provide non-taint, nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</li> <li>■ Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<b>7.</b> <b>Gas appliances.</b>	Staff, customers could suffer serious/fatal injuries as a result of explosion or release of gas.	<ul style="list-style-type: none"> <li>■ Daily check of gas appliance controls.</li> <li>■ Inspection, service and test carried out by <b>Gas Safe</b> registered engineer every 12 months.</li> <li>■ Staff know where the main isolation tap is and how to turn supply off gas in an emergency, including barbecue.</li> </ul>	<ul style="list-style-type: none"> <li>■ Contact <b>Gas Safe</b> registered engineer to fit suitable flame failure device on oven if necessary and barbecue.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>

**Risk Assessment for Food and Refreshments Kiosk 3 of 4**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>8.</b> <b>Electrical.</b></p>	<p>Staff could suffer serious/ fatal injuries as a result of electric shock.</p>	<ul style="list-style-type: none"> <li>■ Visually inspect the system once a year, and person is competent to do so.</li> <li>■ Electrical system inspected and tested by an electrician regularly.</li> <li>■ Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cables and electrical equipment.</li> <li>■ Staff must know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>■ Plugs, sockets and wiring suitable for kitchen environment; and RCDs regularly checked.</li> <li>■ Access to fuse box kept clear or accessible.</li> <li>■ Residual current devices (RCDs) installed on supplies to hand-held and portable appliances, including external equipment or lighting circuits.</li> </ul>	<ul style="list-style-type: none"> <li>■ Manager to inspect plugs, cables etc. regularly.</li> <li>■ Get electrician to inspect electrical equipment and advise on how often these should be inspected and tested.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>9.</b> <b>Fire.</b></p>	<p>Staff, customers could suffer serious/fatal injuries from burns/smoke inhalation.</p>	<ul style="list-style-type: none"> <li>■ Fire risk assessment available at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary action taken.</li> </ul>	<ul style="list-style-type: none"> <li>■ Wight Fire and Security to inspect and review fire precautions and equipment.</li> <li>■ <b>Detection of damp in the cooking area has resulted in the proprietor renewing the kitchen area.</b></li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>10.</b> <b>Machinery and gas barbeque.</b></p>	<p>Staff and visitors can risk serious injury from contact with dangerous/moving parts on machinery.</p> <p>Staff and visitors can risk burns from gas fueled barbeque when in operation.</p>	<ul style="list-style-type: none"> <li>■ Staff trained in cleaning, assembly and operating procedures.</li> <li>■ All dangerous parts to machinery suitably guarded.</li> <li>■ Daily checks of machinery guards before use.</li> <li>■ Staff trained to spot and report any defective machinery.</li> <li>■ Safety-critical repairs carried out by competent person.</li> <li>■ Operating instructions easy to locate.</li> <li>■ Visitors separated from barbeque area when in operation.</li> </ul>	<ul style="list-style-type: none"> <li>■ Remind staff to always isolate (e.g. switch off electrical or gas supply) machinery before carrying out maintenance, cleaning work or incident.</li> </ul> <p><b>L = 1, S = 2, R = 3 (Medium)</b></p>
<p><b>11.</b> <b>Falls from height.</b></p>	<p>Staff risk serious injury (e.g. fractures) from a fall from any height.</p>	<ul style="list-style-type: none"> <li>■ Suitable stepladder provided for changing light bulbs and for retrieving items from racking or shelves.</li> <li>■ Staff trained in safe use of stepladder.</li> </ul>	<ul style="list-style-type: none"> <li>■ None.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>

**Risk Assessment for Food and Refreshments Kiosk 4 of 4**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
12. Pressure/ steam pipes, fryers etc.	Staff may suffer serious/ fatal injury from explosion.	<ul style="list-style-type: none"> <li>Thorough examination carried out by qualified engineer.</li> </ul>	<ul style="list-style-type: none"> <li><b>Fire blankets are required.</b></li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
13. Workplace temperature.	Kitchen staff may suffer ill-health when they overheat in hot working conditions.	<ul style="list-style-type: none"> <li>If necessary fans and extractors provided to control air temperature.</li> <li>Staff encouraged to take rest breaks in cooler conditions when required.</li> <li>Open serving hatch allows good ventilation into the cooking area.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage staff to take regular drinks of water.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>
14. Patio and marquee dining areas.	Food service staff and visitors may suffer scalds from hot foods, tripping and collisions.	<ul style="list-style-type: none"> <li><b>Risks from slips/trips and manual handling covered in previous sections.</b></li> <li>Staff carrying food on raised decking to customers must be wearing correct footwear.</li> <li>Staff must report and record all incidents or injuries relating to the raised decking.</li> </ul>	<ul style="list-style-type: none"> <li>Safety inspection of raised decking required especially when wet.</li> <li>Redesign, treating or removal of raised decking to remove potential hazards.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
15. Vermin.	Kitchen staff/visitors may suffer ill-health from contaminated food, scratches and bites.	<ul style="list-style-type: none"> <li>Regular pest control inspections undertaken on site.</li> <li>No food kept out overnight. Waste bagged and binned each day. Food storage and fridge secured.</li> <li>Kiosk building in good condition and secure. No internal signs of vermin access.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain pest control inspections.</li> <li>Report any signs of vermin access and food contamination.</li> <li>In the event of vermin access, all perishable foods are to be removed and disposed of.</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>
16. Security.	Refreshments kiosk may be vandalised for access to food, drinks, monies or equipment.	<ul style="list-style-type: none"> <li>Kiosk is locked at night and when proprietor is off-site. Main door has two secure padlocks. Serving hatch locked from the inside.</li> </ul>	<ul style="list-style-type: none"> <li>No money kept on site overnight.</li> <li><b>Alarm requires inspection.</b></li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>

**Overall Risk Rating for Food and Refreshment Kiosk = 3.3 (Lower Medium).** Efforts should be made to reduce the risk, and risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.



Risk Assessment for Adjoining Storage Shed 1

1 of 3



Adjoining Storage Shed 1



Double Padlocks



General Storage Area

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>1.</b> Slips, trips, falls, collisions and injuries.</p>	<p>Service staff may be injured if they trip over objects, slip on spillages, and injury by collision with stored equipment.</p>	<ul style="list-style-type: none"> <li>■ Good housekeeping – work area is kept tidy, goods and equipment stored suitably etc.</li> <li>■ Roof and shed walls maintained to prevent leaks/drips onto floor.</li> <li>■ Equipment faults and obstructions to accessing the storage area reported promptly to the proprietors.</li> <li>■ Drainage channels and drip trays provided where leaks/drips are more likely.</li> <li>■ Clean up spillages and leaks (including dry spills) immediately using suitable methods and leave the floor dry.</li> <li>■ Suitable cleaning materials and equipment available to clean up spills and leaks, including dry spills.</li> <li>■ Good lighting and accessibility to all storage areas and equipment.</li> <li>■ No trailing cables or obstructions within the storage facility.</li> <li>■ Waste and rubbish bags removed to allow full access to storage/utility equipment.</li> <li>■ Steps and changes in level highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>■ Storage area needs to be cleared of waste products and rubbish bags.</li> <li>■ Consider whether it is appropriate to organise floor area and provide markings.</li> <li>■ Portable grounds and maintenance tools (brooms, mops and buckets) need to be racked and secured.</li> <li>■ Drip trays or buckets available to collect occurring leaks to prevent slippages.</li> <li>■ Public notice of private area.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>2.</b> Manual handling of heavy items such as stored tools, maintenance equipment and bulk items.</p>	<p>Service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects or tools.</p>	<ul style="list-style-type: none"> <li>■ Commonly used items and heavy bulk items and tools either stored on shelves at waist height or racked in storage area.</li> <li>■ Handling aids provided for movement of large/heavy items.</li> <li>■ Staff trained in how to lift safely.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure team working for moving heavier items (e.g. stored bulk items and equipment).</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>

Risk Assessment for Adjoining Storage Shed 1

2 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>3.</b></p> <p><b>Contact with bleach and other cleaning and washing chemicals, and oil-based products.</b></p>	<p>Combination of stored detergents and caustic products can cause skin irritation and damage if leaking.</p> <p>Irritation or eye damage from direct contact with bleach and other cleaning or maintenance products.</p> <p>Vapours may occur in an enclosed space from stored cleaning and maintenance products that may cause breathing problems.</p>	<ul style="list-style-type: none"> <li>■ All containers clearly labelled.</li> <li>■ Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</li> <li>■ Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>■ Staff wash rubber gloves after using them and store them in a clean place.</li> <li>■ Wear suitable PPE when accessing or moving cleaning and maintenance products.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Check that correct PPE is available.</li> <li>■ Check that stored cleaning and maintenance products are stored correctly and labeled.</li> <li>■ Provide warning signs/labels for all caustic, poisonous or irritant products.</li> <li>■ Report all spillages and leaks to the proprietor.</li> <li>■ Dispose of all empty cleaning and maintenance product containers.</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>
<p><b>4.</b></p> <p><b>Electrical safety within and to the storage facility.</b></p>	<p>Staff could suffer serious/ fatal injuries as a result of electric shock.</p>	<ul style="list-style-type: none"> <li>■ Manager visually inspects the system once a year, and is competent to do so.</li> <li>■ Electrical system inspected and tested by an electrician regularly.</li> <li>■ Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and electrical equipment.</li> <li>■ Staff must know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>■ Plugs, sockets and wiring suitable for storage environment; and RCDs regularly checked.</li> <li>■ Access to fuse box kept clear or accessible.</li> <li>■ <b>Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.</b></li> <li>■ <b>Electrical extensions are stored in a dry storage space away from leaks and spillages.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Proprietors to inspect all plug and electrical cabled facilities within the storage area.</li> <li>■ <b>Formal electrical inspection of storage area e.g. lighting, cabling and sockets.</b></li> <li>■ <b>Review of armoured cabling requirements to storage facility and lighting.</b></li> <li>■ Storage facility checked for damp, moisture, leaks and spills close to electrical circuits and equipment.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>

Risk Assessment for Adjoining Storage Shed 1

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>5.</b> <b>Fire.</b></p>	<p>Staff and visitors could suffer serious/fatal injuries from burns/smoke inhalation.</p> <p>Danger from stored gas cylinders.</p>	<ul style="list-style-type: none"> <li>■ Fire risk assessment available at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary actions required.</li> <li>■ Maintenance/inspection of fire extinguishers in progress.</li> <li>■ Monitoring/inspection of gas cylinders being undertaken.</li> <li>■ Combination of products to form accelerants under review.</li> </ul>	<ul style="list-style-type: none"> <li>■ Wight Fire and Security to inspect and review fire precautions and equipment.</li> <li>■ <b>Inspection of damp and leakages required within storage area.</b></li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>6.</b> <b>Vermin.</b></p>	<p>Kitchen staff/visitors may suffer ill-health from contaminated food.</p>	<ul style="list-style-type: none"> <li>■ Regular pest control inspections undertaken on site.</li> <li>■ No food kept out overnight. Waste bagged and binned each day. Food storage and fridge secure.</li> <li>■ Shed building in good condition and secure. No internal signs of vermin access.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain pest control inspections.</li> <li>■ Report any signs of vermin access and food contamination.</li> <li>■ In the event of vermin access, all perishable foods to be removed and disposed of.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>7.</b> <b>Storage construction and condition.</b></p>	<p>Staff/proprietor and visitors may suffer injuries, trips, falls and collisions with storage sheds.</p> <p>Staff/proprietor and visitors may suffer accidental injuries or conditions entering storage facilities.</p>	<ul style="list-style-type: none"> <li>■ Maintain storage shed in good condition.</li> <li>■ Storage shed locked at all times to prevent access and harm.</li> <li>■ Storage shed display warning notices of no entry when being accessed.</li> <li>■ Protrusions (e.g. nails, broken locks, wood slats, door/s) checked and repaired immediately.</li> <li>■ Reporting of any leaks, damp damage or vermin access, and construction damage to the proprietor.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain regular maintenance on storage shed especially during the visitor season.</li> <li>■ Report any signs of vermin access.</li> <li>■ Report any vandalism to storage facilities to Ventnor Town Council and the Police.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>8.</b> <b>Security.</b></p>	<p>Storage facilities may be vandalized or accessed by the public (e.g. children playing).</p>	<ul style="list-style-type: none"> <li>■ Storage facility is locked during the day and at night, and when proprietor is off-site. Shed door has two good secure padlocks.</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Potential for motion alarms to improve security.</b></li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>

**Overall Risk Rating for Adjoining Storage Shed 1 = 3.1 (Lower Medium).** Efforts should be made to reduce the risk, and risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.



Risk Assessment for Storage Shed 2

1 of 3



Storage Shed 2



Shed 2 Left of Marquee



Shed 2 Padlock

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>1.</b> <b>Slips, trips, falls, collisions and injuries.</b></p>	<p>Service staff may be injured if they trip over objects, slip on spillages, and injury by collision with stored equipment.</p>	<ul style="list-style-type: none"> <li>■ Good housekeeping – work area is kept tidy, goods and equipment stored suitably etc.</li> <li>■ Roof and shed walls maintained to prevent leaks onto floor.</li> <li>■ Equipment faults and obstructions to accessing the storage area reported promptly to the proprietor.</li> <li>■ Drainage channels and drip trays provided where leaks more likely.</li> <li>■ Clean up spillages and leaks (including dry spills) immediately using suitable methods and leave the floor dry.</li> <li>■ Suitable cleaning materials and equipment available to clean up spills and leaks, including dry spills.</li> <li>■ Good lighting and accessibility to the storage area.</li> <li>■ No trailing cables or obstruction within the storage facility.</li> <li>■ Waste and rubbish bags removed to allow full access to the storage area.</li> <li>■ Steps and changes in level highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>■ Storage area needs to be cleared of waste products and rubbish bags.</li> <li>■ Consider whether it is appropriate to organise floor area and provide markings.</li> <li>■ Portable grounds and maintenance tools (brooms, mops and buckets) need to be racked and secured.</li> <li>■ Drip trays or buckets available to collect occurring leaks to prevent slippages.</li> <li>■ Public notice of private area.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>2.</b> <b>Manual handling of heavy items such as stored tools, maintenance equipment and bulk items.</b></p>	<p>Service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects or tools.</p>	<ul style="list-style-type: none"> <li>■ Commonly used items and heavy bulk items and tools either stored on shelves at waist height or racked in storage area.</li> <li>■ Handling aids provided for movement of large/heavy items.</li> <li>■ Staff trained in how to lift safely.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure team working for moving heavier items (e.g. stored bulk items).</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>

Risk Assessment for Storage Shed 2

2 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>3.</b></p> <p><b>Contact with bleach and other cleaning and washing chemicals, and oil-based products.</b></p>	<p>Combination of stored detergents and caustic products can cause skin irritation and damage if leaking.</p> <p>Irritation or eye damage from direct contact with bleach and other cleaning or maintenance products.</p> <p>Vapours may occur in an enclosed space from stored cleaning and maintenance products that may cause breathing problems.</p>	<ul style="list-style-type: none"> <li>■ All containers clearly labelled.</li> <li>■ Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</li> <li>■ Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>■ Staff wash rubber gloves after using them and store them in a clean place.</li> <li>■ Wear suitable PPE when accessing or moving cleaning and maintenance products.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Check that correct PPE is available.</li> <li>■ Check that stored cleaning and maintenance products are stored correctly and labeled.</li> <li>■ Provide warning signs/labels for all caustic, poisonous or irritant products.</li> <li>■ Report all spillages and leaks to the proprietor.</li> <li>■ Dispose of all empty cleaning and maintenance product containers.</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>
<p><b>4.</b></p> <p><b>Electrical safety within and to the storage facility.</b></p>	<p>Staff could suffer serious/fatal injuries as a result of electric shock.</p>	<ul style="list-style-type: none"> <li>■ Manager visually inspects the system once a year, and is competent to do so.</li> <li>■ Electrical system inspected and tested by an electrician regularly.</li> <li>■ Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and electrical equipment.</li> <li>■ Staff must know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>■ Plugs, sockets and wiring suitable for storage environment; and RCDs regularly checked.</li> <li>■ Access to fuse box kept clear or accessible.</li> <li>■ Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.</li> <li>■ Electrical extensions are stored in a dry storage space away from leaks and spillages.</li> </ul>	<ul style="list-style-type: none"> <li>■ Proprietor to inspect all plug and electrical cable facilities within the storage area.</li> <li>■ <b>Formal electrical inspection of storage area e.g. lighting, cabling and sockets.</b></li> <li>■ <b>Review of armoured cabling requirements to storage facility and lighting.</b></li> <li>■ Storage facility checked for damp, moisture, leaks and spills close to electrical circuits and equipment.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>

Risk Assessment for Storage Shed 2

3 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>5.</b> <b>Fire.</b></p>	<p>Staff and visitors could suffer serious/fatal injuries from burns/smoke inhalation.</p> <p>Storage of gas cylinders.</p>	<ul style="list-style-type: none"> <li>■ Fire risk assessment available at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary action taken.</li> <li>■ Maintenance of fire extinguishers being undertaken.</li> <li>■ Monitoring/inspection of gas cylinders being undertaken.</li> <li>■ Combination of products to form accelerants under review.</li> </ul>	<ul style="list-style-type: none"> <li>■ Wight Fire and Security to inspect and review fire precautions and equipment.</li> <li>■ <b>Inspection of damp and leakages required within storage area.</b></li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>6.</b> <b>Vermin.</b></p>	<p>Kitchen staff/visitors may suffer ill-health from contaminated food.</p>	<ul style="list-style-type: none"> <li>■ Regular pest control inspections undertaken on site.</li> <li>■ No food kept out overnight. Waste bagged and binned each day. Food storage and fridge secure.</li> <li>■ Shed building in good condition and secure. No internal signs of vermin access.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain pest control inspections.</li> <li>■ Report any signs of vermin access and food contamination.</li> <li>■ In the event of vermin access, all perishable foods to be removed and disposed of.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>7.</b> <b>Storage construction and condition.</b></p>	<p>Staff/proprietor and visitors may suffer injuries, trips, falls and collisions with storage sheds.</p> <p>Staff/proprietor and visitors may suffer accidental injuries or conditions entering storage facilities.</p>	<ul style="list-style-type: none"> <li>■ Maintain storage shed in good condition.</li> <li>■ Storage shed locked at all times to prevent access and harm.</li> <li>■ Storage shed to display warning notices to public of no entry.</li> <li>■ Protrusions (e.g. nails, broken locks, wood slats, door/s) need to be checked and repaired if necessary.</li> <li>■ Reporting of any leaks, damp damage or vermin access, and construction damage to the proprietor.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain regular maintenance on storage shed especially during the visitor season.</li> <li>■ Report any signs of vermin access.</li> <li>■ Report any vandalism to storage facilities to Ventnor Town Council and the Police.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>8.</b> <b>Security.</b></p>	<p>Storage facilities may be vandalized or accessed by the public (e.g. children playing).</p>	<ul style="list-style-type: none"> <li>■ Storage facility is locked during the day and at night, and when proprietor is off-site. Shed door has two secure padlocks.</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Potential for motion alarms to improve security.</b></li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>

**Overall Risk Rating for Storage Shed 2 = 3.6 (Medium).** Efforts should be made to reduce the risk, and risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.



**Risk Assessment for Marquee**

1 of 3



Marquee Location



Marquee Entrance



Marquee Interior

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>1.</b> <b>Slips, trips, falls, collisions and injuries.</b></p>	<p>Service staff may be injured if they trip over objects, slip on spillages, and injury by collision with stored equipment.</p>	<ul style="list-style-type: none"> <li>■ Good housekeeping – work area is kept tidy, goods and equipment stored suitably etc.</li> <li>■ Marquee roof and fabric walls maintained to prevent leaks onto the floor.</li> <li>■ Obstructions into and exiting the marquee are reported promptly to the proprietor.</li> <li>■ Drainage channels and drip trays provided where leaks more likely.</li> <li>■ Clean up spillages and leaks (including dry spills) immediately using suitable methods and leave the floor dry.</li> <li>■ Suitable cleaning materials and equipment available to clean up spills and leaks, including dry spills.</li> <li>■ Good and safe lighting and accessibility to the marquee.</li> <li>■ No trailing cables or obstruction within the marquee.</li> <li>■ Waste and rubbish bags removed to allow full access into and exiting the marquee.</li> <li>■ Tables do not obstruct the entrance.</li> </ul>	<ul style="list-style-type: none"> <li>■ Marquee area needs to be cleared of waste products, stored equipment and rubbish bags.</li> <li>■ Consider whether it is appropriate to change flooring to prevent spillages.</li> <li>■ Tables and chairs organised to allow good access for serving visitors.</li> <li>■ Visitors able to move around without colliding with other visitors, chairs or tables.</li> <li>■ <b>Public notices for no smoking and fire evacuation needed.</b></li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>2.</b> <b>Manual handling of tables, chairs and catering equipment.</b></p>	<p>Service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.</p>	<ul style="list-style-type: none"> <li>■ Handling aids provided for movement of large/heavy items.</li> <li>■ Staff trained in how to lift safely.</li> <li>■ Table, chairs and equipment required for the marquee organised and moved outside of visiting hours.</li> <li>■ Service staff not forced to move heavy objects alone.</li> <li>■ Correct use of PPE where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure team working for moving heavier items (e.g. bulk items, tables and chairs).</li> <li>■ Proprietor informed of any changes by service staff or visitors to the agreed layout of the marquee.</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>

Risk Assessment for Marquee

2 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>3.</b> <b>Contact with bleach and other cleaning and washing chemicals, and oil-based products.</b></p>	<p>Combination of stored detergents and caustic products can cause skin irritation and damage if leaking.</p> <p>Irritation or eye damage from direct contact with bleach and other cleaning or maintenance products.</p> <p>Vapours may occur in an enclosed space from stored cleaning and maintenance products that may cause breathing problems.</p>	<ul style="list-style-type: none"> <li>■ Remove all cleaning and maintenance products from with the marquee before visiting hours.</li> <li>■ Clean up all spillages from visitor sessions that may cause slippage or harm.</li> <li>■ Remove all cleaning tools from the marquee prior to visitor sessions.</li> <li>■ Wear suitable PPE when cleaning the marquee.</li> <li>■ Wear suitable footwear when serving visitors.</li> <li>■ Visitors – adults and children, do not come into contact with cleaning materials.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Check that correct PPE is available.</li> <li>■ <b>Check that stored cleaning and maintenance products have been removed from inside the marquee and stored correctly.</b></li> <li>■ Provide warning signs/labels for all caustic, poisonous or irritant products.</li> <li>■ Report all spillages and leaks to the proprietor.</li> <li>■ Remove and bin all waste materials from the marquee.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>
<p><b>4.</b> <b>Electrical safety within and to the storage facility.</b></p>	<p>Service staff and visitors could suffer serious/fatal injuries as a result of electric shock.</p>	<ul style="list-style-type: none"> <li>■ Manager visually inspects the system once a year, and is competent to do so.</li> <li>■ Electrical system inspected and tested by an electrician regularly.</li> <li>■ Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and electrical equipment.</li> <li>■ Staff must know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>■ Plugs, sockets and wiring suitable for storage environment; and RCDs regularly checked.</li> <li>■ Access to fuse box kept clear or accessible.</li> <li>■ Lighting in the marquee is safe and inspected.</li> <li>■ Electrical extensions are stored in a dry storage space away from leaks and spillages.</li> </ul>	<ul style="list-style-type: none"> <li>■ Proprietor to inspect all plug and electrical cable facilities within the marquee area.</li> <li>■ Formal electrical inspection of the marquee area e.g. lighting, cabling, extensions, lighting and sockets.</li> <li>■ Review of armoured cabling to marquee for lighting and electrical equipment.</li> <li>■ Marquee area checked for damp, moisture, leaks and spills close to electrical circuits and equipment.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>

Risk Assessment for Marquee

3 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>5.</b> <b>Fire.</b></p>	<p>Staff and visitors could suffer serious/fatal injuries from burns/smoke inhalation.</p> <p>Marquee fabric and stored items causing fire.</p> <p>Harmed due to poor evacuation planning (e.g. exit routes, disabled evacuation and no assembly point).</p>	<ul style="list-style-type: none"> <li>■ Fire risk assessment available at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary action taken.</li> <li>■ <b>Maintenance/inspection of fire extinguishers being undertaken.</b></li> <li>■ Monitoring/inspection of gas cylinders in progress.</li> <li>■ Combination of products to form accelerants.</li> <li>■ <b>Evacuation notices in the event of fire to be shown in the marquee.</b></li> <li>■ Fire extinguisher/s are of the correct type, regularly inspected, and accessible.</li> </ul>	<ul style="list-style-type: none"> <li>■ Wight Fire and Security to inspect and review fire precautions and equipment.</li> <li>■ <b>Inspection of damp and leakages required within marquee area to avoid electrical faults.</b></li> <li>■ No smoking signs in the marquee.</li> <li>■ Visitor evacuation notices in the event of an incident or fire.</li> <li>■ Review government link: <a href="http://tinyurl.com/jkzhc49">http://tinyurl.com/jkzhc49</a></li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>6.</b> <b>Vermin.</b></p>	<p>Staff and visitors may suffer ill-health from contaminated surfaces (e.g. vermin on tables and chairs – night visits).</p>	<ul style="list-style-type: none"> <li>■ Regular pest control inspections undertaken on site.</li> <li>■ No food kept out overnight in the marquee.</li> <li>■ Waste bagged and binned each day. Food storage and fridge secure.</li> <li>■ <b>Marquee in good condition but not secure from vermin at night or when people are not about during the day.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Pest control inspections and cleaning of tables and chairs.</li> <li>■ Report any signs of vermin access and food contamination.</li> <li>■ In the event of vermin access, all perishable foods to be removed and disposed of.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>7.</b> <b>Marquee construction and condition.</b></p>	<p>Staff/proprietor and visitors may suffer injuries, trips, falls and collisions with storage sheds.</p> <p>Staff/proprietor and visitors may suffer accidental injuries or conditions entering storage facilities.</p>	<ul style="list-style-type: none"> <li>■ Maintain marquee in good condition.</li> <li>■ Marquee to display warning notices to public of no entry when not in use.</li> <li>■ Reporting of any leaks, damp damage or vermin access, and construction damage to the proprietor.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain regular maintenance on marquee especially during the visitor season.</li> <li>■ Report any signs of vermin access.</li> <li>■ Report any vandalism to marquee facilities to Ventnor Town Council and the Police.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>8.</b> <b>Security.</b></p>	<p>Marquee may be vandalized or accessed by the public (e.g. children playing).</p>	<ul style="list-style-type: none"> <li>■ Marquee closed when not in use and when proprietor is off-site.</li> <li>■ Proprietor/staff monitor the grounds.</li> </ul>	<ul style="list-style-type: none"> <li>■ Public warning notice required.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>

**Overall Risk Rating for the Marquee = 3.8 (High Medium).** Efforts should be made to reduce the risk, and risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment maybe necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.



Risk Assessment for Putting Green Play Area

1 of 5



Putting Green Entrance



View Towards Entrance



Far View of Green



Wide View of Green



Marquee Side of Green



Marquee Right of Entrance



Marquee in Grounds



Raised Decking for Visitors



Roadside - Planting Area



Roadside - Near Entrance



Roadside - Middle Tree Bank



Roadside - Far Tree Bank



Seasonal View of Decking



Seasonal View of Green

*Note: The following risk assesment applied to the putting green play area includes aspects applied to the kiosk, sheds and marquee. For example hazards may occur after using cleaning agents on putting green equipment that affect public safety.*

Risk Assessment for Putting Green Play Area

2 of 5

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk ratings?
<p>1.</p> <p><b>Slips, trips, falls, collisions and injuries (also includes children playing on the tree/shrub borders of the putting green).</b></p>	<p>Staff and visitors may be injured if they trip over objects left on the putting green.</p> <p><b>Staff and visitors may be injured if they trip over the raised wooden decking.</b></p>	<ul style="list-style-type: none"> <li>■ Good housekeeping – putting green area kept tidy, grass mowed and equipment well maintained.</li> <li>■ Faulty equipment reported promptly to proprietor for repair.</li> <li>■ Rain drainage on the course monitored by the proprietor.</li> <li>■ Service staff clean up spillages (including dry spills) immediately on the raised decking.</li> <li>■ Suitable cleaning materials available.</li> <li>■ No trailing cables or obstruction in walkways or around the raised decking or putting green course.</li> <li>■ Steps and changes in level highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Consider whether it is appropriate to treat or redesign the raised decking area.</b></li> </ul>
	<p>Staff and visitors may be injured if they are hit by a golf ball while in play.</p>		<ul style="list-style-type: none"> <li>■ Proprietor maintains good standard of green maintenance already.</li> <li>■ Ensure that all children are supervised, also pets on leads.</li> <li>■ Ensure visitors have suitable footwear with good grip.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p>2.</p> <p><b>Manual handling.</b></p>	<p>Service staff and food service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.</p> <p>Collisions and trips while serving visitors outside on the decking area or grounds.</p>	<ul style="list-style-type: none"> <li>■ Ingredients bought in package sizes that are light enough for easy handling.</li> <li>■ Commonly used items and heavy stock stored on shelves at waist height.</li> <li>■ Handling aids provided for movement of large/heavy items.</li> <li>■ Serving trays not overloaded.</li> <li>■ Staff trained in how to lift safely and carry food trays safely.</li> <li>■ Correct footwear to be worn by serving staff.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure team working for moving heavier items.</li> </ul> <p><b>L = 2, S = 1, R = 2 (Low)</b></p>
<p>3.</p> <p><b>Serving hot food and beverages.</b></p>	<p>Service staff and visitors may suffer scalding or burn injuries.</p>	<ul style="list-style-type: none"> <li>■ Staff trained in risks of hot food and beverages to visitors eating and drinking on the raised decking.</li> <li>■ Staff trained in risks of release of steam.</li> <li>■ Water mixer taps provided.</li> <li>■ All staff told to wear long sleeves.</li> <li>■ Heat-resistant gloves/cloths/aprons provided.</li> <li>■ First-aid box/first aider on site.</li> </ul>	<ul style="list-style-type: none"> <li>■ Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.</li> <li>■ Ensure handles on pans maintained.</li> <li>■ Ensure staff trained in use of coffee machine/equipment.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p>4.</p> <p><b>Barbeque cooking.</b></p>	<p>Staff involved in food preparation, cooking and serving could suffer burn injuries.</p>	<ul style="list-style-type: none"> <li>■ Staff trained to handle knives.</li> <li>■ Knives suitably stored when not in use.</li> <li>■ Staff trained in fire prevention.</li> <li>■ Staff know how to turn off gas cylinder.</li> <li>■ First-aid box provided and nominated first-aiders always on site.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff trained to prepare, cook and serve food from the barbeque.</li> <li>■ Visitors protected around the barbeque area.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>



Risk Assessment for Putting Green Play Area

3 of 5

What are the hazards and	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>5.</b> <b>Food handling.</b></p>	<p>Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.</p>	<ul style="list-style-type: none"> <li>■ Where possible and sensible, staff use tools (cutlery, tongs scoops etc.) to handle food rather than hands.</li> <li>■ Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling and fish filleting.</li> <li>■ Where handling cannot be avoided hands are rinsed promptly after finishing the task.</li> <li>■ <b>Use disposable gloves or tongs for transferring food to plates.</b></li> <li>■ <b>Do not handle money and food.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Provide non-taint, nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</li> <li>■ Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>
<p><b>6.</b> <b>Contact with bleach and other cleaning and washing chemicals.</b></p>	<p>Prolonged contact with water, particularly in combination with detergents can cause skin damage.</p> <p>Use of disposable gloves when cleaning tables, chairs and spillages on the raised decking.</p>	<ul style="list-style-type: none"> <li>■ All containers clearly labelled.</li> <li>■ Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</li> <li>■ Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>■ Staff wash rubber gloves after using them and store them in a clean place.</li> <li>■ Correct use of PPE for cleaning.</li> <li>■ Do not leaving cleaning agents near where visitors eat or families with small children.</li> <li>■ Putting green equipment, tables and chairs cleaned with non-irritant and non-caustic detergents.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff reminded to thoroughly dry hands after washing.</li> <li>■ Provide non-taint, nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</li> <li>■ Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>7.</b> <b>Gas appliances and gas cylinders.</b></p>	<p>Staff, customers could suffer serious/fatal injuries as a result of explosion/ release of gas.</p>	<ul style="list-style-type: none"> <li>■ Daily check of gas appliance controls.</li> <li>■ Inspection, service and test carried out by Gas Safe registered engineer every 12 months.</li> <li>■ Staff know where the main isolation tap is and how to turn supply off in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>■ Contact Gas Safe registered engineer to fit suitable flame failure device on oven.</li> <li>■ Gas cylinders to be checked for leaks.</li> <li>■ Gas rubber hosing check for wear and tear, and leaks.</li> <li>■ Enforce no smoking areas where gas supplied equipment is being used.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>



Risk Assessment for Putting Green Play Area

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>8.</b></p> <p><b>Electrical.</b></p>	<p>Serving staff and visitors could suffer serious/fatal injuries as a result of electric shock.</p> <p>Serving staff and visitors may be affected by a lighting strike.</p>	<ul style="list-style-type: none"> <li>Proprietor to visually inspect the grounds electrical system (external sockets, lighting and cabling etc.) regularly, and is competent to do so.</li> <li>Electrical system inspected and tested by an electrician regularly.</li> <li>Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and electrical equipment.</li> <li>Staff must know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>Plugs, sockets and wiring suitable for kitchen environment; and RCDs regularly checked.</li> <li>Access to fuse box kept clear or accessible.</li> <li>Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.</li> </ul>	<ul style="list-style-type: none"> <li>Registered electrician to inspect plugs, cables etc. regularly.</li> <li>Get electrician to inspect electrical equipment and advice on how often these should be inspected and tested.</li> <li>Review legal requirements for armoured cabling to external grounds equipment and lighting and earthing requirements.</li> <li>Medical procedure and emergency contacts in the vent of someone being hit by a lightning strike.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>9.</b></p> <p><b>Fire.</b></p>	<p>Serving staff and visitors could suffer serious/fatal injuries from burns/smoke inhalation.</p>	<ul style="list-style-type: none"> <li>Fire risk assessment available at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary actions to be taken.</li> </ul>	<ul style="list-style-type: none"> <li>Wight Fire and Security to inspect and review fire precautions and equipment.</li> </ul> <p><b>Potential of fire breaking out along the tree boundary of the green – lighting, accident and intentional.</b></p> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>10.</b></p> <p><b>Machinery and gas barbeque.</b></p>	<p>Staff and visitors can risk serious injury from contact with dangerous/moving parts on machinery.</p> <p>Also grounds maintenance tools and equipment stored around the putting green.</p>	<ul style="list-style-type: none"> <li>Staff trained in cleaning, assembly and operating procedures.</li> <li>All dangerous parts to machinery suitably guarded.</li> <li>Daily checks of machinery guards before use.</li> <li>Staff trained to spot and report any defective machinery.</li> <li>Safety-critical repairs carried out by competent person.</li> <li>Operating instructions easy to locate.</li> <li>Visitors separated from barbeque area when in operation.</li> </ul>	<ul style="list-style-type: none"> <li>Remind staff to always isolate (switch off electrical or gas supply) machinery before carrying out maintenance, cleaning work or incident.</li> <li>Public warning notices to leave grounds machinery alone; and children must always be supervised.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>11.</b></p> <p><b>Falls from height.</b></p>	<p>Staff risk serious injury (e.g. fractures) from a fall from any height.</p>	<ul style="list-style-type: none"> <li>Suitable stepladder provided for changing light bulbs and for retrieving items from heights.</li> <li>Staff trained in safe use of stepladder.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid children and young adults climbing trees/fences around the green.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>

Risk Assessment for Putting Green Play Area

5 of 5

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and risk rating?
<p><b>12.</b> <b>Putting green play areas.</b></p>	<p>Visitors (adults and children) may suffer injury from putting green flag poles, golf balls, collapsing ping pong table, broken glass, sharps, objects left by visitors, tree branches, fence posts and borders.</p>	<ul style="list-style-type: none"> <li>■ Thorough examination carried out by proprietor or staff of the putting green grounds before opening to visitors.</li> <li>■ All litter and dangerous objects removed and binned.</li> <li>■ Broken putting equipment replaced or mended before use.</li> <li>■ Broken or damaged play/games equipment is replaced or mended before use.</li> <li>■ Surrounding tree line checked for damage or falling branches.</li> </ul>	<ul style="list-style-type: none"> <li>■ Responsibility of the proprietor of the putting green.</li> <li>■ Public warning notices to make the visitors aware of child supervision, private areas.</li> </ul> <p><b>L = 2, S = 3, R = 6 (High)</b></p>
<p><b>13.</b> <b>Injured and lost children.</b></p>	<p>Visiting children may be injured through an incident or unable to find their guardians or parents.</p>	<ul style="list-style-type: none"> <li>■ Proprietor and staff aware and use child safeguarding practices as a matter of policy.</li> <li>■ No lost children to be returned without proof of guardianship or legal parents.</li> <li>■ Public advice notices for lost or injured children.</li> <li>■ First-aid box provided and nominated first-aider always on site.</li> <li>■ All child incidents or injuries to be logged in the incident report book on site.</li> <li>■ Inform the Police of any suspicious adult or youth behavior towards young children or vulnerable adults.</li> </ul>	<ul style="list-style-type: none"> <li>■ Public warning notices to make the visitors aware of child supervision, private areas.</li> <li>■ Public aware of 'Lost Child' point <b>on site only</b>.</li> <li>■ Maintain awareness of safeguarding children and vulnerable adults.</li> <li>■ Group/activity trips to the grounds <b>to have a risk assessment by the organisers</b>.</li> </ul> <p><b>L = 1, S = 1, R = 1 (Low)</b></p>
<p><b>14.</b> <b>Vermin and Pet control.</b></p>	<p>Visitors may suffer ill-health from vermin or dog droppings, or contaminated water and equipment.</p>	<ul style="list-style-type: none"> <li>■ Regular pest control inspections undertaken on site.</li> <li>■ No food kept out overnight. Waste bagged and binned each day. Visitors informed to clear their waste/litter.</li> <li>■ Facilities in good condition and secure. No internal signs of vermin access.</li> <li>■ Dog poo cleared and disposed of.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain pest control inspections.</li> <li>■ Report any signs of vermin access and food contamination.</li> <li>■ In the event of vermin access, all perishable foods to be removed and disposed of.</li> </ul> <p><b>L = 2, S = 2, R = 4 (Medium)</b></p>
<p><b>15.</b> <b>Security and safety</b></p>	<p>Visitors may be affected by anti-social behaviour and vandalism.</p>	<ul style="list-style-type: none"> <li>■ Kiosk is locked at night and when proprietor is off-site. Main door has two secure padlocks. Serving hatch locked from the inside.</li> </ul>	<ul style="list-style-type: none"> <li>■ If an incident goes beyond the proprietors control then inform the required emergency service.</li> </ul> <p><b>L = 1, S = 2, R = 2 (Low)</b></p>

**Overall Risk Rating for Putting Green Area = 3.5 (Medium).** Efforts should be made to reduce the risk, and risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment maybe necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.

## Section 5

### Summary of the Risk Assessments





## Risk Assessment Summary for Ventnor Putting Green

The Health and Safety Executive (HSE) offers guidance and tools to help businesses and proprietors understand what they need to do to assess and control risks in the workplace and comply with health and safety law at [www.hse.gov.uk/risk/index.htm](http://www.hse.gov.uk/risk/index.htm).

Risk Level		Actions and Timescales
<b>Low</b>	1	No action required. No documentary records need to be kept.
	2	No additional controls are required. Consider more cost effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.
<b>Medium</b>	3 and 4	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment maybe necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures
<b>High</b>	6	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
	9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

Risk Assessments	Risk Level	
Food and Refreshments Kiosk	3.3	Lower Medium
Adjoining Storage Shed 1	3.1	Lower Medium
Storage Shed 2	3.6	Medium
Marquee	3.8	Higher Medium
Putting Green Play Area	3.5	Medium
Overall Average	3.5	Medium Risk Level

## Risk Assessment Analysis

The individual risk assessments for Ventnor Putting Green represent a *true and fair* view of the hazards identified. Noting that the putting green is currently undergoing maintenance and refurbishment for the next season, overall and despite adverse weather conditions, the putting green is professionally run as a safe and healthy venue for local residents and visitors.

The completed risk assessments do not just apply to the Summer season but are applicable to out of season activities – Christmas and community events. They are also highly relevant to the health, safety and wellbeing of the proprietors, service staff and volunteers – such as icy conditions causing slippage and injuries, moving large kitchen equipment resulting in back injury, moving and operating grounds maintenance equipment and tools resulting in cuts, fractures and even fatal injuries.

The summary results of the combined risk assessments indicate a **Medium Risk Level** for the putting green and the activities that are going on. The majority of the identified hazards provided in Section 1 of this document are not severe and simply need some discussion and simple mitigation. With those hazards catered for, the overall safety rating for the park would be low. It is expected that all the identified hazards will be dealt with prior to the next season thereby providing an even more safe environment for people to relax and enjoy; and it is worth noting that the safety record of Ventnor putting green under the current proprietors over the last two years has been maintained to a high standard each season.

## Event Safety Guides

The following links provide supportive information with regards to running an outdoor event safely. The HSE link provides a starting platform while the other two links refer to other UK Councils and their approach to the health and safety aspects when running an outdoor venue. These are advisory risk assessment documents. They are especially relevant if an external community or private event is to be held at the Ventnor putting green.

Health and Safety Executive (HSE):

<http://www.hse.gov.uk/event-safety/getting-started.htm>

West Somerset:

<https://www.westsomersetonline.gov.uk/getattachment/Environment/Licensing/Event-Safety-Guide-for-Organisers-pdf.pdf.aspx>

Shropshire:

<https://www.shropshire.gov.uk/media/118257/The-Event-Safety-Guide-HSE-PURPLE-GUIDE.pdf>

Section 6

Outdoor Event Management Risk Assessment





## Outdoor Event Risk Assessment Form

OUTDOOR EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVENT ACTIVITY: \_\_\_\_\_

NO. OF PERSONS EMPLOYED/STAFF/STEWARDS: \_\_\_\_\_

ASSESSOR (print): \_\_\_\_\_

ASSESSMENT DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ASSESSMENT DISCUSSED AND AGREED WITH EVENT ORGANISER:

NAME (print): \_\_\_\_\_

AGREEMENT DATE: \_\_\_\_\_ ORGANISER'S SIGNATURE: \_\_\_\_\_

ASSESSMENT REVIEW DATES (annually/change occurs):

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

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Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Community Event at Ventnor Putting Green – Current Assessment

What are the hazards?	Who might be harmed and how?	What is already being done to avoid risks and hazardous conditions?		What further safety actions or mitigations are necessary, by whom and when required?
		Risk Rating High Medium Low	Control Measures	Additional Control Measures Necessary
<p><b>1.</b></p> <p><b>Management of safety and clear responsibilities</b></p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p>Medium</p>	<p>Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out.</p> <p>Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). If you hire equipment for the event from an outside body or organisation (e.g. inflatables) it is the organiser’s responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event.</p> <p>A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	<p><b>Pre-visit of venue/activity organisers.</b></p> <p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available onsite during the event e.g.</p> <ul style="list-style-type: none"> <li>- Temporary Events Notice (Isle of Wight Council).</li> <li>- Options for road closure (if necessary).</li> <li>- Risk assessment sent to the Police.</li> <li>- Emergency services informed of the event.</li> <li>- And other relevant venue documentation.</li> </ul> <p>For licencing information:  <a href="https://www.iwight.com/Business/Licensing/Licensing-Act-2003/Licensing-Act-2003">https://www.iwight.com/Business/Licensing/Licensing-Act-2003/Licensing-Act-2003</a></p>
<p><b>2.</b></p> <p><b>Slip, Trips, Falls and Collisions</b></p> <p>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas/traffic and parking safety.</p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p>Medium</p>	<p>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>

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<p><b>3.</b></p> <p><b>Physical Hazards present at site</b></p> <p><i>E.g. Drowning in river, falling down steep slope or rabbit hole, falling branches.</i></p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p>Medium</p>	<p>Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.</p> <p>Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:</p> <ul style="list-style-type: none"> <li>▪ Anywhere within unguarded access to deep or fast flowing water (e.g. rivers)</li> <li>▪ Highway or roadside areas without vehicle segregation (fencing)</li> </ul> <p>Steep, slippery or unstable ground (including those with holes or excavations)</p>	<p>Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)</p> <p>For further information and guidance, please refer to the Event Safety Guides cited in this document on page 41.</p> <p>For urther information can be</p>
<p><b>4.</b></p> <p><b>Manual Handling</b></p> <p><i>E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects.</i></p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p>Medium</p>	<p>Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.</p> <p>Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling.</p> <p>Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks.</p> <p>Use individuals who have been trained in techniques or provide basic training in manual handling techniques.</p>	<p>Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including:</p> <ul style="list-style-type: none"> <li>▪ Not to lift unless comfortable in doing so</li> <li>▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.</li> <li>▪ All lifting by young persons to be supervised</li> </ul> <p>Wherever possible, lift items with assistance rather than alone</p>



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<p><b>5.</b></p> <p><b>Weather Issues</b></p> <p>E.g. Extremes of weather can cause injuries such as wind blown debris</p>	Public Employees Volunteers Contractors Traders Security Services	Medium	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.  Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)  Ensure there is an adequate supply of water to prevent dehydration.	Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)
<p><b>6.</b></p> <p><b>Equipment and Electrical Failure</b></p> <p>E.g. Injuries to those using or working on the equipment. Lightning strike and electrocution.</p>	Public Employees Volunteers Contractors Traders Security Services	High	Ensure equipment is well maintained and in a good state of repair.  Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the <u>PIPA</u> industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person).	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements.  Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.  Medical procedures and emergency contacts for electrocution and lightning strike.
<p><b>7.</b></p> <p><b>Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp &amp; Bee nests</b></p> <p>E.g. Skin rash from plants, bee sting resulting in anaphylactic shock/contamination of grounds/facilities/food.</p>	Public Employees Volunteers Contractors Traders Security Services	Low	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests.  Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.  Adequate protection against Toxicara infection from dog fouling, pigeon guano and vermin faeces.	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk).  At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction.  It is actually toxic to your lawn, causing burns and unsightly discoloring. Beyond your grass, it has been estimated that a single gram of dog waste can contain 23 million fecal coliform bacteria, which are known to cause cramps, diarrhea, intestinal illness, and serious kidney disorders in humans.



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<p><b>8. First aid and Emergency Arrangements</b></p> <p><i>E.g. Medical/first aid facilities/needle stick injuries not enough toilets/hand washing facilities for visitors.</i></p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p><b>Medium</b></p>	<p>Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies”.</p> <p>Ensure that first aid provision is clearly signposted at the event.</p> <p>Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.</p> <p>Location and key-code of public access defibrillator.</p>	<p>For large events catering for over 2500 people, the Emergency Planning Officer at South Derbyshire District Council should be notified. The officer can provide advice and guidance on planning and organising large events.</p> <p>Contact Name.....</p> <p>Contact Nos.....</p> <p>Email.....</p>
<p><b>9. Children and Young Persons</b></p> <p><i>E.g. A young person taking unnecessary risks resulting in injury.</i></p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p><b>High</b></p>	<p>Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons.</p> <p>Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.</p>	<p>Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.</p> <p>Control of violence/sexual assault/and excessive alcohol use.</p>
<p><b>10. Contractors</b></p> <p><i>E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries.</i></p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p><b>Medium</b></p>	<p>Ensure that any contractors or subcontractors hired to build the stages erect marquees/stalls/live music etc., are competent in managing their own health and safety on site.</p> <p>Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.</p> <p>Separate risk assessment for car parking attendants and/or stewards may be required.</p>	<p>Ensure contractors are given adequate safety information regarding the event.</p> <p>Be aware of noise nuisance to residents, upsetting visitors, damage to hearing. Noise checks required.</p> <p>Be aware that sums of money/stock/equipment may be visible to the public that might insight theft or vandalism. Crowd management, restriction and protection of specific areas may be required.</p>



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<p><b>11.</b></p> <p><b>Fire Safety</b></p> <p>E.g. Uncontrolled burning of barbeque and subsequent spread of fire due to close proximity of wooden stands and sheds. Potential of boundary tree and shrub line catching fire. Electrical failures and sparks, pyrotechnics and lighting strikes. Smoking and deliberate vandalism.</p>	<p>Public Employees Volunteers Contractors Traders Security Services Events</p>	<p><b>High</b></p>	<p>Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly.</p> <p>Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event.</p> <p>Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair</p> <p>If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.</p> <p>SPECIAL NOTE: Public and private events run at the putting green, in and out of season, involving pyrotechnical displays (fireworks, fire eaters and pyrotechnic displays), require the organisers to have the correct fire prevention equipment, adequate public liability, and appropriate safeguards against accidental injuries to the public. Equipment to manage pyrotechnic displays (switch panels, trailing live cables and extensions, sockets, plugs, earthing and wet weather insulation, and barriers), must guarantee public safety during the arrange event.</p>	<p>Inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the event.</p> <p>Provide agency staff with appropriate instructions and relevant information about the risks to them.</p> <p>The risk assessment should pay particular consideration to the implications of the venue design, and the handling and storage of flammable substances and materials, and other sources of ignition such as pyrotechnics and fireworks.</p> <p>It should also consider people particularly at risk such as those unfamiliar with the site, lone workers, unaccompanied children and young persons and those with a disability. For further information please refer to the Fire Guidance for Events, available at:</p> <ul style="list-style-type: none"> <li><a href="http://www.communities.gov.uk/publications/fire/firesafetyassessment">http://www.communities.gov.uk/publications/fire/firesafetyassessment</a></li> <li><a href="http://strategicfire.org/community-risk-reduction/community-risk-assessment/">http://strategicfire.org/community-risk-reduction/community-risk-assessment/</a></li> <li>Relevant material from HSE - Special or visual effects involving explosives or pyrotechnics used in film and television production can be found at: <a href="http://www.hse.gov.uk/pubns/etis16.pdf">http://www.hse.gov.uk/pubns/etis16.pdf</a></li> </ul>





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<p><b>12. Crowd Management</b></p> <p>E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries</p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p><b>Medium</b></p>	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>The Event Safety Guide states that for small events there should be at least two toilets.</p> <p>Ensure adequate access for wheelchair users and pushchairs is provided.</p> <p>Ensure there are adequate entrances and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <p>Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system).</p>	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire, emergency and security facilities and that:</p> <ul style="list-style-type: none"> <li>All exits are unlocked;</li> <li>Escape routes are clear;</li> <li>Emergency lighting works;</li> <li>Fire-fighting equipment and alarms are in full working order;</li> <li>A PA system for use in emergencies can be heard clearly in all parts of the venue.</li> <li><b>Security of site keys, locks and padlocks.</b></li> </ul>
<p><b>13. Waste Management</b></p> <p>E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited.</p>	<p>Public Employees Volunteers Contractors Traders Security Services</p>	<p><b>Medium</b></p>	<p>Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc. (The waste contractor cannot accurately plan working methods or employ the correct number of workers without this information).</p> <p>The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate.</p> <p>Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event.</p> <p>Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required)</p>	<p>Ensure that special attention is made to areas such as:</p> <ul style="list-style-type: none"> <li>Approach to the event (e.g. surrounding streets and/or land)</li> <li>Entrances and exits.</li> <li>Arenas and stages.</li> <li>First aid areas.</li> <li>Catering areas.</li> <li>Marquees.</li> <li>Storage sheds</li> </ul>

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<p>14.</p> <p><b>Disclosure and Barring Service (DBS) of event and location staff.</b></p> <p>E.g. Legally affects any member of an event team, proprietor, volunteers, stewards or contractors who are likely to come into contact with children or vulnerable adults.</p>	<p>Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p> <p>Traders</p> <p>Security Services</p>	<p>High</p>	<p>Many community groups and organisations run services for children and adults in which it is important to safeguard participants against abuse and neglect. One way to do this is to check whether prospective volunteers and employees have a criminal record which makes them unsuitable for particular roles within your group. The Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) provides these checks.</p> <p>DBS is one way you can safeguard children and vulnerable adults, but you should also think about other ways to keep people safe, for example, what you will do if you have concerns about a child or vulnerable adult’s wellbeing, and how you will make sure your staff and volunteers have the skills and knowledge they need to safeguard children and adults.</p>	<p>Event Organiser to carry out DBS checks on all their staff; and to have a safeguarding policy.</p> <p>Private transport (e.g. taxis) to and from the venue may require evidence of DBS.</p> <p>Essential to have a Child Lost Point and guardianship of lost children. Parents or guardians will need to be verified before releasing a child into their care.</p> <p>The incident needs to be recorded and the Police need to be informed if a child or vulnerable adult is not redeemed. Lost children or vulnerable adults must never be left unattended.</p>
<p>15.</p> <p><b>Preparing for emergencies.</b></p> <p>E.g. flood, land slippage, major fire at location, natural and man-made disasters.</p>	<p>Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p> <p>Traders</p> <p>Security Services</p>	<p>Low</p>	<p>All incidents or emergencies are different in terms of dangers to the public and the response required. However, in most cases (where you haven’t been evacuated), you should go inside, stay inside and tune into local radio news for updates. It’s a good idea to have these set aside, just in case:</p> <ul style="list-style-type: none"> <li>- Canned food, crackers, biscuits, ready to eat meals and bottled water.</li> <li>- Cooking equipment, basic cutlery and a tin opener</li> <li>- Medication and prescriptions, and warm clothing or blankets.</li> <li>- Portable radio and batteries or a wind-up radio.</li> <li>- Torch with batteries or candles with matches.</li> <li>- Washing and personal hygiene products.</li> <li>- Special items for babies, children, elderly and disabled persons.</li> <li>- Store important documentation, such as passports and driving licenses, certificates, inspection reports in a safe, dry place.</li> </ul> <p><b>After an emergency or incident, the public may have been affected in various ways.</b></p>	<p>The responding organisations will be looking to try and address the consequences of the incident as soon as they can. This will happen once the immediate risk has been dealt with. However, some responsibilities have to stay with you as an individual - especially where your health and property are concerned.</p> <p>Be aware of new hazards created by the disaster. Watch for washed-out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged or loose power lines and wires, slippery floors, etc. Be aware of exhaustion. Don't try to do too much at once, set priorities and pace yourself. Drink plenty of clean water, eat well and get enough rest. Wear sturdy boots and work gloves when working with debris. Wash hands thoroughly with soap and clean water often.</p>



End Page for Ventnor Putting Green Risk Assessment