



# SHIPLEY MODEL RAILWAY SOCIETY

## RISK ASSESSMENT FORM

<b>Department:</b> Shipley Model Railway Society Club Room	<b>Location:</b> Baildon recreation centre, coach Rd. Shipley	<b>Date of Assessment:</b> 18/07/20	<b>Assessment Number:</b> 25/07/20
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<b>Activity or Task being assessed:</b> model railway building
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<b>Who may be affected by the task?</b> Club Members	<b>How many may be affected?</b> 11-50 (E.g. One person, 2-5, 6- 10, 11-50, 51-100, 100-500, 500 +)
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See 'Risk Assessment Guidance' document for explanation of Risk assessment, activity / task being assessment, hazard, consequences, risk, control measures, probability, severity, risk rating

<b>Identify Hazards</b> Identify hazards/element(s) of activity that could reasonably be expected to result in significant harm.	<b>Consequences</b> What could result from the hazard?	<b>Risk Rating</b> <i>Probability x Severity = Risk level</i>	<b>What control measures would reduce the risk of injury or ill health?</b>	<b>Revised Risk Rating</b> <i>Probability x Severity = Risk level</i>	<b>Action Level</b> HIGH, MEDIUM or LOW
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Entry and exit to the building and clubroom	Social distances compromised, cross contamination	P 3	S 4	R 12	Adhere to the entry and exit procedures as set out in the centres own risk assessment. Club members to wear face masks in public areas	P 2	S 3	R 6	L
Entry to club room (first person)	Cross contamination	2	3	6	Keys to the club room to be sanitized before being handed to the club member who is unlocking the club room. On opening the club room, Check sanitizer is in place at the signing on desk. put out enough pens for each member to sign in without the need to swop pens These pens become the property of the club member to be used when they sign in again. Check the attendance/ track and trace form, is in place. Check all distance markers are in place. Check the lavatory sign is in place. Make sure both doors are left open and all windows are open if possible. This applies to any additional rooms used.	1	2	2	L
Members entering Club room	Social distancing compromised, cross contamination	3	4	12	Club room door to be left open so following members can see if anybody else is signing on and avoid congestion. Members to sanitize hands immediately. Members then pick up a new pen and sign the attendance- track and trace form. As hands are sanitized this protects when signing in Coats to be kept in members own working space.	2	2	4	L
Members working on each layout	As above	4	4	16	Each member will be asked to work on the layout in a specific area as marked out. The distance between each workspace will follow the guidelines in place at that time. Members can only use their own tools and must not share any equipment unless it has been sanitized thoroughly beforehand, this also applies to any controllers, panels or laptops. Members to wear face masks if they have to pass by another member where the social distance guidelines are briefly reduced	2	2	2	L
Refreshments	As above	3	4	12	No refreshments will be provided by the club. Members must bring their own refreshment which must be kept in their own working space.	1	1	1	L
Visiting the lavatories	As above	2	3	6	A notification board will be positioned at the top	1	2	2	L

Vacating the club room	As above	3	3	9	<p>of the stairs., Each member will indicate whether they are making use of the facilities. This will show other members that there are other people using the facilities so can avoid attending the facilities at the same time and avoid meeting in tight areas As you need to go against the one way system for a flight of stairs. The stairway must be clear before the member can proceed</p> <p>Members to sanitize when leaving the clubroom. Members to sign out and leave via the one way system and at spaced intervals. All members to check that no personal equipment is left behind. All rubbish to be taken home As the layout can't be sanitized this is covered by the fact that it will be 7 days until worked on again</p>	2	2	4	L
Vacating the club room (last person)	Cross contamination	2	3	6	<p>Before the last person leaves the clubroom check around to see no club members are left behind, no personal property has been left behind. Check all members have signed out. Before handing back the keys, sanitize them. The club room then needs to be powered down by switching the power off at the main fuse box.</p>	1	2	2	L
General instructions	Cross contamination	4	4	16	<p>In order to allow members enough room to work and to keep to the social distance guidelines, all rooms available will be used. All instructions re doors and windows being left open, will apply to any room used</p> <p>Members can only operate their own locomotive and likewise can only be the person who puts the loco back on the track if it becomes derailed.</p>	2	2	4	L

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<b>Assessor(s) name: Malcolm Harrison</b>	<b>Assessor(s) signature: M Harrison</b>	<b>Date: 18/07/20</b>
The Department Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards, control measures and further actions required.		
<b>Managers name:</b>	<b>Managers signature:</b>	<b>Date:</b>
<b>Further actions required and date complete:</b>	<b>Managers signature:</b>	<b>Review due:</b>