

OiR Ayr Health & Safety Compliance and Risk Assessment – Appendix A4

(Revised May 2021)

Before joining an OiR Ayr activity all members should be aware of OiR Ayr's "Limitation of liability"

"OiR Ayr does not assess the fitness of its members to participate in any of its various activities. The decision on a member's fitness lies with themselves, in conjunction with any medical advice that they might wish to take. It is their responsibility to ensure their personal safety and that of their belongings."

Before participating in any OiR activity all members (and visitors) should ensure that they are suitably equipped and physically capable of participating in their chosen activity.

Legislation guidelines, and advice from H & S organisations can be extremely complex and confusing to interpret and implement for charity and voluntary organisation. Within OiR Ayr we consider the welfare of our members to be of the highest importance.

Health & Safety requirements basically consists of two main categories:

- 1. Unsafe Conditions.**
- 2. Unsafe acts.**

Examples of unsafe conditions: Faulty / hazardous equipment, blocked passageways, wet floors, untidy areas etc.

A regular programme of risk assessments can help identify these risks and eliminate and minimise them within a facility. Group leaders should carry out regular (formal & informal) risk assessments. Identified risk assessment issues should be investigated by Group Leaders who should raise the issues with the facility caretaker / owner for compliance resolution. Unresolved and repeated reported risk assessment issues should be escalated by Group Leaders to the OiR Executive Committee for compliance resolution.

Examples of Unsafe acts: Wrong / inappropriate use of equipment, poor housekeeping, blocking passageways, moving / lifting items that are beyond a member's physical means.

Unsafe acts generally relate to individuals who, having been made aware of the H & S guidelines associated with their facility or activity, do not follow them, thereby putting themselves and others at risk of accident or injury. If, having been made aware of their unsafe acts, an OiR member continues with their non-compliant behaviour, the group leader should seek the advice of the OiR Executive Committee for resolution.

OiR Ayr H & S Risk Assessment Check list. Activity:

Location:

Potential Hazard	Who might be harmed	Actioned required	Compliant Yes / No	Action by who?	Action by when?	Date Closed
Slips, trips and falls	Users of a group activity facility may suffer injury if they slip on spillages or trip over objects	Hazards associated with spillages and objects to be immediately removed and surfaces to be inspected regularly				
Manual handling	Users may suffer injury if they try to lift objects that are too heavy or awkward.	Trolleys available to move heavy equipment and users know where they are kept.				
Stored equipment,	Users could be injured by collapsing stacks.	Users know that they must stack tables and chairs carefully so that they do not collapse				
Tools & Equipment	Users may risk injury by using wrong tools or misuse of equipment,	Tools and equipment properly maintained. All users trained on correct use.				
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Landlords should ensure that fixed electrical installation is correctly installed by qualified electrician, and inspected regularly. Portable Appliance electrical equipment should be tested before use. Hall users know they are responsible for their own electrical equipment used on site and should ensure compliance of this requirement				
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering /leaving car park or moving in it.	Landlords are required to ensure entrance/exit to car park is clearly marked. For large events, parking controlled by marshals wearing high-visibility vests. Car park well lit.				

Fire Evacuation	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Regular fire risk assessments carried out and fire evacuation procedures regularly checked for full compliance. Register should be taken at all meetings. This is necessary to comply with fire Regs.				
Group Leaders to be aware of anyone needing special care	Elderly and partially disabled may be at risk of injury if left on their own. During Fire evacuation members requiring special care may have difficulty in vacating the building.	Each elderly and partially disabled OiR member, who requires care or assistance should be assigned a helper during their attendance. Evacuation procedures should define as to how such individuals are assisted during an evacuation				
Hazards associated with outdoor activities i.e. cycling, hill walking etc	Members not aware of potential hazards or dangerous locations / conditions associated with their activity. Members not adhering to safety advice associated with their activity.	Group leaders advise members on avoidance or caution with known hazards. Group leaders inform members of need for compliance and escalate issues to Executive Committee. Each Group Leader to be fully acquainted with housekeeping rules of their respective venues				
First Aid provision	No first aid equipment nor personnel trained on first aid.	Group leaders check for presence and location of first aid kit. Group leaders advise members of trained first aided and or first aid / accident emergency procedure.				

Risk assessment carried out by: Name:

Signature:

Date