|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Guidance** This section provides a quick overview of some of the key concepts in Army risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.  **Hazard** is anything that may cause harm, e.g. working at height on a ladder.  **Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a ‘possible’ likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a ‘moderate’ impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.  **Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.  Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed | | | | **Likelihood (L)** | | **Multiplied by** | **Impact (I)** | **Equals** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Score Calculation** | | | | | | | |  | | **Likelihood** | | | | | | **1** | **2** | **3** | **4** | **5** | | **I**  **m**  **p**  **a**  **c**  **t** | **5** | **5** | **10** | **15** | **20** | **25** | | 4 | **4** | **8** | **12** | **16** | **20** | | **3** | **3** | **6** | **9** | **12** | **15** | | **2** | **2** | **4** | **6** | **8** | **10** | | **1** | **1** | **2** | **3** | **4** | **5** | | |
| 1 – Remote / Rare  2 – Unlikely  3 – Possible  4 – Probable  5 – Highly Probable  (Almost Certain) | | 1 – Minor  2 – Moderate  3 – Major  4 – Severe  5 – Critical  *Note: impact number is unlikely to change with control measures* |
| **5 Step Process** | Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 – Evaluate the risks and decide  on precautions (control measures) | | Step 4 – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures | | | | | Step 5 – Review your risk assessment and update as necessary |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dept / Sub-Unit / Unit / Formation:** | **AGA Scotland vs ABF – 29 Oct 20 – Duddingston GC** | **Assessor (No, Rank, Name):** | No 561819 Rank Captain Name Watson |  |
| **Activity (SSW) / Exercise (SST):** | Participation in Army Golf | **Assessor’s signature:** | Electronically Signed |  |
| **Generic or Specific Risk Assessment:** | COVID-19 Specific | **Assessment Date:** | 15 Oct 20 |  |
| **Relevant Publications / Pamphlets / Procedures:** | ABN 095/2020, PHE Guidance/COVID-19 Advice Note 11 (Defence Guidance) & JSP 375, JSP 800, JSP660 | **Review Date** **for GRA** (Step 5)**:** | Annually (or as guidance changes) |  |

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Activity / element**  (Step 1a) | **Hazards identified**  (Step 1b) | **Who or what might be harmed and how**, e.g.  • Military personnel - fatality  • Civ staff / contractors - injury  • General public - injury • Environment - spill(Step 2) | **Existing control measures**  (Step 3a) | **Assessment with  existing controls** | | | **Is residual risk acceptable in the context of risk appetite for the activity?  (Yes / No) – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify  additional controls* (Step 3e) | **Reasonable additional controls that can be implemented to reduce risk  to ALARP** (Step 3f) | **Reassessment with additional  control measures** | | | **List required action(s)  to instigate controls** (Step 3j) |
| **L  (1 to 5)** (Step 3b) | **I (1 to 5)** (Step 3c) | **Score  (L x I)** (Step 3d) | **L  (1 to 5)** (Step 3g) | **I (1 to 5)** (Step 3h) | **Score  (L x I)** (Step 3i) |
| 1 | Travel / MT environment | Vehicle Related incident, social distancing | Restricted parking space /one way circuit familiarity / pedestrian access | 1. MT drivers are to maintain PHE social distancing rules when working on Mil vehicles in accordance with DAN-19.  2. Pers with COVID Symptoms are NOT to travel to the and must stay at home (7 days isolation).  3. Pers living in housholds where COVID-19 symptoms exist, should NOT travel to the workplace and should stay at home (14 days isolation).  4. All white fleet and green fleet vehicles to be fully cleaned with anti bacterial wipes after use as per before/last parade checks.  5. All persons travelling in Mil vehicles are mandated to wear a face covering for the duration of the journey.  6. There is to be no private car sharing to this event. | 3 | 3 | 9 | No | All pers are to utilise ablutions and wash hands as frequently as is possible for at least 20 seconds, using soap and water.  All White/Green fleet vehicles to be supplied anti bacterial wipes and gel to prevent the spread of COVID-19.  The number of travellers need to be reduced as per Unit / Dept direction, dependant on type of vehicle | 2 | 3 | 6 | . |
| 2 | Accommodation | Multi day events, overnight accomdation prior to or post the event. | Military Personnel – Injuries/contamination. | 1. There are to be **no multi day events** **for the foreseeable future**. Individuals are to assess the distance to be travelled to and from the event and whether the travel and participation complies with extant transport policy. Where it does not they are advised not to enter.  2. Overnight accommodation for a one day event is also inadmissable.  3. Face coverings are to be worn in all indoor areas, accept whilst eating and drinking. | 2 | 2 | 4 | * Yes | The event organiser will assess distances on entry and advise accordingly. |  |  |  |  |
| 3 | Site safety / equipment safety | Venue area cleanliness | Military personnel | 1. All access routes for daily use.  2. Adhere to venue direction and restrictions.  3. Only use personal equipment, do not borrow or use anytrhing that does not belong to you.  4. Face Coverings are to be worn in all indoor areas. | 3 | 3 | 9 | No | Venue SD restrictions shall be incorporated into the online brief  . | 2 | 3 | 6 | . |
| 4 | Sickness developing at venue | Possible spread of infection from COVID-19 | Military personnel  Civilian Staff  ESS Staff  Amey Contractors | 1. Affected pers to stop activity immediatley and inform colleagues in their vincinity and whom they have come into contact with.  2. Notification to Committee members and venue host to ensure the cleaning of public areas.  3. Leave the venue and return home observe PHE Self isolation guidance.  4. If in doubt follow the Actions on Contamination advice wnclosed with the event Admin Instruction. | 3 | 3 | 9 | No | Deep clean of affected work areas.  SP with COVID-19 symptoms and self-isolate. | 2 | 3 | 6 |  |
| 5 | Local Lockdown and  Associate member Self Declaratoin | Not completed the FHP Brief prior to arrival at the venue. | Military Personnel – Injuries/contamination. | 1. If the event location falls part of a local COVID-19 lockdown, then you must report the matter to the AGA and SP participation will be reviewed.  2. SP are not to participate in this event if they will be travelling from, or are residing in, a government local lockdown area.  3. The event organiser will continue to monitor government guidance.  4. All participantes are to have completed the FHP Brief prior commencing play. Associate members of the AGA (Retired/Veteran) are to complete a self declaration form and hand it to the Event Organsier confirming they are free from infection, have not entered the country in the passed 14 days and no member of thir immediate family is currently in isolation. | 3 | 3 | 9 | Yes | All none military personnel entering the event are to be placed at the back of the flight list and grouped together accordingly. Serving military personnel are not to play in the same three or four ball as civilian players. | 2 | 2 | 4 | Notification at point of entry and the management of the flight list by the event organiser. |
| 6 | Personal Waste | Risk of COVID-19 Infection | Military personnel | All personnel are responsible for the disposable of all personal waste, placed in suitable provisions. | 3 | 3 | 9 | No | If no suitable disposal provisions, then waste should be taken home and disposed of accordingly. | 2 | 3 | 6 |  |
| 7 | Food / Beverages | Area SD measures | Military personnel | 1, All personnel are to ensure that they follow guidelines set out by the venue’s catering department and clubhouse direction.  2. Arrival 30min prior to tee off to receive pre match Breakfast where restrictions allow – in flight 4 balls only  3. Lunch – may be taken but only in flight 4 balls as restriction allow and on the move if the event consists of two rounds of golf.  4. Face coverings must now be worn when entering any indoor area. | 3 | 3 | 9 | No | Venue SD & catering restrictions shall be incorporated into the online brief  . | 2 | 3 | 6 |  |
| 8 | Golf Competition/Event | Flagsticks | Military Personnel – Injuries/contamination. | Common contact point for all players when putting out or retrieving a ball from hole cup. | 1 | 2 | 2 | Yes | Golfers have Been instructed not to remove the flags from the hole cups, to putt out with the flag in place at all times.  Flag sticks are decontaminated by staff on a regular basis. | 1 | 1 | 1 |  |
| 9 |  | Hole Cups |  | Common contact point for all players when retrieving a ball from hole cup. | 1 | 2 | 2 | Yes | The depth of the hole cup has been shallowed so that golf balls can be retrieved without physical contact of the hole cup.  Hole cups are removed and decontaminated by staff on a regular basis. | 2 | 1 | 2 |  |
| 10 |  | Ball washers |  | Common contact point for all players when cleaning a golf ball. | 1 | 1 | 1 | Yes | Covered and made unavailable for use |  |  |  |  |
| 11 |  | Bunker Rakes |  | Common contact point for all players when raking a bunker after having played out. | 1 | 1 | 1 | Yes | Removed from the golf course till further notice. |  |  |  |  |
| 12 |  | Divot Boxes |  | Common contact point for all players to repair divots on tees | 1 | 1 | 1 | Yes | Removed from the golf course till further notice. |  |  |  |  |
| 13 |  | Gates |  | Common contact point for all players when opening and closing | 2 | 2 | 4 | Yes | Gates will where possible be left open during working hours. Gates will be decontaminated by staff on a regular basis. | 1 | 2 | 2 |  |
| 14 |  | Benches and Seats |  | Common contact point for all players if resting or waiting between playing holes. | 2 | 1 | 2 | Yes | Taped up to prevent use. | 1 | 1 | 1 |  |
| 15 |  | Handrails |  | Common contact point for all players when walking up elevated tee stairs or crossing bridges | 2 | 3 | 6 | Yes | Handrails to Half Way House or on any banked tee boxes or bridges etc are taped off and out of use. | 2 | 2 | 4 |  |
| 16 |  | Keypads and Security |  | Common point of contact when entering the clubhouse and locker room. | 3 | 3 | 9 | Yes | Where swipe pads cannot be used, essential doors will be left open if members of staff are in attendance.  Where this cannot be achieved essential security doors will be  cleaned with disinfectant on a regular basis. | 2 | 2 | 4 |  |
| 17 |  | Other Clubhouse  Doors |  | Common point of contact when moving through the clubhouse. | 3 | 3 | 9 | Yes | A clearly visible sign placed at entry points restricting entry only to essential staff for administrative purposes.  Door handles and contact points will be decontaminated on a regular basis. | 2 | 2 | 4 |  |
| 18 |  | Pro Shop Doors |  | Common point of contact when moving through the clubhouse. | 3 | 3 | 9 | Yes | A disinfectant spray and paper towels will be left outside the pro shop door at all times.  Sanitising hand gel will be left outside the Pro Shop door at all times. | 2 | 2 | 4 |  |
| 19 |  | Hire Buggies |  | Point of contact when hired | 1 | 1 | 1 | Yes | Removed from service until further notice. |  |  |  |  |
| 20 |  | Hire Trolleys |  | Point of contact when hired | 1 | 1 | 1 | Yes | Removed from service until further notice. |  |  |  |  |
| 21 |  | Pro Shop General  Areas |  | Common point of contact | 3 | 2 | 6 | Yes | Customers will be informed not to touch retail goods unless they intend to purchase. | 2 | 2 | 4 |  |
| 22 |  | Pro Shop Counter |  | Common point of contact | 3 | 2 | 6 | Yes | The number of people permitted to be in the pro shop will be restricted to enable social distancing and two-metre segregation. | 2 | 2 | 4 |  |
| 23 |  | Pro Shop Counter |  | Common point of contact | 3 | 2 | 6 | Yes | The contactless payment system only will be used with no handling of cash.  Counter staff will have access to hand sanitiser at all times or will wear nitrile gloves.  A protective screen is in place to segregate counter staff and  user of the Pro shop at all times.  Where this cannot be done shop assistants will wear a face shield or a face mask at all times. | 1 | 2 | 3 |  |
| 24 |  | Other Golfers |  | Players making contact shaking hands, embracing, standing next to each other.  Being in close proximity where one player can contaminate another with exhalation of pathogen bearing droplets. | 3 | 3 | 9 | Yes | All players Have been issued with strict guidelines on revised golf course etiquette and social behaviour  Greenstaff will plan work to avoid contact and observe good social distancing at all times.  See Safe Golf Guide | 2 | 2 | 4 |  |
| 25 |  | Greenstaff |  | Players coming into close contact with greenstaff. | 2 | 3 | 6 | Yes |  | 2 | 2 | 4 |  |
| 26 |  | Clubhouse Staff |  | Players coming into close contact with other members of staff. | 3 | 3 | 9 | Yes |  | 2 | 2 | 4 |  |
| 27 |  | Pro Shop Staff |  | Players coming into close contact with Pro shop staff. | 2 | 2 | 4 | Yes |  |  |  |  |  |
| 28 |  | Visitors and  Deliveries |  | Players coming into close contact with clubhouse visitors or delivery staff. | 2 | 2 | 4 | Yes |  |  |  |  |  |
| 29 |  | Members of the  Public |  | Players coming into close contact with members of the public on the golf course. | 3 | 3 | 9 | Yes |  | 2 | 2 | 4 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authorising Officer / Warrant Officer (at unit level)** | **No, Rank, Name** | **Post** | **Date** | **Signature** |
| **Existing and additional controls agreed** | No 561819 Rank Captain Name Watson | Sec AGA Scotland | 15 Oct 20 | Oringal Signed |
| **Where risk is elevated up the CoC, CO to confirm additional controls implemented** |  |  |  |  |

NOTES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk = Likelihood x Impact**   |  |  |  | | --- | --- | --- | | **Likelihood** | | **Definition** | | **5** | **Highly Probable  (Almost Certain)** | Is expected to occur in most circumstances | | **4** | **Probable** | Will probably occur at some time, or in most circumstances | | **3** | **Possible** | Fairly likely to occur at some time, or some circumstances | | **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime | | **1** | **Remote / Rare** | May only occur in exceptional circumstances |  |  |  |  | | --- | --- | --- | | **Impact** | | **Definition (Health Safety and Environment)** | | **5** | **Critical** | * Multiple fatalities or permanent, life changing injuries. * Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. * Multiple incidents causing a major environmental impact. | | **4** | **Severe** | * A single death or multiple life-threatening injuries. * Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. * Single incident causing a major environmental effect or multiple incidents causing significant effect. | | **3** | **Major** | * Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Single incident causing significant environmental impact. | | **2** | **Moderate** | * Multiple injuries requiring first aid. * Moderate damage to an area, and that can be remedied internally. * Multiple incidents causing minor environmental effect. | | **1** | **Minor** | * An Injury requiring first aid * Limited short-term damage to an area of low environmental significance/ sensitivity * Incidents causing minor environmental impacts | | **Step 5 -** Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:  • where required by local instructions/procedures;  • if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;  • if there is reason to doubt the effectiveness of the assessment.  • following an accident or near miss.  • following significant changes to the task, process, procedure, equipment, personnel or management.  • following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).   |  |  |  | | --- | --- | --- | | **Risk Management** | | | | **Risk Rating** | **Authorisation** | **How Risk should be managed** | | **1 – 3 (Very Low)** | **OC** | **Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite. | | **4 – 9 (Low)** | **CO** | | **10 – 12**  **(Medium)** | **OF5 /  1\* Bde HQ** | **Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same. | | **15 – 16 (Medium to High)** | **2\* Div HQ** | **Requires active management** – review of desired outcome with additional resources or change to output requirements. | | **20 (High)** | **3\* – HQ HC & FA** | **Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable. | | **25 (Very High)** | **4\* – CGS, Army HQ** | **Operational capability** where the required outcome impacts on defined military capability. | |