

EGHAM BOWLS CLUB

RISK ASSESSMENTS POLICY DOCUMENT

Reviewed: June 2024

Next Review: May 2025

Signed:

On behalf of The Management Committee

EGHAM BOWLS CLUB

RISK ASSESSMENT PROCEDURE:

CONTENTS

- 1 AIMS & PURPOSE
- 2 PROCEDURES
- 3 RATING OF RISKS
- 4 ACTION PLAN
- 5 REGULAR REVIEW

APP A: PRE-MATCH ASSESSMENT CHECKLIST

APP B: RISK ASSESSMENTS

1 AIMS & PURPOSE

Risk Assessments are an important step in protecting our members and visitors from harm, as well as complying with the law. It helps focus on the important risks that really matter, the ones with the potential to cause real harm and help establish good practice. In order to make informed judgements about health and safety practice around a bowling green or for a special event, it is necessary to understand:

- **Risk Assessment Process**
- The distinction between '**Risks**' and '**Hazards**'
- The concept of '**As far as is reasonably practicable**'

Risk Assessment Process. This is the ongoing process to evaluate the level of risk and identify methods for risk reduction. Two factors are used in determining a risk:

- **Probability** - the likelihood of an accident occurring
- **Impact** - the potential severity of any injury

Risks & Hazards

- **Hazard** is anything that may cause harm (e.g.: chemicals, electricity, working from ladders, uneven paving)
- **Risk** is the possibility that somebody could be harmed

As far as is reasonably practicable. The law does not expect our club to eliminate all risk, but we are required to protect people as 'far as reasonably practicable'. A person who is required to do something so far as is reasonably practicable must assess, on the one hand, the risks of an activity and, on the other, the cost in money, time or trouble of safety measures which would avoid risks

EGHAM BOWLS CLUB

2 PROCEDURES

What is a Risk Assessment?

A **Risk Assessment** is a systematic method of looking at the risks resulting from all the activities necessary in running our bowls club, considering what could go wrong, and deciding on suitable control measures to prevent harm, damage or injury. The assessment should include the controls required to eliminate, reduce or minimise the risks.

Why conduct a Risk Assessment?

Risk Assessments are a fundamental requirement to appreciate what and where the risks are that may be putting our members and visitors in danger.

What should a Risk Assessment cover?

Assessments must consider everyone who could be affected by an activity – particularly visitors and members of the public who may not be familiar with the playing area and club layout. Special attention should be given to children and disabled and disadvantaged persons.

Legal duties and obligations around Risk Assessment

The process is regulated by **The Management of Health and Safety at Work, etc (HASAW) Regulations 1974**.

Assessing risks

It is important that Risk Assessments are carried out systematically and all the foreseeable risks considered. **The Health and Safety Executive** recommend an approach where you carry out the process in five steps:

1. **Identify the hazards** associated with normal activities
2. **Identify who could be harmed** by those hazards
3. **Identify how we manage the risks** at present and what further steps might be required to reduce the risks in the future.
4. **Record the findings** of your assessment and inform those at risk of the controls
5. **Review the Risk Assessment** on a regular basis (e.g.: if the members, visitors, the activity or the equipment used changes).

Assessments should be reviewed annually. Each activity should be viewed as critically as possible, observing how it is observed from all potential users.

Controlling risks

When deciding on control measures the following principles should be applied:

- Can the risk be avoided or eliminated?
- Can the risks be contained or localised?
- Can the activity be adapted to suit the circumstances?
- Can new equipment or procedure be used?

EGHAM BOWLS CLUB

3 RATING OF RISK

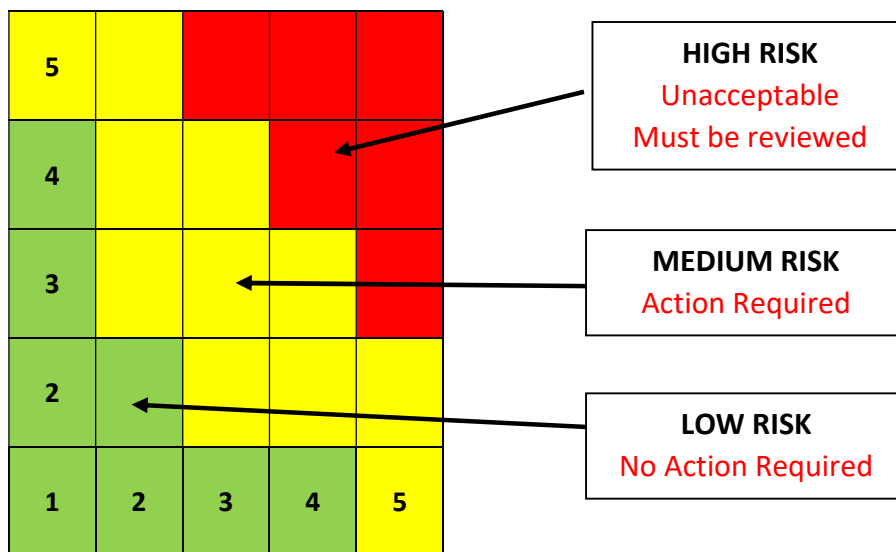
Evaluate the risk and decide if existing precautions are adequate or if more should be done. Consider how likely it is that each hazard will occur (probability) and the severity of harm that will result (**impact**) if it does. This will determine whether we need to do more to reduce the risk.

What must be decided for each significant hazard is whether this remaining risk is **High, Medium or Low** as follows:

PROBABILITY	IMPACT
1 Zero	1 No impact
2 Low - Will seldom occur	2 Slight Injuries requiring first aid only
3 Medium - Will occasionally occur	3 Serious Injuries requiring paramedic or a visit to hospital
4 High - Will frequently occur	4 Major Injuries causing stay in hospital or absence from work
5 Very High - Certain or near certain will occur	5 Severe Death , or major injury or significant irreversible health damage

RISK RATING = PROBABILITY x IMPACT

< 5	LOW No action required
5-14	MEDIUM Action required to reduce risk
>14	HIGH Unacceptable – risk must be reviewed



Our real aim must be to make all hazards low risk

EGHAM BOWLS CLUB

4 ACTION PLAN (see App C)

An **Action Plan** should now be prepared listing the actions from the Risk Assessment. Even after all precautions have been taken some risks usually remain.

It is important to be able to show

- A proper check was made
- Consideration of who might be affected
- All the significant hazards were dealt with
- Proper consideration of the number of people who could be involved
- The actions taken are reasonable
- The resulting remaining risk is low.

5 REGULAR REVIEW

Nothing stays the same. Sooner or later, there will be new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis.

Annual reviews of Risk Assessments to be done each June

- Have there been any changes?
- Are there improvements you still need to make?
- Have your members or visitors spotted a problem?
- Have you learnt anything from accidents or near misses?

***Remember the saying regarding Murphy's Law:
If it can go wrong, it probably will!***

EGHAM BOWLS CLUB

APP A: PRE-MATCH CHECKLIST FOR CAPTAINS & MEMBERS

	RISK	Y	N	IF NO – ACTION REQUIRED
1	Is the area clean & tidy? There is no rubbish or debris in areas of general access			Clean up and dispose of rubbish. Place a barrier in place to prevent access
2	Are general access pathways clear of obstructions & free of trip hazards?			Remove obstructions & trip hazards. Highlight any too difficult to remove
3	Are Ditches clear and free of rubbish?			Clean out before play is allowed
4	Are chairs and tables around the green clean & tidy?			Tidy up and remove any obvious hazards before play is allowed
5	Have the needs of children and disabled visitors been taken in account? Is general access available for wheelchairs?			Visual check of wheelchair ramp. Only trained personnel to put ramp onto the green.
6	Dehydration			Advise on use of water and coffee machines
7	Is a first-aid kit available and readily accessible?			Locate general first aid kit and advertise its location
8	Danger of accessing the green by stepping over the ditch			Advise use of handrails
9	Are the Escape Routes known?			Captains to advise on fire escape routes and assembly points

EGHAM BOWLS CLUB

APPENDIX C.1

INDOOR BOWLING HALL AND OUTDOOR BOWLING GREEN

Assessment: Rob Ciaff (Facilities Manager)

Date Carried out: June 2024

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS					
1	Doorways/ Fire Exits	All			L	Signed and illuminated Clear pathways Advertised Evacuation Routes
2	Pathways around green	All			L	Clear of all bowls equipment. Bowls equipment may be stored under chairs
B	SERVICES					
1	Water Dispenser	Users of Water Machine			L	Advise members of method of use Regular sanitisation Empty reservoir Provide plastic cups
2	Tea-Coffee facilities	Users of facilities			L	Provide cups to assist with carrying hot liquids
3	Hand Dryers	Users of Toilet Facilities			L	Hand paper towels are provided including warm air hand dryers.
4	Hot water	Users of Toilet facilities			L	Hot water signs displayed
C	PLAYING SURFACE					
	Maintenance routines: Outdoors Green cutting and cleaning	Outdoor Green Users			L	When Maintenance carried out affected rinks will be closed to bowlers
	Maintenance routines: indoors Carpet cleaning, Air Con and Heating	Indoor Green/Carpet Users			L	When Maintenance carried out affected rinks will be closed to bowlers
	Danger from other bowlers	Outdoor Green and Indoor Users			L	Groups of bowlers to advise each other of any difficulties with balance or cognition. Bowlers to look out for each other. Incident/Accident book provided

EGHAM BOWLS CLUB

	Bowls as trip hazards	Outdoor Green and Indoor Users			L	Bowls to be kept either in the bowls tray/rack or 1 metre behind the mat or to the side.
	Moving Bowls	Outdoor Green and Indoor Users			L	Bowlers should advise of any intention to play a heavy or firing bowl
D	SURROUNDING AREAS					
	Chairs	Bowlers / Spectators			L	Chairs should not obstruct pathways
	Handrails				L	Daily Visual Inspection
	Wheelchair Ramps	Wheelchair users accessing green using ramp self-propelled or assisted			L	Daily Visual Inspection Training in use of ramp
	Water Dispenser	All members			L	Discourage queuing and blocking walkways
	Tea/Coffee facilities	All Members			L	Discourage queuing and blocking up exit points
E	STORAGE AREAS					
1	Bowling Equipment when bowling				L	Bowlers instructed and reminded that all equipment must be stored away from walkways and never by the bowls tray/racks

EGHAM BOWLS CLUB

APPENDIX C.2

CHANGING ROOMS

Assessment: Rob Ciaff (Facilities Manager)

Date Carried out: June 2024

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS					
1	Doorways	All users of changing rooms			L	Ladies and Men's Doors have self-closure mechanisms. Compliant to fire regulations. Allowing easy and safe passage at all times.
B	STORAGE					
1	Lockers	All users of Changing rooms			L	Locker users advised of the need for care when removing or replacing heavy bowls from and into lockers
2	Other Storage				L	No Bags or bowls equipment to be stored above lockers. Signs to ban this action Racking provided for Temporary storage of bowls equipment. Bowls and bags should not be permanently stored under seating

EGHAM BOWLS CLUB

APPENDIX C.3

BAR AND RESTAURANT

Assessment: Rob Ciaff (Facilities Manager)

Date Carried out: June 2024

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS					
1	Doorways	All users of Restaurant and Bowls Hall			L	All access doors to be kept clear at all times
2	Pathways	All users of Restaurant and Bar			L	Maintain sufficient distance between tables to allow safe passage
B	EQUIPMENT					
1	Tables/chairs	All users of Restaurant and Bar			L	Monthly visual Inspection
2	Hot serving vessels	All users of Restaurant and Bar			L	Serving staff to advise of hot vessels
C	FACILITIES					
1	Bar	Bar Staff incident management			L	CCTV installed to provide evidence of assault or incident. Intoxicated members or guest should not be served
2	Disabled Toilets	All users of disabled toilet area			L	Water temperature to be restricted Alarm cord to be tested weekly Daily visual check of floor area, fixtures and fittings
3	Kitchen	All users of Restaurant			L	Encourage table waiting for busy sessions

EGHAM BOWLS CLUB

APPENDIX C.4

HYGIENIC AREAS

Assessment: Rob Ciaff (Facilities Manager)

Date Carried out: June 2024

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS					
1	Doorways	All users			L	Access way all clear Locks are two way operable
B	SERVICES					
1	WC	All users			L	Daily visual check by cleaners
2	Water	All users			L	Hot Water signage Water is kept below scalding temperature
3	Dryers	All users			L	Hand paper towels are provided as alternative to dryers. Driers are checked for correct operation monthly

EGHAM BOWLS CLUB

APPENDIX C.5

CAR PARK

Assessment: Rob Ciaff (Facilities Manager)

Date Carried out: June 2024

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS					
	Surface	All users			L	Regular visual inspection. Annual/Regular maintenance
	Markings	All users			L	Regular visual inspection. Annual maintenance Disabled bay maintained by front entrance
	Signage	All users			L	Clear safety markings and signs
B	SERVICES					
	Lighting	All			L	Sensor Security lighting dusk until dawn operation around building perimeter
	CCTV	All			L	Front access, points and parking bays covered CCTV Policy in place Annual maintenance contract

EGHAM BOWLS CLUB

APPENDIX C.6

RESTRICTED AREAS and CONTRACTORS

Assessment: Rob Ciaff (Facilities Manager)

Date Carried out: June 2024

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS TO SPECIALIST or RESTRICTED AREAS					
	Kitchen				L	Contracted staff only. Full induction for all catering and serving staff to be delivered by contracted Catering company
	Bar area				L	Paid bar staff and club volunteers who have been trained to work behind the bar and aware of health and safety requirements and hygiene issues
	Bar Cellar				L	Paid bar staff and club volunteers who have been trained to work behind the bar and aware of health and safety requirements and hygiene issues
	Freezer Store- Rooms <ul style="list-style-type: none"> Kitchen 				L	Contracted staff and Egham Catering Manager only. Full induction for all catering and serving staff to be delivered by Catering contractors' management.
	Electrical & Gas Server Units <ul style="list-style-type: none"> Electrical Cupboard Boiler & Stockroom Bar Cellar 				L	Trained staff only. If no trained staff are available advice from the Facilities Manager should be sought
	Cleaners Storage area <ul style="list-style-type: none"> Boiler room 				L	No hazardous materials should be stored in this area.

EGHAM BOWLS CLUB

					Access to equipment by paid contracted Staff or designated volunteers only
	Access to Roof			M	Approved paid contractors and designated club members only. Scaffold tower and Ladder training to be enforced and scaffold/ladder-use procedure to be always followed
B	SERVICES				
	Lighting			M	LED panels and Light bulbs all changed by approved personnel only. Scaffold tower/Ladder training to be enforced and scaffold tower/ladder-use procedure to be always followed. Electrical safe working to be observed. All Electrical work is contracted to accredited and qualified electrician
	CCTV				L Access to CCTV footage as agreed in CCTV Policy documents to minimise chance of misuse of collected or recorded data
	Ladder & Scaffold Tower				L Staff and volunteers trained to use ladders and scaffold tower must be both competent to climb ladder, build scaffold tower and comfortable to do so. Self-assessment and honesty are the key factors. Two persons must be available for roof access and ladder work above 2 metres.
	Contractors				L All contractors to be verified using Check-a-trade or similar agency or rating

EGHAM BOWLS CLUB

						The club will maintain an approved list of contractors for: Electricity, Gas, Water and Plumbing, Alarms and Security, Kitchen equipment, Bowls Carpet Services, Decoration and Repair, Car Park Maintenance, Windows and Doors, Trophy Work, Signage, Garden and weed control, Machine Tea Coffee/ Water Dispensers, Bar equipment, Card Machines