



**RISK ASSESSMENTS
POLICY DOCUMENT**

**Reviewed: July 2019
Next review: July 2022**

Signed:

On behalf of WIBC Council of Management

WORTHING INDOOR BOWLING GREENS LTD

RISK ASSESSMENT PROCEDURE:

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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.

2 PROCEDURE

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

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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?

3 RATING OF RISKS

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.

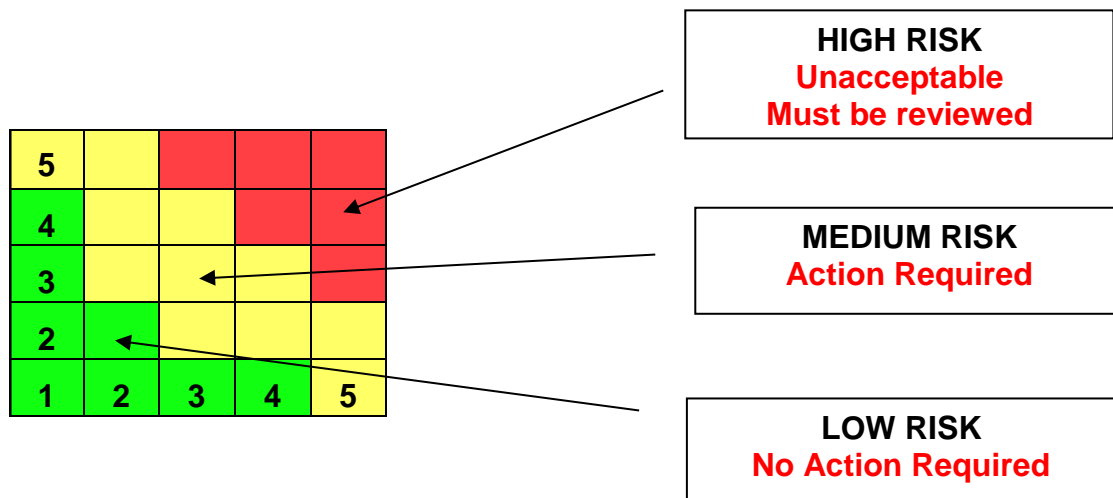
What must be decided for each significant hazard is whether this remaining risk is **High, Medium or Low** as follows:

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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.

4 ACTION PLANS (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

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- 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 Murphy's Law:
If it can go wrong, it probably will!**

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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

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APPENDIX C.1

BOWLING HALL

Assessment: Alan Messer
Date Carried out: June 2019

	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	Coffee Machine	Users of Coffee Machine			L	Provide cup holders to assist with carrying hot liquids
3	Hand Dryers	Users of Toilet Facilities			L	Hand towels are provided as alternative to dryers.
4	Hot water	Users of Toilet facilities			L	Water is kept well below scalding temperature
C	PLAYING SURFACE					
	Maintenance routines: Air Con Green sweeping and cleaning	Green Users			L	When Maintenance carried out affected rinks will be closed to bowlers
	Danger from other bowlers	Green 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
	Bowls as trip hazards	Green Users			L	Bowls to be kept either in the bowls tray or 1 metre behind the mat and to the side. Reminders issued to

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	Moving Bowls	Green Users			L	Bowlers should advise of any intention to play a heavy or firing wood
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
	Coffee machine	All members				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

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APPENDIX C.2

CHANGING ROOMS

Assessment: Alan Messer

Date Carried out: June 2019

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS					
1	Doorways	All users of changing rooms			L	Ladies and Mens Doors to be permanently pegged open. To allow easy and safe passage at all times. Visitor changing room is on a self-closer.
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

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APPENDIX C.3

BAR and RESTAURANT

Assessment: Alan Messer
Date Carried out: June 2019

	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			L	Maintain sufficient distance between tables to allow safe passage
B	Equipment					
1	Tables/chairs	All users of Restaurant			L	Monthly visual inspection
2	Hot serving vessels	All users of Restaurant			L	Serving staff to advise of hot vessels
C	FACILITIES					
	Bar	Bar Staff incident management			L	CCTV installed to provide evidence of assault or incident. Intoxicated members or guest should not be served
	Ladies Toilets	All users of toilet areas			L	Water temperature to be restricted Daily visual check of floor area, fixtures and fittings
	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
	Kitchen Hatch	All users of restaurant			L	Encourage table waiting for busy sessions
	Kitchen	All members and visitors			L	No access to unauthorised personnel sign in place

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APPENDIX C.4

HYGEINE AREAS

Assessment: Alan Messer
Date Carried out: June 2019

	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	Water is kept well below scalding temperature
3	Driers	All users			L	Hand towels are provided as alternative to dryers. Driers are checked for correct operation monthly

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APPENDIX C.5

CAR PARK

Assessment: Alan Messer
Date Carried out: June 2019

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

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APPENDIX C.5

RESTRICTED AREAS and CONTRACTORS

Assessment: Alan Messer
Date Carried out: June 2019

	HAZARD	WHO IS AT RISK	H	M	L	ACTION/CONTROL MEASURES
A	GENERAL ACCESS TO SPECIALIST or RESTRICTED AREAS					
	Kitchen				L	Employed staff only. Full induction for all catering and serving staff to be delivered by Chevron Catering Management
	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 1. In Main Building 2. Access from side of building				L	Employed staff only. Full induction for all catering and serving staff to be delivered by Chevron Catering Management. Gas and electric meters are housed in freezer Storeroom 1
	Air Conditioning Control Units				L	Trained staff only. Filter cleaning to be performed at regular intervals by trained staff. Ladder training to be enforced and ladder-use procedure to be always followed
	Electrical Server Units 1. Electrical Cupboard 2. Stockroom 3. Bar Cellar				L	Trained staff only. If no trained staff are available advice from the Club Manager should be sought

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	Cleaners Store Are				L	<p>No hazardous materials should be stored in this area.</p> <p>Access to equipment by Coronet staff and Paid WIBC Staff or designated volunteers only</p>
	Access to Roof				M	<p>Approved paid staff and designated club members only.</p> <p>Ladder training to be enforced and ladder-use procedure to be always followed</p>
B	SERVICES					
	Lighting				M	<p>LED panels and Light bulbs to be changed by approved personnel only. Ladder training to be enforced and ladder-use procedure to be always followed. Electrical safe working to be observed</p>
	CCTV				L	<p>Access to CCTV footage as agreed in CTV Policy documents to minimise chance of misuse of collected or recorded data</p>
	Ladder Work					<p>Staff and volunteers trained to use ladders must be both competent to climb a ladder and comfortable to do so. Self-assessment and honesty are the key factors.</p> <p>Two persons must be available for roof access and ladder work above 2 metres.</p>

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	Contractors					L	All contractors to be verified using Check-a-trade or similar agency or rating 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 Hire – Coffee/ Water Dispensers Card Machines
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