

Haughley Parish Council – Bowls Club Risk Assessment March 2017

Topic	Identified Hazards	Uncontrolled Risk Rating	Who Could Be Affected?	Actions Taken to Minimise or Eliminate Hazard	Controlled Risk Rating	Residual Hazard or Risk	Further Action Required?	Further Action – How, When Whom?
Bowls Club Indoor Area								
General	Toilets	3	Members, Visitors, Players	Provided in main building by PFC	2	M	Minimum facilities provided	
	Hot water for hand washing	3	Members, Visitors, Players	Provided in main building by PFC	2	M	Minimum facilities provided	
	Emergency Telephone	2	Members, Visitors, Players	No access for public telephone.	2	L	Most Members, Visitors, Players now have their own mobile phones.	Emergency numbers to be provided in R.C. pavillion entrance foyer
	First Aid	3	Members, Visitors, Players Greenstaff	First Aid Box provided.	3	M	Provide minimum facilities, consider training for First Aiders	Draw up list of First Aiders and provide accident book
	Electric Fires & fans	3	Members, Visitors, Players	Portable fires & fans are easy to move and isolate.	1	L		PAT testing ongoing
Bar Area	Bottle Cooler	3	Members	Drinks chiller, fused plug & socket	1	L		PAT testing ongoing
	Store Room	3	Members	2 Fridges for drinks cooling, fused plug & socket.	1	L		PAT testing ongoing
Kitchen Area	Electric Kettle Hot plate grill	4	Members	Risk of burns when cooking on grill, fused plug & socket	2	M		PAT testing ongoing
Fire Exits	Designated exit routes and muster areas	4	Members, Visitors, Players	Patio Doors are not considered as Fire Exit	2	M	Ensure all routes have appropriate signage	PFC & Bowls Club to investigate with Fire Regulations.

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Bowls Club Outdoor Area								
General Access	Rubbish, Litter or Broken glass	3	Visitors, Members, Players.	Bins provided	1	L		
Electricity & Other Services	Live power cables	2	Visitors, Members, Players	Used by green staff for maintainance. Isolate, remove and safely store before play is allowed.	2	L		PAT testing ongoing
	Unattended water hoses.	2	Visitors, Members, Players	Remove and safely store before play is allowed.	2	L		
Playing Surface	Chemicals & Fertilizers applied to green.	3	Players	Provide notice to inform players advising washing hands.	3	M		
	Machinery in use.	4	Players	Prevent accesss to green while work is in progress.	3	M		
Surrounding Areas	Oil tank next to wooden fence and shed and close to main building.	5	All users Risk of fire spreading to main building and stairs	The area is kept tidy and uncluttered and regular checks made on oil tank.	3	M	<i>P.F.C to take advice on whether the existing set up is acceptable.</i>	To be discussed with P.F.C.
	Steel oil tank 8'x4'x4' is not bunded any leakage would soak into surrounding area such as green and watercourse	5		P.F.C. to make regular inspection of tank and fittings.	4	H	Any new oil tank would have to be positioned and installed in line with current regulations.	As above

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	Green surrounds mainly patio slabed with grassed/plants and shrub areas	2	Visitors, Members, Players, Groundsman and staff etc.	The area is tidy and with well-maintained beds. Slabs mostly even and stable.	2	L		
Storage Areas	Non mechanical green equipment	1	Members, Players, Groundsman and staff etc.	Equipment such as scoreboards, rink numbers, mats, jacks, manual green maintenance brushes etc, are stored in code locked shed.	1	L		
	Mechanical green equipment	4	Access for green staff only	All equipment and fuel for Mowers, Scarifiers, Sprayers are all stored in locked shed and double locked by chains.	2	M		
	Fertilisers and liquid products	5	Access for green staff only	All secured in a locked fireproof cupboard, COSHH. Sheets are available	2	M		
	Electrical equipment	4	Access for green staff only	Electrical equipment stored in separate locked shed/workshop. Including Hedgetrimmers, Drills, Strimmer, non flammable paints etc.	2	L		
Hand Tools	Misc hand tools	2	Access for green staff only	All secured in a locked shed	1	L		
Use of Machinery	Used only by experienced persons	3	Green staff	Machinery to be used by trained staff only.	1	M	Draw up list of competent/authorised persons	Grounds committee
	Power Tools	3	Green staff	Regularly check power tools (wiring, fuses, cables etc.)	3	M		PAT testing ongoing
Maintenance	Protective equipment not used at all times	3	Green staff	Provide gloves, glasses etc. And insist on there use.	2	M		Grounds committee
Lone working	On own working	3	Greenstaff	Greenstaff to have mobile phone at all times	1	L		

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Smoking	Signage	2	Members, Players, Visitors, Groundsman and staff etc.	Bowls room and all outside area confines are No Smoking Areas Designated smoking area outside gate near main entrance.	1	L	Replace signs where required	
Boiler Cupboard	Boiler and small store	3	Limited access (locked), staff and workmen	Service contract with regular checks	2	M	What is kept in the small cupboard – shouldn't be hazardous or flammable. Limited access to small cupboard.	Bowls Club with PFC to check contents
General waste	Outside and club room	2	Members, Players, Visitors, Groundsman and staff etc.	All waste is deposited into the appropriate bins that are provided by P.F.C.	1	L		
Transport	To away fixtures	2	Players	Is left to individual members to arrange own transport.	1	L		
Wooden furniture	Risk of splinters	3	Members, Players, Visitors	Regular inspection and maintenance	1	L		
Disabled & Disadvantaged Persons	Access to inner bowls areas for wheelchair users only via main doors	3	Disabled visitors & players		1	L	Signage	PFC
	Accessible toilets only via main doors	3	Disabled visitors & players		1	L	Signage	PFC
	Assistance not provided to enable participation	3	Disabled visitors & players		1	L	Future access required	Bowls Club

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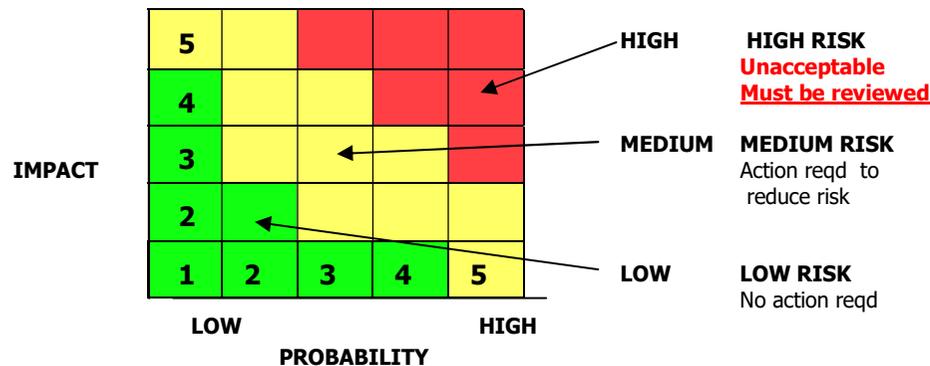
RATING OF RISKS

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 or not you need to do more to reduce the risk. What you have to decide 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



Your real aim is to make all hazards low risk.