

**ESMBA Covid Risk Assessment For North Tawton Bowling Club**  
**NOTE: Short Mat bowling takes place at its own venue. No other activities will take place in the Clubhouse during the short mat bowling season September - April.**

Risk	Description	Result	Mitigations	Who	When	Done
<b>Venue Risk Assessment completed</b>	In line with Government policy the Venue must have completed a risk assessment to re-open	If not venue closed	Risk assessment to be completed	Club Secretary on behalf of Management Committee	September 2020	Done
	Club/ Association to ensure it caters for the safe return of Short mat Bowls and retain a copy of the venues risk assessment	If not then no return	NTBC owns its own clubhouse where short mat bowling takes place	Management Committee	Ongoing	Management committee
<b>Venue track and trace arrangements</b>	Club Association must ensure venue has track and trace system in line with government policy to allow individuals to be traced if needed	If not venue closed	Short mat bowlers are the sole users of the clubhouse September-April and will operate Track and Trace system	NTBC short mat secretary	22 September 2020	Club fixture secretary GD
<b>Bowling arena suitable</b>	Well ventilated	Reduces risk of infection	Sufficient doors and windows to create through draft will be open during play	Appointed session leader to open and close	At start and end of each session	Lead bowler for session
	Dedicated WC facilities	Reduces risk of infection. Use of Disabled toilet only.	No other users throughout winter season. Only single toilet will be open for use by one player at a time. On person out one person in.	Session leader to clean and sanitise	At start and end of each session	Lead bowler for session
	Dedicated washing facilities - running hot water and hand sanitiser	Reduces risk of infection	No other users. Hand sanitiser will be provided at the end of the rink. Hot water always available	Short mat fixture secretary to supply hand sanitiser	Every session	Lead bowler for session
	Changing rooms closed-arrive at venue in playing attire apart from shoes	Reduces risk of infection	No changing rooms in clubhouse. Players rules sheet will confirm.	Short mat fixture Secretary to include in Rules.	22 September 2020	Fixture and Club secretaries. GD / AL
	Government Covid-19 posters/guidance on display	If not players may forget	Posters on outer door and toilet door	NTBC Club Secretary	Before sessions begin	Club secretary AL
	Kitchen facilities closed-own refreshments to be brought in and not shared	Reduces risk of infection	Kitchen will be locked	Session leader to check and remind players	At start of each session	Club secretary AL
	Placement of bowling carpets	Reduces risk of infection	Single mat will remain laid for season. Initial set out will be by two appointed persons wearing disposable gloves who will wash their hands afterwards.	Short mat fixture secretary and one other from family bubble	22 September 2020	Fixture secretary GD and Member Margaret Denham MD

Risk	Description	Result	Mitigations	Who	When	Done
	Social distancing	Reduces risk of infection	Single mat only in centre of space. Noted in rules. Players reminded	Short mat fixture secretary to include in rules. Session leader to remind players	Every session	Lead bowler for session
	Cashless transactions where possible to provide a receptacle for placing exact money in. Alternatively consider free sessions of practical	Reduces risk of infection	Booking system will register player attendance. Monthly bills by post / BACS	Short mat fixture secretary	Every session	Fixture secretary GD
<b>Equipment setting up and putting away</b>	No more than three nominated club/Association members for each session	Reduces risk of infection	Single mat will remain laid for season. Initial set out will be by to appointed persons wearing disposable gloves to wash their hands afterwards	Short mat fixture secretary and one other from family bubble	22 September 2020	Fixture secretary GD
	Shared equipment jacks, foot mats, blocks, fenders, club bowls and other to be wiped down before and after every session	Reduces risk of infection	All shared equipment will be sanitised before and after play. This will be stated in the rules. There are no club bowls.	Session Leader	At start and end of session	Lead bowler for session
	Bowls and personal equipment (example shoes) cannot be shared and must be brought to the venue	Reduced risk of infection	There is no sharing of personal equipment.	Not applicable since no equipment is shared	Not applicable since no equipment is shared	Bowls Committee
<b>Attendance</b>	Adhere to latest government Covid – 19 policy example sickness and quarantine rules	If not, venue closed	Government guidelines displayed. Players reminded in rules.	Short Mat Fixture secretary or nominated other	22 September 2020	Club secretary AL
	Track and trace must be completed (see next section)	Controls transmission of infection	Session leader will record players attending	Session leader	At each session	Lead bowler for session
	No spectators-only Bowlers taking part in that session	Reduces risk of infection	No spectators will be allowed	Session leader	At each session	Bowls Committee
	Club booking in system-must book session before turning up. not booked cannot come in	Reduces risk of infection	Booking system will control the numbers and support track and trace	Short mat Fixture Secretary	Throughout the season	Fixture secretary GD
<b>Track and trace</b>	All attendees must sign in-name and contact details (ESMBA track and trace form provided)	Supports control of transmission	ESMBA Track and Trace forms provided at each session	Session leader	At start of each session	Lead bowler for session
	Record to be maintained by nominated club public association member and kept for 21 days in line with government COVID-19 policy	Supports control of transmission	Record of bookings kept and track and trace forms collected after each session	Short mat fixture secretary	Weekly	Fixture secretary GD
	Individual has a duty of care to inform nominated clubs/ Association member if they show COVID-19 symptoms who will inform the appropriate authorities	Supports control of transmission	Our club secretary and safeguarding officer will handle notifications and the lead bowler will advise the club secretary of any infections	Player to Short Mat Secretary to Club Secretary	As occurs	Club secretary AL

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<b>Bowling</b>	Arrive at venue no more than 10 minutes before the ball session is to start	Reduces risk of infection	Slots to be booked for 90 minutes, play for 60 minutes +15 minutes each for arrival and departure. Stressed in the rules	Short mat Fixture Secretary	Every session booked	Lead bowler for session
	Leave when your bowls session has finished do not stop and chat in the venue	Reduces risk of infection	Noted in rules. Session lead closes clubhouse with end of play	Short mat fixture secretary and lead bowler	At end of each session	Lead bowler for session
	No competitive Bowls- I.E. external or internal matches	Comply with ESMBA guidance	Practice sessions only permitted	Short mat fixture secretary	Prior to sessions beginning	Management committee
	No physical contact and must maintain social distancing at all times- consider the use of face masks	Reduced risk of infection	Clearly stated in rules, on posters, and verbally by session leader	Short mat fixture secretary, session leader, and all players	Every session	Lead bowler for session
	Each session to be limited to 1 hour to reduce contact time and ensure all members have an opportunity to bowl	Complies with ESMBA guidance	Booking system to be clear and session leader to supervise	Short mat fixture secretary and lead bowler	At point of booking	Fixture and Club secretaries. GD / AL
	Maximum 4 players per Matt	Reduces risk of infection	Booking system controls number of players authorised	Short mat Fixture Secretary	At point of booking	Fixture secretary GD
	Nominated person for placing the foot mat, for setting the jack, replacing the centre block, ensuring the fenders are correct, Dead bowls to be removed with the use of an aid, Keeping the score	Reduces risk of infection	Nominated persons for each of these activities are covered by the play rules	Session leader	At start of each session	Lead bowler for session
	Do not stop illegal running bowls e.g. hit centre block with your hands-consider restriction on playing heavy bowls	Reduces risk of infection	Included in rules players will be reminded by session leader	Session leader	Throughout each session	Lead bowler for session
	Resetting of Jack and Bowls if displaced (e.g. if in ditch) needs to be agreed by skips	Reduces risk of infection	Players will agree, reminded by session leader	Session leader	At start of each session	Lead bowler for session
	No chalk sticks to be used – only spray chalk	Complies with ESMBA guidance	Spray chalk will be issued to 1 player only at each end of the mat to prevent cross contamination. One person only to mark bowls at each end	Short mat Fixture Secretary	At start of each session	Fixture and Club secretaries. GD / AL
No scoreboards	Complies with ESMBA guidance	Score boards will Not be used	Session leader	At start of each session	Lead bowler for session	
<b>Nominated club representative</b>	Short Mat Fixture Secretary. Gordon Denham	Signed. <i>G. Denham</i>		Date. 15 Sept 2020		
<b>County Association safeguarding officer</b>		Signed		Date		

Risk	Description	Result	Mitigations	Who	When	Done
ESMB a safeguarding officer		Signed		Date		

ESMBA Covid-19 Track and Trace Register

<b>Club Name</b>	
<b>Date</b>	
<b>Session time</b>	

<b>Full Name</b>	<b>Contact Details - On of the following Telephone No./ Home email address</b>	<b>Time In</b>	<b>Time Out</b>
	<b>By Signing individuals agree to abide by the latest version (by date) of the ESMBA Covid -19 Compliance Guide</b>		

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