

Wellington Bowling Club

Risk assessment

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Date of this Assessment: 23rd March 2023

Next revision due: 23rd March 2024

Outdoor Bowling

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Falling while playing	All players	MEDIUM	Adequate training by club coaches on safe way to play. Playing surfaces kept in good condition. Where formal games being played then Captains to advise players if necessary.	LOW
Falling while accessing green	All players and maintenance team	HIGH	Steps kept well marked and maintained. Where formal games being played then Captains to advise players to use steps.	LOW
Chemical Burns	All Players	MEDIUM	Signs to be put out when chemical in use. Players advised to wash hands after play. Where formal games being played then Captains to advise players if necessary.	LOW
Muscle injury	All Players	MEDIUM	Club coaches to advise players on warm up routines and general fitness.	LOW
Heat / Sun Stroke	All Players & Spectators	HIGH	Adequate shade to be provided for spectators. Club coaches to advise on dangers and ways to protect against strong sunlight (wearing of hat and suitable clothing). Where formal games being played Captains to	LOW

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			monitor weather conditions and ensure cold drinks are available to players. Captains to advise any player showing signs of heat / sun stroke to shelter in the shade.	
Hypothermia	All Players & Spectators	HIGH	Club coaches to advise on dangers and adequate clothing. Where formal games being played then Captains to advise any player showing signs of hyperthermia to shelter from the cold.	LOW
Tripping into Ditch	All Players	HIGH	Club coaches to advise on dangers. Where formal games being played Captains to advise players if necessary.	LOW
Injury from bowls	All Players	MEDIUM	Adequate training upon how to avoid injury from handling bowls.	LOW
Viruses and Pandemic	All	MEDIUM	Hygiene and antiviral recommendations followed as appropriate.	LOW
Minor Injuries	All	MEDIUM	First Aid box to be kept in good order and kept in a properly marked, prominent position. Executive committee to determine number of trained first aiders and when they should be available.	LOW
Medical Emergencies	All	HIGH	Defibrillator in club room to be maintained as per manufacturers guidelines. During matches Captain to ensure telephone available for 999 calls	LOW

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Indoor Bowling

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Falling while playing	All Players	MEDIUM	Adequate training by club coaches on safe way to play. Playing surfaces kept in good condition. Adequate lighting to be maintained.	LOW
Falling while accessing Rink	All Players and maintenance Team	HIGH	Access to rink to be maintained in safe condition. Adequate lighting to be maintained.	LOW
Muscle Injury	All Players	MEDIUM	Club coaches to advise players on warm up routines and general fitness.	LOW
Tripping into Ditch	All Players	HIGH	Club coaches to advise on dangers.	LOW
Injury from bowls	All Players	MEDIUM	Adequate training upon how to avoid injury from handling bowls.	LOW
Viruses and Pandemic	All	MEDIUM	Hygiene and antiviral recommendations followed as appropriate. If pandemic subject to Government recommendations, then those recommendations to be adhered to.	LOW
Electricity Supply Failure	All	HIGH	Emergency lighting to be maintained in good condition and tested Monthly with records maintained.	LOW

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Minor Injuries	All	MEDIUM	First Aid box to be kept in good order and kept in a properly marked, prominent position. Executive committee to determine number of trained first aiders and when they should be available.	LOW
Fire		HIGH	Fire Alarm to be maintained in good order and tested monthly, with results maintained. All fire escape routes to be kept clear at all times.	LOW
Medical Emergencies	All	HIGH	Defibrillator in club room to be maintained as per manufacturers guidelines. During matches Captain to ensure telephone available for 999 calls	LOW

Outdoor Maintenance Team

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Falling onto green		MEDIUM	Maintenance team to be made aware of dangers.	LOW
Mowers and other Machinery		HIGH	Only trained personnel to operate machinery. All machinery to be maintained in good condition. Machinery should only be used when more than one person is on site.	LOW

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Handling Chemicals		HIGH	Maintenance team to be adequately trained in the use of the chemicals. PPE should be available if required. COSSH information should be up to date and kept in readily available place.	LOW
Inclement Weather		MEDIUM	Adequate shelter to be provided. Personnel to be advised on correct clothing.	LOW
Viruses and Pandemic		MEDIUM	Hygiene and antiviral recommendations followed as appropriate. If pandemic subject to Government recommendations, then those recommendations to be adhered to.	LOW
Minor Injuries		MEDIUM	Personnel to be aware of location of First Aid box and have basic training in First Aid.	LOW

Bar

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Injury while accessing shelving		HIGH	Access steps to be maintained and available. Stock to be stored in a safe manner to avoid over stretching or difficulties in lifting from shelving. Training to be given where necessary.	LOW

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Slipping on Wet Floor		HIGH	Wet Floors to be avoided while bar open if possible. If not possible then Wet Floor signs to be on display.	LOW
Emptying waste bins		HIGH	Bins to be emptied before they become too heavy / full. As bins need emptying into main waste bin outside then care needs to be taken during wet or inclement weather. Adequate lighting to be maintained.	LOW
Broken Glass		HIGH	Bin to be provided for broken glass and bar stewards trained in correct procedure to dispose of broken glass safely.	LOW
Injury while serving drinks		MEDIUM	Glasses to be inspected regularly and disposed of if cracked or chipped. Bar stewards to be trained in safe procedures for opening bottles and serving drinks safely.	LOW
Intoxicated Customers		MEDIUM	Bar stewards to be trained in monitoring customers and following licensing laws on intoxicated customers. Procedure to be in place on dealing with customers who become unwell due to intoxication.	LOW

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Injury while collecting empty Glasses		MEDIUM	Adequate procedure to be in place and all stewards trained.	LOW
Injury from Sharp Utensils		MEDIUM	Adequate procedure to be in place and all stewards trained.	LOW
Electricity Supply Failure		HIGH	Emergency lighting to be maintained in good condition and tested Monthly with records maintained.	LOW
Electric shock while using electrical appliances		HIGH	All appliances to be maintained in good order. If portable, then formal inspection to be performed annually. Any damaged appliance to be taken out of use until repaired or replaced.	LOW
Fire		HIGH	Fire Alarm to be maintained in good order and tested monthly, with results maintained. All fire escape routes to be kept clear at all times.	LOW
Viruses and Pandemic		MEDIUM	Hygiene and antiviral recommendations followed as appropriate.	LOW
Minor Injuries		MEDIUM	Bar stewards to be aware of location of First Aid box and have basic training in First Aid.	LOW

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Kitchen

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Injury while accessing Shelving		HIGH	Stock to be stored in a safe manner to avoid over stretching or difficulties in lifting from shelving. Training to be given where necessary.	LOW
Injury from Sharp Utensils		HIGH	Sharp utensils only to be used by competent persons.	LOW
Burns from Hot Food		HIGH	Hot food only to be handled by competent persons.	LOW
Electric Shock from using Electrical Appliances		HIGH	All appliances to be maintained in good order. If portable, then formal inspection to be performed annually. Any damaged appliance to be taken out of use until repaired or replaced.	LOW
Scalds from Hot Water		MEDIUM	Notice to be displayed warning of hot water.	LOW
Scalds from Boiling Water		HIGH	Boiling water only to be handled by competent persons.	LOW

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Injury from Broken Crockery or glass		HIGH	Bin to be provided for broken crockery and procedure for disposal to be in place.	LOW
Injury while serving food		MEDIUM	Food only to be handled by competent persons.	LOW
Injury while clearing Tables		MEDIUM	Tables only to be cleared by competent persons.	LOW
Food Poisoning		HIGH	All current hygiene standards to be adhered to. Kitchen supervisor to hold "Food Hygiene Certificate." Any food outside its sell by date to be suitably disposed of.	LOW
Viruses and Pandemic		MEDIUM	Hygiene and antiviral recommendations followed as appropriate. If pandemic subject to Government recommendations, then those recommendations to be adhered to.	LOW
Electricity Supply Failure		HIGH	Emergency lighting to be maintained in good condition and tested Monthly with records maintained.	LOW
Fire		HIGH	Fire Alarm to be maintained in good order and tested monthly, with results maintained. All fire escape routes to be kept clear at all times.	LOW

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Minor Injuries		MEDIUM	Personnel to be aware of location of First Aid box and have basic training in First Aid.	LOW
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Events in Club Room

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Slips and Trips		HIGH	Floors to be kept clear and wet floors avoided where possible.	LOW
Injury from Cutlery		MEDIUM	Cutlery to be kept in good order and as safe as practicable.	LOW
Injury from Broken Glass or Crockery		MEDIUM	Only kitchen staff or club stewards to clear up broken glass or crockery. Procedure for disposal to be in place.	LOW
Electric Shock from Appliances		MEDIUM	All appliances to be maintained in good order. If portable, then formal inspection to be performed annually. Any damaged appliance to be taken out of use until repaired or replaced.	LOW
Injury from Damaged Furniture or Fixings		MEDIUM	Furniture and fixings to be regularly inspected. Any damages to be repaired as soon as possible or item taken out of use.	LOW

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Electricity Supply Failure		HIGH	Emergency lighting to be maintained in good condition and tested Monthly with records maintained.	LOW
Fire		HIGH	Fire Alarm to be maintained in good order and tested monthly, with results maintained. All fire escape routes to be kept clear at all times (see fire escape section).	LOW
Viruses and Pandemic		MEDIUM	Hygiene and antiviral recommendations followed as appropriate.	LOW
Electric Shock from Performers Equipment		HIGH	Performers responsible for ensuring their equipment has been "Portable Appliance Tested" and suitably marked. No equipment to be used unless this has been done.	LOW
Trips and falls caused by Trailing Leads		HIGH	Trailing leads to be kept to a minimum and marked where necessary. No leads to cross escape routes.	LOW
Minor Injuries		MEDIUM	First Aid box to be kept in good order and kept in a properly marked, prominent position. Executive committee to determine number of trained first aiders and when they should be available.	LOW

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Medical Emergencies	All	HIGH	Defibrillator in club room to be maintained as per manufacturers guidelines. During matches Captain to ensure telephone available for 999 calls	LOW
Fire Escapes	All	HIGH	All Fire escapes to a minimum of 750mm wide and clear of obstructions. All outside doors to be unlocked when people on site.	LOW

Cleaning Team

RISK	WHO IT AFFECTS	RISK LEVEL BEFORE CONTROL	CONTROL	RISK LEVEL AFTER CONTROL
Handling Chemicals		MEDIUM	Cleaning team to be adequately trained in the use of the chemicals. PPE should be available if required. COSHH information should be up to date and kept in readily available place.	LOW
Slips on Wet Floors		HIGH	Signage to be displayed where there are wet floors.	LOW
Falls over Trailing Leads		HIGH	Trailing leads to be kept to a minimum.	LOW

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Electric Shock from Electrical Appliances		HIGH	All appliances to be maintained in good order. If portable, then formal inspection to be performed annually. Any damaged appliance to be taken out of use until repaired or replaced.	LOW
Viruses and Pandemic's		MEDIUM	Hygiene and antiviral recommendations followed as appropriate. If pandemic subject to Government recommendations, then those recommendations to be adhered to.	LOW
Minor Injuries		MEDIUM	Personnel to be aware of location of First Aid box and have basic training in First Aid.	LOW
Electricity supply failure		HIGH	Emergency lighting to be maintained in good condition and tested Monthly with records maintained.	LOW

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Notes

1. All recommended procedures to be kept current and compliant with current regulations.
2. Risk Assessment to be superseded by changes in legislation.
3. Civil Contingencies and events outside the control of the Committee take precedence over this Risk Assessment.
4. Wellington Bowling Club, its Officers or Members are not liable by omissions or errors in this document.
5. This document to be kept in accessible location at Wellington Bowling Club.