**COVID-19 Risk Assessment Form**

**(IT IS THE BOWLING CLUB’S RESPONSIBILITY TO UNDERTAKE A RISK ASSESSMENT)**

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| Club name: | Beaufort Bowls Club | Date: | 10/04/2021 |
| Venue address: | Recreation Ground, Carmeltown,Beaufort, Ebbw Vale, Gwent, NP23 5PJ | Location: | Beaufort  |
| Club manager/ secretary name: | Mike Perkins | Club manager/ secretary contact: | 07900 044476 |
| Location of: |  |
| * telephone
 | Behind the bar |
| * first aid kit
 | Kitchen and bar |
| * first-aider
 |  |
| * accident book
 | Office |
| Does the venue have: |
| * Covid guidelines?
 | YES | * Public Liability Insurance?
 | YES  |
| Potential Hazard(s) | People Exposed (🗸) | Evaluation of Risk L=Low, M=Medium, H=High | Actions to treat risk | Action by *(who?)* | Action by *(when?)* | Done(🗸) |
| Participants | Volunteers | Public | Frequency | Severity | Overall |
| Social Distancing | 🗸 | 🗸 | 🗸 | M | H | H | *1. Communicate in advance with members to advise on social distancing requirements through website and Facebook groups.* *2. Circulate and advertise Welsh Bowls guidelines to all members, via website, social media, as a declaration on prior to using the club booking system and advertising around the bowling green.**3. Provide clear guidance on social distancing to members and visitors on arrival, through erecting signage and visual aids in bright colours throughout key areas.**4. Implement a one-way system with clear signage throughout the club and grounds to minimise participants, volunteers and public coming into contact with one another.* | COVID Officer and club officers | 11/04/21 | Y |
| Equipment | 🗸 | 🗸 | X | M | H | H | 1. *Players must use their own bowls.*
2. *Participants to clean any shared equipment such as mats and jacks before and after use.*
3. *Committee member put out cleaning equipment daily next to equipment cabinet.*
 | Club Committee | 11/04/21 and Ongoing | Y |
| Clubhouse Facilities | 🗸 | 🗸 | X | M | M | M | 1. *Close access to the clubhouse, except for toilets and hand-washing facilities (if required).*
2. *Changing rooms remain closed.*
 | Club Committee | 11/04/21 and ongoing | Y |
| Hygiene and Sanitisation | 🗸 | 🗸 | X | H | M | H | 1. *Hand sanitisers to be made available within the club grounds and accessible to members.*
2. *Members to be encouraged to carry their own sanitisers with them.*
 | All members | 11/04/21 and ongoing | Y |
| Booking System | 🗸 | 🗸 | X | L | M | M | 1. *Put in place an online booking system.*
2. *Bookings can only be made by members.*
3. *Bookings must be made 24 hours in advance.*
4. *Rinks will be limited to current Government restrictions.*
 | Booking Officers | 11/04/21 | Y |
| Green Maintenance | X | 🗸 | X | M | L | M | 1. *Green maintenance can only be carried out by members of the Greens Committee and approved contractors.*
2. *Markers can only be moved by the Greens committee.*
 | Greens committee | 11/04/21 and Ongoing | Y |
| Car Park | 🗸 | 🗸 | X | L | L | L | 1. *Participants to comply with social distance guidelines when using the car park.*
 | All users | 11/04/21 and Ongoing | Y |

**Covid19 Risk Assessment Form Template**