**COVID-19 Risk Assessment Form**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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**