

## Haughley Parish Council – Bowls Club Risk Assessment

### March 2019

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?
<b>Bowls Club Indoor Area</b>								
<b>General</b>	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 to public telephone. Most Members, Visitors, Players now have their own mobile phones.	2	L	Mobile phones.	Emergency numbers & post code to be provided in R.C. pavillion entrance foyer.
	First Aid	3	Members, Visitors, Players, Greenstaff	First Aid Box's provided in club room and entrance foyer.	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, fused plug & socket, unplug when not in use.	1	L		PAT testing ongoing.
<b>Bar Area</b>	Bottle Cooler, Fridges.	3	Members	Drinks chiller, 2 fridges for drink & occasional food, 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.
<b>Kitchen Area</b>	Electric Kettle & water boiler Hot plate bbq grill.	4	Members	Risk of burns when cooking on bbq hotplate grill, fused plug & socket	2	M		PAT testing ongoing.
<b>Fire Exits</b>	Designated exit routes and muster areas.	4	Members, Visitors, Players	Patio Doors are not considered as Fire Exit.	2	M	Ensure all routes & muster area have appropriate signage.	PFC & Bowls Club to comply with Fire Regulations.

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<b>Bowls Club Outdoor Area</b>								
<b>General Access</b>	Rubbish, Litter or Broken glass	3	Visitors, Members, Players.	Bins provided	1	L		
<b>Electricity &amp; Other Services</b>	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		
<b>Playing Surface</b>	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		
	Green surround wall	3	Players	Provide step access and handrails for trip hazard.	3	M	Highlight with distingtive paint.	Steps available Hand Rails to be installed.
<b>Surrounding Areas</b>	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	<b><i>P.F.C to take advice on whether the existing set up is acceptable.</i></b>	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 paviers/slabled with grassed /plants and shrub areas	2	Visitors, Members, Players, Groundsman and staff etc.	The area is tidy and with well-maintained beds. Paviers/slabs even and stable.	2	L		
<b>Storage Areas</b>	Non mechanical green equipment	1	Members, Players, Groundsman and staff etc.	Equipment such as scoreboards, rink numbers, mats, jacks, manual green maintenance brushes 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 with 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, Strimmer, Blower, Drills etc.	2	L		
<b>Hand Tools</b>	Misc hand tools	2	Green staff only.	All secured in a locked shed with non flammable paints etc.	1	L		
<b>Use of Machinery</b>	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.
<b>Maintenance</b>	Protective equipment not used at all times	3	Green staff	Provide gloves, glasses etc. And insist on there use.	2	M		Grounds committee
<b>Lone working</b>	On own working	3	Greenstaff	Greenstaff to have mobile phone at all times. Must to inform others when start working and finishing.	1	L	Sign in Book.	Grounds committee

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<b>Smoking</b>	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 and when required.	
<b>Boiler Cupboard</b>	Boiler and small store	3	Limited access (locked), staff and workmen	Service contract with regular checks	2	L	What is kept in the adjoining cupboard – should not be hazardous or flammable. Limited access to small cupboard.	Bowls Club with PFC to check contents.
<b>General waste</b>	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		
<b>Transport</b>	To away fixtures	2	Players	Is left to individual members to arrange own transport.	1	L		
<b>Wooden furniture</b>	Risk of splinters	3	Members, Players, Visitors	Regular inspection and maintenance	1	L	Annual ongoing maintenance	
<b>Disabled &amp; Disadvantaged Persons</b>	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 playing participation	3	Disabled visitors & players		1	L	Future access to be reviewed	Bowls Club Committee

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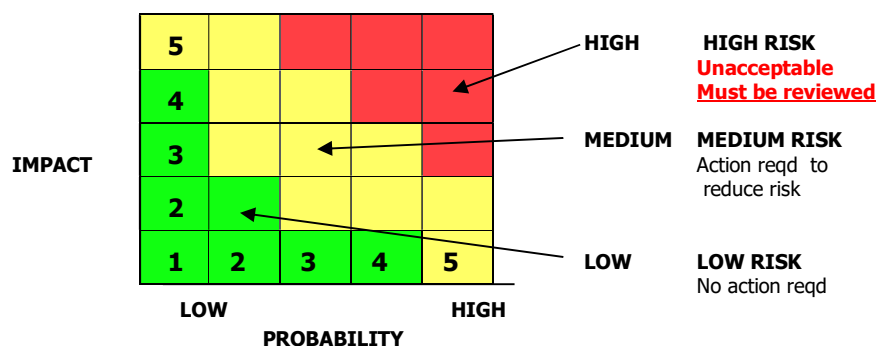
### RATING OF RISKS

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
<b>1 Zero</b>	<b>1 No impact</b>
<b>2 Low</b> Will seldom occur	<b>2 Slight</b> Injuries requiring first aid only
<b>3 Medium</b> Will occasionally occur	<b>3 Serious</b> Injuries requiring paramedic or a visit to hospital
<b>4 High</b> Will frequently occur	<b>4 Major</b> Injuries causing stay in hospital or absence from work
<b>5 Very High</b> Certain or near certain will occur	<b>5 Severe</b> 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.