

Health and Safety Corona Virus Risk Assessment for Clanfield Bowls Sports Club



LOCATION	Clanfield Bowls & Sports Club	DATE OF RISK ASSESSMENT	17 May 2021	Reviewed & updated by	Karen Eaton	06 April 2022
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHO?	ACTION BY WHEN? (DATE)	STATUS
Persons who are knowingly or unknowingly infected, enter and use any of the Club facilities, could spread the virus	All Members, Guests, Contractors and Visitors, could be infected to varying degrees should they come into contact with any carrier of the virus. Those who are immunocompromised or have pre existing medical conditions are particularly vulnerable.	Advising Members to keep up to date with and follow the Government recommendations and guidelines.	Email members to advise them of any changes and the Clubs position and actions being taken.	Chairman	Ongoing	Ongoing Process in place
			Place Hand Hygiene notices in all welfare areas	Health & Safety Manager	15/03/2020	DONE
			Place NHS "Catch it Bin it Kill" notices in all welfare areas	Health & Safety Manager	15/03/2020	DONE
		Providing Anti bacterial soap and hot running water in all welfare hand washing areas.	Provide anti bacterial hand gel in areas where hand washing facilities are not provided e.g. External Store room, Bowls Equipment shed and Rink side. Encouraging all to use it, to help prevent contamination and spread of germs.	Health & Safety Manager	Ongoing	Ongoing Process in place
		Providing paper towels in welfare areas and disabled air driers where installed.	Install paper towel dispensers in all welfare areas.	Health & Safety Manager	20/03/2020	DONE
		Regular cleaning and disinfecting frequently touched objects and surfaces, including loaned equipment external gates handrails and carpark barrier.	Increase the cleaning of door / sanitary wear handles, tables and chairs. Brief Stewards to carry out interim cleaning and brief them in the use of disinfectant spray and disposable paper cloths. Provide disposable gloves for Stewards to use when cleaning Provide Hand sanitiser for Members and visitors to use. Ensure sufficient products are available to clean, all bowling and shared equipment, all common and frequently touched surfaces and hands. Ensure sufficient supplies are stored to continually restock.	Committee / Duty Stewards Committee / Duty Stewards	Ongoing Ongoing	Ongoing Process in place Ongoing Process in place

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Contractors work and deliveries may impact social distancing requirements	All Members, Guests, Contractors and Visitors, could be infected to varying degrees should they come into contact with any carrier of the virus. Those who are using Clubs facilities, including the car park area	When possible arranging planned works and deliveries to take place on days and at times, when the club is not open to members. Restricting those on site to only those needed to carry out and over see the works or deliveries. When works need to take place on days the Club is open, ensuring segregation between the ongoing work, Players, Spectators and Members	Discuss and agree contractors method statements before works commence. Ensure any urgent emergency works are managed to prevent unnecessary contamination of the premises and those using them. Ensure affected areas are properly cleaned and sanitised on completion of works.	Facilities Manager / Committee	Ongoing	Ongoing Process in place
Duty Stewards may become ill and unfit to work their shift. Some Stewards are related and consideration needs to be given to the fact if one of the family becomes infected then the likelihood is the remaining family members would also be at risk of infection.	There may be insufficient volunteers available to enable to club the continue to open. Events for that time may need to be cancelled and or rearranged	Encouraging more members to train as volunteer Stewards.	Create a standby back up rota of volunteers for organised events such as event evenings, roll ups and matches. ETC.	Rota Manager	Ongoing	Ongoing Process in place
	Anyone attending the club may be put at risk if Government guidelines and hygiene are not followed.	Written briefing notes and procedures distributed to Stewards, explaining changes to the guidelines and their responsibilities.	Ensure Duty Stewards are prepared to follow the Government guidelines and procedures. Ensure they know and understand the procedure to follow in the event they are unable to report for duty, or become unwell and need to go home.	Rota Manager	Ongoing	Ongoing Process in place
Transfer of virus between individuals	Those ignoring / forgetting social distancing guidelines, and making physical contact with others. Not maintaining hygiene recommendations.	Encouraging regular and thorough hand washing or use of Hand Sanitiser when washing facilities are not available. Ensuring tissues are available for members to capture their coughs, sneezes, etc.	Discourage unnecessary hand contact to prevent contamination. Display signs advising the use of face masks and sanitiser.	Committee /Event organisers	Ongoing	Ongoing Process in place
Members who are in the Clinically Vulnerable or Clinically Extremely vulnerable Groups may not follow Government Guidelines	Those within these groups may suffer more serious symptoms which could prove fatal if they come into contact with an infected person who may or may not be displaying obvious symptoms of COVID-19.	Encourage those within these groups and all our Members with or without underlying health conditions, to continue to follow the Government Guidelines.	Continue to remind all Members to keep up to date and follow the Government Guidelines, especially for those in the vulnerable groups. Do not call on Stewards who are in the Clinically extremely Vulnerable Group when shielding restrictions are in place.	Committee /Event organisers	Ongoing	Ongoing Process in place

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Over Crowding and in adequate ventilation.	Anyone using the Club facilities	Restricting the total number of people on site when necessary to ensure we adhere to the Gov.uk guidelines and maintain occupancy levels within those permitted under the Health and Safety and Fire Regulation guidelines. Use Co2 monitor to measure the air quality and use it as an indicator to increase fresh air circulation by opening windows and doors.	Ensure entry to popular events is by presold tickets only to avoid exceeding available capacity. Ensure Co2 monitor is utilised, to monitor air quality, especially at busy times.	Committee /Event organisers	Ongoing	Ongoing Process in place
Pavilion facilities could be contaminated by use of those who are unknowingly infected.	Anyone using the Pavilion.	The Pavilion is open and to minimise the risk of transmitting infection, members are encourage to wear a face covering when indoors and moving around. Stewards are asked to regularly check welfare facilities and clean and sanitise frequently touched and used surfaces such as handle, rails, tables and chairs. Cleaning products, disposable gloves and masks are provided for this purpose. Cleaning products are placed in all welfare areas to enable individuals to clean the facilities before and after they use them.	A Cleaning procedure for the designated w.c facilities is in place with a cleaning schedule displayed. Encourage Duty Stewards are to follow this procedure.	Committee	Ongoing	Ongoing procedure in place
Players turning up to play without prior notice	More players than can safely be accommodated under the social distancing rules may turn up at any one time	Telephone booking system is in place, Members can also phone for an on the day booking or turn up on the off chance a rink is free to play.	Only those Members with a confirmed booking will be guaranteed access however in the unlikely even we have reached capacity, this will need to be explained by the Duty Steward and the Member will be asked to return or book a slot at a quieter time.	Membership and Booking Secretary / Duty Stewards /Event Organiser	Ongoing	Ongoing Process in place

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Playing Equipment	Anyone using the Club facilities	Members are encouraged to use their own bowls and shoes. The Club will provide Mats, jacks, Score stands, bowls, disability and bowling aids for Members to use if they wish. Cleaning and Sanitising equipment is supplied to use on the loaned equipment before and after use. Access to the equipment shed is restricted to the Duty Steward and Committee Members to minimise risk of cross contamination and ensure the shed is kept clean and tidy.	Continue to allow members who do not own their own equipment to long term hire bowls, subject to availability.	Booking Secretary / Committee / Stewards	Ongoing	Ongoing Process in place
Unknown persons entering site without prior booking or notification.	Anyone using the Club facilities	Everyone visiting is required to sign the attendance sheet unless they are prebooked to attend a specific Event.	Remind Duty Stewards to check off names on prebooked events list or ensure individuals sign the attendance sheet.	Events organiser / Duty Stewards	Ongoing	Ongoing Process in place
A member becomes ill after attending the club or whilst at the club.	Anyone who they may have come into contact with prior to, or after they became unwell.	Asking Members to go home if they have any Covid symptoms. We advise them to follow the Gov.uk guidelines which may include requesting a PCR or Lateral Flow Test, self isolating until the results are known & continuing to do so if the results are positive. Anyone with Covid symptoms, a positive test result or any other infectious illness is asked not enter the Club facilities.	Briefing notes are regularly sent to all Members and Stewards reminding them to keep up to date with and to follow the Government Guidance. Information and links to the Government website is also included on our website. We can, if asked to by the infected person, contact others who that member may have been in contact with when visiting the Club.	Health & Safety Manager and Rota Manager (Stewards)	Ongoing	Ongoing Process in place
Catering, Food Handling, Preparation and Storage. Food Poisoning, Burns, Cuts, Slips, Trips and Falls	Volunteers preparing serving and storing refreshments. Anyone using, eating or drinking at the Club Facilities.	Kitchen and Bar Volunteers receive specific Food Hygiene Training, before being allowed to prepare, serve or store food and sell Non alcoholic and Alcoholic refreshments. We currently hold a 5* Food Hygiene rating.	Annual Refresher training is arranged for all Kitchen and Bar trained volunteers to ensure everyone is up to date with the current Government requirements pre and post Covid.	Catering Manager / Health & Safety Manager and Rota Manager (Stewards)	Ongoing	Ongoing Process in place