

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



LOCATION	Clanfield Bowls & Sports Club	DATE OF RISK ASSESSMENT	10 March 2020	Reviewed by	Karen Eaton	03 July 2020
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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 the Clubs position and actions being taken.	Chairman	15/03/2020	DONE
			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	15/03/2020	DONE
		Providing paper towels in welfare areas and disable 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 external gates handrails and carpark barrier.	When club is in use, 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	Committee / Duty Stewards	15/03/2020	ONGOING PROCESS IN PLACE
	Provide Hand sanitiser for Members and visitors to use. Ensure sufficient products are available to clean, bowling equipment, all common and frequently touched surfaces and hands. Ensure sufficient supplies are stored to continually restock.	Committee / Duty Stewards	15/03/2020	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	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.	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	02/07/2020	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 to continue	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	Rota Manager	30/03/2020	ONGOING PROCESS IN PLACE
	Anyone attending the club may be put at risk if Government guidelines on social distancing and hygiene are not followed.	Written briefing notes and procedures distributed to Stewards, explaining the new guidelines and responsibilities their responsibilities.	Ensure Duty Stewards are prepared to follow the new 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	01/07/2020	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 reminding 2 metre distancing.	Committee /Event organisers	01/07/2020	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 including, those over 70 years of age 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 until after their shielding restrictions have been lifted. (Currently 31st July 2020)	Committee /Event organisers	17/06/2020	ONGOING PROCESS IN PLACE
Social Distancing is not adhered to.	Anyone using the Club facilities	Displaying signs to remind people to remain 2 metres apart from anyone not in their same household or social bubble. Restricting the number of rinks available to play to 4 of the 8. Restricting the total number of people on site to ensure we adhere to the Government guidelines and maintain social distancing at all times.	Ensure only those who have booked to be on site are allowed on site. Continue to monitor & remind Members its ok to step back or politely ask others to keep their distance when necessary. Ensure the total number of people on site at anyone time does not, prevent 2 metre social distancing nor does it exceed the Governments maximum agreed number for a social event.	All	17/06/2020	ONGOING PROCESS IN PLACE

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Pavilion facilities could be contaminated by use of those who are unknowingly infected.	Anyone using the Pavilion	The Pavilion is closed to players to minimise the risk of transmitting infection, and minimise the need for cleaning by volunteer stewards throughout the day.	Government Guidelines prevent the use of the Pavilion at present. The restricted use of welfare facilities (wc's) is permitted and will be kept under review. A Cleaning procedure for the designated w.c facilities is in place with a cleaning schedule displayed.	Committee	01/07/2020	ONGOING REVIEW PENDING GOVERNMENT ADVICE
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.	Only those Members with a confirmed booking will be allowed into the Club Grounds to play or Spectate.	Membership and Booking Secretary	01/07/2020	ONGOING PROCESS IN PLACE. Amended 4/7/20 to include Spectators bookings
Playing Equipment	Anyone using the Club facilities	Restricting the equipment available for use. Members should use their own bowls and shoes. Mats and jacks will be provided for use by the club	Allow members who do not own their own equipment to long term hire bowls, subject to availability. Implement rule that only one person per game may place and handle the mat and the jack. Advise Players they are responsible for cleaning and sanitising the equipment they use at the start and end of their game.	Committee / Stewards	17/06/2020	ALL MEMBERS NOTIFIED AND ONGOING PROCESS IN PLACE
Car Park may become over crowded or a meeting area	Anyone using or passing through the public car park.	Requesting members not to arrive more than 10 minutes before their booking and to depart within 10 minutes of the end of their booked session.	Monitor and where necessary politely remind members to depart at the agreed time.	Committee / Steward	17/06/2020	ALL MEMBERS NOTIFIED AND 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.	Reminding Members they should return home and isolate if they have any of the known symptoms. They should request a test and follow the Government guidelines until the results are known and continue to do so if the results prove positive. A list of all visitors and members is maintained by the club should it be needed by the Government agencies for Track and Trace reference.	Briefing note to all Members and Stewards reminding them to keep up to date with and to follow the Government Guidance.	Health & Safety Manager and Rota Manager (Stewards)	15/03/2020	ONGOING