

## HIGH WYCOMBE BOWLING CLUB - COVID-19 Risk Assessment

Club name:	HIGH WYCOMBE BOWLS CLUB	Date:	30 April 2021							
Venue address:	Chestnut Avenue	Location:	HIGH WYCOMBE HP11 1DJ							
Club manager/ secretary name:	Allen Wetherell - 01494446254	Clubhouse contact:	01494 523606							
Location of:		Evacuation Procedure:	Emergency Aid Procedure:							
• telephone	Clubhouse	As indicated in H&S policy	Defibrillator also available in clubhouse							
• first aid kit	Clubhouse									
• first-aider										
• accident book	Clubhouse									
Does the venue have:										
• Health and safety policy?	YES		• Civil Liability Insurance?							
			YES							
Potential Hazard(s)	People Exposed (✓)			Evaluation of Risk L=Low, M=Medium, H=High			Actions to treat risk	Action by ( <i>who?</i> )	Action by ( <i>when?</i> )	Done (✓)
	Participants	Volunteers	Public	Frequency	Severity	Overall				
Social Distancing	✓	✓	✓	M	H	H	Communicate in advance with members to advise on social distancing requirements. Circulate the Bowls England guidelines to all members prior to arrival. Provide clear guidance on social distancing to visitors on arrival, e.g. signage and visual aids.	Club Secretary	email Prior to Reopening 20.4.21	Yes
Equipment	✓	✓		M	H	H	Only essential items of equipment to be used, as per Bowls England guidelines. Participants to clean any shared equipment before and after use.	Club Committee	Ongoing	Yes
Clubhouse Facilities	✓	✓		M	M	M	Closed - no access to the clubhouse, except for toilets and hand-washing facilities, outdoor catering. Members to wear mask when entering clubhouse	Committee and H&S Manager	Ongoing	Yes

Hygiene and Sanitisation	✓	✓		H	M	H	Hand sanitisers to be made available within the club grounds and accessible to members. Members to be encouraged to carry their own sanitisers with them. Equipment to be sanitised before and after use by members	Committee and Members	Ongoing	Yes
Booking System	✓	✓		L	M	M	Put in place an off-site booking system, either online or via phone/email.  Avoid cash transactions.	Bookings Officer J Fowler Treasurer	Ongoing	Yes
Green Maintenance		✓		M	L	M	Follow the Bowls England 'Interim Works and Fit for Play' Green Maintenance Guidance issued on 1 <sup>st</sup> April 2020.	Green keepers	Ongoing	Yes
Emergency Procedures	✓	✓	✓	L	H	M	Extra care to be taken when participants or volunteers are accessing the club on their own. Track & Trace records to be kept and updated whenever non-bowling visitors attend club	Committee Bookings Officer	Ongoing	Yes
Car Park	✓	✓	✓	L	M	M	Care to be taken on arrival and exit of Car park to avoid congestion in large groups	Committee	Ongoing	Yes