

Fairlight Bowling Club

RISK ASSESSMENT PROCEDURE

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1 AIMS & PURPOSE

A Risk Assessment is an important step in protecting your members and visitors from harm – as well as complying with the law. It helps you focus on the important risks that really matter – the ones with the potential to cause real harm and help establish good practice.

In order to make informed judgements about health and safety practice around a bowling green or for a special event, it is necessary to understand:

- Risk assessment process
- The distinction between 'risk' and 'hazard'
- The concept of 'so far as is reasonably practicable'

Risk Assessment Process

This is the ongoing process to evaluate the level of risk and identify methods for risk reduction.

Two factors are used in determining a risk:

- **Probability** - the likelihood of an accident occurring
- **Impact** - the potential severity of any injury

Risks & Hazards

- **Hazard** is anything that may cause harm (eg: chemicals, electricity, working from ladders, uneven paving)
- **Risk** is the possibility that somebody could be harmed

As far as is reasonably practicable

The law does not expect you to eliminate all risk, but you are required to protect people as 'far as reasonably practicable'.

A person who is required to do something so far as is reasonably practicable must assess, on the one hand, the risks of a particular activity and, on the other, the cost in money, time or trouble of safety measures which would avoid risks.

2 PROCEDURE

What is a Risk Assessment?

A Risk Assessment is a systematic method of looking at the risks resulting from all the activities necessary in running a bowls club, considering what could go wrong, and deciding on suitable control measures to prevent harm, damage or injury. The assessment should include the controls required to eliminate, reduce or minimise the risks.

Why conduct a Risk Assessment?

Risk Assessments are a fundamental requirement to appreciate where the risks are that may be putting your members and visitors in danger.

What should a Risk Assessment cover?

This will depend on the organisation and will vary depending on the size and complexity of the facilities.

However, assessments must consider everyone who could be affected by that activity – particularly visitors and members of the public who may not be familiar with the green. Special attention should be given to children and disabled and disadvantaged persons

Legal duties and obligations around Risk Assessment

The process is regulated by The Management of Health and Safety at Work, etc (MHSW) Regulations 1999.

As such, there is a legal obligation to carry out proper assessments – with penalties for non-compliance.

Assessing risks

It is important that Risk Assessments are carried out systematically and all of the foreseeable risks considered.

The Health and Safety Executive recommend an approach where you carry out the process in five steps:

1. **Identify the hazards** associated with normal activities
2. **Identify who could be harmed** by those hazards
3. **Identify how you manage the risks** at present and what further steps might be required to reduce the risks further. These are your control measures.
4. **Record the findings** of your assessment and inform those at risk of the controls
5. **Review the Risk Assessment** on a regular basis (eg: if the members, visitors, the activity or the equipment used changes).

It is a good idea to review your Assessments at least annually.

Look at each activity as critically as possible, observing how it is observed from all potential users.

Controlling risks

When deciding on control measures the following principles should be applied:

- Can the risk be avoided or eliminated?
- Can the risks be contained or localised?
- Can the activity be adapted to suit the circumstances?
- Can new equipment or procedure be used?

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

IMPACT	HIGH	5					HIGH RISK Unacceptable <u>Must be reviewed</u>
	4						
	3						
	2						
	1						
LOW		1	2	3	4	5	LOW RISK No action reqd
		LOW		HIGH			
				PROBABILITY			

FAIRLIGHT BOWLS CLUB

RISK ASSESSMENT PROCEDURE

APPENDICES

APP A: QUICK RISK REDUCTION CHECKLIST

APP B: RISK ASSESSMENT TEMPLATE

APP C: ACTION LIST TEMPLATE

APP D: EXAMPLE OF A COMPLETED RISK ASSESSMENT

FAIRLIGHT BOWLS CLUB

APP A: QUICK RISK REDUCTION CHECKLIST

	RISK	Y	N	IF NO – ACTION REQUIRED
1	Is area clean & tidy? There is no rubbish or broken glass in areas of general access			Clean up and dispose of rubbish. Place a barrier in place to prevent access
2	Are general access pathways clear of obstructions & free of trip hazards?			Remove obstructions & trip hazards. Highlight any too difficult to remove. Make a note to address later
3	Machinery is not in use on the green?			Prohibit any general access to the green while work is in progress
4	Have no chemicals or fertilizers been applied to the playing surface?			Provide a notice to inform players and suggest they wash their hands
5	Are troughs clean and free of rubbish, glass or rusty nails?			Clean out before play is allowed
6	Are shelters around the green clean & tidy? Is seating free from rough wood or splinters?			Tidy up and remove any obvious hazards before play is allowed
7	Is paving around the green flat, level & free from uneven trip or fall hazards?			Bring people's attention to any areas of concern with white paint along edges
8	Chemicals have been stored in a secure container in a locked store			Ensure that all chemicals are stored in a safe place remote from general access – ideally some distance from the playing surface.
9	There are no live electric cables in areas accessible to general access?			Isolate any power lines before play is allowed
10	Have the needs of children and disabled visitors been taken in account? Is general access available for wheelchairs?			Consider provision of ramps, wider access routes and safe shelters accessible by wheelchairs and helpers
11	Is a first-aid kit available and readily accessible?			Provide a general first aid kit and make someone responsible.

RISK ASSESSMENT – LONE WORKING

CLUB	FAIRLIGHT BOWLS CLUB		
ASSESSMENT CARRIED OUT BY	Paul Broom	DATE	April 2023

[illegible]

APP C: ACTION LIST TEMPLATE

CLUB			
ASSESSMENT CARRIED OUT BY		DATE	

[illegible]

RISK ASSESSMENT & ACTION LIST

CLUB	FAIRLIGHT BOWLS CLUB			
ASSESSMENT CARRIED OUT BY	Paul Broom			DATE April 2023

	HAZARD	WHO IS AT RISK	RISK PROB IMP RATING			ACTION / CONTROL MEASURES
A	GENERAL ACCESS					
1	Rubbish, litter or broken glass	H: Visitors, members, players	3	1	L	Ensure clubhouse is clean and tidy. Clear any liquid or material spillage immediately
2	Uneven paths & walkways	H: Visitors, members, players	2	2	L	See Slips, Trips and Falls Risk Assessment
B	ELECTRICITY & OTHER SERVICES					
1	Live power cables	M: Players & visiting teams	2	3	M	Isolate, remove and safely store before play is allowed
2	Unattended water hoses	M: Players & visiting teams	2	2	L	Ensure hoses are stowed away safely before start of bowling
C	PLAYING SURFACE					
1	Chemicals & fertilizers applied to green	L: Players	3	3	M	Provide notice to inform players, plus advise washing hands
2	Machinery in use	L: Players	4	3	M	'No play' signs to prevent access to green while work is in progress
D	SURROUNDING AREAS					
1	Rubbish or sharp debris in ditches around green	L: Players	2	2	L	Ensure ditches are clear of debris
2	Uneven paving surrounding green	M: Players & visiting teams and guests	2	2	L	See Slips, Trips and Falls Risk Assessment
3	Narrow North side of green walkway, possible slips trips and falls due to pushers, bowls and mats on walkway	M: Players & visiting teams and guests	2	3	M	Hazard Signs indicating a slips hazard during matches
4	Narrow East side of green walkway, possible slips trips and falls due to pushers, bowls and mats on walkway	M: Players & visiting teams and guests	2	3	M	Hazard Signs indicating a slips hazard during matches
5	Plants & shrubs impede access around green	M: Players & visiting teams	2	2	L	Hazard Signs indicating a slips hazard during matches
E	STORAGE AREAS					
1	Equipment is not placed in safe, secure store	M: club members	3	4	M	Provide a safe store with lock and advisory notice
2	No separate store for flammable materials (petrol, etc)	M: club members	3	4	M	Provide safe store for fuel

F	USE OF MACHINERY					
1	Used only by experienced persons	L: Green keeper and competent persons	3	4	M	Draw up a list of competent persons
2	Power tools not always kept in good condition	L: Green keeper	3	3	M	Regularly check power tools (wiring, fuses, cables, etc)
3	Protective equipment (gloves, goggles, ear defenders, etc) not available and is never used at all times	L: Green keeper, competent persons and volunteers	3	3	M	Provide PPE and insist on its use
4	Power not isolated when making adjustments & repairs	L: volunteers	3	4	M	Develop safe working habits and procedures. Electrical work only to be carried out by qualified electricians
G	GENERAL					
1	Toilets not provided & not kept clean & tidy	H: Visitors and members	3	2	M	Make someone responsible, provide cleaning rota
2	Hot water, soap & paper towels as well as the air dryer, not available to permit washing of hands	H: Visitors and members	3	2	M	Provide minimum facilities
3	No access to telephone for assistance	H: Visitors and members	2	2	L	Ensure a mobile phone is always available, especially if lone working (see lone working risk assessment)
4	First aid is not provided or is not accessible	H: Visitors and members	3	3	M	Provide first aid box. Consider training First Aiders
5	Electrical fires are safe and easily isolated	H: Visitors and members	3	1	L	Stow electrical fires away during season. Ensure electrical fires, plugs, fuses and leads are checked before use in the winter.
H	MAINTENANCE					
1	Working at height	L: members	3	4	M	Ensure safe working at all times (See risk assessment, working from heights and Working with ladders)
2	Minimum use of ladders for work >2m ignored	L: members	3	4	M	Ensure safe working at all times, see Risk Assessments
3	Single lone working is allowed	L: Members	3	5	H	UNACCEPTABLE – See Lone Working risk assessment
4	Electrical work not by competent persons	L: Members	3	5	H	UNACCEPTABLE – Electrical work by qualified electricians only
5	Protective equipment not always used	L: Green keeper and members	3	4	M	Provide all necessary PPE, etc and insist on their use
I	DISABLED & DISADVANTAGED PERSONS					
1	Adequate access is not available for wheelchairs & helpers	L: Disabled visitors & players	3	1	L	Fairlight does not have a provision for wheelchair access apart from the area close to the entrance gate. Due to the narrow walkways, there is no access to the clubhouse
2	Accessible toilets and shelters not available	L: Disabled visitors & players	3	1	L	Members and Visitors have access to toilets and a visitors hut is provide.
3	Assistance not provided to enable participation	L: Disabled visitors & players	3	1	L	For matches involving Visually Impaired participants, Fairlight Bowls Club will nominate members to assist

APP D2: ACTION LIST

CLUB	FAIRLIGHT BOWLS CLUB		
ASSESSMENT CARRIED OUT BY	PAUL BROOM	DATE	APRIL 2023

RISK NO	HAZARD (SEE RISK ASSESSMENT)	OLD RATING	AGREED ACTION / CONTROL MEASURES	NEW RATING
B1	Live power cables in way of general access routes	M	All trailing power cables removed before play is allowed	L
C1	Chemicals & fertilizers on green	M	Notice is provided and will be displayed as appropriate (both greens)	L
C2	Machinery in use on green	M	Operators instructed to warn people and stop work if necessary	L
E1	Equipment is not placed in safe, secure store	M	Stored in Equipment Shed and locked workshop.	L
F1	Machinery used only by experienced persons	M	Approved list to be prepared and displayed in clubhouse	M
F2	Power tools not always kept in good condition	M	All power tools regularly inspected. Unsafe cables repaired/replaced	L
F3	Protective equipment (gloves, goggles, ear defenders, etc) not available and is never used at all times	M	Protective equipment always readily available	L
F4	Power not isolated when making adjustments & repairs	M	Good practice adopted at all times. Volunteers instructed	L
G1	Toilets not provided & not kept clean & tidy	M	Toilets regularly checked for cleanliness	L
G2	Hot water, soap & towel, and air drier not available to permit washing of hands	M	All facilities provided & maintained properly. Paper towels available in toilets	L
G4	First aid is not provided or is not accessible	M	First aid kit available.	L
H1	Working at height	M	Work tasks above 2m assessed properly before starting	L
H2	Minimum use of ladders and steps for work >2m ignored	M	Ladders and steps maintained in good condition.	L
H3	Single lone working is allowed	H	<u>Lone working is not permitted unless Risk Assessment carried out</u>	m
H4	Electrical work not by competent persons	H	All electrical work (wiring, repairs, etc) by experienced and qualified electrician	L
H5	Protective equipment not used at all times	M	PPE always available	L