

APPENDIX B

Kingsland Bowling Club – Covid 19 Risk Assessment Schedule

Club name:	Kingsland Bowling Club			Date:	1 st June 2020					
Venue address:	The Village Kingsland Herefordshire HR6 9QN			Location:	Kingsland Bowling Club Green					
Club manager/ secretary name:	Chairperson – Malcolm Morgan Secretary – Susanna Checketts			Club manager/ secretary contact:	Malcolm Morgan – (01568) 612633 Susanna Checketts – (01568 770546)					
Location of:			Evacuation Procedure:			Emergency Aid Procedure:				
• telephone	Club House		Through Main Gate to Club Car Park			Use of First Aid Kit and/or use of mobile phone to contact emergency services				
• first aid kit	Club House									
• first-aider										
• accident book	Club House									
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 (who?)	Action by (when?)	Done (✓)
	Participants	Volunteers	Public	Frequency	Severity	Overall				
Social Distancing	✓	✓	✓	M	H	H	<i>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.</i>	Safeguarding Officer and Building Controller	Prior to Reopening	✓
Equipment	✓	✓		M	H	H	<i>Only essential items of equipment to be used, as per Bowls England guidelines. Participants to clean any shared equipment before and after use.</i>	Participating Club Members	Ongoing	✓
Clubhouse Facilities	✓	✓		M	M	M	<i>Close access to the clubhouse, except for disabled toilet with hand-washing facilities</i>	Building Controller	Prior to re-opening	✓

Hygiene and Sanitisation	✓	✓		H	M	H	<i>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.</i>	Building Controller	Ready for re-opening, then ongoing	✓
Booking System	✓			L	M	M	<i>Telephone bookings only via Malcolm Morgan – Club Chairperson on 01568 612633</i>	Club Chairperson	Prior to re-opening	✓
Green Maintenance		✓		M	L	M	<i>Follow the Bowls England 'Interim Works and Fit for Play' Green Maintenance Guidance issued on 1st April 2020.</i>	Green Superintendent	Ongoing	✓
Emergency Procedures	✓	✓		L	H	M	<i>Extra care to be taken when participants or volunteers are accessing the club on their own. For example, committee/bookings officer needs to be notified, emergency contact details need to be requested, duty officer contact details shared in the clubhouse.</i>	Club Chairperson and Building Controller	Ongoing	✓
Car Park	✓	✓		L	M	M	<i>Booking system and space between allocated slots will alleviate</i>	Club Chairperson	Ongoing	✓

June 2020