

# Ferndown Bowls 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.

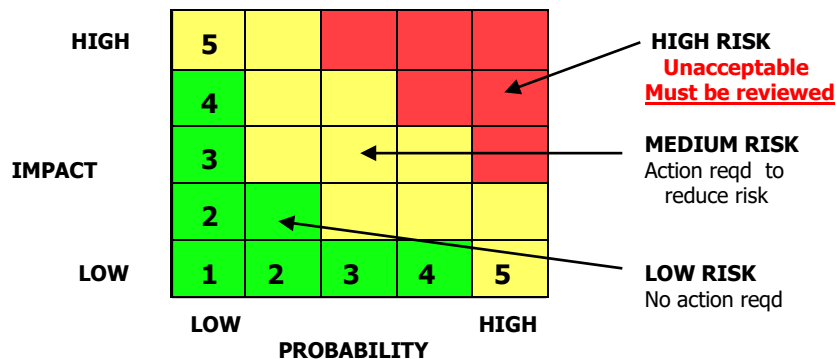
This will determine whether or not you need to do more to reduce the risk.

What you have to decide for each significant hazard is whether this remaining risk is **High, Medium or Low** as follows:

PROBABILITY	IMPACT
<b>1 Zero</b>	<b>1 No impact</b>
<b>2 Low</b> Will seldom occur	<b>2 Slight</b> Injuries requiring first aid only
<b>3 Medium</b> Will occasionally occur	<b>3 Serious</b> Injuries requiring paramedic or a visit to hospital
<b>4 High</b> Will frequently occur	<b>4 Major</b> Injuries causing stay in hospital or absence from work
<b>5 Very High</b> Certain or near certain will occur	<b>5 Severe</b> Death, or major injury or significant irreversible health damage

**RISK RATING = PROBABILITY x IMPACT**

< 5	<b>LOW</b>	No action required
5 - 14	<b>MEDIUM</b>	Action required to reduce risk
>14	<b>HIGH</b>	Unacceptable – risk must be reviewed



Your real aim is to make all hazards low risk.

### 4 ACTION PLAN (see App C)

An **Action Plan** should now be prepared listing the actions from the Risk Assessment. Even after all precautions have been taken some risks usually remain.

Don't try to do everything at once.

Make a plan of action to deal with the most important things first.

You should be able to show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the significant hazards
- You gave proper consideration of the number of people who could be involved
- The actions taken are reasonable
- The resulting remaining risk is low.

### 5 REGULAR REVIEW

Nothing stays the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards.

It makes sense, therefore, to review what you are doing on an ongoing basis.

Every year formally review where you are.

Look at your risk assessment again:

- Have there been any changes?
- Are there improvements you still need to make?
- Have your members or visitors spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date.

**Remember Murphy's Law: If it can go wrong, it probably will!**

## Ferndown Bowls Club

### RISK ASSESSMENT PROCEDURE

Policy document prepared by:

Position

Date:

Reviewed by:

Position

Date:

Annual Assessment Year:

# Ferndown 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

# Ferndown 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 in use on the green?			Prohibit any general access to the green while work is in progress
4	Have 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	Is seating free from rough wood or splinters?			Remove seat and repair
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	There are live electric cables in areas accessible to general access?			Isolate any power lines before play is allowed
9	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
10	Is a first-aid kit available and readily accessible?			Provide a general first aid kit and make someone responsible.





**APP D1: EXAMPLE COMPLETED RISK ASSESSMENT & ACTION LIST**

<b>Ferndown Bowls Club</b>			
<b>ASSESSMENT CARRIED OUT BY</b>		<b>DATE</b>	

	HAZARD	WHO IS AT RISK	RISK			ACTION / CONTROL MEASURES
			PROB	IMP	RATING	
<b>A</b>	<b>GENERAL ACCESS</b>					
1	Rubbish, litter or broken glass	H: Visitors, members, players	3	1	L	
2	Uneven paths & walkways	H: Visitors, members, players	2	2	L	
<b>B</b>	<b>ELECTRICITY &amp; OTHER SERVICES</b>					
1	Live power cables	M: Players & visiting teams	2	3	M	<b>Isolate, remove and safely store before play is allowed</b>
2	Unattended water hoses	M: Players & visiting teams	2	2	L	
3	Exposed supply cables	L: Players	1	3	L	
4		L: Players	1	4	L	
<b>C</b>	<b>PLAYING SURFACE</b>					
1	Chemicals & fertilizers applied to green	L: Players	3	3	M	<b>Provide notice to inform players advising washing hands</b>
2	Machinery in use	L: Players	4	3	M	<b>Prevent access to green while work is in progress</b>
<b>D</b>	<b>SURROUNDING AREAS</b>					
1	Rubbish or sharp debris in troughs	L: Players	4	2	L	
2	Uneven surfaces surrounding green	M: Players & visiting teams	2	2	L	
3	Shelters untidy with rough wood	M: Players & visiting teams	2	2	L	
4		M: Players & visiting teams	2	3	L	
5	Plants & shrubs impede access around green	M: Players & visiting teams	2	2	L	
<b>E</b>	<b>STORAGE AREAS</b>					
1	Equipment is not placed in safe, secure store	M: KGV Staff, club members	3	4	M	<b>Provide a safe store with lock and advisory notice</b>
2						

<b>F</b>	<b>USE OF MACHINERY</b>					
1	Used only by experienced persons	L: KGV Staff	3	4	M	Draw up a list of competent persons
2	Power tools not always kept in good condition	L: KGV Staff	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: KGV Staff	3	3	M	Provide PPE and insist on its use
4	Power not isolated when making adjustments & repairs	L: KGV Staff	3	4	M	Develop safe working habits and procedures. Check each other
<b>G</b>	<b>GENERAL</b>					
1	Toilets not provided & not kept clean & tidy	H: Visitors	3	2	M	Make someone responsible
2	Hot water, soap & towel not available to permit washing of hands	H: Visitors	3	2	M	Provide minimum facilities
3	No access to telephone for assistance	H: Visitors	2	2	L	
4	First aid is not provided or is not accessible	H: Visitors	3	3	M	Provide minimum facilities. Consider training First Aiders
5	Electrical fires are safe and easily isolated	H: Visitors	3	1	L	
<b>H</b>	<b>MAINTENANCE</b>					
1	Working at height without scaffold	L: KGV Staff	3	4	M	Ensure safe working at all times
2	Minimum use of ladders for work >2m ignored	L: KGV Staff	3	4	M	Ensure safe working at all times
3	Single lone working is allowed	L: KGV Staff	3	5	H	UNACCEPTABLE - Review
4	Electrical work not by competent persons	L: KGV Staff	3	5	H	UNACCEPTABLE - Review
5	Protective equipment not used at all times	L: KGV Staff	3	4	M	Provide gloves, etc and insist on their use
<b>I</b>	<b>DISABLED &amp; DISADVANTAGED PERSONS</b>					
1	Adequate access is available for wheelchairs & helpers	L: Disabled visitors & players	3	1	L	Ensure access is provided and helpers are aware of their responsibilities
2	Accessible toilets	L: Disabled visitors & players	3	1	L	Ensure toilet facilities are available
3	Assistance not provided to enable participation	L: Disabled visitors & players	3	1	L	Provide assistance
4						

## APP D2: EXAMPLE ACTION LIST

<b>Ferndown Bowls Club</b>			
<b>ASSESSMENT CARRIED OUT BY</b>		<b>DATE</b>	

<b>RISK NO</b>	<b>HAZARD (SEE RISK ASSESSMENT)</b>	<b>OLD RATING</b>	<b>AGREED ACTION / CONTROL MEASURES</b>	<b>NEW RATING</b>
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	Secure container used	L
E2		M		M
F1		M		M
F2		M		L
F3		M		L
F4		M		L
G1	Toilets not provided & not kept clean & tidy	M	Toilets regularly checked for cleanliness	L
G2	Hot water, soap & towel not available to permit washing of hands	M	All facilities provided & maintained properly	L
G4	First aid is not provided or is not accessible	M	First aid kit available.	L
H1				L
H2				L
H3				L
H4	Electrical work not by competent persons	H	All electrical work (wiring, repairs, etc) by experienced electrician KGV	L
H5		M		L