**COVID-19 Risk Assessment Form Template**

This is a draft template of a **generic Risk Assessment** **Form** for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each affiliated club should consider their own unique circumstances. The ‘potential hazards’ and ‘actions to treat risk’ listed are given as examples only. We strongly advise Bowls England affiliated clubs to refer to the latest Government guidance and our sport-specific guidance before conducting their own risk assessments. Details have been circulated directly to all affiliated clubs, with updates at: <https://www.bowlsengland.com/coronavirus-guidance/>

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club name: |  | | | | | | | | Date: | |  | | | | | |
| Venue address: |  | | | | | | | | Location: | |  | | | | | |
| Club manager/ secretary name: |  | | | | | | | | Club manager/ secretary contact: | |  | | | | | |
| Location of: | | | | | | | Evacuation Procedure: | | | | | Emergency Aid Procedure: | | | | |
| * telephone | |  | | | | |  | | | | |  | | | | |
| * first aid kit | |  | | | | |
| * first-aider | |  | | | | |
| * accident book | |  | | | | |
| Does the venue have: | | | | | | | | | | | | | | | | |
| * Health and safety policy? | | | | YES / NO | | | * Civil Liability Insurance? | | | | | | | YES / NO | | |
| 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 | | *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 | | Prior to Reopening |  |
| 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 |  |
| Clubhouse Facilities | 🗸 | | 🗸 | |  | M | M | M | | *Close access to the clubhouse, except for toilets and hand-washing facilities (if required).* | | | Facility Caretaker | | Prior to re-opening |  |
| 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.* | | | Facility Caretaker | | Ready for re-opening, then ongoing |  |
| Booking System | 🗸 | | 🗸 | |  | L | M | M | | *Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.* | | | Bookings Officer | | Prior to re-opening |  |
| Green Maintenance |  | | 🗸 | |  | M | L | M | | *Follow the Bowls England ‘Interim Works and Fit for Play’ Green Maintenance Guidance issued on 1st April 2020.* | | | Greenkeeper | | Ongoing |  |
| Emergency Procedures | 🗸 | | 🗸 | |  | L | H | M | | *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.* | | | Bookings Officer | | Ongoing |  |
| Car Park | 🗸 | | 🗸 | |  | L | M | M | | *Booking system and space between allocated slots will alleviate* | | | Bookings Officer | | Ongoing |  |

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