

APPENDIX A

Kingsland Bowling Club – Risk Assessment Schedule

Topic	Identified Hazards	Risk Rating	Actions Taken	Risk Level	Further Action Required	Date
General	Toilets	2	Provided in the Clubhouse including disabled facility	L	Ensure regular checking including avoidance of slippery flooring	
	Hot water for hand washing	3	Provided in the Clubhouse including disabled facility	M	Posting warning notices near appliances	
	Emergency Telephone	2	Re-chargeable mobile phone adjacent to the Bar.	L	Emergency numbers listed by phone	
	First Aid	3	First Aid Box provided in Clubhouse	M	Check and replenish box regularly. Consider training up First Aiders.	
	Electric Fans	1	Portable fans are easy to move and isolate	L	PAT testing as per required dates	
	Cleaning Cupboard	4	Cleaning fluids, bleach, polish and disinfectants, mops and brushes in locked cupboard with available COSHH sheets	M		
Bar Area	Bottle Cooler	1	Drinks chiller, fused plug and socket	L	----- " -----	
	Store Room	1		L		
	Beer kegs connected gas fittings	4		M		
	Handling of drinking glasses	2		L		
Kitchen Area	Electric Kettle	2		L	PAT testing as per required dates	
	Microwave?	2		M		
	Hot plate grill?	3		H		
Fire Exits	Designated exit routes and muster areas	2	Clear signage and route diagram posted on notice board. Planned fire drills.	M		

Green Perimeter	Patio slabbed	2	Slabs even and stable, non slippery.	L		
Storage Areas	Non-mechanical green equipment	1	Scoreboards, mats, bowls, jacks, pushers etc. are stored in locked shed.	L		
	Mechanical green equipment	4	All equipment including mowers, scarifiers, hand shears, fuel and fertilisers, stored in double - locked shed	M		
Use of Machinery	All machinery	4	Machinery to be used by trained staff only	H	Draw up list of competent/authorised personnel	
Maintenance	Protective equipment not used at all times	3	Provision of gloves, safety glasses etc. and insist on their use	M		
Lone Working	Working on own	2	Staff to have access to a mobile phone at all times	L		

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 if more needs to be done to reduce the risk. What needs to be decided is that for each significant hazard, is whether this remaining risk is **High, Medium or Low** as follows:

<u>PROBABILITY</u>		<u>IMPACT</u>	
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 hospital visit
4	High Will frequently occur	4	Major Injuries causing hospital stay or ongoing treatment
5	Very High Most certainly to occur	5	Severe Death, or major injury

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