**COVID-19 Risk Assessment Form**

**Blackwood Bowls Club**

**Re-Opening of Bowling Green**

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| **Club Name:** | | | **Blackwood Bowls Club** | | | | | | | | **Date:** | | | **24/06/2020** | | | |
| **Venue Address:** | | | **Sunnybank Road, Blackwood** | | | | | | | | **Location:** | | | **The Showfield** | | | |
| **Club Secretary:** | | | **Allen Witchell** | | | | | | | | **Secretary Contact:** | | | **01495 223818** | | | |
| **Location of:** | | | | | | | | **Evacuation Procedure:** | | | | | **Emergency Aid Procedure:** | | | | |
| **Telephone:** | | **Club House Bar** | | | | | | Should the Bowling Club need to be evacuated, members / visitors should ensure all doors are closed upon leaving the premises and assemble in the Showfield car park, next to tennis court gate.  Emergency lighting in place and checks up-to-date. | | | | | Minor aid will be administered using first aid kit. In the event of emergencies, the club phone will be used to dial 999 for an ambulance.  The club possesses its own defibrillator and committee members of both men and women’s sections have received up-to-date training to use this if needed. | | | | |
| **First Aid Kit:** | | **Main Function Room** | | | | | |
| **First Aiders:** | | **Club Committee Members** | | | | | |
| **Accident Book:** | | **Club House Bar** | | | | | |
| **Does the venue have:** | | | | | | | | | | | | | | | | | |
| **Health & Safety Policy?** | | | | | **YES** | | | | | | **Civil Liability Insurance** | | | | **YES** | | |
| **Potential**  **Hazard (s)** | **People Exposed** | | | | | | **Evaluation of Risk** | | | | | **Actions to treat risk** | | | **Action by**  **(who?)** | **Action by**  **(When?)** | **Done** |
| **Participants** | | | **Volunteers** | | **Public** | **Frequency** | | **Severity** | **Overall** | |
| **Social Distancing** | **√** | | | **√** | | **√** | **M** | | **H** | **H** | | The Welsh Bowls guidance has been distributed to ALL members prior to green opening. Social distance signage has been put in place around the green as a reminder to all members and visitors to the green. | | | Club Committee | Prior to opening | **√** |
| **Equipment** | **√** | | | **√** | | **X** | **M** | | **H** | **H** | | Blackwood is adhering to Welsh Bowls Guidance. The only equipment to be used will be mats and jacks. The club warden will set out mats for the day and these will remain in place until they are sanitised and stored away at the end of the day. Jacks will be laid out and moved into position with the foot only. | | | Club Warden | Prior to opening | **√** |
| **Clubhouse Facilities** | **√** | | | **√** | | **√** | **M** | | **M** | **M** | | As per guidance, the clubhouse will be closed. Access will only be permitted for the use of the disabled toilet and wash hand facilities. This is clearly signed. | | | Club Warden | Prior to opening | **√** |
| **Hygiene and Sanitisation** | **√** | | | **√** | | **√** | **H** | | **M** | **H** | | The Club has a hand sanitation station which available on entry to the facility, complete with all signage.  The Club Committee will constantly monitor future guidance from Welsh Government and CCBC before any alterations are made to this risk assessment. | | | Club Committee | Ongoing | **√** |
| **Booking System** | **√** | | | **√** | | **X** | **L** | | **M** | **M** | | The club has an appointed Booking Officer and he will share bookings with the club warden on a daily basis to ensure that members refrain from ‘turning up’ without a booking allocation.  The club will operate limited access to the green. The green will only be available to club members. | | | Booking Officer | Ongoing | **√** |
| **Green Maintenance** | **X** | | | **√** | | **X** | **L** | | **L** | **L** | | The green is maintained by CCBC.  Rinks will be used on a rotation basis.  In the first instance the green will only be open on Tuesday, Thursday (3-7pm) and Saturday, Sunday (2-6pm). The direction of play will be alternated for each day, to save wear and tear of the rinks and markers will be moved each week by the club warden.  There will be no more than 2 players per rink (other than those from the same household) and only 3 rinks will be available as per the current guidance. | | | CCBC Green keepers  Club Warden | Ongoing | **√** |
| **Emergency Procedures** | **√** | | | **√** | | **X** | **L** | | **H** | **M** | | A club warden will be on duty at all times and will assist with any emergency situations. The club has an appointed Booking Officer.  The Club warden will be responsible for enforcing all aspects of this risk assessment and notify the committee of any anomalies. The committee will take firm action against any member who does not follow the rules. | | | Club Warden  Booking Officer | Ongoing | **√** |
| **Car Park** | **√** | | | **√** | | **X** | **L** | | **M** | **M** | | The car park is council owned and is out of the jurisdiction of Blackwood Bowls Club. However, members are reminded about social distancing upon entry and exit of the facility. | | | CCBC | Ongoing | **√** |

**This document has been agreed by Blackwood Bowls Club Committee and its contents and Club Guidance document have been shared with members and can also be found on the Blackwood Bowls Club Website** [**https://blackwoodbowls.weebly.com/**](https://blackwoodbowls.weebly.com/)

Guidance for Playing Bowls as of June 2020

In line with government guidance and that of Welsh Bowls Blackwood Bowls Club have drawn up the following guidance for the commencement of bowls.

1. Blackwood will operate a member only policy initially.

2. The club will operate a booking system for members wishing to play. A booking manager will be appointed.

3. Initially there will only be singles played on the green.

4. Only 6 bowlers in total will be allowed on the green at any one time. i.e. Only 3 rinks will be in operation at any one time.

5. On arrival to the facility, Blackwood BC will provide hand sanitizing facilities. All members must sanitize their hands before bowling.

6. There will be no handshaking.

7. Players will note that 2-meter signage has been placed around the facility which must be strictly adhered to.

8. Players are to remain within the confines of their rink.

9. The Jack is to be thoroughly disinfected before and after the game and be placed on the rink and not thrown. Two Jacks are to be used and placed at the start of the end using your foot.

10. Mats are to be disinfected by the warden and placed at the regulation length on the rinks being in play. They will remain un-touched until the end of the day when the warden will disinfect the mats before placing in the cupboard.

11. Players are not to handle other members bowls.

12. Measuring is to be done without touching the jack or the bowls being measured.

13. At the end of the game, players will disinfect the jacks ready for the next match.

14. The club house is to remain closed. The toilets may be used but only the disabled toilet will be available. The facility must be disinfected by the user following use and by the warden at the beginning and end of the day.

15. The outdoor social area can be used but the 2-meter rule must be enforced.

16. All tables and chairs used must be disinfected before and after use by the user.

17. The sale of beverages will cease until further notice.

18. Visitors are welcome provided the 2 m rule is managed and there are to be no more than 2 people sat on a bench.

19. The wearing of facemasks is up to the individual and will be reviewed following government advice.

Warden

1. The warden will ensure all the above guidelines are being adhered to.

2. Members failing to observe the rules will be spoken to and if they persist will be asked to leave.

3. The warden will ensure all door handles, locks etc are sanitized before the arrival of members.

4. Club house doors for use of the disabled toilet are to remain open to minimise contact.

5. The warden will sanitise the toilet and door at the start and the end of the shift.

Committee

The committee will monitor the guidance and decide if any of the above measures can be relaxed or tightened.

The committee will decide upon whether club tournaments can be played.

Social events will cease until further notice.

For 2020 the committee have decided to waiver all membership and playing fees.

**Photos of the measures taken by Blackwood Bowls Club to address Covid-19**

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