

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 BCGBA 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 via County Associations and linked on the BCGBA website

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	<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>	Club Secretary	Prior to Reopening	
Equipment	✓	✓		M	H	H	<i>Only essential items of equipment to be used, as per BCGBA guidelines. Participants to clean any shared equipment before and after use.</i>	Club Committee	Ongoing	

Clubhouse Facilities	✓	✓		M	M	M	<i>Close access to the clubhouse, except for toilets and hand-washing facilities (if required).</i>	Facility Caretaker	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>	Facility Caretaker	Ready for re-opening, then ongoing	
Booking System	✓	✓		L	M	M	<i>Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.</i>	Bookings Officer	Prior to re-opening	
Green Maintenance		✓		M	L	M	<i>Follow club maintenance program</i>	Greenkeeper	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>	Bookings Officer	Ongoing	
Car Park	✓	✓		L	M	M	<i>Booking system and space between allocated slots will alleviate</i>	Bookings Officer	Ongoing	