ESMBA Covid Risk Assessment Template - 14/08/2020

CLUB NAME Southbourne Bowls Club	COUNTY West Sussex	VENUE POST CODE PO10 8JX

Risk	Description	Result	Mitigations	Who	When	Actioned by
Venue Risk Assessment completed	In line with Government Policy the Venue must have completed a R/A to re-open	Yes	Southbourne Social Club Risk assessment attached.	Secretary Southbourne Social Club	In place.	S. Goodall
	Club/Assoc to ensure it caters for the safe return of short mat bowls and retain a copy of the venues risk assessment	Yes	Copy of Risk assessment held by Bowls club committee.	Secretary Southbourne Bowls Club	In place.	S. Goodall
	Venue sketch plan attached	Yes	Venue Sketch plan attached.	Short Mat Sec. Southbourne Bowls Club	In place.	D. Alner
Venue Track and Trace arrangements	Club/Association must ensure Venue has Track and Trace system in line with Government policy to allow individuals to be traced if needed	Yes	Private Members Club with no casual guests currently permitted. All Members contact details held on record. All Members using the facility complete a log book stating Name, Date & Time of entry.	Secretary Southbourne Social Club	In place.	D. Young
Bowling Arena suitable	Well Ventilated	Yes	Playing area has three sets of double doors opening onto private grounds. These can be opened as necessary to provide additional ventilation.	Players	In place.	Players
	Dedicated WC Facilities	Yes	Venue has separate male and female WC facilities. Outer doors to facilities remain fixed in the open position allowing clear view of cubicle and washbasin occupancy levels from the repective doorways. Ample waiting space available in cloakroom area.	Secretary Southbourne Social Club	In place.	S. Goodall
	Dedicated washing facilities - running hot water and hand sanitizer	Yes	Venue has running hot water within the WC facilities. Hand sanitizer available in multiple locations.	Secretary Southbourne Social Club	In place.	S. Goodall
	Changing Rooms closed - Arrive at venue in playing attire apart from shoes	N/A	No changing rooms exist within the venue.	Secretary Southbourne Social Club	In place.	S. Goodall
	Government Covid-19 posters/guidance on display	Yes	Venue has Gov Covid-19 posters and comprehensive instructions on venue usage displayed in multiple locations.	Secretary Southbourne Social Club	In place.	S. Goodall
	Kitchen Facilities closed - Own refreshments to be bought in and not shared	Yes	Casual food preperation area at venue is currently closed.	Secretary Southbourne Social Club	In place.	S. Goodall
	Placement of Bowling Carpet(s)	Yes	One mat to be used. See Venue sketch plan for detail.	Short Mat Sec. Southbourne Bowls Club	Prior to bowling activities.	D. Alner

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	Social Distancing	Yes	Safe zones 2m from mat centreline to be marked at each end (both left and right) to indicate standing position of non-bowling player. Players will circulate clockwise along the safe line when changing ends. See Venue sketch plan for detail.	Short Mat Sec. Southbourne Bowls Club	Prior to bowling activities.	D. Alner
	Cashless transactions where possible or provide a receptacle for placing exact money in. Alternatively consider free sessions if practical.	Yes	Membership is via annual subscription. No additional dues are collected.	Secretary Southbourne Bowls Club	In place.	D. Young
Equipment Setting up and Putting away	No more than 3 nominated Club/Association members for each session	Yes	Setting up of equipment will be conducted by three players from the first session. Two will handle the mat and one will place jacks, centre block and fenders. Packing away of equipment will be conducted by three players from the last session (if multiple sessions held). Disposable gloves will be made available.	Players	During bowling activities.	Players
	Shared equipment - jacks, footmats, blocks, fenders, club bowls and other to be wiped down before and after every session	Yes	Spray disinfectant and wipes will be provided at each end of the mat.	Players	Prior to bowling activities.	Players
	Bowls and personal equipment (e.g. shoes) cannot be shared and must be bought to the venue	Yes	All Members will use their own equipment and remove from the venue at the end of their session.	Players	During bowling activities	Players
Attendance	Adhere to latest Governement Covid-19 policy e.g. sickness and quarantine rules	Yes	All players to abide by current sickness and quarantine rules.	All Members	All times.	All Members
	Track and Trace must be completed (see next section)	Yes	See next section.	All Members	All times.	All Members
	No spectators - only bowlers taking part in that session	Yes	Playing area is seperated from remainder of venue by full height dividers. No spectators will be permitted within the playing area whilst short mat activities are ongoing.	All Members	During bowling activities.	All Members
	Club/Association booking in system - must book session before turning up. Not booked cannot come in.	Yes	Existing Bowls club on-line booking system extended to cover short mat.	Webmaster Southbourne Bowls Club	On receipt of certificate to play and prior to bowling activities.	D. Alner

Appendix 2

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Risk	Description	Result	Mitigations	Who	When	Done
Track and Trace	All attendees must sign in - name and contact details (ESMBA Track and Trace form provided)	Yes	Names of all those booking will be held on the on-line booking system. Names of all those attending will be recorded using the ESMBA Track & Trace form.	Players	Prior / during bowling activities.	Players
	Record to be maintained by nominated Club/Association member and kept for 21 days in line with Government Covid-19 Policy	Yes	Records to be held by the Bowls club committee.	Secretary Southbourne Bowls Club	On going.	D. Young
	Indivudal has a duty of care to inform nominated Club/Association member if they show Covid-19 symptons who will inform the appropriate authorities	Yes	Individuals instructed to inform any available member of the Bowls Club committee if they exhibit symptons. They in turn will inform the Venue and any appropriate authorities.	All Members	If necessary	All Members
Bowling	Arrive at venue no more than 10 minutes before the bowls session is to start	Yes	No player will enter the playing area prior to their session start time.	Players	During bowling activities.	Players
	Leave when your bowls session has finished do not stop and chat in the venue	Yes	All players will vacate the playing area on completion of their session.	Players	During bowling activities.	Players
	No competitive bowls - i.e. external or internal matches	Yes	Play limited to casual roll ups.	Players	During bowling activities.	Players
	No physical contact and must maintain social distancing at all times - consider the use of face masks	Yes	All players to abide by current social distancing restrictions.	Players	During bowling activities.	Players
	Each session to be limited to 1 hour to reduce contact time and ensure all members have an opportunity to bowl	Yes	Sessions limited to 1 hour. Multiple sessions with 15 minute interval to allow for Sanitising equipment to be implemented if demand dictates.	Short Mat Sec. Southbourne Bowls Club	During bowling activities.	D. Alner
	Maximum 4 players per mat	Yes	On-line booking system will restrict bookings to 4 players per session.	Webmaster Southbourne Bowls Club	During bowling activities.	D. Alner
	Nominated person for placing the footmat, for setting the jack, replacing the centre block, ensuring the fenders are correct, dead bowls to be removed with the use of an aid, keeping the score	Yes	Footmats will not be used, substituted by white tape affixed to the mat. Jacks, centre block and fenders will be positioned by foot or if necessary by the player setting out those items at the start of session. Bowls, dead or otherwise will only be handled by the owner.	Players	During bowling activities.	Players
	Do not stop illegal running bowls e.g. hit centre block with your hands - consider restriction on playing heavy bowls	Yes	Illegal bowls should be stopped by foot if possible or allowed to run their course. Centre block & fender if necessary to be re-positioned by nominated person. Bowl to be recovered by owner. End to be declared void if head disrupted.	Players	During bowling activities.	Players
	Re-setting of jack and bowls if displaced (e.g. if in ditch) - needs to be agreed by skips	Yes	The repositioning of Jack and touchers within the ditch area, if displaced by an illegal wood, is to be by foot. If a player possesses a personal bowls lifter, this may also be used.	Players	During bowling activities.	Players
	No chalk sticks to be used - only spray chalk	Yes	Personal spray chalk to be used if available. Otherwise no marking of touchers permitted.	Players	During bowling activities.	Players

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	No Scoreboards	Yes	Scorecards only to be completed by one player.	Players	During bowling activities.	Players
Communication	Have all club members been advised of policy and procedure?	Not at this time. This R/A constitutes part of the policies and procedures and until approved can not be promulgated to the Membership. Bowling activities will not commence untill all Members have been informed of the finalised policy and procedures.	Documentation to be emailed to all Members and be made available via Bowls club website. All Members will sign a decaration of compliance before being allowed to participate.	Short Mat Sec. Southbourne Bowls Club	On receipt of certificate to play and prior to bowling activities.	D. Alner

Nominated Club Representative: Dave Alner	**Signed**	**D. Alner**	**Date**	**06/09/2020**

County Association Safeguarding Officer:Jean Armour-Milne	**Signed**	Jean Armour-Milne	**Date**	**12/09/2020**

ESMBA Safeguarding Officer: Lynn Dean	**Signed**	Lynn Dean	**Date**	**14/09/2020**