Risk Assessment

NOTE: Before completing this risk assessment, please see guidance notes towards the end of the document.

Date:	07/06/2026

Assessors Name:	**J. Vincent**	**Reference Number:**	**SWFBC RA1**		**Review Date:**	Annually	
Endorsed By:	**Brian Cardy**	**Signature:**	**B. Cardy**	**Position:**	**Chairman**	**Date:**	**08.06.1926**

Description of assessment	Using the South Woodham Ferrers Bowls club green, storage, CMH toilet and facilities.

Location Details	**Champions Manor hall**

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Security and lone working.	Club members.	4	2	8	H	• A working phone shall also always be carried. • Pick up the key from Play View. • Leave the carpark gate unlocked while you are using the facility.	Always let a family member or friend know where you are going and what time you will be coming back.	Person lone working or bowling in isolation.	Time of use.	4	1	4	L

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Slips, trips and falls in the clubhouse, storage cupboard, paths and the green.	Club members, visitors, and older people.	4	3	12	H	• Paving slabs surrounding the green to be regularly checked and barriered off if found loose or causing a trip hazard. • Bowling balls should be located to the side and behind the bowling mat to reduce trip hazard. • Walkways and access routes should be clear of bowling bags, pushers, and trailing leads. • Minimise stepping or jumping over the ditch; use the steps provided to access the green. • Do not use the green or its walkways when frozen. • The rink shall not be used after dusk to ensure good visibility. • Any spillages in the club house, toilets or passageways shall be cleaned up as soon as they are discovered. • Ensure adequate lighting in the car park, clubhouse, and walkways.	Ensure there is sufficient time to complete the match before it gets dark. Warning signs shall be used for wet floors. Rubber nonslip mats should be used adjacent to entrances in wet weather. Inform CMH of any lighting defects.	All persons using the green. Persons organising the match. Person finding the spillage. Persons using facility.	Time of use. Person organising the match. Time of use.	4	1	4	L

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Slips, trips and falls (cont.). Trailing electrical leads.		4	3	12	H	• Trailing electrical leads.	Route leads safely. If a lead must cross a pedestrian route secure it with a heavy-duty Cable Protector to prevent trips and damage.	Person using electrical lead.	Time of use.				
Electricity.	Club members & volunteers.	4	3	12	H	• Portable electrical equipment shall be PAT tested and checked to be in date before using. • All electrical leads will be protected using an RCB. Test before use. • Do not overload extension leads. • Sockets in wet areas shall be protected as appropriate. • Electrical leads shall be visually checked before using. • The electrical register shall be regularly updated.	Damaged leads shall be taken out of use labelled “Do Not Use” and, placed in the cupboard and reported to the committee. Do not daisy chain extension leads. (Plug one extension lead into another). Always completely unwind cable reels before use to prevent heat from building up and melting the cord.	Person using the equipment. Groundsman.	At time of use. Before use.	4	1	4	L
Chemicals/ weed killer.	Club members & volunteers.	4	3	12	M	• The COSH data sheets, information on packaging shall be read and understood, the specified PPE shall be worn and precautions observed. • Cleaning products, chemicals and weed killer shall be stored in a locked cabinet when not in use.	Seek professional advice if required. Club members shall be informed when chemicals have been applied to the green and a notice shall be placed at the entrance to the green.	Person using the weed killer/chemical.	At time of use.	4	1	4	L

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Chemicals/weed killer.	Club members & volunteers.	4	3	12	M	• Never mix chemicals. Cleaning products can give off dangerous fumes when mixed.		Person using weed killer or chemicals.	At time of use.	4	1	4	L
Lifting /work at height.	Club members & volunteers.	4	3	8	M	• Ladders/hop ups shall be inspected to ensure they are good condition before use. • Heavy items stored at waist height where possible. • Ensure all ladders/hop ups are placed on stable level ground. • Ensure a 3-point contact while on the ladder or hop up. • Minimise the use of hop ups and ladders where possible. • Ask for help if lifting heavy or awkward objects. • Use good lifting practices. • Do not lift beyond your capacity.	Provide basic manual handling guidance sheet in store cupboard. Review storage cupboard layout. Use mechanical aids where possible. Ensure lay down area is clear before lifting.	Person using the ladders. Groundsman. Person lifting.	At time of use.	4	1	4	L

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Children and vulnerable people at risk.	Children and the elderly.	4	3	12	H	• Children under the age of eighteen shall always be accompanied by the responsible adult. • The South Woodham Ferrers bowls club Safeguarding and Protection policy shall be always followed.	The Club Safeguarding Officer shall be approached before organising events.	Event organiser.	Time of use.	4	1	3	L
Kitchen burns, scolds, urns and hot drinks.	Kitchen volunteers, club members and visitors	3	4	12	H	• Only authorised and competent people allowed to use the kitchen equipment. • Oven gloves and suitable utensils to be used. • Knives shall be stored safely. • Broken glass cleared immediately using brush and pan. • First aid kit available and fire blanket. • Hot drinks served carefully, with warning to customers where appropriate. • Children and unauthorised persons shall be kept out of kitchen.	Provide basic kitchen safety instructions to volunteers. Check equipment is in good working order and portable equipment is PAT tested. Consider signage for hot surfaces and hot water.	Competent person.	Time of use.	3	1	3	L

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Wooden benches breaking or splintering when in use.	Club members /visitors.	3	2	6	M	• Wooden bench seats shall be inspected and maintained regularly.	Follow the PPE advice on the tin if painting.	Appointed Club Groundsman.	Regular inspections.	3	1	1	L
Illness from bird, fox and animal droppings on the green. Insect bites.	Club members, volunteers and visitors.	4	2	8	M	• Bird and fox droppings shall be removed from the green using the appropriate PPE. • Always wash your hands after using the green. • Consider using insect repellent in the evenings.	Seek professional advice if required.	Appointed Club Groundsman	Regular inspections.	4	1	4	L

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Use of machinery.	Club members and volunteers.	4	3	12	H	• Only persons who are suitably qualified and experienced allowed to operate machinery.	Instruction to be given by a trained operative if needed. The correct PPE shall be worn at all times.	Person using machinery.	At time of use.	4	1	3	L
Exposure to extreme or changeable weather. Sunburn, heat stroke & hypothermia.	Club members and members of the public.	4	3	12	H	• Always bring additional warm clothing during the summer and winter. Use an umbrella or waterproof clothing if rain is forecast. • During the spring summer and autumn wear a hat and use sun block to prevent sunburn. • Carry a flask of water to prevent dehydration. • Carry a flask of hot tea or coffee in chilly weather. • The event/game should be cancelled in very hot or cold weather.	Do not use an umbrella in a thunderstorm. Ensure sun cream is in date The green should not be used in temperatures forecast to be over 27 degrees C or below 0 degrees C.	Club members. Person organising the event/game.	Time of the event. Prior to the event taking place.	4	1	4	L

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First aid and accidents.	Club members and the public.	3	2	9		• First aid kit available and checked regularly. • Accident book provided. • Emergency contact information available. • Defibrillator available on site or nearby, if applicable. • Ensure members know how to call emergency services. • Incident reporting procedure in place.	Appoint first aiders or emergency contacts for events. Display emergency information. Defibrillator is in the kitchen lobby next to the lift. Display emergency information. Fill in accident book in storeroom cupboard. Report the incident to the Town Council Clerk and a member of the committee.	Appointed member of the committee. Person reporting the accident.	Reviewed regularly. Time and date of accident.	3	1	3	L

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Guidance Notes

SEVERITY						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		LIKELIHOOD				

LIKELIHOOD	
5	Almost certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Very Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Very Low Risk

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1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	**Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.**	**Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.**	**Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.**

Additional comments:

1. This risk assessment needs to be discussed with South Woodham Ferrers Bowling Club (SWFBC) members to ensure compliance with all control measures through their understanding
2. All members of the SWFBC shall have access to the risk assessment. Copies of the risk assessment shall be placed online and in the store cupboard.
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the green or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

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