

# **SCOTTISH BOWLING ASSOCIATION**

## **RISK ASSESSMENT AND CHECKLIST FOR THE REOPENING OF BANKTON MAINS BOWLING CLUB**

<b>Table of Contents</b>		
<b>1.0</b>	<b>Introduction &amp; Overview of Task</b>	Page 2
<b>2.0</b>	<b>COVID-19 Risk Assessment and specific health and safety considerations for Bowling Club</b>	Pages 3-10

Version	Date	Revision Details
1.0	12.03.2021	Initial draft for consideration

## 1.0 Introduction & Overview of Task

As bowling clubs re-open as lockdown restrictions are relaxed, the primary consideration must be the safety of all users of the building. This risk assessment and checklist is intended to provide club staff and committee with a list of all the considerations that must be taken into account before the club is re-opened, as well as being a point of reference going forward to ensure that procedures are maintained.

**This risk assessment and checklist has been completed in advance of the centre being reoccupied.**

This document should be shared electronically or made available in another way to all members and staff.

### **Mandatory guidance for the reopening of bowling clubs**

This is the induction information that all staff and members must be aware of before they can return to the club. Confirmation from members that they have read this should be recorded.

# Risk Assessment for the Re-opening of Bankton Mains

## Bowling Club

<b>Club</b>	Bankton Mains Bowling Club	Risk assessment Compiled by: <u>Annette Lynch</u>	Date: <u>12/3/2021</u>
<b>Address</b>	Bankton Walk, Livingston EH54 9LE	Risk assessment Approved by: <u>Annette Lynch</u>	Date: <u>12/3/2021</u>
<b>Contact</b>	Annette Lynch	Reviewed date: <u>March 2021</u>	Reference No: <u>Version 1</u>

Hazard	Consequence	Persons Affected	Control Measures (existing precautions)	Related Procedure / Assessment
Spread of COVID-19 Infection	Contracting COVID-19 and becoming unwell	All Building and Occupants	<p><b><u>Restricted attendance at Bowling Club</u></b></p> <ul style="list-style-type: none"> <li>Household isolation (Stay at home) instruction to all members to stay at home if symptomatic or any household member is symptomatic.</li> <li>Shielding - Any member considered to be at extremely high risk of severe illness with COVID-19 instructed to follow shielding measures.</li> <li>Anyone displaying symptoms of coronavirus (COVID-19) must go home immediately - these symptoms include high temperature and/or new and continuous cough and/or a change in sense of smell/taste.</li> </ul> <p><b><u>Travel</u></b></p> <ul style="list-style-type: none"> <li>Members should use private vehicles, bikes or walking where possible and not car share unless it is with members of your own household or if the 2m rule can be observed.</li> <li>Members to consider social distancing when they park their cars and not exit their vehicle if others are</li> </ul>	<p>Related Publications: -</p> <p><b>Scotlands Route Map</b> – Scottish Government Website – <a href="https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update/">https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update/</a></p> <p><b>Latest COVID-19 Guidance from NHS Scotland</b> – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><b>Coronavirus in Scotland – Scottish Government</b> - <a href="https://www.gov.scot/coronavirus-covid-19/">https://www.gov.scot/coronavirus-covid-19/</a></p> <p><b>COVID-19 Info. and Resources from Sport Scotland</b> – <a href="https://sportscotland.org.uk/covid-19/">https://sportscotland.org.uk/covid-19/</a></p>

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			<p>close by or park allowing space in-between vehicles.</p> <ul style="list-style-type: none"> <li>The club should consider the safest means of transport for travelling to away matches. Buses may not be suitable if social distancing is still in place.</li> </ul> <p><b><u>Traffic Management</u></b></p> <ul style="list-style-type: none"> <li>Car parking is restricted, members to be considerate when alighting / entering vehicles maintaining social distancing at all times when possible.</li> </ul> <p><b>Physical distancing requirements</b></p> <p><b><u>Arrival and Departure</u></b></p> <ul style="list-style-type: none"> <li>Members and staff should wear a face covering when in enclosed public spaces in line with the Scottish Government Guidance.</li> <li>Staggered start times to assist with customer flow, ensuring 30 minutes between sessions so that the members from one session have cleared the playing area prior to the next session arriving.</li> <li>Entry and Exit points from the building will be managed to support social distancing.</li> <li>Hand sanitisers are available for all members on entry, around the premises and on exit from the club.</li> <li><b>Internal doors that require to be used are wedged open to reduce contact. Where these are fire doors these should be closed in the event of a fire and when the building is unoccupied.</b></li> <li>The locker rooms can be used in some circumstances while maintaining social distancing.</li> <li>Encourage members to store bags, shoes, etc. safely at the end of each rink or in locker room if opened.</li> </ul>	<p>Members should be socially distant when alighting or entering vehicles in the parking areas.</p>

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			<ul style="list-style-type: none"> <li>• Arrange suitable times for members to access the locker room to collect their bowls, shoes, etc.</li> <li>• After play, members should leave the bowling area immediately</li> </ul> <p><b><u>Movement throughout the Bowling Club</u></b></p> <ul style="list-style-type: none"> <li>• Appropriate signage, directional arrows and signage to promote the One-way system being applied. The One-way system is recommended, at all times to avoid any congregation.</li> </ul> <p><b><u>On the Rink</u></b></p> <ul style="list-style-type: none"> <li>• Members and staff should wear a face covering when in enclosed public spaces in line with the Scottish Government Guidance.</li> <li>• Physical distancing guidance from the Scottish Government must always be followed.</li> <li>• The club may opt to limit the number of players per rink based on the facility and the ease of access and the possible overcrowding in some areas.</li> <li>• Throughout the match the jack should be set by foot and NOT hand.</li> <li>• If the jack leaves the rink during play only the lead that delivered the jack can pick it up.</li> <li>• Only one team can set or lift the mat, to be determined at the start of the game. The mat should be marked at one end this end will be used by the</li> </ul>	

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			<p>lead and the end with no mark can be used by the skip to lift the mat. The club can supply a mat per team this can be used but will still require a mark for the lead and skip to identify which end to use.</p> <ul style="list-style-type: none"> <li>• Score cards should not be signed and only kept by one player in each team. Full names of each player should be completed on the card this will assist with the governments “Test, Trace, Protect, Support Strategy”.</li> <li>• No shaking of hands at the beginning or end of the games. Good sportsmanship should still be acknowledged verbally.</li> <li>• Where a jack is played into the ditch, this will continue to be played although this might make physical distancing difficult and players would be expected to use common sense.</li> <li>• When a bowl goes into the ditch, it should be left to be picked out by the person that threw it.</li> <li>• <b>When a bowl has touched the jack it can be marked by spray chalk ONLY.</b></li> <li>• Instructions to team mates should be made by hand signals, there should be no shouting to players at the other end of the green.</li> <li>• At the end of the game, clean any equipment used or borrowed with the sanitising products provided.</li> <li>• Consider where teams should leave scorecards used.</li> <li>• Spectating will be restricted. The club will indicate what seating is available in all parts of the club.</li> <li>• All members emailed or given printed copy of the rules whilst on the rink.</li> </ul>	<p>At the conclusion of every match, the mats and jacks should be sanitized by person using same. Containers are available for use.</p> <p><a href="https://www.gov.scot/publications/cor">https://www.gov.scot/publications/cor</a></p>

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			<p><b><u>Coaching and Junior Sections</u></b></p> <ul style="list-style-type: none"> <li>• Coaching and Junior Sections may commence with physical distancing measures in place, following all procedures set out by the club. One adult per child is allowed to remain during the coaching session.</li> </ul> <p><b><u>Bowlers with a Disability</u></b></p> <ul style="list-style-type: none"> <li>• Consideration needs to be given for physical distancing on the rink with wheelchair bowlers. There may be a requirement to reduce the numbers in each team if difficult to have all players behind the head.</li> <li>• Visually impaired bowlers who require someone in front of them will need to follow distancing measures unless they are a household member or carer.</li> </ul> <p><b><u>Umpires</u></b></p> <ul style="list-style-type: none"> <li>• Ensure physical distancing guidelines are followed.</li> <li>• Preferably use own equipment, where borrowed equipment used clean before and after use.</li> <li>• Shots should be indicated by an umpire after any measure, the umpire should not touch any of the bowls.</li> </ul> <p><b><u>Bar/Bar Area</u></b></p> <ul style="list-style-type: none"> <li>• Bar Staff to wear the appropriate face coverings at all times.</li> </ul>	<p><a href="#">onavirus-covid-19-test-trace-isolate-support/</a></p>

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			<ul style="list-style-type: none"> <li>• Members can use the bar, physical distancing must always be followed.</li> <li>• Excess seating will be removed to ensure physical distancing. Tables and chairs should not be moved unless with prior agreement with the committee.</li> <li>• Consider one-way system where possible.</li> <li>• All Members and Staff to maintain 2m distancing so physical capacity will be greatly reduced.</li> <li>• Signage to be displayed to remind members of physical distancing, particularly if queueing.</li> <li>• Tables in bar area to be cleared and cleaned after use.</li> </ul> <p><b><u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>• The club has considered how best to operate the use of toilets to ensure minimal amount of cleaning (e.g. close of number of cubicles and sinks). Only one person at a time may use the facilities with signage provided to indicate whether the facility is in use or not.</li> <li>• Sanitising products for members are available for use in the toilet area.</li> </ul> <p><b><u>Hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Members should clean all personal equipment before or after leaving prior to returning for another game.</li> <li>• Signage is displayed to encourage the use of hand</li> </ul>	



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			<p>sanitiser and hand washing.</p> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Bar Staff, Committee and members should be made aware of their responsibilities.</li> </ul> <p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• Ensure this document is available for all members and staff.</li> <li>• Provide updates as and when required, as Scottish Government advice changes.</li> </ul>	

Signed by: Annette Lynch

Designation: Covid Officer

Date: 12<sup>th</sup> March 2021