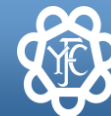


Risk Assessment – Ten Pin Bowling



Event / activity name:	Ten Pin Bowling	Assessment date:		Review date:	
Areas being assessed:	Venue address and postcode		Assessor(s) name:	Club/District Officer Julie Spink, County Coordinator Darren Coates, H&S Officer	

Introduction to the Event/Activity

This risk assessment is to be used for Ten Pin Bowling and considers the risks associated with setting up an event at **venue**. This assessment should be used in conjunction with other specific risk assessments from **venue**.

This assessment covers the planning, car parking, safeguarding, slip, trip or fall hazards; crowd control etc. The assessment also considers the running of the event.

The event is due to take place on **date and last for 3 hours**.

The persons attending the event will be 'Young Farmers' between the age of 10 – 28 years all of whom will have evidence of membership.

Activities Assessed as part of this Risk Assessment:

- Slip, trip and fall hazards
- Crowd control
- Welfare provision/Safeguarding
- Adverse weather conditions
- Violence and aggression
- Fire and explosion
- High temperatures
- Catering
- Ten Pin Bowling

The Safe Operating Procedure Protocol for General Events must be followed and used in association with this document.

Supplementary Safe Operating Procedure Protocols have also been produced to accompany the related General Events Safe Operating Procedure Protocol relating to: Crowd Management; Fire and Explosion; Transport; and Manual Handling

In addition to the inherent hazards and dangers of the activities have you considered:

- The environmental conditions?
- The premises / site conditions?
- The weather?
- The age, knowledge and experience of the attendees?

Important information:

First Aiders: Provided by Venue

Nearest hospital:

What3words:

What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Vehicle Impact / Crushing	Site Traffic Management	Stewards, competitors and others may suffer serious, possibly fatal, injury if struck by a vehicle.	<ul style="list-style-type: none"> Speed restrictions in the car park. Segregation of pedestrians and vehicles. Hedgerows and verges maintained to maximize visibility when leaving car park. 	LOW	<ul style="list-style-type: none"> Car park is the responsibility of venue. YFYFC stewards to flag up any issues with the car park to venue. Members encouraged to park in well lit areas. Accessible car parking spaces are available for members/parents with disabilities and close to the entrance of the bowling venue. 	Venue	N/A	
	Segregation of vehicles/pedestrians whilst setting up	Stewards, competitors and others may suffer serious, possibly fatal, injury if struck by a vehicle.	<ul style="list-style-type: none"> Designated walkways are provided for pedestrians across busy car park areas. 	LOW				
Manual handling	Setting up of the bowling area.	Stewards and competitors may get musculoskeletal problems, e.g. back pain from handling the items.	<ul style="list-style-type: none"> Set up of skittles is completed automatically by venue. Should a member require to use the ramp, stewards will assist in the moving of the equipment. Members will be ask to handle the bowling balls carefully and only throw within the bowling lanes. 	LOW	<ul style="list-style-type: none"> The rules state that ramps should not be used – but if a member requires this for inclusion in the activity – the Chief Steward will make a decision to use the portable ramps. 	Chief Steward		
Slips trips and falls	Public Areas	Stewards, competitors and the public may suffer injuries such as fractures or bruising if they slip or trip on uneven or slippery surfaces or over objects.	<ul style="list-style-type: none"> Correct bowling equipment used at all times including bowling balls and footwear. Waste collection arrangements in place to remove litter by venue. Slippery areas on the bowling lane is identified. Avoid slippery areas where possible ie from spilt drinks. Venue to provide yellow warning sign. 	LOW	<ul style="list-style-type: none"> Ensure stewards understand the importance of good housekeeping. Regular checks should be carried out during the event to ensure these areas are free from obstruction and tripping hazards. These should be recorded. Venue to provide yellow warning signs. 	Stewards and venue		
Crowd control failure related hazards (e.g. crushing, panic, stress)	Provision of escape routes	Stewards and competitors and the public may suffer crush injuries or fire-related injuries in the event of an evacuation.	<ul style="list-style-type: none"> Provision of stewards around the Event. Venue staff trained in evacuation. Competitors aware that they may need to be patient when registering at the event. 	LOW	<ul style="list-style-type: none"> Display “Keep Out” warning signs to certain areas (e.g. kitchen areas). Regular audits to take place during the event to monitor escape routes. Refer to the HSE guidance document ‘Managing Crowds Safely’: A Guide for organisers at events and venues’ http://www.hse.gov.uk/pubns/books/hsg154.htm 	Stewards and venue		
	Layout of safeguarding point.	Stewards and competitors may suffer crush injuries in the waiting area.	<ul style="list-style-type: none"> Provision of stewards. Sensible arrangement of desks and registration points to prevent obstruction 	LOW		Stewards		

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			<ul style="list-style-type: none"> and crushing especially in case of emergency. Club to provide stewards to monitor juniors in line with the safeguarding policy. 		<ul style="list-style-type: none"> Refer to the HSE guidance document 'Event Safety: Second Edition' for a guide to health, safety and welfare at music and similar events http://www.hse.gov.uk/pubns/priced/hsg195.pdf 			
	Provision of First Aid	Stewards, competitors and the public may suffer prolonged injuries and pain without the adequate provision of first aid.	<ul style="list-style-type: none"> Liaise with venue management. Stewards to be familiar with arrangements for summoning first aid assistance. Chief Steward to ensure accident forms completed and returned to County Office. 	LOW		Chief Steward		
	Emergency Procedures	Any persons could be harmed.	<ul style="list-style-type: none"> Liaison with venue management and stewards. 	LOW		Chief Steward		
Hazardous substance	General consumables such as detergents, cleaning fluids, bleach etc	Stewards and the public risk skin problems from contact with chemicals or breathing problems from vapour.	<ul style="list-style-type: none"> Where appropriate, venue staff are trained in safe use of chemicals. Stewards and competitors asked to wash hands especially before eating, drinking or smoking. Suitable hygiene facilities available for all personnel. Hot/cold water, soap and paper towels available. Sharps box provided for the safe disposal of hypodermic needles by venue. Arrangements for collection and disposal of commercial waste are in place. 	LOW	<ul style="list-style-type: none"> Stewards told to report to manager any health issues they believe are associated with the event to the venue. Remind competitors and stewards to cover small cuts and abrasions with plasters if necessary and complete an Accident Form. Download HSE guidance on dermatitis to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg233.pdf 	Venue and Stewards		
Unsanitary conditions & human disease transmission Covid19	Sanitary Conveniences	Stewards, competitors and the public may suffer from diseases of public health significance resulting from contact with human waste.	<ul style="list-style-type: none"> Liaise with organisers and venue stewards. Hygiene facilities available for all personnel. All personnel who suspect they may have contracted covid19 or are not feeling well are requested they do not attend the event. 	LOW	<ul style="list-style-type: none"> Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm 	Venue and Stewards		
Adverse weather conditions.	Working in cold or hot environment	Stewards and competitors risk discomfort and possible ill health from exposure to weather extremes, including sunburn. Public could risk discomfort due to the same factors.	<ul style="list-style-type: none"> Competitors advised in risks of sunburn when outdoors in the car park. Event to be cancelled in extreme weather conditions ie snowstorms or heatwave unless the building is air conditioned. 	LOW	<ul style="list-style-type: none"> Undertake biennial health surveillance by trained, responsible persons. Download HSE guidance on the health risks from working in the sun to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg147.pdf 	Chief Steward		
Violence / verbal abuse.	All areas	Stewards, competitors and the public may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.	<ul style="list-style-type: none"> All instances of abuse/assault reported to the Police and investigated to see if lessons can be learnt. An incident report must be completed and the County Chairman must be contacted. YFYFC Membership only entry. Stewards provided throughout duration of the event. 	LOW/MED	<ul style="list-style-type: none"> Event booked on a Thursday night which is a quieter night and whole venue booked out for duration of competition. Download free HSE guidance on violence at work to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg69.pdf Venue responsible for managing the 	Venue and Chief Steward		

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			<ul style="list-style-type: none"> First aid provision in conjunction with the emergency plans. Stewards receive security briefing before the event commences. All instances of abuse/assault investigated to see if lessons can be learnt by County Office. Stewards trained to spot potential trouble makers, defuse tense situations etc. CCTV system. Overcrowding not permitted in any area. Stewards aware of all exits. Drinks not served to members under age. 		building.			
Fire / explosion	All areas	Venue could be burnt down; staff, competitors and the public could be trapped in burning venue. Staff, competitors and the public could suffer severe or fatal burns and smoke inhalation.	<ul style="list-style-type: none"> Smoking prohibited in all event areas. Extinguishers provided by venue. Constant checks to be carried out by the stewards to ensure all control measures in fire risk assessment are in place. Fire Risk Assessment is the responsibility of the venue. Fire Exits well signed in venue. 	LOW	<ul style="list-style-type: none"> Venue responsible for the Fire Risk Assessment and implement any recommendations. 	Venue		
Lone Working	All areas	Stewards may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.	<ul style="list-style-type: none"> All stewards carry mobile phones. All instances of abuse/assault investigated to see if lessons can be learnt. Incident Form to be completed and return to the County Chairman. 	LOW	<ul style="list-style-type: none"> Download HSE guidance on lone working to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg73.pdf 	All stewards		
Electrical Hazards	At the setting up of the event and the installation of the electrical lighting, sound rigs.	Stewards and competitors may risk serious, possibly fatal injuries from a faulty electrical installation or appliances during installation.	<ul style="list-style-type: none"> Electrical installation of bowling equipment and scoreboard system is the responsibility of venue. Stewards and members to ask for assistance from the staff at venue should there be an electrical fault or breakdown of the equipment. 	LOW/MED	<p>Download HSE guidance on Electricity at Work Regulations to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg389.pdf</p> <ul style="list-style-type: none"> Stewards asked to report any issues to the venue such as defective plugs, discoloured sockets, and damaged cable and on/off switches and to take defective equipment out of use. 	Stewards and Members		

What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Hypodermic syringes and drug use	All areas especially toilets and seating areas	Stewards, competitors and the public may suffer puncture injuries from discarded needles, which may result in serious ill-health problems.	<ul style="list-style-type: none"> A strict no-drugs policy is in operation at all times throughout the event. Stewards are aware of the dangers of syringes and have been trained in the safe disposal of the products. Stewards will ask the venue staff to discard any found needles using 'sharps kit' - puncture-resistant gloves, tongs and sharps box. 	LOW	<ul style="list-style-type: none"> Reminder to stewards that they must always complete an Incident Form and inform the County Chairman in the event of locating a needle or drug residue. 	Chief Steward		
Activity Specific Ten Pin Bowling	Activity	Stewards and competitors.	<ul style="list-style-type: none"> A representative from the club or district will have completed a site visit before the event to ensure it is safe to host the event. Emergency exits comply to legislation and are kept clear at all times. Any dangerous floor surfaces must be appropriately reported to the venue Manager who will use a physical barrier or hazard tape to warn others of the risks. Members will be requested to not run around the venue and respect the furniture (ie not climb on equipment). Members will be advised to wear the bowling shoes provided and avoid tripping over lanes in excitement. Some members may experience an epileptic seizure caused by flashing or strobe lighting. Members with photo sensitive epilepsy should be warned prior to booking their place on the trip/competition. Members may have an adverse reaction to artificial smoke. Members suffering a seizure or reaction to smoke should seek medical assistance from the venue first aiders supported by the Chief Steward. If in doubt, the emergency services (ambulance) should be called. The Chief Steward should ensure that the accident/incident is recorded and reported to the County Chairman/ Designated Safeguarding Officer immediately after the event. Members should handle the bowling balls and equipment (ie ramps) safely within the bowling lane area. Members are requested not to play or interfere with the mechanical ball return. 	LOW	<ul style="list-style-type: none"> Reminder to stewards that they must always complete an Incident Form and inform the County Chairman in the event of an Incident or Accident. Also see venue Risk Assessment available here: download link to risk assessment 	Chief Steward and stewards		

What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Catering	Refreshments	Stewards and competitors.	<ul style="list-style-type: none"> The venue should comply to Food Standards Agency requirements and display a Food Hygiene rating and the food allergens contained in the food products. All members are expected to monitor their own food allergies to prevent illness. Members are encouraged to use hand sanitiser on arrival and before consuming food. Members should avoid using drinks glasses in the bowling lane area and place any drinks on the shelves/tables provided. Members should report any drink spillages to the Venue Manager to ensure appropriate cleaning is carried out to prevent slips, trips and falls. 	LOW	<ul style="list-style-type: none"> Reminder to stewards that they must always complete an Accident Form in the event of a member having an allergic reaction and their parents informed. Medical attention to be sought in the case of an anaphylactic reaction. Also see venue Menu and Allergen Information, available here: download link to venue menu 	Chief Steward		
Safeguarding	Member Welfare	Stewards and competitors.	<ul style="list-style-type: none"> The Chief Steward should have access to a fully charged mobile phone in the event of contacting the emergency services. Members should follow the instructions from the venue staff team in the event of an emergency or building evacuation. The Chief Steward is responsible for completing a member head count and reporting to the Police/Fire Safety Officer/venue Manager in the event of an emergency. Should any YFYFC members be missing, the Chief Steward must contact the Designated Safeguarding Officer and the County Chairman, an immediate plan of action will be implemented. Once the incident is resolved an Incident Form must be completed immediately after the event and forwarded to the County Chairman. Junior members must be discouraged from loitering outside the premises. Clubs must ensure their junior members have safe transport home. The Chief Steward and stewards must be the last YFYFC representatives to leave the venue at the end of the competition to ensure all members have left safely. 	LOW	<ul style="list-style-type: none"> Reminder to stewards that they must always report any safeguarding concerns they have to the Designated Safeguarding Officer. Also see venue Safeguarding Risk Assessment, available here: download link to risk assessment 	Chief Steward		

Reviewed: 02.08.2024