

Angel Logo0001

Angel Indoor Bowls Centre

Angel (Tonbridge) Indoor Bowls Association Limited
Avenue Du Puy, Tonbridge, Kent, TN9 1QH

**Company Name Angel (Tonbridge) Indoor Bowls Association Ltd,
Avenue du Puy, Tonbridge, Kent TN9 1QH**

Risk assessment for.....Building.....Assessment undertaken by Director H&S
Date I/8/201X

HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO MANAGE THE RISK?	DONE
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General slips and falls	Staff and Visitors may be injured if they trip over Objects or slip on spillages.	We carry out general good housekeeping. All areas are well lit. Spillages are cleaned up and signs provided where necessary. There are no trailing leads or cables. Staff keep work areas clear e.g. no boxes left in walkways, deliveries stored immediately. Offices cleaned daily. Lights adjacent to bowls lockers in bowls hall to be left on at all times the building is occupied	No	1/8/201X
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Office tel/fax: 01732 771262

Reception tel: 01732 1200

Email: angeloffice@angelibc.co.uk

Website: www.angelibc.co.uk

Registered In England No. 01563612 VAT No. 3567574 15

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Bar store	Staff and draymen. Strains, crushing injuries sprains, cuts and abrasions, bruises, falls.	Staff made aware of Good manual handling techniques, loads to be assessed before handling and appropriate and capable persons assigned to lifts. Barrels and cylinders to be rolled and not lifted whenever possible, ramps to be utilised where steps or changes of levels occur. When storing goods at higher shelves appropriate stepladder to be used.	No	1/08/201X

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Replacement of bulbs or maintenance of lighting in bowls hall.	Staff or contractors. Contact with live electricity. Falls from height fatalities, bodily injuries, cuts and bruises	Work to be carried out By a competent worker. Step ladders to be inspected before use, must be footed at all times, no solo working on step ladders, persons at ground level to pass items to and from operatives on access	No	1/08/201X

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Replacement of fluorescent lamps outside of bowls hall	Staff or contractors. Contact with live electricity or falls.	Works to be carried By a competent person, stepladders to be inspected before use.	No	1/08/201X

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Men's and Ladies Changing rooms.	Members, guests and staff may trip over bags and equipment. bowls equipment left on top of lockers may fall and cause injuries.	Signs to state that bowls bags must be placed under or on benches and not in walkways. bowls or bowls bags must not be left on top of lockers, bowls equipment must not be left in changing rooms over night to enable daily cleaning to take place.	Staff and management to monitor	1/08/201X
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Kitchen and Restaurant	Kitchen staff (Franchise) and Restaurant users, Slips and falls, cut's Burns and scolding, Food contamination.	Hazard analysis forms placed On kitchen walls showing safe working practices for cooking and food preparation. Waste oil to be stored in large tins until enough is accumulated and Collected by registered disposal company.	New franchise owner To be made Aware of their responsibilities to staff and members.	
Pests	Staff and members by Rodent infestation	Regular visits By 3 Counties Pest Control Who complete all COSHH regulations	Visit report book kept In Kitchen	

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Fire	Members, guests and Staff by effects of Smoke and fire.	Service Fire alarm X 4 visits per year. Yearly service of Fire extinguishers, Staff and green stewards know fire Alarm procedures, All fire alarm points highlighted. New members of staff and green stewards made aware of fire procedures. Fire Alarm procedures clearly available at front desk for all members.	1) Fire Alarm procedures to be reviewed by Director and Club Manager. 2) Fire Marshall to be in place. 3) Emergency file to be placed on front desk. 4) Fire drill to be completed twice yearly with first one by end of September.	1/08/201X

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Personal Accident or illness	Members, guests or staff by trips, falls, or illness.	First aid box by reception desk, behind Bar and in kitchen. One Employee Appointed person For first Aid. AED Behind reception Desks with list of Competent operators. Staff and green stewards trained To call ambulance service. Accident Book and Emergency Procedures to be available at reception desk. New Green stewards and Staff made aware of procedures on induction.	Emergency procedure book to be placed on front desk.	1/08/201X

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Electricity and Gas	Staff, members and guests By electric shock or effects Of gas leaks.	Portable Appliance Testing Done annually. Periodic Inspection of electrical instillation. Testing of emergency lighting done monthly. Staff to be aware of gas isolation switches in case of gas leak. Gas certificate to be displayed on notice board.	No	1/08/201X

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Bad driving, snow and ice	Members, staff and guests	All car parking areas well lit, One way system in operation, warning signs, Reminders on safe driving In newsletter, verbal warnings if anyone seen Driving dangerously. Salt provided in bin for Icy conditions. Car park and Club to be closed by weather conditions are deemed too dangerous.	No	1/08/201X

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