

Sutton St. Edmund Short Mat Bowls Club.

Risk Assessment.

Work Activity	Description	The hazards and associated risks with this activity have been identified and given a scored rating using a semi-quantitative risk assessment methodology. The risk assessment ratings are based on the subjective estimate from the knowledge of the assessor and aim to identify both the level of risk without controls and the level of residual risk once control measures have been introduced.														
Setting up and stripping down of equipment.	This risk assessment focuses on both getting the equipment out of the storage room and setting it up ready to commence play, once play is complete stripping down of the equipment and returning it to the storage room.	Very Low Risk (1 - 4)	This level of risk is minimal. This activity may proceed with standard caution, and no additional control measures are required.								To calculate the risk rating and residual risk rating, multiply the likelihood (1 -5) by the impact (1 -5). This results in a risk score that can range from 1 - 25, where the higher scores indicate more severe risks.					
Assessment date: - 24 June 2025.		Low Risk (5 - 10)	This level of risk is acceptable to the club. Proceed with caution and stop if anything changes.													
Assessment number: - SSESMB CRA01		Moderate Risk (11 - 15)	This level of risk is acceptable if it cannot be reduced further after a review by the club.													
Completed by: - Alan Bingham, Sharon Bingham and David Warriner.		High Risk (16 - 20)	This level of risk is significant. Additional control measures are required to reduce the overall risk to an acceptable level before proceeding.													
Review date: - Club AGM 2026.		Very High Risk (25)	This level of risk is critical. This activity should not proceed until the risk has been reduced.													
		Likelihood of an incident.	Risk Matrix	Impact on club following an incident.												
				1 Minimal	2 Minor	3 Moderate	4 Major	5 Critical								
				1 Very Low	2	3	4	5								
				2 Low	4	6	8	10								
				3 Moderate	6	9	12	15								
		4 Likely	8	12	16	20										
		5 High	10	15	20	25										

Risk No.	Description of identified hazard	Who might be harmed and how	Risk rating			Control measures	Residual risk rating		
			Likelihood	Impact	Score		Likelihood	Impact	Score
1	Falling off the stage whilst switching on / off the hall heating system.	Any club member assisting in the setting up of the hall / equipment.	2	4	8	Club member using the stage to access the hall heating controller to be aware of trip hazards on the stage and only use the stage access stairs with hand rail.	1	4	4
2	Straining back by pulling too hard on the mat storage rack as it is not correctly positioned to remove from the storage room.	Any club member assisting in the setting up / stripping down of the equipment.	2	3	6	Club member wanting to assist in setting up / stripping down of equipment to ensure mat storage rack is free to move.	1	3	3
3	Tripping whilst walking backwards pulling the mat off the mat storage rack.	Any club member assisting in the setting up of the equipment.	1	3	3	Club member wanting to assist in setting up of equipment to ensure they have clear access behind them whilst pulling out the mat.	1	3	3
4	Straining back reaching over the mat storage racks to get the fenders down from their storage racking.	Any club member assisting in the setting up of the equipment.	4	3	12	Club member to 'wait' until both mat storage racks have been removed from the equipment storage room.	1	3	3
5	Straining back whilst over reaching to get the fenders down from the storage racking.	Any club member assisting in the setting up of the equipment.	3	3	9	Club member to wait and seek assistance from a member who can get the fenders without over reaching.	1	3	3
6	Knocking into a third party whilst carrying a fender to it's required position on any mat causing an injury.	Any club member not aware another club member is activity carrying a fender across the playing area.	3	3	9	Club member carrying the fender must ensure they have a clear run and make others aware as required.	1	3	3
7	Straining back whilst placing the fender down on the mat.	Any club member assisting in the setting up of the equipment.	3	3	9	Club member to always use the 'straight back and bent knees' approach to minimise back strains.	1	3	3
8	Bumping into the storage cupboard handle security cover causing an injury.	Any club member assisting in the setting up / stripping down of the equipment.	2	3	6	Club members to ensure the security cover is fully open and not protruding out into the storage room.	1	3	3
9	Nipping a finger whilst getting the score boards out of the storage cupboard causing an injury.	Any club member assisting in the setting up of the equipment.	2	3	6	Club member getting the score boards out of the storage cupboard to ensure they do not try and carry too many making the job awkward.	1	3	3
10	Dropping a centre block which could land on the club members lower part of the body causing slight injury.	Any club member assisting in the setting up of the equipment.	2	3	6	Club member only to carry manageable number of centre blocks to avoid dropping them.	1	3	3

11	Causing an un-expected 'moving' trip hazard by throwing out the jacks to the ends of the laying surface.	Any club member not involved in getting the jacks out who could trip on one sustain an injury.	4	4	16	Club member throwing out the jacks to ensure others in close proximity are aware of the activity.	1	4	4
12	Causing an un-expected trip hazard throwing down the rubber stance mats on the floor that do not land flat.	Any club member walking round not aware the rubber stance mat is not lying flat on the hall floor.	3	3	9	Club member laying out the rubber stance mats to ensure they lay flat on the hall floor.	1	3	3
13	Knocking into a third party whilst collecting and carrying a fender to it's storage rack from any mat causing an injury.	Any club member assisting in the stripping down of the equipment.	3	3	9	Club member to be aware of games still in progress and others walking round after completing their session of bowls.	1	3	3
14	Causing an un-expected 'moving' trip hazard by throwing the jacks to a common collection point.	Any club member not involved in collecting up the jacks who could trip on one and sustain an injury.	4	4	16	Club member throwing the jacks to a common collection point to ensure others in close proximity are aware of the activity with attention to those games still in progress.	1	4	4
15	Straining back reaching over the mat storage racks to place the fenders back on their storage racking.	Any club member assisting in the stripping down of the equipment.	3	3	9	Club member not to attempt to place fenders on their storage rack whilst a mat rack is in position, floor to be clear.	1	3	3
16	Nipping a finger whilst placing the score boards back in the storage cupboard causing an injury.	Any club member assisting in the stripping down of the equipment.	2	3	6	Club member to ensure care is taken whilst manipulating the score boards back in the storage cupboard.	1	3	3
17	Nipping a finger whilst placing the mat on the storage rack roller under the large mat clip causing an injury.	Any club member assisting in the stripping down of the equipment.	2	3	6	Club member to be aware of the risk and ensure care is taken when clipping on the mat to the roller.	1	3	3
18	Nipping a finger whilst using the mat roller handle causing an injury.	Any club member assisting in the stripping down of the equipment.	2	3	6	Club member to be aware of the risk and ensure care is taken whilst using the handle to roll up the mat onto the storage roller.	1	3	3
19	Getting a 'static' electric shock caused by rolling up the mat onto the storage roller.	Any club member assisting in the stripping down of the equipment.	4	3	12	Any club member susceptible to static electric shock's to avoid being involved in this mat roll away activity.	1	3	3
20	Straining back by pulling / pushing too hard on the mat storage rack as it is not correctly positioned to replace in the storage room.	Any club member assisting in the stripping down of the equipment.	2	3	6	Club member wanting to assist in the stripping down of equipment to ensure mat storage rack is free to move.	1	3	3
21	Not used.				0				0
22	Not used.				0				0