

ACTIVITY: Macclesfield Bowling	DATE OF ASSESSMENT: 17/08/2018	ASSESSMENT REVIEW DATE: August 2019
VENUE & ADDRESS: Macclesfield Superbowl, Lyme Green, Macclesfield, SK11 0TB		
NAME OF PERSON COMPLETING ASSESSMENT: Jade Angell-Jones		SIGNED:

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
Car park	Young people, staff, volunteers or visitors could be injured by moving vehicles on the car park directly outside the bowling alley.	<ul style="list-style-type: none"> Young people are dropped off inside the bowling alley by parent/carer and picked up at the same place (safe meeting point) – unless agreed otherwise Everybody signs in and out Young people are supervised by staff/volunteers if outside 	<ul style="list-style-type: none"> Up to date emergency contact list available for all Mobile is charged and ready to use Staff to young person ratio is 1:8 Minimum of 2 FFL staff Member of staff to go in ambulance FFL staff are first aid trained First aid kit is easily accessible and ready to use Young people are well supervised by staff and volunteers within the venue Friends for Leisure staff are easily recognisable (blue hoodys) Staff to keep mobiles on them for emergencies 	Staff and volunteers	Ongoing at every session.	
Lanes	Young people, staff and volunteers could slip on the lanes and become injured. If the individual steps over the foul line they could fall as the lanes are	<ul style="list-style-type: none"> Everybody knows not to step on the lanes Young people are reminded not to go past the foul line Group are well supervised by staff and volunteers during the game 	<ul style="list-style-type: none"> Up to date emergency contacts are available Mobile is charged and ready to use FFL staff are first aid trained First aid kit is easily accessible and ready to use 	Staff and volunteers	Ongoing at every session.	

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	covered in oil to make them slippy.	<ul style="list-style-type: none"> Bowling shoes must be worn Wheelchair accessible ramps available 	<ul style="list-style-type: none"> Staff to young person ratio is 1:8 Minimum of 2 members of staff Member of staff to go in ambulance If an individual steps over the foul line they are reminded not to do this by staff and volunteers 			
Bowling balls	Young people, volunteers and staff could be injured by holding heavy bowling balls, heavy bowling balls being dropped or thrown the wrong way or trapping hands between balls on return. Young people, volunteers, staff or visitors could be injured if the bowling ball drops on their feet.	<ul style="list-style-type: none"> Provide extra support to those who struggle picking up the balls Lighter bowling balls are used Young people are encouraged to sit and talk to friends whilst they wait their turn. Young people are asked not to hold balls whilst they wait their turn Ramps are available at the bowling alley for young people/volunteers who struggle to throw the ball 	<ul style="list-style-type: none"> Up to date emergency contact list available Mobile is charged and ready to use Young people are supervised by staff and volunteers Staff to young person ratio is 1:8 Minimum of 2 members of staff Staff are first aid trained Member of staff to go in ambulance FFL staff are first aid trained First aid kit is easily accessible and ready to use Everyone must wear bowling shoes. Young people are asked to stay together whilst waiting for their turn 	Staff and volunteers	Ongoing at every session.	
Ball return flap	Young people, volunteers, staff or visitors could be injured if they put their hands/fingers in the ball return flap	<ul style="list-style-type: none"> Young people are told never to put their hand in the ball return flap Young people are supervised by staff and volunteers at all times 	<ul style="list-style-type: none"> If an individual keeps putting their hand near to the ball return flap ask the bowling staff to turn it off Member of staff to go in ambulance FFL staff are first aid trained First aid kit is easily accessible 	Staff	Ongoing at every session	

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			and ready to use <ul style="list-style-type: none"> • Staff to young person ratio is 1:8 • Minimum of 2 members of staff • Up to date emergency contacts available for all • Mobile is charged and ready to use • New young people are asked not to put their hand down the return flap • Staff to have mobile phone on them for emergencies 			
Arcade area, bar, laser quest and soft play area	Young people, volunteers, staff or visitors could get lost or injured whilst in the arcade area/bar, laser quest or soft play area.	<ul style="list-style-type: none"> • Group remain together at all times where staff and volunteers can supervise • Young people know that they should not go into the laser quest area or soft play area • Young people can buy their own drinks from the bar/food area, however we ask that the young people let staff know before wandering off 	<ul style="list-style-type: none"> • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 • Young people are well supervised by staff and volunteers • Mobile is charged and ready to use • Up to date emergency contacts available • New young people are made aware of the group rules • Staff are aware of the young people who are likely to run off • Staff will make volunteers aware of young people who are likely to run off • Staff to keep an eye on any young people who go to the food area to ensure they get there and back safely 	Staff and volunteers	Ongoing at every session	
Young person runs	Young people,	<ul style="list-style-type: none"> • Young people sign in and out 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at 	Staff and	Ongoing at	

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off or gets lost	volunteers, staff, visitors	<ul style="list-style-type: none"> • Young people are known and assessed before activity • Staff are aware of any young people who are likely to run off 	activity <ul style="list-style-type: none"> • Staff to young person ratio is 1:8 • Young people well supervised by staff and volunteers • Make volunteers aware of any young people who may run off • List of up to date emergency contacts available • Mobile is charged and ready to use • Staff to keep a mobile on them incase young person runs off 	volunteers	every session.	
Toilets	Young people, staff, volunteers could get locked in the toilet or hurt whilst unsupervised	<ul style="list-style-type: none"> • Staff to keep track of who has gone to the toilet and how long they have been • 2 volunteers/staff to go into the toilet to look for young person 	<ul style="list-style-type: none"> • Volunteers know not to go into the toilets with the young people • Staff and volunteers to keep an eye on where the young person goes. This includes keeping an eye on the entrance/exit. 	Staff and volunteers	Ongoing at every session.	
Slips, trips and falls	Young people, staff, volunteers could be injured if they slip, trip or fall.	<ul style="list-style-type: none"> • First aid kit is easily accessible and ready to use • Ensure floors are clear • No running • Clear away any spillages/potential hazards immediately or alert bowling staff • Group remain together • Group are well supervised by staff and volunteers 	<ul style="list-style-type: none"> • FFL staff are first aid trained • List of up to date emergency contacts available • Mobile is charged and ready to use • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 • Member of staff to go in ambulance • Young people asked not to hold bowling balls whilst they wait for their turn • Staff to keep a mobile on them for emergencies 	Staff	Ongoing at every session.	
Fire & electrical	Staff, young people,	<ul style="list-style-type: none"> • Young people & volunteers sign 	<ul style="list-style-type: none"> • Minimum of 2 members of FFL 	Staff	Ongoing at	

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equipment	volunteers, visitors could suffer injuries from smoke inhalation or burns from fire or shocks from faulty electrical equipment	in and out <ul style="list-style-type: none"> • Regular head counts throughout the session • Staff are aware of fire assembly meetings points – car park 	staff to attend bowling activity <ul style="list-style-type: none"> • Staff to young person ratio is 1:8 • Member of staff to take responsibility gathering everyone together and conducting head count once outside the building • Member of staff to go in ambulance • Up to date emergency contact numbers available for all • Mobile is charged and ready to use • Staff to keep a mobile on them for emergencies • If there is a bomb threat, FFL staff will follow the fire and bomb procedure • Ensure everyone signs in and out • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Any faulty electrical equipment is reported to the venue 		each session	
Young person or Volunteer or Member of Staff is injured or ill	Person who is ill, other volunteers and other young people may be left alone or unsupervised	<ul style="list-style-type: none"> • Up-to-date emergency contact numbers available for each person at every session • Each person is assessed and staff are aware of any health problems they may already have • Mobile phones are charged and ready to use 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Young people well supervised by staff and volunteers • Member of staff to go in ambulance • FFL staff are first aid trained • First aid kit is easily accessible and ready to use 	Staff	Ongoing at each session.	

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Lighting (Dim)	Staff, young people, volunteers. Reduced visibility may cause trips or falls	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Assess needs of any young person who may have a visual impairment – offer support if necessary 	Staff	Ongoing at each session.	
Individuals	Young people and volunteers may have needs that require extra support or behaviour that requires more supervision	<ul style="list-style-type: none"> • Young people and volunteers are assessed before coming to an activity and staff are aware of any potential problems • Up to date emergency contact numbers are available • Mobile is charged and ready to use • Session leader is advised if a new young person or volunteers is attending for the first time • Young people may be paired with a volunteer or member of staff if they may require extra support • Extra staff are asked to attend if low on volunteers • P.A's are welcome at our activities to support an individual young person • Parents may be asked to stay to support their child if the child needs more supervision 	<ul style="list-style-type: none"> • Individual risk assessments will be put in place for individual young people if required • Staff to young person ratio is 1:8 • Minimum of 2 members of FFL staff 	Staff	Ongoing before every session.	
Not all volunteers are DBS checked	Not all the volunteers are DBS checked as it is a group setting	<ul style="list-style-type: none"> • Staff are made aware which volunteers do and do not have a DBS check. • Staff ensure that none of the volunteers without a DBS check are left alone with a young person 	<ul style="list-style-type: none"> • No further action required 	Staff	Ongoing at every session	

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		<ul style="list-style-type: none"> • Minimum of 2 members of FFL staff supervising the group • Staff to young person ratio is 1:8 • Group stay together 				
<p>If staff cannot attend activity (low staff)</p>	<p>Young people, volunteers, other staff as not appropriately supervised</p>	<ul style="list-style-type: none"> • Trustees will be asked to step up and act as a member of staff if we do not have staff to attend the activity • There is a document available for trustees about the responsibilities this entails and what is expected • Staff are aware that trustees are not DBS checked and therefore should not be left alone with young people. 	<ul style="list-style-type: none"> • No further action required 	<p>Staff</p>	<p>Before and ongoing throughout activity</p>	
<p>Other members of the public</p>	<p>Young people, volunteers, staff could get lost in a crowd or could be harmed by another member of the public</p>	<ul style="list-style-type: none"> • Young people are supervised by staff and volunteers during the activity • All attendees are made aware of the possibility of crowds and other people • Staff and volunteers keep an eye on young people at all time • Everybody signs in and out • Group remain together 	<ul style="list-style-type: none"> • Staff to take regular headcounts and encourage the group to stick together • Mobile phones available and ready to use • Up to date emergency contacts for all available • Friends for Leisure staff are easily recognisable • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 	<p>Staff and volunteers</p>	<p>Ongoing throughout session</p>	

RELEVANT INSURANCE DETAILS:

Organisation: Friends for Leisure

Name of Insurer: Markel

Expiry date: 31.3.19

Type of cover: Public & Products £10 million, Professional Liability £1 million and Management Liability £250,000

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Policy number: A66927/0418						
ADDITIONAL INFORMATION:						