

**Health & Safety Guidance
and Risk Assessment
for school and Educational Groups
visiting Eclipse Premises**

Steve Adair

5th February 2017

Introduction

This document is designed to give teachers and carers information on Health & Safety within Eclipse premise. It includes some good practice guidelines to ensure customers enjoy their visit and do not injure themselves whilst bowling. We have also included risk assessments covering bowling and other activities that can be enjoyed at Eclipse.

Eclipse are managed by fully trained employees who have received comprehensive training on health and safety issues they are supported by a team of people who ensure safety policies and procedures are update and that these procedures are adhered to on site.

Our buildings and activities are regularly inspected and audited to ensure standards remain high.

Do please pass on some of the safety information to those involved in the activities thereby ensuring that they have a safe and enjoyable visit. Should you have any queries regarding any of these issues then do please ask on site member of staff who will be only too please to assist.

Most of all enjoy your visit.

Guidance On Safe Bowling

You may have already guessed it but bowling balls are heavy. Make sure you grip them firmly and do not mess about with a ball in your hands.

Watch out for balls returning to the racks; keep your fingers away from the ball return flap.

Never put your hand in the ball return opening.

When bowling never go beyond the foul line at the beginning of the lane. The lanes are covered in oil and are very slippery.

If a ball gets stuck call for a member of staff to assist

If you spill any food or drink please tell a member of staff immediately it can make the floor very slippery.

Should an accident occur there is always help at hand and first aid is available at all our sites

Risk Assessments

This document represents the companies' response to the legal requirements to assess risks associated with educational group of customers bowling under the supervision of a teacher or carer:

The assessments are part of a comprehensive risk assessment program and should be read in conjunction with the companies Health and Safety policies and procedures.

Relevant Legislation

The Health and Safety at work etc Act 1974.
The Management of Health and Safety at work regulations 1999
The Workplace Health and Safety and welfare regulations 1992
The Regulations Reform Fire Safety order 2005

Scope of Assessment

The assessments cover bowling and general activities undertaken within Eclipse premise, (Including Quasar games, where appropriate) undertaken by young people and children in organised groups

WL Limited

Refer to: Company policies and procedures	Assessor: S Adair	Assessment Date: 5th Feb 2017
Other Documents: General and site specific risk assessments	Review Date: Feb 2018 What would prompt an earlier review?: An incident accident or significant change in circumstances. Enforcing authority challenge	

Circumstance or activity: Bowling undertaken by young person/child	Equipment / Location Lane approaches
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Hazard: Trapped hand between balls on return Dropping ball onto foot Slipping on lane / approach Musculoskeletal injury	Persons affected: Persons undertaking bowling activity	Persons especially at risk: Young person, person with disability,
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Severity of Harm Medium	Likelihood of harm: Medium
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Existing steps to reduce the risk: Children are under supervision, signage on lanes warning of slippery floor and lanes, un-oiled gap at start of lanes
Signage and flap on ball return
Warning given to customers both on screen and on reception when booking lanes
Employees assisting customers
Design of shoes assisting bowling process
Good standards of hygiene and house keeping
Good levels of lighting at lane approaches

Residual risk (with existing controls): Low/ medium	Does more need to be done? Yes
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Additional controls necessary:
Close monitoring of groups when bowling
Cooperating with teachers and carers
Additional local controls necessary:
Ensure spillage procedure is effective

Person responsible: Steve Adair	Date to be completed: completed	Date action completed:	Completion checked by:
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WL Limited

Refer to: Company policies and procedures	Assessor: S Adair	Assessment Date: 5th February 2017
Other Documents: Site fire evacuation procedures Site fire risk assessment Fire log	Review Date February 2018 What would prompt an earlier review?: An incident accident or significant change in circumstances. Enforcing authority challenge	

Circumstance or activity: Fire evacuation from premises	Equipment / Location various
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Hazard: injury, property loss and loss of business caused by fire in building Fire caused by electrical fault arson smoking contractors hot work friction on machinery Customers unable to exit building to a place of safety	Persons affected: customers	Persons especially at risk: Young persons and persons with a disability
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Severity of Harm medium	Likelihood of harm: Low
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<p>Existing steps to reduce the risk: Building design in accordance with legislative requirements Regular fire checks undertaken in accordance with fire log Fire exits and evacuation routes kept clear and well signed Staff available to assist evacuation Suitable and efficient fire warning systems No smoking rules, CCTV systems Company monitoring systems ensure local management and staff adhere to rules</p>

Residual risk (with existing controls): Low/ medium	Does more need to be done? Yes
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<p>Additional controls necessary: Teachers and carers need to familiarise them selves of local evacuation procedures</p>
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Person responsible: S Adair	Date to be completed: completed	Date action completed: ongoing	Completion checked by:
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WL Limited

Refer to: Company policies and procedures	Assessor: S Adair	Assessment Date: 5th February 2017	
Other Documents: Generic noise assessments	Review Date: February 2018 What would prompt an earlier review?: An incident accident or significant change in circumstances. Enforcing authority challenge		
Circumstance or activity: Bowling during disco or party bash		Equipment Location activities within owl especially bowling at lane approaches	
Hazard: Damage to hearing whether temporary or permanent	Persons affected: customers	Persons especially at risk: Young persons, persons with hearing disability	
Severity of Harm low		Likelihood of harm: low	
Existing steps to reduce the risk: Exposure time limited Noise limiters on music system, levels of noise from gaming machines reduced Assessments indicate that levels of noise is not likely to cause hearing damage dose is likely to be less than 80 db ie below the first action level			
Residual risk (with existing controls): Low		Does more need to be done? no	
Additional controls necessary: Monitor noise levels in accordance with instructions from H&S department			
Person responsible: S Adair	Date to be completed: completed	Date action completed: completed	Completion checked by:

WL Limited

Refer to: Company policies and procedures	Assessor: S Adair	Assessment Date: 5th February 2017
Other Documents: General risk assessments	Review Date: Febuary 2018 What would prompt an earlier review?: An incident accident or significant change in circumstances. Enforcing authority challenge	

Circumstance or activity: Any activity in the customer area of the bowl	Equipment / Location various
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Hazard: Slips trips and falls within the bowl	Persons affected: customers	Persons especially at risk: Young person, persons with a disability
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Severity of Harm medium	Likelihood of harm: low
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Existing steps to reduce the risk: All areas of the bowl kept tidy and standards of house keeping are good Levels of lighting are adequate for activity Warning signage is posted to warn of slippery surfaces on lanes and lane approaches Appropriate footwear is provided Spillages are dealt with quickly by trained employees	
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Residual risk (with existing controls): Low/ medium	Does more need to be done? Yes
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Additional controls necessary: Ensure that floor surfaces are in good repair Good levels of local supervision	
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Person responsible: S Adair	Date to be completed:	Date action completed: ongoing	Completion checked by:
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