

Risk Assessment Form

Issue 1

Facility:	Battle Bar	Date:	July 21	Completed By:	Right Directions
Risk Assessment:	ShuffleBoard	Reference No:			

List significant hazards and how people may be harmed	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found	Further action required to control risk Y / N (list actions at end)
Manual Handling of Equipment	Staff Staff – (Instructors)	<ul style="list-style-type: none"> Refer to Manual Handling procedure. Staff are trained on the Manual Handling procedure during the induction process and signed off on 'The Vault', with a refresher programme in place. Staff complete 'Online' Manual Handling training course. Only staff allowed to move equipment. 	Staff to be trained on manual handling procedure
Misuse of Equipment	Staff Staff – (Instructors) Customers - (participants) Customers - (spectators)	<ul style="list-style-type: none"> All participants are made aware of the rules. Staff and instructors are trained on the operational procedures for Shuffleboard. Activity only allowed when staff are present. Participants not following the staff instructions or misbehaving will be asked to sit out. Pucks to be stored securely away from Shuffleboard table when not in use. 	Coaching provided
First Aid Accidents or Incidents	Staff Staff – (Instructor) Customers - (participants) Customers - (spectators)	<ul style="list-style-type: none"> Refer to First Aid procedure, Accident & Incident Reporting procedure. The staff instructor must notify the Duty Manager of any accidents or incidents occurring. Staff members have current first aid training and certification and appropriate first aid supplies are available. 	First Aid Training given to all staff

July 2020

Right Directions

quality and safety

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		<ul style="list-style-type: none"> • First aid kits are regularly checked for contents and this check is recorded on the Weekly Health and Safety Check sheet on 'The Vault' • The operating procedures detail the action to be taken in the event of both minor and major accidents and incidents. • Staff are trained on this procedure during the induction process and signed off on 'The Vault', with a refresher programme in place. 	
Disorderly or boisterous participant behaviour / Play Arguments	<p style="text-align: center;">Staff Staff – (Instructor) Customers - (participants) Customers - (spectators)</p>	<ul style="list-style-type: none"> • Rules for using the Shuffleboards are clearly displayed. • All participants are made aware of the rules and will be made aware of the level of discipline, and standard of behaviour required at the start of the session and throughout the session by the staff instructor. • Staff are trained on the operational procedures for shuffleboard. • If a participant is acting in a way where they are likely to injure themselves, other participants, or staff then they will be told to stop their activity and warned about the dangers of their behaviour. • If they continue to act in a dangerous manner, they will no longer be able to take part and are asked to leave the area. The Duty Manager is called if needed to support the staff. 	Coaching Provided and procedures in place for all staff to follow

Risk Reduction Plan

List further action required to control the risk	Responsibility for Action	Target Completion Date	Date Completed	Signed
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		Name	Signature	Date
Review	Review Conducted by:			
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