

# **IVER HEATH BOWLS CLUB**

## **Health & Safety Policy**

The Club's members must recognise their duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation.

All members must be informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the Club's activities.

### **The Club as far as is reasonably practicable, has the duty to ensure the following:**

- To provide and maintain a hygienic and safe environment, safe systems and activities, safe equipment and a healthy and safe operational environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure members and visitors are assured of a safe and healthy environment.
- To promote the awareness of health and safety and encouraging health and safety best practice throughout the Club's activities.
- To provide access to adequate first aid facilities, telephone and qualified first aider at all reasonable times
- To record any injuries or accidents sustained during any club activity or whilst on the club premises.
- To undertake regular, recorded risk assessment of the Club's premises and all activities undertaken by the Club.
- To ensure The Club is taking the appropriate protective and preventative measures.

### **Measures in place to mitigate Risk**

**FIRE** – the fire extinguishers and smoke detectors are inspected annually and serviced by qualified personnel.

**SLIPS/TRIPS/FALLS** – premises and greens are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible. An Accident Book is maintained in which all incidents are recorded.

**ELECTRICITY** – electrical installations and portable electrical equipment are subject to periodic inspection and testing.

**CHEMICALS/FERTILIZERS** – chemicals and fertilizers are stored securely and, where appropriate, use is under supervision of an individual who has been on a pesticide course and obtained PA1 and PA6 certification.

**USE OF MACHINERY** – all machinery and equipment including mowers and ancillary green equipment are kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators.

**FOOD HYGIENE** – kitchen facilities are maintained to a high standard and meet legal requirements. Members are aware of food hygiene requirements. Catering is under the control of a holder of a relevant and up to date, Food Hygiene Certificate.

**FIRST AID** – The Club provides a First Aid Box which is regularly checked and replenished, and displays information on how emergency assistance can be obtained.

**CHILDREN AND 'ADULTS AT RISK'** – The Club has clearly publicised Safeguarding and Child Protection Policies.

**RECORD KEEPING** – the following documentation is held: ➤ Manifest of green and ancillary equipment including manufacturers' manuals and instructions. ➤ COSHH records for chemicals and hazardous cleaning materials and fluids.

➤ Record of training given on Health & Safety requirements including use of equipment. ➤ Formal risk assessments

➤ The Accident Book

### **As a Club Member you have a duty to:**

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

**CLUB HEALTH & SAFETY OFFICERS:**

**John and Carol Fox**

**FIRST AID:**

Location of first aid facilities: Above chiller by kitchen

Location of defibrillator: Exit door by kitchen

Nominated person for maintaining First Aid supplies: Carol Fox

**FIRST AIDERS: Ron Hill, Rod Evans, Lin Mockett, Linda Rumney, George Fowler, Carol Fox**

Mobile telephones will be available during all matches

Risk assessments have been carried out by the Committee who have issued the following brief instructions/notes:-

**Avoidance of slips and falls during activities.**

- Members should keep internal floors and changing rooms clean and clear of unnecessary paraphernalia that might cause an accident.
- Members and others are instructed to take care on paths and surrounds and special care when stepping onto or off the green. Steps are provided.
- Members must wear suitable foot apparel whilst bowling.

**Incorrect use of electrical and other equipment.**

- Competent, qualified contractors maintain all fixed and portable electrical equipment which will be PAT tested annually.
- Members must take care when using electrical equipment and ask a competent person if necessary
- Members should not use damaged or suspect equipment; it should be reported immediately to the Club's officials.

**Incorrect lifting moving and stacking equipment.**

- Members and others MUST NOT LIFT beyond their capacity.
- Assistance should be sought when lifting, moving heavy furniture or other equipment.
- Bowls and other equipment must be stored safely.
- Care must be taken when storing equipment in the shed.
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**Avoiding the risk of fire.**

- Members and others are instructed and must conduct their activities in a way to minimize the risk of fire; they have a duty to report immediately any fire, smoke, or potential fire hazards.
- Members and others are instructed in Fire Emergency procedures, exit routes and assembly points.
- Fire fighting equipment is installed and maintained by specialist contractors.

**Approved by Committee at January 2021 meeting**

Chairman.

Date:

