

*NAILSWORTH MILLS
BOWLING CLUB*

**HEALTH
AND
SAFETY POLICY**

NOTE TO ALL CLUB MEMBERS AND CONTRACTORS

The success of this policy will depend on your co-operation.
It is therefore important that you read this document carefully,
understand your role and the overall arrangements for health and safety.

THIRD EDITION – February 2018

Introduction: This Health and Safety Policy Document has been prepared in accordance to meet (where it is considered appropriate and feasible) the provisions of the Health and Safety at Work etc Act 1974 and the regulations made under it. Day to day responsibility for health and safety at the Bowling Club and Green lies with the Management Committee which is required to ensure that arrangements are in place to satisfy these Health and Safety Regulations and appropriate Codes of Practice.

This document will be reviewed annually at the first meeting of the Management Committee elected at the previous AGM.

Statement of General Policy:

- to provide adequate control of the health and safety risks arising within the Club.
- to consult with members and any outside contractors on matters affecting their health and safety.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction and supervision for members and any contractors.
- to ensure all members and contractors are competent to do their tasks and to give them adequate training.
- to prevent accidents and cases of work related ill health.
- to maintain safe and healthy working conditions.
- to review and revise this policy as necessary at working intervals.

Responsibilities:

- Overall and final responsibility for health and safety is that of the members.
- All members and any contractors have to:-
 - co-operate with the Management Committee on health and safety matters.
 - not interfere with anything provided to safeguard their health and safety.
 - take reasonable care of their health and safety.
 - report all health and safety concerns to any member of the Management Committee.

Health and Safety Risks arising from Work Activities:

- Risk assessments will be undertaken by the Management Committee.
- Action required to remove/control risks will be approved by the Management Committee.
- A delegated member of the Management Committee will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risk.
- Assessments will be reviewed when work activity changes.
- Lone working on the Green with machinery is **not** permitted.

Consultation with Members and any Contractors:

- Consultation with members and any contractors will be provided through the Management Committee Minutes and information posted in the Club.

Safe Plant and Equipment:

- The Green Keepers will be responsible for identifying all outdoor equipment needing maintenance, ensuring effective procedures are drawn up and ensuring that all identified maintenance is implemented.
- The Management Committee will be responsible for identifying any Bar equipment needing maintenance, ensuring effective maintenance procedures are drawn up and ensuring that all identified maintenance is implemented.

- Any problems found with equipment should be reported to the Management Committee which will be responsible for checking that new equipment purchased meets health and safety standards before it is purchased.

Safe handling and use of Substances:

- The Management Committee will be responsible for identifying all substances that need a COSHH (i.e. *Control of substances hazardous to health*) assessment, undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented.
- The Management Committee will be responsible for ensuring that all relevant members and any contractors on site are informed about the COSHH assessments.
- Assessments will be reviewed every year.
- Under the Plant Protection Products (PPPs) Regulations 2012 anyone using or purchasing chemicals (pesticides) for the maintenance of the Green must have undertaken suitable training.

Information, Instructions and Supervision:

- Health and Safety Law posters are displayed in the Clubhouse.
- Health and Safety advice is available from the Management Committee.

Competency for Tasks and Training:

- Induction training for appropriate tasks will be provided for all members and any contractors by the appropriate person.

Accidents, First Aid and work related health:

- First Aid Boxes are kept in the Bar and the Kitchen.
- All accidents and cases of work-related ill health are to be recorded in the Accident Book kept on the main notice board shelf.
- The Management Committee is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring:

- To check Club working conditions and to ensure safe working practices are being followed the Management Committee will review them annually. For this purpose an item on “*Health and Safety*” will be placed on the agenda for the first meeting of the Management Committee after every Annual General Meeting of the Club.
- A delegated member of the Management Committee is responsible for investigating accidents and implementing action to prevent a recurrence.

Emergency Procedures – Fire and Evacuation:

- The Management Committee is responsible for ensuring the fire risk assessment is undertaken and implemented in the Clubhouse, Changing Huts and the Toilet Block.
- An emergency procedure is provided in the Clubhouse.
- Escape routes are checked by the Management Committee monthly during the bowls season.
- Fire extinguishers are maintained and checked annually.

Risk Assessments:

- Risk assessments will be carried out when considered necessary or appropriate.

Management Committee
Nailsworth Mills Bowling Club