

Winslow Bowls Club Health and Safety Policy

Health and Safety Statement

1. Introduction

Winslow Bowls Club recognises its responsibilities under Health and Safety at Work legislation to:

- Provide and maintain a safe Clubhouse and green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
- Ensure hazards are identified and that there is a regular and recorded risk assessment of the facilities and activities undertaken by the club.
- Provide information, instruction and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- Promote awareness of Health and Safety encouraging best practice to all members
- Ensure it takes appropriate protective and preventative measures.
- Ensure there is access to competent advice.
- Ensure the policy is reviewed regularly and monitored for effectiveness

2. Organisation and Responsibilities

Responsibility, for ensuring that the Club complies with Health and Safety legislation, is vested in the Club's Management Committee which will arrange for an annual pre-season risk assessment in April to ensure appropriate measures are in place to eliminate/mitigate risk. In addition, the Club appoints one member, whose function is at any time to draw to the Committee's attention any risks/hazards that may not have been properly identified or where the mitigation action may be insufficient.

3. The Risks

As a small organisation, the Club does not employ full or even part time staff, but Health and Safety law requires that where that volunteers are used on a regular basis, (e.g. Secretary, Treasurer, Greens Staff) they should, for the purposes of the Act, be treated as employees, even though unpaid. The Club has identified the following principal areas where it needs to monitor closely risks associated with the work done by volunteers.

- Fire
- Trips/Fall
- Electricity – risk of fire and personal injury
- Chemicals/Fertilizers
- Use of machinery
- Food safety
- First aid
- Children and "Adults at Risk".

4. Measures in Place to Mitigate Risk

Fire: The Fire extinguishers are annually inspected and serviced by qualified personnel.

Trips/Fall: At the beginning of each season the premises/green 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 in accordance with current legislation..

Chemicals/Fertilizers: use of such chemicals/fertilizers is by our contractor who has been on a Pesticide Course and obtained PA1 and PA6 certification.

Use of Machinery: All machinery is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators. Lone working using machinery is not permitted.

Food Safety: 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 Food Hygiene Certificate

First Aid: The Club cannot necessarily from its own membership expect to have trained first aiders on hand. It provides, however, a first aid box, which is regularly checked, and displays information on how emergency assistance can be obtained. There is also a defibrillator situated by the adjacent British Legion with clear signage.

Children and "Adults at Risk": The Club has a clearly publicised Safeguarding and Child Protection Policy, and has a designated Safeguarding Officer.

5 Record Keeping: The following documentation is held.

- List of green equipment and manufacturers' manuals/instructions
- Simple bullet-point instructions for use of motorised or heavy equipment
- Record of training given on use of equipment
- Formal risk assessments (as necessary)
- The Accident Book

6 Dissemination of Health and Safety Information:

A copy of this Health and Safety statement is displayed within the Club. Members are asked to familiarise themselves with the content and if necessary to draw the attention of Committee members to any areas of concern.