



Fairlight Bowls Club

Health and Safety Policy

Introduction

Fairlight Bowls Club fully recognises its responsibilities under Health and Safety

legislation to:

Provide and maintain a safe, Clubhouse, bowling green, surrounding walkways, equipment and a safe environment for members, guests and visitors, 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 everyone 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, including providing PPE

Ensure there is access to competent advice.

Ensure the policy is reviewed regularly and monitored for effectiveness.

Organisation and Responsibilities

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

The Risks

As a small organisation the Club does not employ full or even part time paid staff, but Health and Safety law requires that where volunteers are used on a regular basis, 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
- Slips, Trips and Falls
- Electricity – risk of electrification and personal injury
- Chemicals and Fertilizers (COSHH)
- Use of machinery, mowers, strimmer, hedge cutters etc.
- Lone Working
- Food safety
- First aid
- Children and “Adults at Risk”
- Safe use of Steps and Ladders and working from heights

Measures in Place to Mitigate Risk

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

Slips, Trips and Fall: At the beginning of each season the premises, bowling greens and walkways, 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 and Fertilizers: Chemicals and Fertilizers are held securely under lock and key and, where appropriate, their use is under supervision of the Green Keeper 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. Machinery is only operated by experienced and competent operatives.

Lone Working: Lone working should always be avoided, but in cases where Lone Working is unavoidable, we ask that members ensure that they bring a mobile phone with them, an appropriate phone charger and that they leave an anticipated return (e.g. to home) time with a contact.

Food Safety: Kitchen facilities are available for the preparation of light refreshments only. These are provided by members who will be reminded of food hygiene requirements. The club does have currently, three members with Food Hygiene Certificates

First Aid: The Club cannot necessarily, from its own membership, expect to have always 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 on the adjacent building in the main carpark.

Children and “Adults at Risk”: The Club has a clearly publicised Safeguarding Policy including Child Protection Policy. Full contact details are on the clubs Notice Board and in the Safeguarding Manual in the club house and on the club’s website.

Record Keeping

The following documentation is held at the club.

List of equipment and manufacturers’ manuals and instructions

Simple bullet-point instructions for use of motorised or heavy equipment

Record of training given on use of equipment

List of competent persons

Generic and specific risk assessments

The Accident Book

Dissemination of Health and Safety Information

A copy of our Health and Safety statement is displayed on the notice board within the Club house and on the club’s website. The Health and Safety Policy is contained in the Health and Safety Manual held at in the club house and copies, together with the general risk assessment, contained on the club’s website. Members are asked to familiarise themselves with the content of the Health and Safety Manual in the clubhouse and if necessary to draw to the attention of any Committee members to any areas of concern.