



Buckfastleigh Bowling Club

HEALTH AND SAFETY POLICY

(Adopted at Executive Meeting held on 16th January 2019)

Introduction

1.1 The Club recognises its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation to ensure the following:

- 1.1.1 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.
- 1.1.2 To ensure hazards are identified and that there is a regular assessment of risks.
- 1.1.3 To provide information, instruction and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- 1.1.4 To promote awareness of Health and Safety encouraging best practice.
- 1.1.5 To ensure it takes appropriate protective and preventative measures.
- 1.1.6 To ensure there is access to competent advice.

Organisation and Responsibilities

2.1 Responsibility for ensuring that the Club complies with Health and Safety responsibilities 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.

The Risks

3.1 As a small organisation, the Club does not employ full or even part time staff but Health and Safety law requires that where 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 if unpaid. The Club has identified the following principal areas where it needs to monitor closely risks associated with the work done by volunteers.

- 3.1.1 Fire
- 3.1.2 Trips/Fall
- 3.1.3 Electricity – risk of fire and personal injury
- 3.1.4 Chemicals/Fertilizers
- 3.1.5 Use of machinery
- 3.1.6 Food safety
- 3.1.7 First aid
- 3.1.8 Children and 'Vulnerable Adults'.

Measures in Place to Mitigate Risk

- 4.1 **Fire:** The Fire extinguisher is annually inspected and serviced by qualified personnel.
- 4.2 **Trips/Fall:** At the beginning of each season the premises/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.
- 4.3 **Electricity:** Electrical installations and portable electrical equipment are subject to periodic inspection and testing.
- 4.4 **Chemicals/Fertilizers:** Chemicals and Fertilizers are held securely under lock and key and, where appropriate, use is under supervision of an individual who has been on a Pesticide Course and obtained PAI and PA6 certification.
- 4.5 **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.
- 4.6 **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.
- 4.7 **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 within the clubhouse with clear signage.
- 4.8 **Children and 'Vulnerable Adults':** The Club has a clearly publicised Safeguarding and Child Protection Policy.

Record Keeping

- 5.1 The following documentation is held:
 - 5.1.1 List of green equipment and manufacturers' manuals/instructions.
 - 5.1.2 Simple bullet-point instructions for use of motorised or heavy equipment.
 - 5.1.3 Record of training given on use of equipment.
 - 5.1.4 Formal risk assessments (as necessary).
 - 5.1.5 The Accident Book.

Dissemination of Health and Safety Information

- 6.1 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.