

EGHAM BOWLS CLUB

HEALTH AND SAFETY POLICY DOCUMENT

Our Health and safety policy is to protect all persons including employees, customer, contractors and members of the public from potential injury and damage which may arise on our premises.

We will provide and maintain safe and healthy working conditions, equipment and systems to our members and visitors. We will provide all information, training and supervision required for this purpose.

This document has been signed by the Management Committee of Egham Bowls Club to demonstrate our commitment to Health and Safety.

Reviewed: July 2024

Next Review: June 2025

Signed:

On behalf of The Management Committee

EGHAM BOWLS CLUB

PURPOSE OF POLICY

Responsible Persons: Management Committee

1. Egham Bowls Club, the management committee (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of all its staff, members and all those affected by its activities and attending its premises. This Policy is intended to help the club achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This Policy may be amended at any time by the Management Committee at its absolute discretion. The Management Committee will review this Policy at regular intervals to ensure that it is achieving its aims effectively.

Who is Responsible for Workplace Health and Safety?

3. Achieving a healthy and safe facility or workplace is a collective task shared between the Management Committee of Egham Bowls Club (Employer), the staff, it's members and visitors. This policy and the rules contained in it apply to all staff, its members, irrespective of seniority, tenure, and opening hours, including all if any employees, directors and officers. consultants and contractors and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer Responsibilities

4. The Management Committee (Egham Bowls Club) or employer is responsible for:
 - a Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities, including members, and people visiting its premises.
 - b Identifying health and safety risks and finding ways to manage or overcome them.
 - c Providing a safe and healthy place and safe entry and exit arrangements, including during an emergency situation.
 - d Providing and maintaining safe areas, equipment and systems and, where necessary, appropriate protective clothing.
 - e Providing safe arrangements for the use, handling, storage and transport of articles and substances.
 - f Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, play bowls or any other activity, to avoid hazards and to contribute positively to their own health and safety at work. The Management Committee will give you the opportunity to ask questions and advise who best to contact in respect if you are unsure about how to safely carry out activities or duties.
 - g Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
 - h Providing a health and safety induction and appropriate safety training to your role.
 - i Promoting effective communication and consultation between the Management Committee, staff and its members concerning health and safety matters.

EGHAM BOWLS CLUB

- j If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
- k Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff and its members.

Supporting staff and mental health by, as appropriate:

- o Implementing modifications to protect staff mental health and improving conditions for all staff.
 - o Providing a less stressful atmosphere by altering the workplace or activities where necessary-
 - o Allowing working from home where appropriate.
 - o Providing emotional support to staff in or outside of the workplace (eg. by arranging professional mental health support).
5. Overall responsibility for health and safety lies with the Management Committee of Egham Bowls Club. They have appointed the Chairperson, Club Secretary and Facilities Manager as the Health and Safety Officers with day-to-day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be communicated to the Health and Safety Officers.

Responsibilities of All Staff, management and Officers

General Staff and Officers Responsibilities

7. All staff and officers must:
- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b. Co-operate with the Health and Safety Officers and the Management generally to enable compliance with health and safety duties and requirements.
 - c. Comply with any health and safety instructions and rules, including instructions on the safe use of any equipment.
 - d. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
 - e. Keep the facilities tidy and hazard-free for members and visitors to use.
 - f. Report all health and safety concerns to the Health and Safety Officers promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
 - g. Co-operate in the Safety Officers or Management Committee's investigation of any incident or accident which either has led to injury or which, in the Officers or Management Committee's opinion, could have led to injury.

EGHAM BOWLS CLUB

Staff, Management and Officers Responsibilities Relating to Equipment

- 8 All staff and officers must:
 - a. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions,
 - b. Keep the Facilities tidy and hazard-free.
 - c. Report all health and safety concerns to the Health and Safety Officers promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.

Staff, Management and Officers Responsibilities Relating to Accidents and First Aid

- 9 All staff and officers must:
 - a. Promptly report any accident involving personal injury at the club, however trivial, to the Health and Safety Officers so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
 - b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are
 - c. If an accident occurs, ask for the duty first aider, giving name, location and brief details of the problem.
 - d. The Health and Safety Officers are responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff, Management and Officers Responsibilities Relating to Emergency Evacuation and Fire

10. All must:
 - a. Familiarise themselves with the instructions about what to do if there is a fire which.
 - b. Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
 - c. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
 - d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held at least once every 12 months.
 - e. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
 - f. Notify the Health and Safety Officers immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you.

EGHAM BOWLS CLUB

11. On discovering a fire, all must:
 - a. Immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire.
 - b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
12. On hearing the fire alarm, all must:
 - a. Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions of the fire wardens.
 - b. Leave without stopping to collect personal belongings.
 - c. All must meet at the designated fire assembly point located towards the carpark entrance.
 - d. Remain out of the building until notified by a fire warden that it is safe to re-enter.
13. The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk Assessments and Manual Handling

- 14 Risk assessments are essentially a careful examination of what in the workplace/facilities could cause harm to people. The Management Committee will assess any risks and consider measures to best minimise any risk. The Management will carry out general workplace/facilities risk assessments when required or as reasonably requested by staff, officers and club members. Management must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Officers are responsible for workplace/facilities risk assessments and any measures to control risks.
- 15 Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
- 16 Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officers and where necessary training will be provided, but the Management will try to minimise or avoid the need for manual handling where there is a risk of injury.

Non-Compliance With Health and Safety Rules

17. Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Club's Disciplinary Policy, up to and including immediate removal or dismissal.