



HEALTH AND SAFETY POLICY

JUNE 2020

Kingsland Bowling Club (The Club), is fully committed to its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation, by implementing the following actions:

- **To provide and maintain a safe clubhouse, playing environment and equipment for members, volunteers, visitors and guests.**
- **To ensure hazards are identified through regular assessment of risks and appropriate safeguards and protections are applied.**
- **To provide information, instruction and supervision as necessary to ensure all individuals are aware of their responsibilities under health and safety legislation.**
- **To ensure that coaches and other volunteers are competent to perform their tasks and given relevant training.**
- **To maintain accurate and accessible health and safety records including risk assessments.**
- **To regularly review and revise this policy as necessary.**

Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety requirements is vested in the Executive Committee which will ensure that appropriate measures are in place to eliminate or mitigate identified hazards and risks.

Risks

The Club has identified the following principal risks which it needs to closely monitor that are associated with activities performed by volunteers:

- Fire
- Slips/Trips/Falls
- Electricity

- Chemicals/Fertilizers
- Use of machinery
- Food hygiene
- First aid
- Children and 'Adults at Risk'

Measures in place to mitigate Risk

FIRE – the fire extinguishers and smoke detectors are inspected annually and serviced by qualified personnel.

SLIPS/TRIPS/FALLS – premises and 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.

ELECTRICITY – electrical installations and portable electrical equipment are subject to periodic inspection and testing.

CHEMICALS/FERTILIZERS – chemicals and fertilizers are stored securely and, where appropriate, use is under supervision of an individual who has been on a pesticide course and obtained PA1 and PA6 certification.

USE OF MACHINERY – all machinery and equipment including mowers and ancillary green equipment, is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators.

FOOD HYGIENE – 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 relevant and up to date, Food Hygiene Certificate.

FIRST AID – The Club provides a First Aid Box which is regularly checked and replenished, and displays information on how emergency assistance can be obtained.

CHILDREN AND 'ADULTS AT RISK' – The Club has clearly publicised Safeguarding and Child Protection Policies.

RECORD KEEPING – the following documentation is held:

- Manifest of green and ancillary equipment including manufacturers' manuals and instructions.
- COSHH records for chemicals and hazardous cleaning materials and fluids.

- Record of training given on Health & Safety requirements including use of equipment.
- Formal risk assessments
- The Accident Book

Dissemination of Health and Safety Information

A copy of the Health and Safety Policy Statement is displayed within the Club premises. Members are asked to familiarise themselves with the content and their individual responsibilities and, as necessary, draw to the attention of a Committee member(s) any areas of concern.

For Risk Assessment Schedule – see Appendix 1 of this Policy
For Covid -19 Risk Assessment - see Appendix 2 of this Policy