

**AFFILIATED CLUBS  
USEFUL INFORMATION  
BOOKLET 2 OF 4**

**ISSUE D  
TOPICS 26, 26A, 26B, 26C, 26D**

**APRIL 2013**

# Useful Information for Clubs (April 2013)



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# BOWLS CLUBS, COUNTY ASSOCIATIONS AND OTHER ASSOCIATIONS

## HEALTH AND SAFETY POLICY AND PROCEDURES

**The information contained in this document is supplied by Peninsula Services.**

### INTRODUCTION

**NB:** This document and the five others relating to Health and Safety are to be used as a guide only. It is appreciated that the majority of outdoor Clubs and Associations do not employ staff. However, in law, where volunteers are used on a regular basis, eg Secretary, Treasurer, Bar Manager, etc they should be treated as employees whether paid or not. The term 'personnel' is referred to throughout these documents and can mean employees, volunteers or members. Clubs and Associations need to adopt what is relevant their organisation and produce a policy and procedures accordingly.

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

The Health and Safety at Work, etc Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and personnel.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of personnel at work.
- To protect people other than personnel at work against risks to their health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.

# Useful Information for Clubs (April 2013)

## Topic 26: Health & Safety - Introduction

- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

**To assist Clubs and Associations with their duty, Bowls England have retained Peninsula Business Services Limited to provide them with information and guidance on how these provisions should be managed and recorded.**

## Topic 26: Health & Safety - Introduction

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## Topic 26a: Health & Safety – General Policy

***The information contained in this document supplied by Peninsula Services.***

### INTRODUCTION

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

### General

Organisations that are successful in achieving high standards have Health and Safety Policies which contribute to their organisation's performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

### What the Law Requires

Unless an organisation is exempt from certain provisions, Clubs and Associations have to comply with the requirement to have a written statement of General Policy on Health and Safety for the protection of their personnel and others who may be affected by their work activities.

That statement is important because it is their basic action plan on health and safety. To achieve this Health and Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements has to be undertaken in the form of inspections and assessments.

These Health and Safety Policy and Procedures reflect the Clubs/Associations commitment to a planned and systematic approach to Policy implementation.

A full review has to be undertaken from time to time to ensure high standards and commitment are maintained.

## Topic 26a: Health & Safety – General Policy

### HEALTH AND SAFETY - GENERAL POLICY

Clubs / Associations must recognise their duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. They must endeavour to meet the requirements of this legislation so as to ensure that they maintain a safe and healthy working environment. All Members must be informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Clubs / Associations must recognise, as far as is reasonably practicable, the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure personnel are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout their organisation.
- To ensure they are taking the appropriate protective and preventative measures.
- To ensure that they have access to competent advice and are able to secure compliance with their statutory duties.

In order that they can achieve their objectives, and ensure their personnel recognise their duties under health and safety legislation whilst at work; they must ensure that they inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. They must ensure their personnel are informed of their obligations to ensure they co-operate with Committees or Management and adhere with the Clubs / Associations safety rules which are provided within their Safety Handbook.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_



## Topic 26b: Health & Safety – Organisation and Responsibilities

**The information contained in this document is supplied by Peninsula Services.**

### ORGANISATION AND RESPONSIBILITIES

#### Introduction

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#### List of all Individual Health and Safety Key Responsibility Booklets Issued

### INTRODUCTION

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

Legal provisions require that Clubs/Associations, as the employer, identify the duties and responsibilities for personnel who have a specific role in managing health and safety in our workplace.

Those involved in the management Clubs/Associations must have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Management also have a responsibility and duty to ensure that:

- Their personnel are aware of and understand the Health and Safety General Policy.

## Topic 26b: Health & Safety – Organisation and Responsibilities

- Their personnel are aware of and understand the health and safety rules relating to their work.
- Their personnel are adequately instructed, trained and supervised.
- Their personnel are made aware of the hazards and risks associated with their work activities.
- Their personnel are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

Clubs/Associations must recognise that Peninsula Business Services Limited act in a consultancy capacity for Bowls England only but they do assist them with the provision of documentation, advice and training to help us comply with health and safety legislation. However, Clubs/Associations retain ownership of and remain responsible for the management of health and safety in their workplace and the protection of their personnel who may be affected by our acts or omissions.

### ORGANISATIONAL STRUCTURE

Each Club/Association must have an organisational structure diagram which outlines the chain of command in respect of health and safety management. It must also show who has responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

### MANAGEMENT RESPONSIBILITIES

#### Introduction

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual responsibilities must be allocated. These are deemed the most important responsibilities to be undertaken by Management, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

#### Key Responsibilities

To ensure Management fulfil the objectives outlined in the General Policy, the organisational structure must indicate all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

## Topic 26b: Health & Safety – Organisation and Responsibilities

### Health and Safety Key Responsibilities List

For example, a Clubs/Associations Secretary may have the following key responsibilities that are assigned in the form of a responsibility and monitoring booklet as follows. However, some of them can be discharged to another member of the Organisation.

#### RESPONSIBILITIES

I will ensure that I keep abreast of any legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation's Health and Safety Policy is developed and brought to the attention of all personnel.

I will ensure that any electrical installations and any electrical equipment used within my undertaking are suitably designed, installed and maintained. I will also ensure that I meet the requirements of any recognised testing.

I must ensure that arrangements are in place to deal with fire and other emergency situations.

I will ensure that there is adequate provision of First Aiders (or) 'Appointed Persons' and first aid equipment.

I will ensure the organisation has effective arrangements to deal with health and safety issues, hazards and emergencies that may arise as a result of our undertaking. I need to ensure regular monitoring of the health and safety performance of the organisation is also carried out.

#### ACHIEVED BY

I will ensure, with the help of Bowls England that I am kept up to date with any legislative changes or industry specific requirements. I will, as necessary, utilise other professional bodies and equipment suppliers to assist in this regard.

This will be achieved by regular meetings and discussions with the relevant Management as required. The Health and Safety Policy will be communicated to all, either individually or on a group basis.

This will be achieved by identifying all the electrical equipment and installations within my control. If required, I will also appoint the services of a competent person to assist me with my duty.

This will be achieved by producing a procedure that will enable a safe evacuation of the premises to take place when required. I will also ensure that there are adequate arrangements in place to deal with fire related emergencies. These arrangements are documented in the Safety Records.

This will be achieved by ensuring that there are a sufficient number of first aid trained personnel and first aid kits.

This will be achieved by regular meetings and discussions with the relevant Management as required. I will ensure regular workplace inspections are undertaken and the required Safety Records completed. (As a minimum this will be undertaken annually).

## Topic 26b: Health & Safety – Organisation and Responsibilities

I will ensure that any hazardous substances present within our undertaking are controlled within the recognised standards and securely stored.

This will be achieved by appointing a competent person to deal with hazardous substance related issues. This will include the provision of adequate time and financial resources and controlled storage facilities.

I will ensure that adequate provision is made to assess and control the risks associated with new and expectant mothers.

This will be achieved by carrying out an initial assessment of all tasks undertaken by any new and expectant mother and ensuring that regular monitoring takes place.

I must ensure that all Management within the organisation carry out regular monitoring of health and safety matters

This will be achieved by all completing their Responsibility Monitoring Record Sheets and Action Logs in their respective Responsibility Booklets.

I must ensure that the organisation has sufficient Employers' and Public Liability Insurance cover for the extent of the business undertaking.

This will be achieved by obtaining the necessary valid cover and ensuring that a copy of the Employers' Liability Insurance Certificate is prominently displayed.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its personnel who might be affected.

This will be achieved by providing, as far as is reasonably practicable, sufficient financial resources to meet all our statutory obligations.

I will ensure that all personnel receive adequate training to enable them to carry out their work tasks. This will include suitable and sufficient induction information.

This will be achieved by carrying out a training needs analysis to establish the areas that pose a risk to health and safety; this will include an induction training package. Records of all training given are kept in the Safety Records.

I must encourage a positive health and safety culture within the organisation, to reduce the risk of injury or ill health to personnel within the organisation.

This will be achieved by regular meetings and discussions with the relevant Management as required. I will provide the necessary supervision, information, instruction and training for the tasks undertaken by our personnel. (Contractors and visitors to our premises will also be included as necessary).

I will ensure that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.

This will be achieved by the use of a health and safety monitoring programme and an annual review.

I will ensure that adequate control measures are in place to deal with issues relating to transport within the organisation.

This will be achieved by undertaking an initial assessment of the risks relating to transport issues and implementing suitable and sufficient control measures.

## Topic 26b: Health & Safety – Organisation and Responsibilities

I will ensure that adequate provision is made to assess and control the risks associated with young persons.

This will be achieved by carrying out an initial assessment of all tasks undertaken by a young person and ensuring that regular monitoring takes place.

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

This will be achieved by following the accident investigation procedure contained within the Safety Records. I will report, as required, any necessary notifications under the statutory reporting legislation.

I will be actively involved in communicating safety information to all staff and volunteers under my control.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises

I will ensure that contractors working on our premises provide suitable method statements, risk assessments or other agreed work schedules prior to commencing work.

Prior to commencement of any work contractors will submit a method statement relating to their work activities for prior agreement. Contractors will be vetted for suitability and / or competence. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working.

I will ensure that all work equipment provided by the organisation is suitably and sufficiently designed, maintained, inspected and tested to meet all statutory requirements and industry standards.

This will be achieved by ensuring that design standards are taken into account prior to the purchase or hire of any equipment. I will also ensure compliance with any statutory maintenance, inspection and testing requirements and will keep a record of all the necessary documentation.

I must ensure that all members under my control are made aware of the fire and emergency procedures.

This will be achieved by ensuring that an effective training programme is established and maintained.

I will ensure that there is adequate first aid provision within areas under my control.

This will be achieved by ensuring there is a sufficient number of trained personnel and adequate facilities to deal with incidents.

I must ensure that the arrangements to identify, report and deal with hazards are in place.

This will be achieved by the introduction and utilisation of the Hazard Action Log within the Safety Records.

## Topic 26b: Health & Safety – Organisation and Responsibilities

I will ensure that all the hazardous substances present within my area of control are handled, used and stored in the correct manner.

This will be achieved by carrying out an initial assessment. I will identify the controls that must be implemented and establish a safe system of work based on the outcome of the assessment.

I will ensure that Display Screen Equipment Risk Assessments are completed.

This will be achieved by carrying out an assessment. I will identify the controls that must be implemented and act upon the findings.

I will ensure that manual handling activities under my control are adequately assessed and suitable control measures are identified and implemented.

This will be achieved by carrying out Manual Handling Risk Assessments. Where the handling task cannot be removed, training and monitoring of the persons involved will be undertaken.

I must ensure that any Health and Safety Policy developments are brought to the attention of members.

This will be achieved through effective participation with Management and communicating any findings to personnel under my control either individually or on a group basis.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted or recorded.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

This will be achieved by identifying those hazards that require the completion of risk assessments, ensuring that the risk assessments are carried out and monitoring the implementation of the control measures. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on existing control measures.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.

I will ensure that all personnel under my control are appropriately trained. This will enable them to carry out their day to day tasks in a safe and healthy manner.

This will be achieved by undertaking a training needs analysis and appraising staff with the findings. Arrangements will then be made to deliver any further training required.

I will ensure that transport within my control is effectively managed and monitored to reduce

This will be achieved by monitoring transport activities to ensure that the control measures are

## Topic 26b: Health & Safety – Organisation and Responsibilities

the risk of harm. I will also ensure that regular monitoring of the areas of concern takes place.

I will ensure that regular monitoring of the workplace is carried out and that high standards of housekeeping and controlling waste are applied and maintained.

I will ensure that regular monitoring of the workplace under my control is carried out to prevent foreseeable risks arising.

I will ensure that workplaces under my control are maintained to an acceptable standard and ensure that adequate welfare facilities are provided. This will include areas such as adequate ventilation, heating, lighting, décor / cleanliness and the provision of drinking water.

I will ensure that all personnel under my control are made aware of all the welfare facilities and security arrangements.

I will ensure that transport within my control is effectively managed and monitored to reduce the risk of harm. I will also ensure that regular monitoring of the areas of concern takes place.

being fully implemented. Wherever possible, this will include segregation measures to separate pedestrians from areas that pose a risk of harm.

This will be achieved by regular monitoring of the workplace and using the appropriate monitoring record sheets.

This will be achieved through the use of monitoring record sheets. Any actions arising from the checks will then be dealt with in the appropriate manner.

This will be achieved by ensuring that toilet and washing facilities and other welfare facilities meet the required standard. Regular monitoring of work areas and the welfare provisions will ensure that areas of concern are identified and maintained.

This will be achieved by conducting a tour of the facility and pointing out the location and availability of facilities, as well as any security measures, to all personnel.

This will be achieved by monitoring transport activities to ensure that the control measures are being fully implemented. Wherever possible, this will include segregation measures to separate pedestrians from areas that pose a risk of harm.

The above key health and safety responsibilities have been identified, together with the way they are to be put into effect using appropriate techniques, eg records, checklists or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record sheet of the various aspects requiring inspection at stated intervals e.g. daily, weekly, monthly or annually.

## Topic 26b: Health & Safety – Organisation and Responsibilities

### INDIVIDUAL RESPONSIBILITIES AND MONITORING

#### Organising

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain that level at Clubs / Associations, they have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership is necessary to ensure a positive approach which is supportive of the health and safety of our personnel that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, examples of key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

#### Monitoring

To ensure the involvement of management, record sheets have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with overall responsibility for health and safety in the Club / Association.

#### Individual Health and Safety Key Responsibility Booklets

A full list of all the Individual Health and Safety Key Responsibility Booklets that have been issued is shown at the end of this section.



## Topic 26b: Health & Safety – Organisation and Responsibilities

### Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked, eg fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

# Useful Information for Clubs (April 2013)

## Topic 26b: Health & Safety – Organisation and Responsibilities

### Responsibility Monitoring Record Sheet

Position: Club / Association Secretary

<b>Responsibility Monitoring Activities</b>	<b>Compliant YES / NO</b>	<b>Documented YES / NO</b>	<b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b>
Are you keeping the organisation up to date with any changes to health and safety legislation?			
Do you provide the necessary support to enable management and personnel to implement all aspects of the Policy and Procedures?			
Are electrical installations within your control subject to periodic inspection and testing with records maintained at the site? (SR)			
Is all portable electrical equipment subject to a regime of periodic testing by a competent person with records maintained at the site? (SR)			
Are provisions for dealing with fire and other emergencies being effectively maintained and monitored? (SR)			
Is there adequate provision of trained First Aiders and / or 'Appointed Persons'? (SR)			
Is there an effective means of reporting hazardous situations? (SR)			
Are adequate resources available to control hazardous substances within your premises?			
Are the risks associated with new and expectant mothers assessed and controlled in the appropriate manner? (RAM)			
Is a current Employers' Liability Insurance Certificate displayed in a prominent position?			

## Useful Information for Clubs (April 2013)

### Topic 26b: Health & Safety – Organisation and Responsibilities

Are adequate finances provided for all health and safety related matters eg personal protective equipment, equipment maintenance and health surveillance (where necessary)?			
Do you ensure that the use of equipment is restricted to trained and authorised persons, as required? (SR)			
Have all personnel signed form EE / HS to confirm they understand the organisation's Health and Safety Policy?			
Are transport issues within your organisation adequately managed?			
Are the risks associated with young persons dealt with in the appropriate manner? (RAM)			
Are all accidents to personnel reported in the Accident Book, with the record removed, as required under Data Protection legislation?			
Are all accidents and incidents investigated promptly? (SR)			
Is the Incident Contact Centre notified of any reportable accidents, incidents and diseases that fall under the criteria? (Completed Accident Reports Binder and SR)			
Are adequate arrangements in place to provide health and safety information to all members?			
Do you ensure that contractor's activities are effectively controlled?			
Do contractors provide suitable and sufficient risk assessments and method statements for the work they are carrying out in your area of control?			
Is all plant and equipment maintained, inspected and examined, as required, by statutory and in-house rules? (SR)			

# Useful Information for Clubs (April 2013)

## Topic 26b: Health & Safety – Organisation and Responsibilities

Are suitable records kept regarding examination, testing and maintenance of equipment? (SR)			
Are all defects of equipment reported? (SR)			
Is there adequate provision of first aid equipment within the areas of your control? (SR)			
Is there an effective means of dealing with hazard reports? (SR)			
Are COSHH assessments readily available?			
Are hazardous substances contained and secured in the appropriate manner?			
Is there evidence that Display Screen Equipment Risk Assessments have been completed for those persons identified as Users of such equipment and that the necessary control measures have been implemented? (RAM)			
Is there evidence that manual handling tasks have been assessed and the necessary control measures implemented? (RAM)			
Do you ensure that suitable and sufficient PPE is provided to personnel? (SR) (RAM)			
Has a Fire Risk Assessment been completed and reviewed within the last 12 months? (RAM)			
Are suitable and sufficient risk assessments carried out for all the activities under your control, as required? (RAM)			
Are the significant findings of the assessments communicated to all relevant personnel who may be affected by them? (RAM)			
Are all risk assessments reviewed when situations change or at least annually? (RAM)			
Do members receive health and safety training upon their induction into the organisation? (SR)			

# Useful Information for Clubs (April 2013)

## Topic 26b: Health & Safety – Organisation and Responsibilities

Is sufficient training provided to enable members to carry out their day to day duties in a safe and healthy manner? (SR)			
Are personnel training records maintained? (SR)			
Are you satisfied that members have been trained in: Safe systems of work? Accident reporting? Safe use of equipment? Fire / emergency evacuation procedures? Summoning of first aid assistance, etc? (SR)			
Are adequate washing and toilet facilities available and cleaned to an acceptable standard?			
Are all waste materials deposited in suitable receptacles?			
Do you ensure that waste is not allowed to accumulate?			
Is a daily / weekly visual inspection undertaken of the general work area for potential hazards: slips, trips, and falls, falling objects, access / pedestrian's walkway, poor lighting?			
Are thermometers monitored to ensure that a comfortable working temperature is maintained?			
Are occupational driving risks assessed and controlled?			
Are periodic, visual checks undertaken and recorded to ensure that all vehicles are in good operational order? (SR)			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Useful Information for Clubs (April 2013)

## Topic 26b: Health & Safety – Organisation and Responsibilities

### LIST OF ALL INDIVIDUAL HEALTH AND SAFETY KEY RESPONSIBILITY BOOKLETS ISSUED

#### POSITION - examples

Chairman

President

Club / Association Secretary

## Topic 26c: Health & Safety – Specific Arrangements



**The information contained in this document is supplied by Peninsula Services.**

### SPECIFIC ARRANGEMENTS

#### Introduction

#### Specific Arrangements

- Accident and Incident Reporting
- Accident Investigation
- Consultation
- Electrical Safety
- Equipment Use
- Fire / Emergency Arrangements
- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessments
- Training
- Welfare / Working Environment
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- New and Expectant Mothers
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- Permits to Work
- Working at Height
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- Slips, Trips and Falls
- Young Persons

## Topic 26c: Health & Safety – Specific Arrangements

### INTRODUCTION

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

Clubs / Associations have a duty to provide measures to manage health and safety issues in their workplace. They must ensure that these measures are put into place and implemented by all relevant personnel of their Club / Association. They must also establish the means whereby they can monitor the implementation of these measures.

This will typically involve:

- The identification of hazards in our workplace.
- Carrying out risk assessments.
- Implementing the control measures set out in the risk assessments.
- The provision of personal protective equipment to their personnel, where hazards can not be removed or otherwise controlled.
- The provision of training for personnel that is relevant to the tasks being carried out.
- The maintenance of our workplace.
- The provision of equipment and machinery that is suitable and appropriate for the work being undertaken.
- The maintenance of our machinery and equipment.
- Managing the activities of visitors and contractors.
- The provision of occupational health facilities as appropriate and where necessary.
- The maintenance of records.

The following information sets out the specific issues they need to manage and identifies the location of the instructions and working documents that relate to them.

Clubs/Associations must allocate responsibilities to key personnel to ensure these tasks are carried out and the appropriate records maintained. These responsibilities and the monitoring record sheets have been provided to the personnel concerned.



## Topic 26c: Health & Safety – Specific Arrangements

### ACCIDENT AND INCIDENT REPORTING (RIDDOR)

Club/Associations must understand their legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. They must realise that they must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner. They have the facility to instigate control measures.

The measures will include:

- Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority, eg Health and Safety Executive or Local Authority (information can be found in the **guidance notes**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### ACCIDENT INVESTIGATION

Clubs/Associations must recognise their duty to undertake accident and near miss investigations so that they can prevent re-occurrence of the same incidents. They must have the facility to document their findings and instigate the necessary action and control measures.

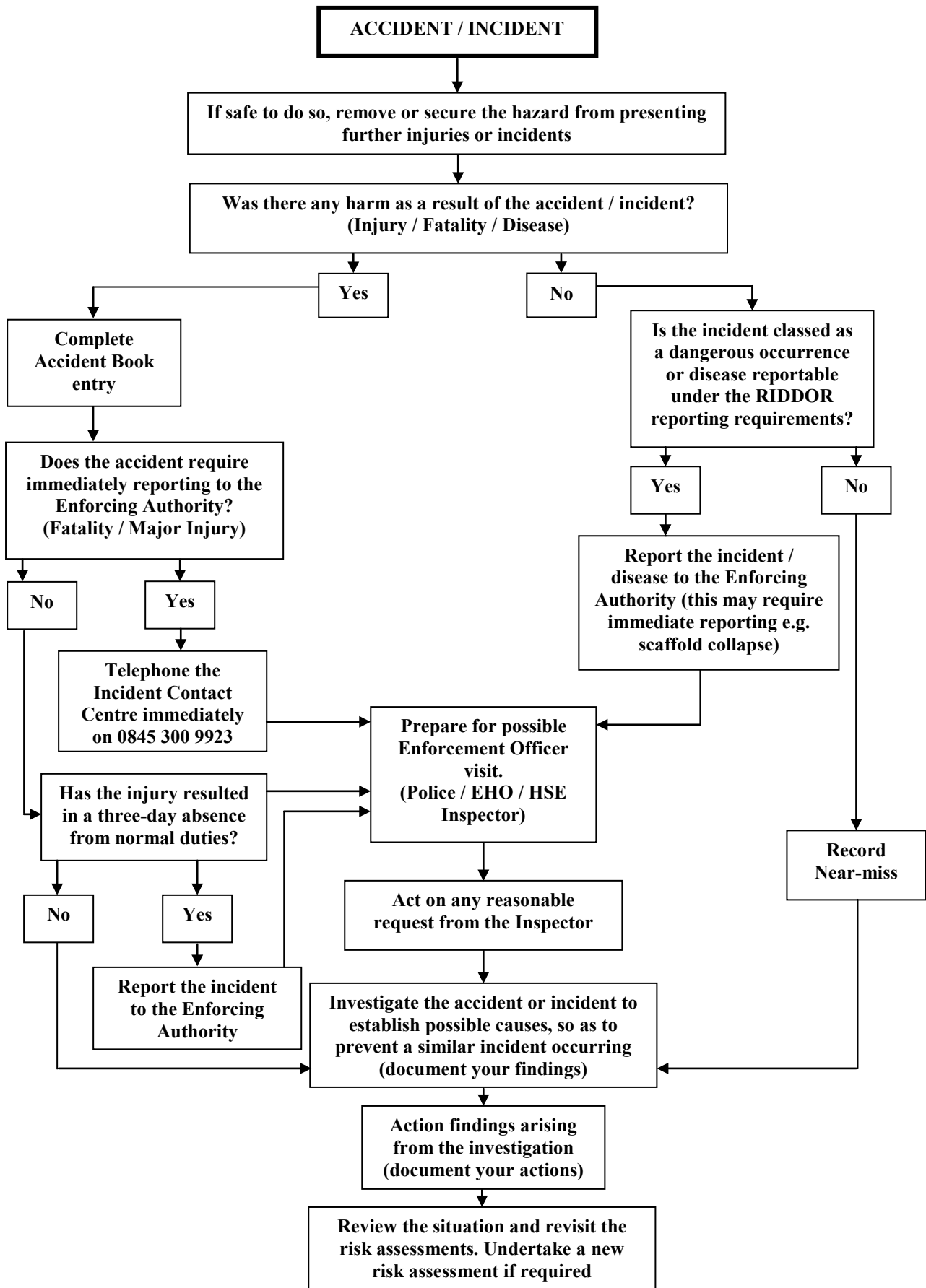
The measures will include:

- Identification of the cause of accidents / incidents.
- Investigating each occurrence to identify causes and control measures to prevent a re-occurrence (information can be found in the **guidance notes** and an **Accident / Incident Investigation** form can be found in the **Accidents, Incidents, Diseases and Dangerous Occurrences** section of the **Safety Records**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## Topic 26c: Health & Safety – Specific Arrangements

### REPORTING AND INVESTIGATION PROCEDURE



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### CONSULTATION

This is accomplished by consultation sessions between personnel and management in the form of on the job talks and by pre-arranged formal meetings. Personnel are encouraged to elect health and safety representation amongst themselves and Clubs / Associations must have the facility to instigate these consultation meetings.

- These meetings take place on a formal and informal basis.
- The content of the meetings is documented.

Responsibility for undertaking these meetings must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### ELECTRICAL SAFETY

Clubs / Associations must recognise they have a legal duty to control the use of electrical equipment in their facility; this equipment includes the main supply and any portable equipment. They must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable them to combat the situations that may arise. They must have the facility to instigate control measures.

The measures will include:

- Ensuring that all electrical installations and wiring conforms to the established legal standards.
- Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in house or undertaken by an external provider) have reached the necessary competency level.
- Ensuring that all suitable and sufficient control measures are put into place when required (e.g. lock out procedures and permits to work information can be found in the **guidance notes**). This will be established undertaking a risk assessment. This can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**.
- Maintenance and testing of fixed electrical installations and wiring (information and the maintenance / test records can be found in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).
- The identification, visual inspection and testing of portable electrical appliances (portable appliance testing (PAT), test records can be found in **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the

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**Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### EQUIPMENT USE

Clubs / Associations may own and use a significant amount of equipment in their facility and recognise that, due to the inherent dangers involved that there is a requirement to control the use of this equipment. They must realise that they must comply with the legislative requirements that apply to issues such as guarding, applications and training. They must have the facility to instigate control measures.

The measures will include:

- Ensuring that the equipment provided is suitable and sufficient for the relevant task.
- Ensuring that equipment is subjected to planned maintenance (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that faulty or defective equipment is placed out of use and secured, until properly repaired by a competent person.
- Ensuring that only properly trained and competent persons use the equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## Topic 26c: Health & Safety – Specific Arrangements

### FIRE / EMERGENCY ARRANGEMENTS

Clubs / Associations must recognise, due to the inherent dangers involved and their legal duty, that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (eg evacuation, fire fighting equipment and major spillages). They must have the facility to instigate control measures.

The measures will include:

- Identifying situations that require procedures to be put into place (information can be found in the **guidance notes**).
- Assessing the risks involved (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** and **Fire Risk Assessment** sections of the **Risk Assessments Manual**).
- Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of fire fighting equipment (information can be found in the **guidance notes**).
- Liaising with the relevant emergency services (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the members involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training for all relevant members (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The development and implementation of safe systems of work to combat emergency situations.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### FIRST AID

Clubs / Associations must recognise their duty of care and legal requirement for first aid provision in their facility and understand that they must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. They must have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place, eg provision of First Aiders or ‘Appointed Persons’ (information can be found in the **guidance**

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notes and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).

- Implementing and monitoring the control measures.
- Ensuring that emergency procedures are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that all operatives are properly instructed and trained on the emergency procedures, personal protective equipment and other safety measures, e.g. ensuring that body fluids are cleaned up in the appropriate manner (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel.

### HAZARD REPORTING

So as to encourage a proactive approach to health and safety within their organisation, Clubs / Associations must have implemented a hazard reporting procedure to enable members to raise the awareness of hazardous situations which may cause harm. They must have the facility to instigate control measures.

The measures will include:

- Establishing the means by which hazards that occur can be formally reported (information and **Hazard Log** forms can be found in the **Hazard Reporting** section of the **Safety Records**).
- Providing information and where necessary training to all members to enable them to identify hazards that occur and be able to report them.
- Ensuring that all hazards are brought to the attention of the management concerned.
- Ensuring that hazards are promptly and properly dealt with.

Responsibility for reporting hazards rests with all members. The responsibilities to ensure that satisfactory remedial action is undertaken rests with the management, who must undertake or delegate any remedial work, as is necessary, to ensure that the hazard is removed.

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### OCCUPATIONAL HEALTH

Clubs / Associations must recognise their duty to ensure the health and wellbeing of anyone who may be affected by their work activities. If their risk assessments deem it necessary, they must introduce procedures to monitor personnel who are, or may be, exposed to health and wellbeing risks whilst carrying out their work activities. They must recognise that their personnel may require referring for health screening as part of a health surveillance programme. In some instances (some chemical, biological and physical agents) this is a mandatory requirement. They must have the facility to instigate control measures.

The measures will include:

- Hazards that have the potential to cause ill health to their personnel, or anyone who may be affected by our work activities, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that their members understand the reporting procedure, so as to enable them to report any medical condition (eg diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake their normal work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### PURCHASING

Clubs / Associations must recognise they have a specific obligation to ensure certain equipment and machinery meets a specified design standard. This includes machinery guarding and equipment such as personal protective equipment. They must have the facility to instigate control measures.

The measures will include:

- Ensuring that all products purchased for use in the workplace are suitable and sufficient for the purpose.
- Ensuring that relevant information, operating practices, safety information, storage information, disposal information, etc is obtained from the suppliers / manufacturers.

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- Ensuring that personal protective equipment meets the European Compliance standard (CE Marking).
- Ensuring that all hazardous substances are provided in the correct packaging, the correct labelling and material safety data sheets.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### RISK ASSESSMENTS

Clubs / Associations must understand the benefits of undertaking suitable and sufficient risk assessments. They must also recognise they have a legal obligation to undertake risk assessments of all activities that pose a risk and are connected with their business undertaking. They must have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (A full explanation of the risk assessment process and further guidance on specific assessment subjects, examples and working documents can be found in **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that the risk assessments are documented.
- Ensuring that the risk assessments are linked to the tasks.
- Ensuring that safe working practices are developed and implemented.
- Ensuring that the risk assessments are made available to the personnel involved.
- Ensuring that those involved in risk assessment training are identified and recorded (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



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### TRAINING

Clubs / Associations must recognise the benefits of training within their organisation and the legal requirement to provide information, instruction and training. They must have the facility to instigate control measures.

The measures will include:

- Identifying the tasks for which training must be provided to ensure that their personnel achieve the necessary level of competence to carry them out.
- The provision of training in the use and / or maintenance of equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases this requires approved certification.
- Ensuring that only properly trained and competent persons use the equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### WELFARE / WORKING ENVIRONMENT

Clubs / Associations must recognise their duty to provide a healthy working environment and suitable welfare facilities. These must include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities. They must have the facility to instigate control measures.

These measures will include:

- Ensuring an assessment is undertaken of the general workplace condition (information can be found in the **guidance notes**).
- Ensuring the workplace is adequately ventilated and temperature controlled where possible.
- Ensuring that the workplace lighting meets a satisfactory standard.

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- Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis, so as not to give rise to blocked access routes and possible slips, trips and falls etc.
- Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate (information can be found in the **guidance notes**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### ASBESTOS

Clubs / Associations must recognise they have a legal obligation to deal with asbestos in their facility due to inherent dangers involved. They must realise that they must identify areas within the facility that may contain asbestos so that they can prevent any inadvertent contact with the substance. They must have the facility to instigate control measures.

The measures will include:

- Identification of asbestos in the workplace (information can be found in the **guidance notes**).
- Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Removing asbestos if necessary (information can be found in the **guidance notes**).
- Establishing control measures (information can be found in the **guidance notes**).
- Training on control measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### CLEANING

Clubs / Associations will probably have some particular issues to consider as regards the cleaning requirements in their facility. This is due to the inherent dangers involved whilst carrying out cleaning operations. These include the use of chemicals that can cause harm to persons. They must have the facility to instigate control measures.

The measures will include:

- Ensuring that appropriate cleaning regimes and procedures are developed and maintained (information can be found in the **guidance notes**).

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- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment and Control of Substances Hazardous to Health Assessment** sections of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### CONTROL OF CONTRACTORS

Clubs / Associations must recognise they have a legal duty to control contractors who carry out tasks in their facility. They must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable them to combat the situations that may arise. They must have the facility to instigate control measures.

The measures will include:

- Ensuring that the contractor undertakes a risk assessment of the task to be done.
- Ensuring the contractor develops a method statement that meets our requirements.
- Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).
- Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.
- Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.
- Ensuring that all work is carried out within the scope of a Permit to Work (information is available within the **guidance notes**).
- Assessing the risks involved and the control measures that are required to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that contractors wear the personal protective equipment that is required for the work being carried out and / or use of equipment.
- Providing information and instruction to all persons who may be affected by the work being carried out.

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Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### DISPLAY SCREEN EQUIPMENT (DSE)

Clubs / Associations must recognise they have a legal duty to control work being carried out using DSE in their facility. They must recognise that there are specific specifications they must adhere to when setting up DSE workstations. They must also identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable them to combat the risks that may arise. They must have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved (completed risk assessments can be found in the **Display Screen Equipment Assessment** section of the **Risk Assessments Manual**).
- Implementation of the control measures.
- Training on the use of display screen equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The provision of eye tests for DSE users (information can be found in the **guidance notes**).
- The provision of basic optical lenses where required.
- The provision of adequate natural breaks from the workstation.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### ACCESS EQUIPMENT

Clubs / Associations that own and use access equipment (eg ladders and steps, etc) on their facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. They must realise they must ensure the equipment meets the established industry standard and ensure that the integrity of this equipment is monitored and maintained. They must have the facility to instigate control measures.

The measures will include:

- Identification of the access equipment in use.
- Assessing the risk involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Maintenance of access equipment (information and maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).

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- Training on the use of access equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Installation of the safe working procedures (information can be found in the **guidance notes**).
- Ensuring that faulty or defective access equipment is taken out of use and any repairs necessary are undertaken by a competent person.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### OFFICE EQUIPMENT

Clubs / Associations may have an office that has several items of electrical and mechanical equipment within it (eg printers, photo copiers, laminators and desk fans). They must recognise due to the hazards associated with these items that there is a requirement to control the use of this equipment. They must realise their duty and must comply with the legislative requirements that apply to issues such as condition monitoring and training. They must have the facility to instigate control measures.

The measures will include:

- Ensuring that this equipment is only used by authorised personnel and is appropriate to the work being carried out (information can be found in the **guidance notes**).
- Maintaining the equipment so that its original design integrity is maintained.
- Ensuring that faulty or defective equipment is taken out of use and any repairs are undertaken by a competent person.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Training on the use of the equipment and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

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### FOOD SAFETY

Clubs / Associations may have kitchen and catering facilities under their control. They must recognise they must maintain a high standard of safety within this environment, so as to ensure the health and safety of those that may be affected by actions arising within this environment. Some of these issues will fall under food safety / food hygiene controls which are outside the scope of this documentation. They must ensure that their kitchen and catering facilities meet legal standards in order to continue to use the work areas for the preparation of food in a safe working environment. They must have a facility to ensure compliance with these standards.

The measures will include:

- Ensuring that any equipment provided within this environment is suitable and sufficient for the task it is performing and is adequately maintained.
- Ensuring that these facilities are maintained and kept in a clean and organised condition.
- Assessing the premises and facilities that are provided and identifying any control measures which need to be put into place (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### HAZARDOUS SUBSTANCES

Clubs / Associations may require contact with the use of hazardous substances. Due to the inherent dangers involved they must recognise their duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of their activities or exist in the form of microbiological hazards. When these situations arise they must instigate control measures.

The measures will include:

- Identifying all the purchased products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When they purchase or acquire products they must request a copy of the material safety data sheet (MSDS) from our suppliers. This will enable them to access information on the associated hazards involved and the suggested controls measures.
- Ensuring that hazardous substances are correctly labelled to the recognised standard and are stored in the appropriate containers.
- Identifying the activities where hazardous products are generated as a result of the process and require control measures instigating. This will also include microbiological hazards (information is provided within the **guidance notes**).

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- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### USE OF CHEMICALS

Due to the nature of their business, Clubs / Associations may use and handle hazardous chemicals. Because of the inherent dangers involved they must recognise their duty to control the storage, handling and use of these chemicals. When these situations arise they must instigate control measures.

The measures will include:

- Identifying all the purchased products used by personnel and decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When they purchase or acquire products they must request a copy of the material safety data sheet (MSDS) from their suppliers. This enables them to access the information on the associated hazards involved.
- Ensuring the hazardous chemicals are correctly labelled and stored in the appropriate containers (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use or contact (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.

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- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### STORAGE OF HAZARDOUS SUBSTANCES

Clubs / Associations business undertaking may require them to store hazardous substances. Due to the inherent dangers involved they must recognise their duty to control this storage, handling and transportation that is involved. When these situations arise they must instigate control measures.

The measures will include:

- Identifying all the products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When they purchase or acquire products they must request from their suppliers a copy of the material safety data sheet (MSDS), this enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled in compliance with the current legislative standard and are stored in the appropriate containers this will include any microbiological hazards.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of handling (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.
- Ensuring that a spillage / release procedure is in place and all the necessary equipment to tackle the spillage / release is available.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### LONE WORKING



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Due to the nature of their business Clubs / Associations may have situations arise whereby personnel may have to work alone. Where possible this practice should be discouraged, but sometimes this becomes unavoidable. When this situation arises they instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Establishing emergency contact procedures (information can be found in the **guidance notes**).
- Ensuring that regular contact is made with the lone worker.
- Implementing the control measures.
- Ensuring that safe working practices are produced and implemented.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### MANUAL HANDLING

Due to the nature of their business, Clubs / Associations may have situations arise whereby manual handling tasks become unavoidable. Where possible they should discourage manual handling and provide suitable mechanised equipment. When an unavoidable situation arises they must instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing and maintaining suitable and appropriate manual handling equipment (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on manual handling, the safe working practices, equipment and use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Implementing and monitoring the control measures.

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Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### NEW AND EXPECTANT MOTHERS

Clubs / Associations must recognise their legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so as not to expose them to hazards that may cause harm. When this situation arises they must instigate control measures.

The measures will include:

- Assessing the risks involved and introducing control measures that arise from the assessment (information can be found in the **guidance notes** and completed risk assessments can be found in the **New and Expectant Mothers Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Providing adequate facility for rest during the pregnancy.
- Monitoring the personnel through the development of the pregnancy (information can be found in the **guidance notes**).
- Providing adequate facilities for new nursing mothers.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### SUBSTANCE AND ALCOHOL USE / ABUSE

Clubs / Associations must recognise the health and safety implications posed by personnel that may be involved with substance and alcohol use and abuse. They must have a low tolerance policy towards personnel that are involved in these activities, but also realise their duty to assist those that have a genuine problem. When this situation arises they must instigate the following procedures.

These procedures will include:

- Identifying those affected.
- Identifying the use / abuse problem.
- Deciding whether to invoke the disciplinary procedures (information can be found in the **guidance notes**).
- Ensuring that adequate supervision is provided so as to monitor the actions of those affected.
- Implementing and monitoring the control measures.

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- Providing health surveillance and / or counselling as appropriate.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### WORK RELATED UPPER LIMB DISORDERS (WRULD)

Although there are many forms of occupational health risk Clubs / Associations must recognise, due to the nature of the organisation, situations may arise that may pose a significant risk of work related upper limb disorders. When this situation arises they must instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Identifying the tasks that pose an occupational health risk.
- Assessing the risks involved and the control measures that need to be put into place. This may require a more detailed ergonomic assessment of the tasks involved. (Information can be found in the **guidance notes**).
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that their personnel understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### PERMITS TO WORK

Due to the nature of the organisation high risk situations within Clubs / Associations may arise whereby extra control measures must be introduced in the form of a Permit to Work system. These

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permits specify the controls that must be implemented so as not to give rise to hazardous situations. When this situation arises they must instigate control measures.

The measures will include:

- Identifying the issues that would necessitate a permit to work (information can be found in the **guidance notes**).
- Liaising with the contractor / worker involved.
- Assessing the risks involved and the control measures that need to be put into place (a copy of the completed risk assessments should be filed with the **Permit to Work** form in the appropriate place).
- Approving the work (**Permit to Work** forms can be found in the **guidance notes**).
- Ensuring that control measures are implemented and monitored (method statements and safe working practices should be filed with the **Permit to Work** form in the appropriate place).
- Ensuring that safe working practices are developed and implemented.
- Where required, issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### WORKING AT HEIGHT

Situations arise within Clubs / Associations that requires working at height. They must recognise, due to the high risk of injury or fatality whilst carrying out these tasks, the need to ensure adequate controls are put into place to control the risk. When this situation arises they must instigate control measures.

The measures will include:

- Identifying the work at height tasks that require control measures (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring a **Permit to Work** is raised when required.
- Liaising with the contractor, if the work to be undertaken, is to be completed by somebody external to our organisation.

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- Approving the work (**Permit to Work** forms can be found in the **guidance notes**).
- Ensuring that control measures are implemented and monitored (method statements and safe working practices should be filed with the **Permit to Work** form).
- Ensuring that only properly trained and competent persons are authorised to carry out the work (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that safe working practices are developed and implemented (this will involve the provision of fall arrest equipment. Information can be found in the **guidance notes**).
- Where required, issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### SMOKING

Clubs / Associations must recognise that they have a duty to ensure smoking does not take place in their facility indoors – it is against the Law.

The measures will include:

- Implementing and monitoring the control measures.
- Providing information to all persons affected.
- Providing a smoking rest area for members outside the indoor facility.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### STRESS IN THE WORKPLACE

Due to the nature of their business, Clubs / Associations must realise that it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. They must recognise their legal duty to ensure they control situations that are likely to heighten the risk of the condition. When this situation arises they must instigate control measures.

The measures will include:

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- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures that have been identified.
- Ensuring that the workloads are not excessive.
- Ensuring that personnel are provided with the necessary counselling and occupational health practitioner facilities when necessary (information can be found in the **guidance notes**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### TRANSPORT

Due to the nature of their business, transport at Clubs / Associations may be an issue within their organisation. Due to the inherent dangers involved there is a requirement to control the pedestrian / vehicle interface. They must have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all persons involved in our transport activities are appropriately trained and competent (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that all company transport is appropriately maintained and kept in a roadworthy condition (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that personnel involved in driving activities do so in accordance with relevant legislation (ie Road Traffic Act, Highway Code etc).
- Ensuring that safe working practices are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that their drivers do not use hand held mobile phones whilst they are driving (information can be found in the **guidance notes**).

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Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### OCCUPATIONAL ROAD SAFETY

Due to the nature of their business Clubs / Associations may require their personnel to drive on public roads. They must recognise the associated hazards and the risks involved in the use of company vehicles, these include driving whilst tired and the use of mobile phones. To ensure they control these issues they must have the facility to instigate control measures.

The measures will include:

- Ensuring that all their drivers hold a current, valid driving licence.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures required.
- Ensuring they provide their drivers with the necessary rules and procedural arrangements to deal with situations that may arise.
- Instructing their drivers not to use hand held mobile phones whilst driving.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

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### VIOLENCE

Due to the nature of our business, it is foreseeable that situations may arise within Clubs / Associations whereby personnel are exposed to a significant risk of abuse and violence. They must recognise their legal duty to ensure they control situations that are likely to increase the risk of violence towards other personnel. When this situation arises they must instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring they provide adequate information, instruction and training to enable those that come into contact with the situations to deal with them (information can be found in the **guidance notes**).
- Implementing and monitoring the control measures that have been identified.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### VISITORS

Due to the nature of the organisation and the inherent dangers involved Clubs / Associations must realise their duty to control access to their facility by visitors. They must have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and introduced by visitors and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all visitors read the safety and emergency rules that are relevant to them and sign the **Visitors Book** to say that they have done so.
- Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.
- Ensuring that personal protective equipment is used where required.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### BUILDING SERVICES



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Clubs / Associations must recognise their duty to ensure that the services (e.g. gas, electricity and water), provided for use within their facility are correctly installed and adequately maintained. They must only use competent persons to install and maintain these facilities. To ensure they maintain control of these services they must instigate control measures.

The measures will include:

- Identifying all the sources of supply.
- Ensuring that the supplies can be safely isolated and that procedures are in place to deal with emergency situations (information can be found in the **guidance notes**).
- Ensuring that only competent persons are allowed to undertake work on the supplies (information can be found in **guidance note 16 – Control of Contractors**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Liaising with the contractor / worker involved.
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### PREMISES

Clubs / Associations must recognise their duty to ensure that the structural integrity and decor of their premises meet the legal standards and they are maintained to the required standard. To ensure they maintain control of our premises they must instigate control measures.

The measures will include:

- Ensuring they monitor the premises to maintain standards (information can be found in the **guidance notes**).
- Ensuring that they only use competent persons to undertake work on their premises.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Liaising with the contractor / worker involved.
- Ensuring that safe working practices are developed and implemented, this will require contractors to provide adequate method statements.
- Provision of information to all persons who might be affected by the work.

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Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### SLIPS, TRIPS AND FALLS

Clubs / Associations must recognise their duty to ensure that their premises are maintained to an acceptable standard. This will involve good housekeeping and organisation. This is to ensure that situations do not arise that may cause slips, trips and falls on our premises. To ensure they maintain control of their premises they must instigate control measures.

The measures will include:

- Ensuring they monitor the premises and identify any actions necessary.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing information, instruction and training to all persons who might be affected within the facility.
- Providing signage to indicate the presence of the hazard.

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

### YOUNG PERSONS AND VULNERABLE ADULTS

Clubs / Associations must recognise the legal requirement to undertake a risk assessment of the tasks undertaken by young persons and vulnerable adults. When this situation arises they must instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that the control measures identified are put into place and implemented (information can be found in the **Young Persons Assessment** section of the **Risk Assessments Manual**).
- Restricting the work activities of young persons and vulnerable adults where failure to do so is likely to result in injury.

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- Ensuring that all relevant persons are informed of the activity and risks involved (information can be found in the **guidance notes**).
- Ensuring that the young person or vulnerable adult is managed / supervised by persons who are trained and competent (information can be found in the **guidance notes**).
- The provision of information, instruction and training to all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures must be delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## Topic 26d: Health & Safety – Personnel Responsibilities, Rules and Procedures

**The information contained in this document is supplied by Peninsula Services.**

### PERSONNEL RESPONSIBILITIES, RULES AND PROCEDURES

#### Introduction

#### Safety Handbook

### INTRODUCTION

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

Clubs / Associations must recognise their duty to provide their personnel with the necessary information, instruction and training as is required by the health and safety legislation.

Clubs / Associations must provide their personnel with a Safety Handbook which informs them of their duty to ensure their own health and safety as well as those who may be affected by their actions, as is required by health and safety legislation.

The Safety Handbook contains the following:

- The Health and Safety General Policy
- The organisational structure
- The management responsibilities and monitoring procedures
- List of specific arrangements which affect the organisation
- Rules and regulations to which personnel must adhere

Clubs / Associations must believe their personnel are an important asset to the organisation and they will ensure that health and safety standards are introduced and maintained.

A copy of the Safety Handbook is provided within this Policy and establishes the personnel's legal responsibilities and how to achieve them.