

RUGBY THORNFIELD OUTDOOR BOWLS CLUB

HEALTH AND SAFETY POLICY

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Section 1: Introduction

- 1.1 Rugby Thornfield Outdoor Bowls Club recognises its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation to ensure the following:
 - 1.1.1 To provide and maintain a safe Clubhouse and Green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
 - 1.1.2 To ensure hazards are identified and that there is a regular assessment of risks.
 - 1.1.3 To provide information, instruction and training as is necessary to ensure everyone can be assured of a safe and healthy working environment.
 - 1.1.4 To promote awareness of Health and Safety encouraging best practice.
 - 1.1.5 To ensure it takes appropriate protective and preventative measures.
 - 1.1.6 To ensure there is access to competent advice.

Section 2: Organisation and Responsibilities

- 2.1 Responsibility for ensuring that the Club complies with Health and Safety responsibilities is vested in the Club's Management Committee. In addition, the club appoints one member, whose function is at any time to draw to the Committee's attention any risks/hazards that may not have been properly identified or where mitigation action may be insufficient.

Section 3: The Risks

- 3.1 As a small organisation, the Club does not employ any full time staff, but Health and Safety law requires that where volunteers are used on a regular basis (e.g. Secretary, Treasurer, Green Staff) they should, for the purposes of the Act, be treated as employees, even if unpaid. The Club has identified the following principle areas where it needs to monitor closely risks associated with the work done by volunteers.
- 3.1.1 Fire
- 3.1.2 Trips/Falls
- 3.1.3 Electricity - risk of fire and personal injury
- 3.1.4 Chemicals/Fertilisers
- 3.1.5 Use of machinery
- 3.1.6 Food safety
- 3.1.7 First Aid
- 3.1.8 Children and adults at risk

Section 4: Risk Mitigation

- 4.1 The Club has the following measures in place to mitigate risks:
 - 4.1.1 Fire: The fire extinguishers are inspected annually and serviced by qualified personnel.
 - 4.1.2 Trips/Falls: At the beginning of each season the premises/green are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible. An Accident Book is maintained and kept on the counter, by the notice board, in which all incidents are recorded.
 - 4.1.3 Electricity: Electrical installations and portable electrical equipment are subject to periodic inspection and testing.
 - 4.1.4 Chemicals/Fertilisers: Chemicals and fertilisers are held securely under lock and key. Use of chemicals may be contracted out to an appropriately qualified third party.

- 4.1.5 Use of Machinery: All machinery is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators.
- 4.1.6 Food Safety: Kitchen facilities are maintained to a high standard and members are understood to be aware of the basic food hygiene requirements.
- 4.1.7 First Aid: The Club cannot necessarily, from its own membership, expect to have trained first aiders on hand to deal with any incident. However, it provides, a first aid box, which is regularly checked. This is located in the cupboard, underneath the counter, by the notice board. The nearest defibrillator, is located at the entrance doors, at the adjacent sports centre, situated across the car park.
- 4.2 There is no landline phone in the clubhouse, so members' mobile phones are to be used, in the case of an emergency.
- 4.3 The club will ensure that members do not put themselves at risk by bowling in extreme heat conditions of 27 degrees Celsius and above.
- 4.4 Children and adults at risk. The club has a separate Safeguarding Adults at Risk and a Safeguarding and Child Protection policy.

Section 5: Record Keeping

- 5.1 The following documentation is held:
 - 5.1.1 List of green equipment and manufacturers' manuals/instructions.
 - 5.1.2 Record of training given on use of equipment.
 - 5.1.3 Risk Assessments.
 - 5.1.4 The Accident Book.

Section 6: Dissemination of Information

- 6.1 A copy of this Health and Safety statement is displayed in the Clubhouse. Members are asked to familiarise themselves with the content and if necessary to draw the attention of the Management Committee members to any areas of concern.