
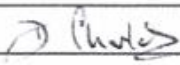


## Health and Safety Policy

													
This is a statement of general policy and arrangements for Clanfield Bowls & Sports Club													
<b>David Charleton, Chairman</b>	has overall and final responsibility for health and safety												
<b>Karen Eaton, Health Safety &amp; Environment (HSE) Officer</b>	has day-to-day responsibility for ensuring this policy is put into practice												
<b>Statement of general policy</b>	<table border="1"> <thead> <tr> <th>Responsibility of: Name / Title</th> <th>Action Arrangements (What are you going to do?)</th> </tr> </thead> <tbody> <tr> <td>Prevent accidents and cases of club related ill health by managing the health and safety risks at the Club.</td> <td>HSE Officer Carry out a quarterly risk assessment and review.</td> </tr> <tr> <td>Provide clear instructions and information and adequate training to ensure volunteers are competent to do their work.</td> <td>Management Committee Provide detailed induction on registration with 12 monthly reviews and refresher training as required. Record induction and refresher training in training log book.</td> </tr> <tr> <td>Engage and consult with volunteers on a regular basis about health and safety conditions.</td> <td>Management Committee Provide HSE update and briefing notes on any changes when required and where necessary face to face training</td> </tr> <tr> <td>Implement emergency procedures—evacuation in case of fire or other significant incident.</td> <td>Management Committee Carry out weekly fire Alarm tests and 6 monthly evacuation test.</td> </tr> <tr> <td>Maintain safe and healthy working conditions, provide and maintain equipment and facilities and ensure safe storage / use of substances.</td> <td>Management Committee Carry out a quarterly risk assessment and review. Provide secure storage facility for specialised cleaning materials and substances.</td> </tr> </tbody> </table>	Responsibility of: Name / Title	Action Arrangements (What are you going to do?)	Prevent accidents and cases of club related ill health by managing the health and safety risks at the Club.	HSE Officer Carry out a quarterly risk assessment and review.	Provide clear instructions and information and adequate training to ensure volunteers are competent to do their work.	Management Committee Provide detailed induction on registration with 12 monthly reviews and refresher training as required. Record induction and refresher training in training log book.	Engage and consult with volunteers on a regular basis about health and safety conditions.	Management Committee Provide HSE update and briefing notes on any changes when required and where necessary face to face training	Implement emergency procedures—evacuation in case of fire or other significant incident.	Management Committee Carry out weekly fire Alarm tests and 6 monthly evacuation test.	Maintain safe and healthy working conditions, provide and maintain equipment and facilities and ensure safe storage / use of substances.	Management Committee Carry out a quarterly risk assessment and review. Provide secure storage facility for specialised cleaning materials and substances.
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Signed 	Date 20 Aug 2022												
Health and Safety Law poster is displayed at	On the notice Board in the rear corridor by the changing rooms.												
First Aid box is located	By Alarm Control Panel in Main Hall.												
Accident book is located	In the top drawer of the tall brown set of filing drawers near Stewards table.												
Event of fire notices posted at	Alarm activation points by Front and Rear Emergency Exits.												
Fire extinguishers located	By Front and Rear Emergency Exits, and in the Main Hall next to the interconnecting door to the rear corridor.												
Fire blankets located	On the kitchen wall and in the Main Hall next to the interconnecting door to the rear corridor.												

# Health and Safety Risk Assessment for Clanfield Bowls & Sports Club

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LOCATION	Clanfield Bowls & Sports Club	DATE OF RISK ASSESSMENT	08 March 2022	COMPLETED BY	Karen Eaton and David Charleton
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WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHO?	ACTION BY WHEN? (DATE)	STATUS
Slips, trips & falls, e.g., uneven surface of car park, cleaning floors etc.	Users of the Pavilion and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	Outside surfaces maintained to be as even as possible. Encouraging members to report to the Duty Steward any issues which need further investigation and or remedial action.	Full visual inspection to be completed quarterly. Note areas susceptible to ice, puddles or flooding etc.	HSE Officer and Maintenance	Full visual inspection by 15th of January, April, July and October	Ongoing Process in place.
		Displaying notices warning of areas of concern e.g. icy conditions spillages etc.	Wet floor and out of order signs are available for Stewards to utilise when and where needed. Outside areas are closed in icy conditions where ice is visible or where the temperature drops below 5°C.	Duty Stewards	Ongoing	Caution Wet Floor Signs purchased 15-Jan-20
		Parking space for visitors with disabilities available next to Pavilion entrance.	Carpark is owned by and the responsibility of the Parish Council. It is now open to all members of the public. Duty Stewards can report issues direct to the Parish Council. Their contact details are included in the Duty Stewards Training and Reference Manual.	Duty Stewards	Ongoing	Ongoing Process in place.
		Good lighting in all rooms and corridors in hall. Duty steward to report any failed lighting.	Visual inspection to be completed to ensure light fittings/shades are clean and secure.	Facilities Manager	Full visual inspection by 15th of January April, July & October	Ongoing Process in place.
		Duty Stewards are responsible for ensuring all hazards including spillages, breakages and obstructions are dealt with or removed immediately. If the incident cannot be dealt with immediately they will put up warning or out of action signs.	Check that any new Pavilion cleaners and Duty Stewards know which products to use on different surfaces inside and outside the Pavilion, where the equipment is kept and what action to take if the incident cannot be dealt with immediately.	Committee	On appointment & during training of cleaning staff and Duty Stewards	Ongoing Process in place.
		Providing suitable entrance mats to avoid transfer of water mud etc in adverse weather conditions to Pavilion floors.	Check suitability and condition of mats regularly arrange replacement, as necessary.	HSE Officer and Facilities Manger	Full visual inspection by 15th of January April, July & October	Ongoing Process in place.
		Regular monitoring to ensure corridors, circulation, exits & access routes remain clear and unobstructed and there is no unplanned storage in corridors (e.g. boxes chairs rubbish etc).	Check each shift. Also ensure event organisers consider electrical requirements and risk assess when organising events.	Duty Stewards	Ongoing	Ongoing Process in place.

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		Ensuring No trailing electrical leads/cables for static equipment.	Check each shift. Also ensure event organisers consider electrical requirements and risk assess when organising events.	Duty Stewards	Ongoing	Ongoing Process in place.
		Event management of trailing cables for presentation equipment.	Use wireless equipment provided when practical to do so. Ensure cables are protected from snagging and are not causing a potential trip hazard.	Event Organiser	Ongoing	Ongoing Process in place.
Wearing grip-less bowling shoes	Users of kitchen area, sink and serving area	Ask all members to change to normal grip shoes in the Pavilion.	Re instate the door sign informing all that kitchen access is restricted to trained Kitchen volunteers.	Kitchen Manager	01-Apr-22	
			Continue to remind all trained kitchen personnel and duty stewards the kitchen door must remain closed at all times and locked when no trained kitchen volunteer is on duty.	Kitchen Manager	Ongoing	Ongoing Process in place.
Falling from height	Users of step ladder	Appropriate, commercial stepladder securely stored and available for use. Volunteers know that they are responsible for using the step ladder safely.	Printed copies of HSE guidance on safe use of stepladders and a brief guide to working at height is kept with Ladder for reference by those who may use stepladder Put in place system for checking condition of stepladder.	Facilities Manager	Monthly visual inspection	Ongoing Process in place.
		Committee members and cleaners know how to use the stepladder safely.	Consider implications for work at height of any future alterations to the hall.	Committee and HSE Officer	Ongoing	Ongoing Process in place.
		Contractors are fully briefed on safety policy.	Ensure risk assessments and method statements are provided and agreed before contractors start work.	Facilities Manager	Prior to contractors commencing any works on site	Ongoing Process in place.
Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park clearly marked.	Liaise with owners of carpark to consider applying 5mph speed limit in car park and put up signs.	Chairman / HSE Officer	01-Sep-22	
		For large events, parking controlled by marshals wearing high-visibility vests.	Advise event organiser and hirers of Pavilion, through hire agreement, to consider whether they need to control car parking. Include as part of event risk assessment.	Event Organiser	Ongoing	Ongoing Process in place.
		Skip/recycling collection takes place at times when Pavilion not in use, whenever possible.	Ensure works coordinator considers relevant use of skips or similar when organising works. If delivery and collection times are when carpark is in use, Banks persons are used to manage and keep safe other vehicles and pedestrians.	Facilities Manager	Ongoing	Ongoing Process in place.

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Hazardous substances e.g. cleaning products	The cleaner, and others cleaning, risk skin problems, e.g., dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves provided.	Ensure correct procedures are covered in the induction of all new cleaning personnel and Duty Stewards. Face masks and disposable gloves are provided for use.	Committee	Ongoing	Ongoing Process in place.
		Cleaning products marked "irritant" replaced with milder alternatives.				
		Cleaner trained to use products safely, e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container.				
		Cleaning products stored securely in locked cupboard.				
		Fixed installation correctly installed by qualified electrician and inspected regularly.	Make sure Duty Stewards know where the fuse box and Gas shut off button are and how to switch supply off in an emergency. Included in induction and Steward training.	Committee	Ongoing	Ongoing
Electricity	Users risk electric shocks or burns from faulty equipment or installation. Risk of children misusing lower wall sockets in public areas.	All repairs and alterations to be carried out by a qualified electrician or gas safe engineer, as appropriate.	Remind users that any equipment considered unsafe should be reported to the Duty Steward, marked and taken out of use. Included in induction and Steward training. Leads and plugs on portable appliances to be visually inspected at least quarterly. Portable Appliance Testing (PAT) to be carried out annually by a qualified electrician. Statement/certificate of electrical safety to be displayed.	Duty Stewards and Facilities Manager	Ongoing	Ongoing
		Safety plugs in lower unused wall sockets in public areas.	Check safety covers remain in place when sockets not in use.	Duty Stewards and Facilities Manager	Ongoing	Ongoing
		Portable equipment checked for visual signs of damage before use.	Event organisers to ensure visitors are aware they are responsible for ensuring any of their equipment used on site must safe to use and if not under warranty, have been recently PAT tested.	Committee	Ongoing	Ongoing
		Pavilion users are told in their induction they are responsible for any electrical equipment they bring to use on site.	Duty Stewards to monitor and remind users as necessary.	Duty Stewards and Facilities Manager	Ongoing	Ongoing
		Contractors must confirm all equipment used, if not under warranty, has been recently PAT tested.	Confirm in statement of work.	Facilities Manager	Ongoing	Ongoing
Gas	Users of Pavilion risk exposure to Gas and or carbon monoxide.	Users know that they must stack tables and chairs carefully so that they do not collapse. Also partitioning panels.	Members are asked not to move furniture. Event organisers have set furniture plans for specific events to ensure we comply with regulations in respect of maximum capacity and circulation space.	Facilities Manager, Event Organiser and Duty Stewards	Ongoing	Ongoing
Stored equipment	Users could be injured by collapsing stacks	Trolleys available to move heavy equipment and users know where they are kept	Ensure only designated trained personnel are allowed to move and set up furniture. (e.g. for events etc)	Committee, Event Organiser and Duty Stewards	Ongoing	Ongoing

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Manual Handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.					
Fire	If trapped, members and visitors could suffer fatal injuries from smoke inhalation/burns.	Fire risk assessment done, see <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary action taken.	Ensure the actions identified as necessary and the fire risk assessment are done.	Chairman and Facilities Manager	01-Sep-22	
		Events to be risk assessed and managed to ensure maximum capacity is not exceeded. Fire Marshalls to be nominated for each event and briefed so they understand their role in the event of an emergency.	Ensure popular events are ticket only and entry is monitored to ensure maximum capacity is not exceeded.	Event Organiser	Ongoing	Ongoing
		Specific furniture layouts will be followed for set events to ensure appropriate circulation and exit routes are maintained.	Floor plans have been produced to guide furniture floor layouts for various types of events. Furniture to be replaced after event to the Normal room layout.	Event Organiser	Ongoing	Ongoing
Legionella bacteria	Persons using the hot & cold water systems (e.g. welfare facilities, kitchen and showers) could be at risk of infection. Those at higher risk are persons over 45 years, those suffering from chronic respiratory or kidney disease, anyone with an impaired immune system, smokers, heavy drinkers.	Water temperature set to help prevent. All systems run regularly to prevent and control the build up of bacteria in water systems and pipes, especially where normal use is infrequent, e.g. showers.	Legionella Testing carried out Monthly	Facilities Manager	Ongoing	Ongoing