



Health and Safety Statement

1. Introduction

Clanfield Bowls & Sports Club (C.B.S.C) recognises its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation to ensure the following:

- To provide and maintain a safe Pavilion and green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
- To ensure hazards are identified and that there is a regular assessment of risks.
- To provide information, instruction and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- To promote awareness of Health and Safety encouraging best practice.
- To ensure it takes appropriate protective and preventative measures.
- To ensure there is access to competent advice.
- Investigate accidents and record and report using RIDDOR.

2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety responsibilities is vested in the Club's Management Committee which will arrange for annual risk assessment in May each year to ensure appropriate measures are in place to eliminate/mitigate risk. In addition, the Club appoints one member as Health and Safety Officer, 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 the mitigation action may be insufficient.

3. The Risks

As a small organisation, C.B.S.C does not employ full or even part time staff, but Health and Safety law requires that where volunteers are used on a regular basis, e.g., Secretary, Treasurer, Rinks Staff, they should, for the purpose of the Act, be treated as employees, even if unpaid. The Club has identified the following principal areas where it needs to closely monitor risks associated with the work done by volunteers:

- Fire
- Trips/Falls
- Electricity – risk of fire and personal injury
- Chemicals/Fertilizers
- Use of Machinery
- Food Safety
- First Aid
- Children and 'Adults at Risk'
- Contractors



4. Measures in Place to Mitigate Risk

Fire: The fire extinguishers are annually inspected and serviced by qualified personnel.

Trips/Falls: At the beginning of each session the Pavilion/Rinks are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible. An Accident Book is maintained in which all incidents are recorded.

Electricity: Electrical installations and portable electrical equipment are subject to periodic inspection and testing.

Chemicals/Fertilizers: Chemicals and Fertilizers are held securely under lock and key and, where appropriate, use is under supervision of an individual who has been on a Pesticide Course and obtained PA1 and PA6 certification.

Use of Machinery: All machinery is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators.

Food Safety: Kitchen facilities are maintained to a high standard and meet legal requirements. Members are aware of Food Hygiene requirements. Catering is under the control of a holder of a Food Hygiene Certificate.

First Aid: The Club cannot necessarily, from its own membership, expect to have trained first aiders on hand. It provides, however, a first aid box, which is regularly checked, and displays information on how emergency assistance can be obtained. There is also a defibrillator available nearby.

Children and 'Adults at Risk': The Club has a clearly publicised Safeguarding and Child Protection Policy.

5. Record Keeping

The following documentation is held:

- List of Rinks equipment and manufacturers' manuals/instructions.
- Simple bullet-point instructions for use of motorised or heavy equipment.
- Record of training given on use of equipment.
- Record of Training given to all Volunteers.
- Record of site induction given to all Members.
- Formal risk assessments (as necessary).
- The Accident Book.
- Hiring agreements.
- Regular checklists.

6. Dissemination of Health and Safety Information

A copy of this Health and Safety statement is displayed within the Club. Members are asked to familiarise themselves with the content and where necessary to draw any comments to the attention of the Committee.