



Fordingbridge Bowling Club

JANUARY 2019

HEALTH & SAFETY POLICY, & INFORMATION, FOR THE CLUBHOUSE AND GROUNDS

POLICY STATEMENT

Fordingbridge Club Members must recognise their duties under The Health and Safety at Work etc. Act and the accompanying protective legislation. This is in order to ensure the maintenance of a safe and healthy environment.

All members must ensure they take all reasonable precautions to ensure the health, safety and welfare of all those likely to be affected by the Club's activities.

The Club, as far as is reasonably practicable, has the duty to ensure the following

- To promote the awareness of health and safety and to encourage best practice throughout the Club's activities.
- To provide, and maintain, a safe environment, safe systems and activities, safe equipment and a neat and safe operational environment.
- To provide information, instruction and training as is necessary, to ensure members and visitors are assured of a safe and healthy environment.
- To ensure that hazards are identified and regular Risk Assessments are undertaken and recorded, for all Club activities and premises.
- To record any injuries or accidents sustained during any Club activity, or whilst on Club premises, no matter how minor.
- To provide access to adequate First Aid facilities, telephone and trained first aiders at all reasonable times.
- To ensure The Club is taking the appropriate protective and preventative measures.

As a Club Member you have a duty

- To take reasonable care for your own health and safety, and that of others who may be affected by what you do, or don't, do.
- To co-operate with the Club on Health and Safety issues.
- To correctly use all equipment provided by the Club.
- To not interfere with, or misuse, anything provided by the Club for your use to maintain your health and safety at the Club.
- To report to the Management Committee any Health & Safety issue that they become aware of - **Immediately.**

INFORMATION

Overall Responsibility lies with the Club Committee, assisted by...

Health and Safety Co-ordinator

Fire Co-ordinator

All Members

FIRE EXITS -

Main entrance – East – facing The Green (Open when members are present)

Car park end – South (Open when members are present – turn knob anticlockwise)

Far end – North – nearest The Equipment Shed (Open when members are present – turn knob anticlockwise)

ASSEMBLY POINTS -

By front of equipment shed (North)

By white gate opposite the front aspect of Clubhouse (East)

Please Note...

PLEASE STAY AWAY FROM THE CLUB ACCESS GATES AS EMERGENCY VEHICLES MAY BE ENTERING AT SPEED. PARKING AREA INSIDE GATES ON THE LEFT MUST BE KEPT CLEAR OF OUR CARS, FOR USE OF EMERGENCY VEHICLES

FIRE ALARM POINTS – Inside each Fire escape door AND outside the door to the Bar. Now including on left inside Machinery Room. Autumn 2019

FIRE EXTINGUISHERS – ONLY TO BE OPERATED BY TRAINED PERSONS, OR IF LIFE IS IN DANGER.

Inside fire exit doors - **FOAM**

Outside the Bar door– **CARBON DIOXIDE (CO2)**

Kitchen – **DRY POWDER & FIRE BLANKET**

Machinery Room – **DRY POWDER**

FIRST AID KIT, ACCIDENT BOOK, DEFIBRILLATOR & FIRST AIDERS -

These, and a list of First Aiders to be found inside Main Entrance door on Left. (AND basics just inside Machine Room, on Right)

INCIDENT BOOK - In labelled pouch at bottom of letter rack, to right of kitchen hatch

EMERGENCY TELEPHONE - on bookcase shelf, on left of entrance at car park end of the Clubhouse

EMERGENCY CONTACTS, ALL noticeboards in the Club carry Emergency Information.

Call 999 for Fire, Police and Ambulance. Details of Club Address on ALL noticeboards.

Notify Club Secretary, or Committee Member of any incidents, asap.

CHILDREN (&PETS) MUST BE SUPERVISED AT ALL TIMES

LONE WORKING For their safety, any member, or tradesperson working at our Club, should be accompanied, especially if ANY machinery or ladders will be used. If it CANNOT be avoided ensure you have **informed someone** where you are

what you are doing and what time you expect to leave the Club. (Need not be a Club Member, but should know who to call, if help is needed)

TOILETS -

Gents' and Ladies' Toilets are labelled and accessed via the appropriate changing rooms. The Disabled Toilet is 3rd door on Right off the Corridor.

There is an alarm system in there if required

Wheelchair access is available from both ends of the Clubhouse

PERSONAL PROTECTIVE EQUIPMENT (PPE) Protective, eye, ear and hand protection for outside

machinery is hung just inside the Machinery Room, on the right.

Chemical gloves and eye protection are hung in the Chemical Store

Electrical protective Residual Current Devices, several are stored In Machinery Room and one in the Boiler Room.

MOVING AND HANDLING HEAVY LOADS

Outside, utilise our sack truck, wheelbarrows and sufficient manpower. Do NOT attempt to lift anything, especially at high or low level that you may not be able to manage.

Inside, use the Sack truck and/or the Kitchen trolley for heavy transfers.

COSHH (Ongoing)

COSHH information should be available, and present, for all chemicals in the Chemical Store, stored in The COSHH file under letter rack.

RECORDS

MAINTENANCE, TESTING, TRAINING AND COMPETANCY SHOULD ALL BE RECORDED AS IT HAPPENS. RECORDS CAN ALL BE KEPT WITHIN THE HEALTH AND SAFETY FOLDER. TO PROTECT EVERY MEMBER AND TO SATISFY OUR INSURERS.

Updated January 2019, Management Committee
& January 2020
