

Health and Safety Policy

1. Introduction

Bishopthorpe Bowling Club recognizes its responsibilities under Health and Safety at Work legislation 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.
- Ensure hazards are identified and that there is a regular and recorded risk assessment of the facilities and activities undertaken by the club.
- Provide information, instruction and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- Promote awareness of Health and Safety encouraging best practice to all members.
- Ensure it takes appropriate protective and preventative measures.
- Ensure there is access to competent advice.
- Ensure the policy is reviewed regularly and monitored for effectiveness.

2. Organisation and Responsibilities

Responsibility, for ensuring that the Club complies with Health and Safety legislation, is vested in the Club's Management Committee which will arrange for an annual pre-season risk assessment in March to ensure appropriate measures are in place to eliminate/mitigate risk.

3. The Risks

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

- Fire
- Trips/Fall
- Electricity – risk of fire and personal injury
- Chemicals/Fertilizers
- Use of machinery
- Food safety
- First aid
- Children and “Adults at Risk” – see Safeguarding Policy.

4. Measures in Place to Mitigate Risk

- Fire: Fire extinguishers are inspected annually and serviced by a qualified contractor.
- Trips/Fall: At the beginning of each season the premises and green are checked for hazards and remedial action taken. An Accident Book is kept in the kitchen area.
- Electricity: Portable items of electrical equipment are subject to annual PAT inspection and testing.
- Chemicals/Fertilizers: Chemicals, fertilizers and petrol are held securely under lock and key in the garage. A licensed contractor is employed to apply restricted chemicals to the green.
- 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 food consumed is made by members themselves at home. There are no cooking facilities in the Clubhouse.
- First Aid: The Club cannot necessarily expect to have first aiders on hand from within its membership. However, it provides a first aid box, which is regularly checked.
- Children and “Adults at Risk”: The Club has a Safeguarding Policy

5. Record Keeping: The following documentation is held.

- List of green equipment and manufacturers’ manuals/instructions in the Clubhouse.
- Simple bullet-point instructions for use of motorised equipment in the garage.
- Formal risk assessments (as necessary).
- The Accident Book.

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, if necessary, to draw the attention of Committee members to any areas of concern.

Approved by the Committee on _____ 2021.