



HEMINGFORDS BOWLS CLUB HEALTH AND SAFETY POLICY

Introduction

The Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Committee is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

The Committee will review this Policy periodically.

Responsibilities

The Committee member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is the Chairperson. All accidents or unsafe incidents will be investigated by the Chairperson on behalf of the Committee as soon as possible and then to be reported to the committee at the next available committee meeting.

The Committee is responsible for

- Assessing the risk to the health and safety of members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required.

Member Responsibilities

All club members will ensure that:

- They are aware of the contents of this safety policy.
- They comply with this policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Chairperson or another Committee member at once.
- They record accidents or near misses in the accident book kept in the clubhouse.
- They are aware of all fire procedures for the clubhouse.
- If they identify anything which they think could be in any way unsafe, they will report it

Risk Assessments

The responsible committee member will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- Trip or event to organise;
- Change in legislation;
- Change of premises;
- Significant change in work carried out;
- Transfer to new technology

or any other reason which makes original assessment not valid.

Risk assessments for key tasks/functions shall be completed and displayed on the clubhouse noticeboard, in the club folder and together with the Health and Safety Policy will be posted on the club's web site. All documents shall be subject to annual review.

Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety verbal training will be provided as follows:

- To all new members;
- On the introduction of new technology.

Resolving Health and Safety Problems

Any volunteer with a health and safety concern must first tell the responsible Committee member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the member is not satisfied with this, the member may then refer the matter to the management committee chairperson. This must be in writing.

If the member is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Committee.

Approval by Chairperson on behalf of the Committee of Hemingford Bowls Club following submission and approval at the meeting held on

Date 25.03.2024

Signed

S M Peel

Chairperson