Dunblane Bowling Club

Appendix B

(Updated: April 2024)

Health & Safety Policy

Introduction

Dunblane Bowling Club 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 Clubhouse, 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.
- To ensure the appropriate health and safety records are monitored and recorded.

Organisation and Responsibilities

As a small organisation, the Club does not employ a health and safety officer, therefore the responsibility for ensuring that the Club complies with Health and Safety responsibilities is vested in the Club's Management Committee and volunteers who will arrange for an annual pre-season risk assessment in April to ensure appropriate measures are in place to eliminate/mitigate risk. In addition, the committee includes health and safety in the agenda at each committee meeting to ensure any risks/hazards that may not have been properly identified are brought up and actioned.

The Club has identified the following principal areas and the measures in place to mitigate risk.

FIRE

- All fire escapes within the clubhouse must be kept clear and usable at all times. And the clubhouse generally be kept tidy and free from clutter.
- All fire extinguishers are inspected annually and serviced by qualified personnel.
- Firefighting equipment is installed and maintained by specialist contractors, fire alarms are checked and tested as per recommendations.
- Members and others are instructed in Fire Emergency procedures, exit routes and assembly points.
- Members and others must conduct their activities in ways which minimize the risk of fire; they are also asked to report any potential fire hazards to the Club Health & Safety Representative or any other Club Official

HAZARDOUS MATERIAL

- Any hazardous materials, such as might be used on the bowling green, will be stored securely, and used in accordance with the manufacturer's recommendations and current legislation and good practice.

ELECTRICITY

- electrical installations and portable electrical equipment are subject to periodic inspection and testing.
- No electrical equipment should be used on the premises unless they have been **Pat tested** within the last 12 months,
- Any suspect equipment should be immediately reported to Club Health & Safety Representative or any other Club Official

FIRST AID

- The Club provides a First Aid Box which is regularly checked and replenished and displays information on how emergency assistance can be obtained.
- A portable defibrillator is located in the kitchen for use in emergencies batteries and pads are checked regularly.

SLIPS/TRIPS/FALLS

- Premises and greens are checked to ensure that potential hazards and areas of falling debris are appropriately marked. Any necessary warning signs should be displayed and clearly visible.
- Members should keep internal floors and external paved areas clear of sports bags, trailing cables and other equipment which could cause trips and falls and clean up following any spillages or breakages which could cause slips or other injuries.
- Members and others are asked to take care when walking on pathways approaching and surrounding the green. Special care is to be taken when stepping onto the green as steps can become slippery when wet.
- Members must wear suitable footwear whilst bowling because the green can become slippery in certain weather conditions. It is recommended that shoes should be flat soled and with suitable grip.

LIFTING/MOVING/STACKING ITEMS

- Members and others **MUST NOT** lift beyond their capacity.
- Assistance should be sought when lifting, moving chairs, heavy furniture, or any other equipment.
- All equipment must be stored safely.

USE OF MACHINERY

- all machinery and equipment including mowers and ancillary green equipment, is kept fully maintained and regularly serviced.
- First time users of machinery are trained and initially supervised by experienced operators.

HEATING

- The heating system and controls are checked periodically.
- The oil-fired boiler is inspected and serviced annually by qualified personnel.

LONE WORKING

- No members should carry out any potentially dangerous tasks at the bowling club, such as 'working at height' whilst on their own.
- All Lone Workers must have a mobile phone on them at all times and should let another person know of their whereabouts beforehand.

ACCIDENTS

- The Club will ensure that all accidents are properly investigated, and appropriate corrective actions are taken.
- An incident book is maintained in the Clubhouse, and is used as necessary to record any accidents etc. occurring, on or within the Club property,

KITCHEN/ BAR

- kitchen facilities are maintained to a high standard and meet legal requirements.
- Catering is under the control of a holder of a relevant and up to date, Food Hygiene Certificate.
- Kitchen appliances are checked, and filters renewed as required.
- Bar facilities are maintained to a high standard and meet legal requirements.
- Bar is under the control of a holder of a relevant and up to date licence.
- Bar appliances are periodically inspected cleaned, and filters renewed as required.

GENERAL

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 do not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety, or welfare.

A short 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.

CLUB HEALTH & SAFETY OFFICER :- Derek Douglas

FIRST AID: Location of first aid facilities:-:- **Outside Gents locker room & Garage**
Location of Accident Book :- **Kitchen**
Location of Defibrillator :- **main entrance foyer**
Location of telephones :- **Hall, Office & Bar**

QUALIFIED FIRST AIDERS:

1. **Maureen Simpson**
2. **Eric Simpson**

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