



Health and Safety Policy

Introduction

Basingstoke Town 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.

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 an annual pre-season risk assessment in April to ensure appropriate measures are in place to eliminate/mitigate risk.

The Risks

As a small organisation, the Club does not employ any full or part time staff but Health and Safety law requires that where volunteers are used on a regular basis, (e.g. Secretary, Treasurer, Greens Staff) they should, for the purposes of the Act, be treated as employees, even if 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
- Use of machinery
- Food safety
- First aid
- Children and “Adults at Risk”.

Measures in Place to Mitigate Risk

Fire: The Fire extinguisher is annually inspected and serviced by qualified personnel.

Trips/Fall: At the beginning of each season the premises/greens 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.

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 including appropriate footwear and clothing.

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 situated outside on the end elevation of the clubhouse.

The club has adopted Bowls England's Safeguarding in Adults and Safeguarding in Children policies.

Record Keeping: The following documentation is held.

- List of green equipment and manufacturers' manuals/instructions
- Formal risk assessments (as necessary)
- The Accident Book

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.

Reviewed at Committee on 15th February 2024