

## APPENDIX 3

**Gardeners Bowling Club  
Gardeners Arms  
Lovers Lane  
Atherton**

**Health & Safety Policy**



The Gardeners Bowling Club fully recognises its responsibilities for Health & Safety.

Our policy applies to all group members, other agencies and groups, and volunteers working in partnership with The Gardeners Bowling Club.

### **The Gardeners Bowling Club Health & Safety Policy Statement**

#### **1. Policy Aim**

The aim of the health and safety policy is to confirm the commitment of **[THE GARDENERS BOWLING CLUB]** to the health and safety of the Committee members, employees, volunteers and beneficiaries who may participate in the delivery of, or benefit from, our project activities.

#### **2. Policy Statement**

The Management Committee of **[THE GARDENERS BOWLING CLUB]** regards the promotion of health and safety measures as a mutual objective for Committee members, employees and volunteers. We will do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards, including volunteers and the public insofar as they come into contact with our Group or any activities or functions which we organise. We will endeavour to implement the following;

- To carry out risk assessments in respect of our activities,
- To provide adequate control of the health and safety risks arising from our assessment,
- To maintain safe and healthy working conditions,
- To provide and maintain safe plant and equipment and to supervise usage,
- To ensure safe handling and use of substances,

- To provide information, instruction, and supervision for committee members, employees and volunteers,
- To ensure that all Committee members, employees and volunteers are competent to do their task, and to give them training when required,
- To prevent accidents and cases of work-related ill health,
- To review and revise the policy as necessary at regular intervals.

Committee members, employees and volunteers have a duty to co-operate in the operation of this policy by;

- Working safely and efficiently,
- Using the protective clothing and equipment provided,
- Reporting incidents which have led, or may lead to injury or damage,
- Adhering to agreed organisational procedures to ensure health and safety,

### **Accidents and Emergencies**

All accidents and emergencies must be reported to the Honorary Secretary or the designated Committee Member responsible for health and safety issues and recorded in the Accident Record Book.

### **First Aid**

A First Aid box will be kept in our premises and checked regularly. Appropriate first aid training will be sought for Committee Members and volunteers. A trained first aider should be in attendance at all events involving the public and especially where children are participating. Medication will not be administered to any person without their instruction or in the case of children/vulnerable adults the written instruction of their parent/carer.

A First Aid kit will be brought to any events taking place outside the premises if not available where the event is taking place.

### **Smoking Policy**

**[THE GARDENERS BOWLING CLUB]** has a 'No Smoking' Policy, which mean that smoking is not allowed anywhere inside the premises. This applies to Committee Members, staff, volunteers and visitors.

## A Safe Workplace

[THE GARDENERS BOWLING CLUB] recognises that many accidents arise because of failing. To minimise such risks we will ensure that efforts are made to guard against common hazards such as;

- Worn or missing stair treads,
- Missing or damaged handrails,
- Worn floor covering,
- Slippery floor surfaces,
- Broken glass,
- Trailing telephone or electrical leads.

## Fire Prevention

Written instructions will be provided for ensuring safe operation of electrical equipment and operating machinery to ensure the safety of Committee Members, employees and volunteers. Care will be taken to minimize the risk of fire and advice on fire prevention advice and evacuation procedures will be available in our office or meeting place. We will seek guidance from the fire service and other appropriate statutory bodies to ensure that our premises are properly equipped with smoke/fire alarms and extinguishers and identify the training needs if any of our committee members and volunteers insurance;

[THE GARDENERS BOWLING CLUB] will ensure that the Group Insurance needs are properly assessed and reviewed regularly to provide cover for our Committee members, employees, volunteer and beneficiaries in respect of the full range of our activities. This will include;

- Public liability insurance
- Buildings and Contents Insurance
- Vehicle Insurance (Only if a vehicle is bought by the bowling club)
- Special events Insurance

### **3. Policy Responsibility**

The policy has been adopted by **[THE GARDENERS BOWLING CLUB]** at the Committee meeting held on **26<sup>th</sup> February 2018** and this is recorded in the minute book. The chairman has specific responsibility for the implementation of this policy and each member of the Management Committee also has responsibility to abide by and ensure adherence to the policy. In order to implement this policy we will ensure that;

- A Committee member will be designated to have responsibility for all aspects of implementing this policy,
- Our policy will be communicated to all employee and volunteers involved in our project,
- Appropriate training and guidance will be provided when required,
- The policy will be regularly reviewed

Signed: ..... (Chairman) Date: .....

Signed: ..... (Secretary) Date: .....