



**HEALTH & SAFETY
POLICY DOCUMENT**

Reviewed: July 2019
Next review: July 2022

Signed:

On behalf of WIBC Council of Management

WORTHING INDOOR BOWLING GREENS LTD

HEALTH & SAFETY – STATEMENT of INTENT:

Worthing Indoor Bowling Club is strongly committed to encouraging our members to take part in the activities offered by the club. Our paramount concern is always for the health, well-being and safety of everyone who uses the Worthing Indoor Bowls Club Premises and equipment. The Health and Safety of all members and guests who use the Club facilities is a major concern for all of us. The Council of Management of Worthing Indoor Bowling Greens recognises that achieving and maintaining high standards of safety requires that the Club's Management, Bowls Committee, members, visitors and contractors are aware of and discharge their respective responsibilities. The Health & Safety at Work Act 1974 requires all members, including contractors working on the Club premises, to conduct themselves in such a manner as to ensure that they pose no risk to their own or any other person's health & safety

HEALTH & SAFETY - GENERAL POLICY:

To support our Health & Safety policy statement we are as far as is reasonably practicable committed to the following duties:

- Provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working and leisure environment.
- To ensure that hazards are identified, and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure personnel are assured of a safe and healthy working environment.
- Promote the awareness of health and safety and encourage health and safety best practice throughout the club.
- To ensure that Worthing Indoor Bowls Club management, employees, members and guests take appropriate protective and preventative measures.
- To ensure that we have access to competent advice and can secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure all our employees, members and guests recognise their duties under health and safety legislation whilst at work; we must ensure that they are informed of their duty to take reasonable care of themselves and others that may be affected by their activities.

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Part 1: Our health and safety policy:

- prevent accidents and cases of work-related or club activity related ill health
- manage health and safety risks for staff and members in our place of business
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment as appropriate
- consult with our employees and members on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working and leisure conditions
- implement emergency procedures, including evacuation in case of fire or another significant incident
- review and revise this policy regularly

Part 2: Responsibilities for health and safety

Overall and final responsibility for health and safety:

Alan Messer (WIBC Manager)

Day-to-day responsibility for ensuring this policy is put into practice:

Kevin Buck (Office Assistant):

Jackie Taylor (Assistant manager)

John Schools (WIBG Company Secretary)

Duty Green Manager (as allocated)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Alan Messer, Jackie Taylor, Kevin Buck – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Alan Messer – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Alan Messer – maintaining equipment, information, instruction and supervision, training

All employees, club members and guests should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and

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- report all health and safety concerns to an appropriate person (as detailed above). Reporting may be face to face, written or by telephone. Telephone lists are posted around the building.

Part 3: Arrangements for health and safety

Risk assessments

- We will complete relevant risk assessments and take appropriate action.
- We will review risk assessments annually or when working habits or conditions change.

Training

- We will give staff, subcontractors and club members health and safety induction and provide appropriate training
- We will ensure suitable training and induction arrangements for WIBG employees.

Consultation

- We will consult staff and members routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure evacuation plans are current and communicated to designated fire officers. Fire Regulation Document details personell.
- Ensure escape routes are always well signed and kept clear.