

Thanet Bowls Club - Health and Safety - Policy Statement

Statement of general H&S policy & arrangements for Thanet Bowls Club. (TBC).

Overall responsibility for ensuring that TBC ensures a safe and healthy environment for Members & Visitors (inc. Contractors) resides with the TBC Management Committee.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to individuals as indicated below. Responsible persons require the cooperation of fellow members. They do not absolve the Management Committee of it's overall responsibility as indicated above.

Thanet Bowls Club
Montefiore Avenue, East Cliff,
Ramsgate,
Kent. CT11 8BD

Statement of General Policy	Responsible Person	Arrangements to Fulfil Policy Statement
To prevent accidents and cases of ill health and to provide adequate control of health and safety risks arising from TBC premises and activities.	Club Secretary Malcolm Fuller	Together with at least one other management committee member undertake an annual safety inspection of the clubhouse, grounds and outbuildings. Identify hazards and adequately control any risks that are not already controlled to an acceptable standard. Document findings & actions.
To provide adequate instruction to enable responsible persons to understand and be able to fulfil their H&S responsibilities.	Club Secretary Malcolm Fuller	Liaise with all responsible persons to assist them and ensure they understand the health and safety elements of their role(s).
To maintain & store tools, equipment & machinery e.g. gardening tools and hand tools such as drills etc. in a safe manner	Maintenance Lead Brian Lloyd	Oversee the condition of tools & equipment to ensure they are in a safe condition & stored in a manner that does not cause a physical hazard. Remove/arrange repair of unsafe tools etc.
To ensure safe storage / use of substances e.g. thinners, pesticides etc.	Maintenance Lead Brian Lloyd	Oversee the condition of chemicals and the manner of their storage and containment to maintain a safe condition. Store quantities of hazardous chemicals in the smallest practicable amount.
To implement emergency procedures, (evacuate & contact emergency services), in case of fire or other significant incident.	Office Duty person or any Management Committee Member	Routinely maintain clear access to Fire Exits. Fire Extinguishers to be accessible. In case of evacuation undertake a sweep of the clubhouse, (<u>only if safe to do so</u>). Oversee 'headcount' to establish if anyone may have failed to exit. Ensure emergency services called & liaise with them on arrival.
To maintain electrical safety. i.e. safe supply, sockets and electrical equipment in a safe condition	Club Secretary Malcolm Fuller	Biannual PAT Testing. Remove/repair unsafe electrical equipment (e.g. frayed flex, hot etc). Only club equipment to be used?
To maintain the kitchen and prepare food in a hygienic & safe manner as required by the Food Standards Agency	<i>Catering Manager</i> (Position not filled) R.P. Claudia Carey	All food preparation and consumption surfaces, utensils, cooking vessels, fridges and freezers etc are routinely and appropriately cleaned. Food items are disposed before safe storage periods are exceeded.
To maintain the bar and prepare / serve drinks in a hygienic and safe manner as required by the Food Standards Agency	Bar Manager Peter Carey	Routine cleaning of the bar area ensures it is maintained in a clean hygienic condition. All drinks are purchased in manufacturers sealed containers. Glasses etc are cleaned thoroughly between uses and are stored in a safe manner.
To provide and maintain first aid materials for the treatment of minor injuries & to ensure defibrillator is charged & ready for use.	Mandy Russell	Undertake a monthly review of the first aid box and ensure contents are appropriate and in date. Inspect the defibrillator to confirm it is in a state of readiness in case of need. Record inspection dates and outcomes and retain in diary located with first aid box and defibrillator.
To Facilitate safe manual handling activities	Malcolm Fuller	Identify significant manual handling issues. Include manual handling issues in the annual inspection.

Thanet Bowls Club - Health and Safety – Risk Assessment / Inspection Report

What are the hazards?	Who may be harmed and how?	What are we doing to reduce the risks?	Any Further Action / Details	Action by Who/When?	Done?
<i>Slips and trips</i>	<i>Members and visitors, (inc. Contractors), may be injured if they trip over objects or slip on spillages</i>	<i>General good housekeeping. All areas are well lit. There are no trailing leads or cables. Floor and particularly walkway areas are kept clear. A step/bridge is available to aid access to and egress from the green.</i>	<i>None – No significant slip / trip or fall hazards identified</i>	<i>None</i>	
<i>Vehicular traffic</i>	<i>Members and visitors, (inc. Contractors), may be injured by vehicles entering or exiting the car park.</i>	<i>A separate pedestrian entrance is available beside the vehicle entrance. The car park is very small accommodating approx. nine vehicles. Vehicle speed is very limited by the restricted size of the car park.</i>	<i>No issues of concern identified.</i>	<i>None</i>	
<i>Chemicals (for maintaining grounds)</i>	<i>Members and visitors, (inc. Contractors), may be injured if they come into contact with hazardous chemicals</i>	<i>Quantities restricted to minimum practicable. Chemicals kept in clean sound containers that are sealed and not contaminated on the exterior. They are stored inside locked sheds exterior to the clubhouse. PPE is used (typically rubber gloves and safety glasses) as required. Access and use limited to members of the maintenance team who take responsibility to ensure safe storage.</i>	<i>Chemicals stored in quantities that are required (i.e not excessive quantities). Containers secure and in good condition. Housekeeping in tool shed and gardening shed of a good standard.</i>	<i>None</i>	
<i>Chemicals (for use inside the clubhouse)</i>	<i>Members and visitors, (inc. Contractors), may be injured if they come into contact with hazardous chemicals</i>	<i>Only household cleaning chemicals stored and in minimal quantity Chemicals kept in clean sound containers sealed and not contaminated on the exterior. They are stored inside closed cupboards away from areas routinely accessed by visitors or members not specifically tasked in their use PPE is used (typically rubber gloves) as required.</i>	<i>Chemicals in kitchen stored in quantities that are required (i.e not excessive quantities). Containers secure and in good condition. Household and personal cleaning agents are stored in connecting shed (between mower and tool shed). ACTION. Secure with padlock to prevent casual access.</i>	<i>Malcolm Fuller 14/4/23</i>	<i>Done by MF 21/4/23</i>
<i>Fire</i>	<i>Members and visitors, (inc. Contractors), may be injured in the event of fire</i>	<i>There are no highly flammable agents stored inside the clubhouse. The clubhouse does not have a mains or bottled gas supply. Fire Exits are maintained in a safe condition. Exit routes are short and lead directly to safe external locations.</i>	<i>Maintain diligence regarding location of fire extinguishers which are, on occasion not eft on brackets at fire exits. Powder Extinguisher in kitchen due for replacement.</i>		

Thanet Bowls Club - Health and Safety – Risk Assessment / Inspection Report

What are the hazards?	Who may be harmed and how?	What are we doing to reduce the risks?	Any Further Action / Details	Action by Who/When?	Done?
Fire (continued)		Fire extinguishers are available at the fire exits. Fire Service inspections are held regularly.	<i>ACTION CO2 extinguisher to be sourced to replace existing powder extinguisher</i>	MF 13/7/23	TBD
Biological	<i>Members and visitors, (inc. Contractors), who may suffer illness following exposure to pathogenic microorganisms</i>	Kitchen and Bar hygiene is maintained to a high standard and all food preparation and service is performed in accordance with FSA food hygiene standards. Toilets are cleaned regularly and maintained in a hygienic condition. Hand washing facilities in toilets and food/drink handling areas. Members encouraged to clean hands efficiently and regularly.	None	None	
Manual Handling	<i>Members and visitors, (inc. Contractors), who may move heavy or awkward items e.g. tables, cases of drink etc</i>	Work as teams when moving heavy equipment such as tables, microwave etc. Handling aid (trolley) used to assist when bringing heavy items (such as crated drinks) into the clubhouse	None	None	
Electrical	<i>Members and visitors, (inc. Contractors), who may use electrical equipment.</i>	Routinely visually/physically check electrical equipment for safe condition e.g. flex condition overheating etc.. PAT testing undertaken biannually	<i>PAT Testing of electrical items undertaken April 2022. No further action required in 2023 unless new electrical equipment installed.</i>	None	
Asbestos	Maintenance personnel who penetrate the fabric of the building may be exposed in the event of unknown asbestos	There is no known history of asbestos located anywhere in the building. Maintenance team have been trained and briefed to stop any work and evacuate in the event of exposing any fibrous of 'claggy' material they are concerned may be asbestos. Further investigations to be undertaken following evacuation before reopening clubhouse.	<i>Ensure current Maintenance crew are aware of asbestos risks and actions to be taken to control the risk. MF maintains signed confirmation of training.</i>	None	
Other hazards not indicated above	Members, Visitors and Contractors	The Main building exterior lighting is not working properly	<i>ACTION Arrange repair or upgrade to achieve safe standard of lighting</i>	MF	Done 1/4/23

As indicated in the Health and Safety Policy Statement an annual health and safety inspection is performed to consider all of the identified hazards. A written record of the inspection is recorded here. Actions identified in the inspection will be followed to the agreed conclusion. All duty holders have been informed of and understand their personal responsibilities as outlined in this document.

Thanet Bowls Club's Health and Safety Policy Statement and Risk Assessment is subject to review and revision annually, or sooner if activities change significantly, by the TBC Management Committee.

Trustee	Name	Signature	Date
Chairman	Mike Burgess		
Treasurer	Sheila Barrett		
Secretary	Malcolm Fuller		

Revision History

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| V.1 | Agreed and signed. April 2017 | |
| V.2 | Updated Jan 2020 to:- | Refresh names of Responsible Persons
Refresh names of Trustees
Include assessment of risk from Asbestos
Include assessment of risk from Fixed Electrical Wiring |
| V.3 | Updated Apr 2022 to: | Refresh Names of Responsible persons
Emphasise use of and ensure availability of hand washing facilities
Include Other Hazards |
| V.4 | Updated Apr 2023 to: | Refresh signatures of Responsible persons
Replace powder fire extinguisher in kitchen with CO2 extinguishers
<u>Repair/update exterior lighting to ensure it is fit for purpose</u> |