

Health & Safety Policy

This is the statement of general policy and arrangements for:		Pelaw Community Bowling Club
The Trustees have overall and final responsibility for health and safety.		
The Trustees have day-to-day responsibility for ensuring this policy is put into practice.		
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents by managing the health and safety risks within Pelaw Community Bowling Club.	All Bowling Club Members	Follow Guidance in CIO, Safeguarding Policy & Hazard Risk Assessments
Provide clear instructions and information.	Trustees	CIO, Safeguarding Policy & Hazard Risk Assessments
Engage and consult with membership.	Trustees	Continuous Process
Implement emergency procedures – evacuation in case of fire or other significant incident.	Trustees	Policy Displayed in Clubhouse
Maintain Safe and Healthy conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances.	All Bowling Club Members	Detailed in Hazard Risk Assessments.
Incidents	Club Secretary	All member to report any incidents, accidents to the Club Secretary or a Trustee. To be documented.

Signed: G.R. Dunkley	Updated: 9th February 2023
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Safeguarding Policy & CIO displayed	Clubhouse Noticeboard
First-aid box is located:	Clubhouse
Incident Book	Care of Club Secretary

Risk Assessment - Fire

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Smoking	All members & visitors	No Smoking Policy in the Pavilion.	All Members to comply and enforce this regulation	All Members
Cooking	Members / visitors involved in activity	Using Correct Equipment. Care when carrying out this task	All members to monitor when this activity is being done	All Members
Heating Fans	All members / visitors. Faulty equipment a fire hazard.	Use proper equipment. Check suitable for use and in good order.	Trustees to check equipment in use.	Trustees
Storage of fuel	Fuel storage for the petrol lawnmowers.	Petrol only to be stored in specifically designed container suitable for petrol.	Container to be regularly checked for suitability / damage.	Trustees
General Use of Building	All members and Guests	Use of building monitored, no activity which could result in a fire is carried out. Future use of building to be assessed and agreed before operation carried out.	Discuss and agree any use of the building that may involve hazardous substances, prior to them being allowed. Fire extinguisher equipment to be checked bi-annually.	Trustees

All Hazard Risk Assessments are reviewed annually. Confirmation of review is found on the signatory page.

Risk Assessment - Safeguarding

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Accident / Harm	Child, Young Child, Young Person &/or Vulnerable Adult	Safeguarding Policy	As stated in the safeguarding policy, no member is to be alone with any person for whom the safeguarding policy has been developed to protect.	All Members
Abuse	Child, Young Child, Young Person &/or Vulnerable Adult and any guest / visitor to Pelaw Community Bowling Club	Safeguarding Policy & CIO This policy is mandatory for everyone involved in Pelaw Community Bowling Club.	The policy aims to ensure that regardless of age, ability, or disability, gender reassignment, race, religion or belief, sex or sexual orientation, or socio-economic background, discrimination in any form will not be tolerated. Breach of this policy will be addressed without delay and may ultimately result in dismissal and exclusion from the club, as well as being reported to the appropriate authorities.	All Members

Risk Assessment - Use of Equipment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Personal Injury	Misuse of the Petrol driven lawnmowers	Only those who have been trained and are approved to use the equipment will be permitted to do so.	A list of approved members needs to be identified and posted in the clubhouse. A training program and an agreed format of approval to be developed to identify as above.	Trustees
Personal Injury	Misuse of the petrol driven hedge trimmer.			
Personal Injury	Application of chemicals to the lawn	Pelaw Community Bowling Club Trustees have identified a certificated person who can apply these treatments.	Clearly identify to all members and volunteers that only a certified person can apply these chemicals. This is a legal requirement.	Trustees

Risk Assessment - Kitchen Safety, Hygiene (Sheet 1 of 4)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Personal Hygiene	<p>After visiting the toilet.</p> <p>On entering the food room after a break and before handling food.</p> <p>After cleaning up animals' faeces (stray cats or guard dogs) or handling boxes, or waste contaminated by bird droppings.</p> <p>After putting on or changing a dressing.</p> <p>After dealing with an ill customer or baby's nappy.</p> <p>After handling ready-to-eat food</p>	<p>Whoever is serving food or drink items has to maintain proper hygiene, which primarily means washing their hands.</p> <p>After any of the items listed, or between working with different food items, hands must be thoroughly washed.</p>	<p>These items are considered of CRITICAL importance.</p> <p>All members and any helpers to read this document, and be aware of the consequences of failure to maintain proper hygiene standards.</p>	Everybody
	<p>After combing or touching your hair, face, nose, mouth or ears.</p> <p>After handling waste food or rubbish</p>	Wash your hands.	<p>These items, whilst not critical, are considered IMPORTANT.</p> <p>All members and any helpers to read this document, and be aware of the consequences of failure to maintain proper hygiene standards.</p>	Everybody

Risk Assessment - Kitchen Safety, Hygiene (Sheet 2 of 4)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Personal Hygiene	<p>After cleaning, or handling dirty cloths, crockery etc</p> <p>After handling external packaging, flowers or money</p>	<p>Wash your hands.</p> <p>After any of the items listed, or between working with different food items, hands must be thoroughly washed.</p>	<p>These items, whilst not critical, are considered IMPORTANT.</p> <p>All members and any helpers to read this document, and be aware of the consequences of failure to maintain proper hygiene standards.</p>	Everybody
Slips & Trips	Bowling Club Members, Helpers, Visitors. A variety of injuries from a fall.	<p>Good Housekeeping – work area kept tidy and clean, items suitably stored.</p> <p>Members clean up spillages immediately.</p> <p>Suitable cleaning materials available</p> <p>Good Lighting.</p>	<p>Remind everybody to maintain a good standard of housekeeping.</p> <p>Monitor the floor surface for damage. Identify, report and repair as necessary.</p>	Everybody
Manual Handling	Stress / Strain Injury from improper handling.	<p>Items purchased in manageable sizes.</p> <p>Awareness when accessing lower cupboards</p>	<p>Ensure you ask for assistance and use correct lifting techniques. Ask if you do not know what these are.</p>	Everybody

Risk Assessment - Kitchen Safety, Hygiene (Sheet 3 of 4)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Hot Water / Food	Scald or Burn injuries	Members are aware of the dangers of the water boiler and kettle.	Be vigilant and advise as necessary	Everyone
Sharp Objects	Penetrating injury or cuts	First Aid Box available. Nominated First Aider Identified.	Be vigilant and advise as necessary	Everyone
Cleaning Agents	Contact can aggravate an existing condition, or otherwise cause skin damage. Eye damage from touching or splashes. Vapour may cause breathing problems.	Be aware of the product being used. READ THE LABEL. Wash hands thoroughly and/or wear protective gloves. Use long handled mops.	Be vigilant and advise as necessary	Everyone

Risk Assessment - Kitchen Safety, Hygiene (Sheet 4 of 4)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Kitchen Cleanliness	Medical issues can be caused by using dirty cups / plates/ utensils, or by a dirty environment.	All items to be properly washed in HOT WATER. Cups and Mugs will be occasionally washed in a members dishwasher. Refrigerator to be kept clean. Kitchen and surfaces to be kept clean	Everyone to be aware of the need to keep this area clean, and especially clean up after they have used it. Dirty plates / cups / mugs / utensils are to be washed and dried and NOT left lying.	Everybody.

Hazard Risk Assessment Review and Signatory Page

Annual Review 2023		
Name: G.R. Dunkley Chairman	Signed:	Date: 9th February 2023
Name: J. Sutherland Secretary/ Treasurer	Signed:	Date: 9th February 2023
Annual Review 2024		
Name:	Signed:	Date:
Name:	Signed:	Date:
Annual Review 2025		
Name:	Signed:	Date:
Name:	Signed:	Date:
Annual Review 2026		
Name:	Signed:	Date:
Name:	Signed:	Date:
Annual Review 2027		
Name:	Signed:	Date:
Name:	Signed:	Date: