Oystermouth Bowls Club

Draft Health and Safety Policy

1. Introduction

Oystermouth Bowls 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 pavilion, grounds and green, safe equipment and a safe environment for members and visitors, particularly for volunteers working for the Club.

•To ensure that if hazards are identified that appropriate action is taken.

•To promote awareness of Health and Safety encouraging best practice.

•To ensure it takes appropriate protective and preventative measures.

•To ensure that relevant information is sought where necessary.

2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety responsibilities is vested in the Club’s Management Committee. The situation will be reviewed throughout the year as appropriate.

3. The Risks

As a small organisation, the Club does not employ any staff but Health and Safety law requires that where volunteers are used on a regular basis, (e.g. Secretary, Treasurer, Greens/Grounds 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 personnel injury

•Use of equipment

•First aid

•Safeguarding children and vulnerable adults

4. Measures in Place to Mitigate Risk

Fire: The buildings on the site are single storey, have one point of entry/exit and have minimal risks to cause a fire.

Trips/Fall: The site is largely flat and the external area to the green is maintained by the Council. At the beginning of each season and throughout the year the premises/greens will be checked for potential hazards and any action required will be properly considered. An Accident Book will be maintained to record incidents.

Electricity: Electrical installations and portable electrical equipment are subject to regular inspection and testing.

Smoking: This is not allowed in the pavilion or outbuildings.

Weather Conditions: Members are advised to drink plenty of water in warm conditions and to use suitable protection from the sun.

Carrying Bowls: The use of a suitable holder is advised.

Use of equipment: There is some basic equipment that might be used such as a strimmer and leaf blower. Only members who are able to use the equipment safely should use such equipment.

First Aid: A first aid box is provided. Efforts will be made to support members who wish to receive formal first aid training.

Safeguarding Children and Vulnerable Adults: The Club has a Safeguarding Policy.

5 Record Keeping: The following documentation is held.

* Formal risk assessments (as necessary)
* The Accident Book

6 Dissemination of Health and Safety Information

A copy of this Health and Safety statement will be available for all members. In particular any member undertaking work at the Club will be advised about this policy. Members are asked to familiarise themselves with the content and if necessary to draw the attention of Committee members to any areas of concern

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