



GREAT HOLLANDS BOWLS CLUB

Green: Recreation Ground, South Road, Wokingham, Berkshire, RG40 3DW

Tel: 01344 300105

Health and Safety Policy (version 1)

1. Introduction

Great Hollands Bowls Club recognises its responsibilities under Health and Safety at Work legislation to:

- Provide and maintain a safe Clubhouse and green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
- Ensure hazards are identified and that there is a regular and recorded risk assessment of the facilities and activities undertaken by the Club.
- Provide information, instruction and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- Promote awareness of Health and Safety encouraging best practice to all members.
- Ensure it takes appropriate protective and preventative measures.
- Ensure there is access to competent advice.
- Ensure the policy is reviewed regularly and monitored for effectiveness.

2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety legislation is vested in the Club's Management Committee, which will arrange for an annual pre-season risk assessment in April to ensure appropriate measures are in place to eliminate/mitigate risk. In addition, the Club appoints the Secretary to draw to the Committee's attention any risks/hazards that may not have been properly identified or where the mitigation action may be insufficient.

3. The Risks

As a small organisation the Club does not employ full or even part time staff, but Health and Safety law requires that where volunteers are used on a regular basis, (e.g. President, Chairperson, Secretary, Treasurer, Clubhouse Manager, Club Captain, Bar Manager, Safeguarding Officer, Club Development Manager, Competition Secretary, First Aiders, Food Hygiene Officer, Ladies' Captain, Mens' Captain, Match Secretary, Welfare Officer, Clubhouse Management Committee members, Selection Committee members and Social Committee members) they should, for the purposes of the Act, be treated as employees, even though 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/Falls
- Electricity – risk of fire and personal injury
- Chemicals/Cleaning fluids
- Use of machinery
- Lone working

- Food safety
- First Aid
- Children and Adults at risk

4. Measures in Place to Mitigate Risk

- Fire: The fire extinguishers and smoke detectors are annually inspected and serviced by qualified personnel (This is organised by the Clubhouse Manager).
- Trips/Falls: At the beginning of each season the premises/green are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible. An Accident Book is maintained in which all incidents are recorded.
- Electricity: Electrical installations and portable electrical equipment are subject to periodic inspection and testing. (PAT is undertaken by the Club).
- Chemicals/Cleaning fluids: Chemicals/Cleaning fluids are held securely.
- Use of Machinery: All green maintenance is carried out by Bracknell Town Council, there is no club member/volunteer participation.
- Lone Working: In cases of lone working we ask that members ensure they bring a mobile phone with them and that they leave an anticipated return (e.g. to home) time with a contact.
- Food Safety: Kitchen facilities are maintained to a high standard and meet legal requirements and are available for the preparation of light refreshments as well as hot meals. These are provided by members who will be reminded of food hygiene requirements.
- First Aid: The Club cannot necessarily from its own membership expect to have trained first aiders on hand at all times. It provides, however, a first aid box, which is regularly checked, and displays information on how emergency assistance can be obtained. There is also a defibrillator situated inside the Clubhouse near the front entrance door.
- Children and Adults at Risk: The Club has a clearly publicised Safeguarding and Child Protection Policy. Full contact details should be on the Clubs main noticeboard.

5. Record Keeping

- Formal risk assessments (as necessary)
- The Accident Book.

6. Dissemination of Health and Safety Information

A copy of this Health and Safety statement is to be displayed within the Club. Members are asked to familiarise themselves with the content and if necessary to draw the attention of Committee members to any areas of concern.

Approved by the Executive Committee on 25th February 2025.