



# HEALTH AND SAFETY POLICY

## Purpose

- To ensure a healthy and safe environment for club members and all those involved in the club/using club premises.
- To provide processes for identifying and dealing with any issues relating to health and safety.
- To comply with legal and organisational obligations.

## Procedures

- The Committee appoints a Health and Safety Officer, being an officer of the Committee
- The Committee has a checklist for use for regular checks and reviews
- These procedures outline of the way in which health and safety issues are identified and dealt with.

## Identification of Health and Safety issues

- Any member or person using the premises and who identifies a possible health and safety issue is asked to raise that promptly.
- This is to be brought to the attention of the Health and Safety Officer in the first instance, or if that Officer is not immediately available, then to any Committee member. The list of Committee Members and their contact details is on the front noticeboard.
- Forms for doing so are available on the main noticeboard.
- Urgent matters will be dealt with promptly by the Health and Safety Officer who will involve such members of the Committee as may be available or who can usefully assist, but otherwise will be dealt with at the next Committee meeting.

## Emergency Evacuation Procedures

- In the event of an emergency, members shall leave the premises by either the main door, or the door marked as being the emergency exit, in the main playing area. The area for accumulating and waiting is the carpark in front of the playground (and not the social centre).
- This procedure must be notified at tournaments, interclub or similar events where we have a number of visitors to the club premises.
- Once the building is evacuated, then to await instruction from emergency services personnel
- Committee members will be responsible for checking that the building has been fully evacuated and that anyone with mobility issues is being assisted in leaving the premises.
- Ensure notices as to emergency exits are clear and unobstructed.



## HEALTH AND SAFETY POLICY CHECKLIST

*This checklist and fulfilment of the items is the responsibility of the Health and Safety Officer, although tasks may be delegated.*

### Accident Reporting

- Ensure forms are available, members are aware of processes for identifying and raising issues
- Checking and ensuring processes available for dealing with issues when raised (both urgent, and at Committee)
- Ensure familiarity by members/visitors/volunteers and others attending the club of accident reporting processes, and health and safety in general

### Hazard Management

- Regular checks (3 monthly) of possible/potential hazards
- Note that at the time of preparation of the policy, no hazards identified (but for having and storing cleaning materials on site).
- Hazard Management will involve building check, for aspects such uneven flooring, storage for cleaning substances, facilities in bathrooms and kitchen at an acceptable level.
- Maintenance of a hazards register

### Emergency Evacuation procedures

- Ensure clearly marked, doors open easily, and that members/attendees at premises are aware of these.
- Ensuring any new Committee members are aware of responsibilities in evacuation.

### First Aid Kit

- Check 3 monthly, update and confirm within the first aid register.

### Updating this Checklist

- Regularly (with Committee input), at least annually but more often if required/identified as appropriate or necessary.

### Last updated/reviewed

Date	Action
2018/08/07	Approved by KMBC Committee