



The County Bridge Club

Health & Safety Policy

Document No: CBC/SP/02

Issued by: Committee

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INTRODUCTION

This document has been prepared in accordance with Section 2 (3) of the Health and Safety at Work etc. Act 1974.

CONTENTS

The Policy is in three sections:

- **General Statement of Policy**
- **Organisation and Responsibilities**
- **Arrangements**

ARRANGEMENTS

1. Accidents
2. Building & Glazing
3. Contractors
4. Electrical
5. Fire
6. First Aid
7. Gas Equipment
8. Information & Communication
9. Legionella
10. Lighting
11. Personal Safety
12. Preparation of Food
13. Risk Assessment
14. Security Cash Handling
15. Trip, slips and falls
16. Working at Height

GENERAL STATEMENT OF POLICY

The County Bridge Club (CBC) is committed to achieving high standards of health and safety performance throughout all County Bridge Club activities.

This commitment will be afforded to all members of the club and those that may be affected by the activities to include contractors and any other visitors to the premises.

The CBC recognises and accepts their responsibility under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the resources necessary to carry them out.

It is the duty of The County Bridge Club Committee to ensure, as far as reasonably practicable, the health, safety and welfare of members, visitors and contractors whilst they are present at the club, in compliance with all relevant Club rules and legal requirements.

All members have a duty to take reasonable care of their own safety and that of other persons who may be affected by their actions or omissions whilst they are at the Club. Members of the Club must exercise full control and supervision at all times.

All members will be given such information and instruction as is necessary to enable the safe performance of activities. It is the duty of the Committee to ensure that all processes and systems are designed to take account of health and safety and are properly supervised at all times. Adequate facilities and arrangements will be maintained to enable members and guests to raise issues of health and safety.

All members must co-operate with the committee to enable compliance with all statutory duties. The successful implementation of this policy requires total commitment from everybody.

This policy will be regularly monitored at committee meetings to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Chairman Mr Ian Walkerdine

Signed:

Date: 17th April 2019

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Chairman and Committee

The Club shall be managed by a Committee consisting of the Officers, who shall be the Chairman, the Secretary, the Treasurer, the Tournament Secretary, the Membership Secretary and four members.

The responsibility of the Committee shall be to:-

- Ensure adequate resources are available to support effective health and safety.
- Ensure that this policy is adhered to as they carry out other duties.
- Be familiar with Health and Safety Regulations as far as they concern the premises.
- Ensure specific health and safety/fire training is undertaken.
- Ensure that safe systems of work are in place.
- Ensure that the heating and electrical systems/appliances meet the appropriate standards.
- Ensure the building is suitably maintained.
- Overseeing the formulation of emergency arrangements to deal with evacuation and fire, should the need arise.
- Ensure that all plant, equipment and tools are properly maintained and in good Condition.
- Ensure all required tests and inspections are undertaken and required documentation passed to the Secretary.
- Ensure liaison with other organisations using the facilities as regards fire precautions and safety arrangements.
- Ensure required safety notices are suitable displayed.

The Committee will also be responsible for ensuring that appropriate arrangements are in place for contractors. This will include the following considerations:

- Contractors are selected to ensure that they can provide a competent service that is undertaken in a safe manner. They will also be advised of health and safety rules and procedures relevant to the work that they are undertaking.
- Ensuring contractors are made aware of relevant provisions of CBC and systems of work or other arrangements that may be agreed with the organisation;
- Ensuring contractors report any accidents, incidents, near misses, dangerous occurrences;
- Overseeing and ensuring the report of any unsafe arrangements that may be identified during their work;
- Ensuring contractors are made aware of emergency procedures to be taken for situations, such as fire;

2. Responsibility of the Secretary

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

- Keep up to date records
- Ensuring that documentation relating to health and safety is maintained in a retrievable form and available for all and that reviews and revisions to documentation are undertaken, as required.
- Assisting in the identification of health and safety training needs.

3. Responsibility of Members

All members have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on the premises.

Members must therefore 'so far as is reasonably practicable':

- Assist the committee of CBC in achieving health and safety objectives.
- NOT UNDERTAKE WORK THAT IS NOT SAFE and SUMMON HELP IF IN DOUBT.
- Take action to prevent work-related accidents and ill health
- Report any unsafe processes and practices
- Report all health and safety incidents and concerns however minor
- Follow the appropriate safety rules and procedures for the premises
- Not interfere with equipment or arrangements made to ensure the safety of members, contractors and the hirers at the premises.

SECTION C

ARRANGEMENTS

(Implementation of the Policy)

This section sets out our arrangements to minimise, so far as is reasonably practicable, risks to the health and safety of members, visitors and contractors.

Members are advised of the main arrangements for health and safety as part of their familiarisation with arrangements and a copy of an extract of this policy and the Health and Safety Poster are provided on the notice boards.

1. ACCIDENTS

(Reporting of Injuries, Diseases and Dangerous Occurrence Regulations)

All accidents must be reported immediately to a committee member and an entry made within the Accident Book. Accidents and dangerous occurrences will be thoroughly investigated to establish the cause and action taken to eliminate or minimise the risk of reoccurrence.

All accidents and near-misses that could have resulted in injury to be entered in the accident book which is kept in the office. The committee are responsible for reminding those who are injured to make an entry in the book or assist with the entry.

Fatal/Major incidents (as defined in RIDDOR must also be reported to the enforcing authority by telephone or internet only. Call the Incident Centre 0845 3009923, Monday to Friday 8.30-5pm. It is advisable to keep a note of the call, including the time, the name of the caller and what details were given.

Review

The causes of accidents must be reviewed at the time they occur and must be removed if reasonably practicable to do so.

2. BUILDINGS/GLAZING

We will ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every month by a committee member.

Any defects should be noted and the procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

The inspection should include a check of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakages.

3. CONTRACTORS

Any contractors for the purposes of carrying out work, other than a member of CBC, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:-

Have their own health and safety policy (where required by law) and be able to provide a copy of the same.

Produce evidence that they have appropriate public and employer's liability insurance in place.

Provide a set of RAM's (risk and method statements of the works). These will be review by the club and collated with other documentation.

Comply with all the requirements of this health and safety policy and co-operate with the committee in providing a safe place of work and a safe system of operation.

Where plant and machinery is brought onto the premises, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.

Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the committee.

All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.

4. ELECTRICAL

CBC will ensure that all of our electrical installations comply with the Electricity at Work Regulation 4(2) 1989. New installations will be carried out by an authorised and qualified contractor in accordance with BS7671; 1992 Requirements for electrical installations (IEE Wiring Regulations).

We will only employ electrical contractors enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

A list of all our portable electrical appliances is to be maintained by the secretary and records placed within the fire safety logbook.

All our portable electrical equipment will be tested annually by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. The inspection will be recorded and any unsafe equipment noted and then safely disposed of.

Persons bringing portal electrical appliances into the building for use must be able to show that the equipment is correctly maintained and has been subject to routine inspection and testing.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Each inspection will be recorded and any necessary remedial action will be noted and then carried out after PCC approval unless deemed to need immediate attention.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following: -

- Visually check all electrical equipment before use.
- Report all faults immediately to the Responsible Person.
- Do not attempt to use or repair faulty equipment.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

5. FIRE

Our policy is to fulfill our obligations under the Regulatory (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the building are undertaken on a twelve monthly basis with actions prioritised.
- Appoint one or more competent persons, depending on the size, nature and use of the premises, to carry out any of the preventative and protective measures.
- Provide all members with clear and relevant information on the risks to them identified by the fire risk assessments, and measures required to prevent fires and information on the emergency plan and actions to take.
- Consult members about nominating people to carry out particular roles in connection with fire safety and about fire safety procedures for the premises.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instructions and training to employees, during their normal working hours, about the fire precautions for the premises.
- Ensure the non-smoking policy is adhered to inline with the Health Act 2006.
- Ensure the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient working order and in good repair.
- Ensure a checklist is implemented for inspection, maintenance and repair.

- Records of all inspections, maintenance and repairs need to be kept, within a fire logbook for auditing and insurance purposes.

Fire Extinguishers

The extinguishers are to be checked every month to ensure that they are still in a good state of repair, not being tampered with, and have not been discharged.

Monthly inspections and annual inspections are to be recorded in the Fire Safety Logbook.

The five classes of fire are determined by the product burning in the fire, as follows:

- class A: paper, wood, textile, fabric, etc
- class B: flammable liquids
- class C: flammable gases
- class D: metals, e.g. magnesium, titanium, etc
- class F: cooking oils, etc.

	Water	Foam	CO ₂	Powder	Wet Chemical
Class A	✓	✓	X	✓	✓
Class B	X	✓	✓	✓	X
Class C	X	X	X	✓	X
Class D	X	X	X	X	X
Class F	✓	X	X	X	✓
Electrical	X	X	✓	✓	X

Other Fire Protection Equipment

A Fire blanket is located in kitchen area and checked on a monthly basis. Records must be placed within the Fire Safety Logbook.

Fire Safety Written Instructions / Local Evacuation Plans:

WHAT TO DO IN THE EVENT OF A FIRE or ON HEARING THE FIRE ALARM SOUND

Actions to be taken in the event of a fire

- Raise the alarm immediately by activating the fire alarm at the nearest call point.
- Dial 999 to call the Fire Service.
- Only attempt to fight the fire if it is safe and you have been trained to do so
- Leave the building by the nearest exit route.
- Close all doors and windows behind you without delaying your exit.
- Go to the designated assembly point.

Actions to be taken in the event of a Fire Alarm Activation

- Leave the building by the nearest fire escape route.
- Don't stop to gather belongings if it delays your exit.
- Close all doors and windows behind you without delaying you leaving the building.
- Go to your designated assembly point at
- If the Fire Alarm stops at any stage during an evacuation, CONTINUE to evacuate the Building and proceed to your Assembly Point.
- Keep the access clear as they may be needed for emergency vehicles. **Do not re-enter** the building until the Fire & Rescue Service (FRS) person or the Designated Appointed Person informs you that it is safe to do so.

Personal Evacuation and Escape Plans (PEEPs)

All personnel who may experience difficulty in evacuating a building in an emergency are to have a PEEP. It is the responsibility of the individual and their line manager to complete the PEEP.

Evacuation Drills

Fire evacuation drills will be carried out at least annually for each building. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed at all times

6. FIRST AID

CBC will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies. The Committee will ensure the professionals are fully trained in First Aid by recognised providers in accordance with statutory requirements. Identities of first aiders will be displayed on the safety notice boards and close to the first aid provisions.

First aid provision will be available inspected on a weekly basis.

7. GAS EQUIPMENT

Our gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is a GAS Safe registered. Any necessary work required for safety is implemented immediately.

All annual services are to be recorded in the Fire Safety logbook.

8. INFORMATION AND COMMUNICATION

The committee will be responsible for the dissemination of relevant information regarding health, safety and welfare to all members and any guests. Matters arising in connection with health and safety will be discussed at committee meetings, as a standing agenda item. A formal review of Health and Safety matters will be conducted on a regular basis.

9. LEGIONELLA

Plumbing and water systems will be tested and maintained to control the possibility of legionella.

Legionella are bacteria that are common in nature (rivers and lakes etc) and artificial water systems, e.g. hot and cold running water systems (storage tanks, pipe work, taps and showers). However, the bacteria reproduces to high numbers in warm, stagnant water (20 °C and 45 °C) such as that found in certain plumbing systems and hot water tanks, cooling towers and evaporative condensers of large air-conditioning systems. High temperatures of 60 °C and over will kill them.

10. LIGHTING

In order to ensure that the premises are adequately lit, an inspection will be made every one month by a committee member to ensure that all lights in all buildings are working. The inspections will be recorded.

Bulbs which require replacing will be reported to the secretary and arrange for the bulbs to be replaced ensuring that the safety procedures for the replacement of bulbs is followed.

Emergency lights will also be tested monthly by committee member and recorded within the fire safety logbook. A full annual discharge will be undertaken by competent persons and recorded.

11. PERSONAL SAFETY

Wherever possible a person working in any of the buildings alone should have with them some means of communication e.g. a mobile phone, and ensure that another responsible person is aware and to make regular checks for their safe being. Where appropriate, protective equipment, e.g. personal attack alarms, should be issued.

Persons working alone in the premises should make sure that someone knows what time they are expected home after they finish work and that someone is aware that they have finished work and left the building.

12. PREPARATION OF FOOD

CBC will ensure that we follow the appropriate regulations governing the preparation and storage of food.

We will ensure that all food handlers receive adequate supervision, and are given instruction regarding food hygiene regulations.

We will ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

Before any preparation commences, all surfaces coming into contact with food must be washed down and if necessary disinfected.

Food may only be prepared in the main kitchen area.

Food handlers must wear suitable clean and where appropriate, protective clothing.

Everyone who handles food must maintain a high standard of personal cleanliness. No-one may prepare food who is suffering from or a carrier of, a disease which could be transmitted through food.

Anyone who handles food should cover any open wound they might have with a brightly colored waterproof dressing. All equipment within the kitchen should be suitable instructed with information on its use.

If the cooker is used for oils and fats there must be a weekly cleaning of the filters and an annual deep clean.

Any hirer of the premises who wishes to provide food preparation will be advised of the facilities available, the shutting down of the gas supply and the terms of hire.

13. RISK ASSESSMENTS

In 1992, the Management of Health and Safety at Work Regulations required that 'every employer shall make a suitable and sufficient assessment of the risks, to the health and safety of his employees, to which they are exposed whilst at work, and of the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the relevant statutory provisions.'

All significant risks arising from the work are to be formally identified and measures which need to be taken to comply with the relevant statutory provisions (manage the risks to an acceptably safe level) must be identified. The Risk Assessment which is fundamental to ensuring good Health and Safety standards, both for club and for anyone else using, working in or visiting the club is carried out regularly by the committee.

The objective is to identify those hazards which are reasonably identifiable, to evaluate the risk they present and implement preventive and protective measures to reduce the risk to a reasonable and practicable level. The objective is not to reduce the level of risk to zero, this is possible but not practicable due to costs that are likely to be involved. Risk assessments will be reviewed annually for the premises and all activities that carry a significant risk by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

Any new activities undertaken during the course of the year will be risk assessed as appropriate.

14. SECURITY/CASH HANDLING

Control of keys:

Keys for the building shall be issued to designated persons only. A list is to be kept of all designated key holders for the building, which also includes the type of keys and access applicable to each holder. A signature to be obtained from each designated key holder and a list kept by the secretary. Keys can only be replaced/cut with the authority of the committee. A check of issued keys to be made by the committee on a regular basis.

The opening and securing of the building be to designate persons only.

Consideration must be given to the handling of cash in all buildings and the security of those involved in the collecting and banking of money.

The Secretary shall prevent large sums of cash from building up on the premises.

15. SLIPS, TRIPS AND FALLS (Condition of floors and paths, spillages)

In order to reduce so far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month of all floors and external paths by the committee or other designated person.

Any spillages must be cleaned up immediately and signage to indicate cleaning in progress.

Any areas of concern are to be reported to the committee members who will arrange for remedial work to be carried out.

16. WORKING AT HIGH

The CBC will ensure that ladders are regularly inspected and maintained. Falls account for most deaths and major injuries. Members must observe the following rules:

- Ladders are only to be used for work lasting a few minutes (HSE suggest a maximum working period of 30 minutes in one position), and only where the nature of the work allows for one hand to hold onto the ladder at all times.
- Ladders must always be either tied or footed and set at an angle of 1 in 4.
- Ladders must be long enough to allow someone to stand no more than 3 rungs from the top.
- No one working alone should use a ladder.
- Users should not try to reach sideways but should move the ladder instead.
- Any work taking more than 30 minutes should be carried out using a proprietary tower scaffold or similar.
- The most basic rule is that if work at height cannot be done safely, then it should not be done at all.
- Before using a ladder, check that it is safe to use. Are all the rungs present and in good condition? Are the rubber 'feet' in place? Is the floor especially slippery or polished?

The use of ladders and steps other than those supplied by CBC is prohibited. The use of ladders and step ladders is very limited and does not form a significant part of the normal work at the premises.

As a general rule, where work will not exceed duration of 30 minutes in a fixed location and the work allows a three-point contact with ladders to be maintained, and then a ladder or steps may be used. Step and extending ladders supplied for use must meet BSEN 131.

No high level work on extending ladders should be undertaken without the express permission of the CBC. General storage has been designed to be accessible without the need for access equipment.

Consideration should always be made to providing a second person to support steps, particularly when undertaking work at a higher level.

Other work should only be undertaken if an alternative system of access, such as access towers, scaffolds or mobile elevating work platforms can be supplied. A specific safe working procedure is to be developed to cover the replacement of lights in consultation with the contractor who undertakes this work.