

Rutland and Oakham Bridge Club Health and Safety Policy



Statement of intent

1. The Rutland & Oakham Bridge Club Health and Safety policy is to provide a duty of care and maintain a safe and healthy environment for all its members and guests, plus any other people who are directly affected by its activities, such as members of the public at any open events.

Responsibility

1. Overall, the final responsibility for health and safety at all activities and events organised by the Rutland & Oakham Bridge Club lies with the Management Committee. This responsibility will be delegated to a Director, (named in advance on the Club website), for each bridge session or similar event and this Director will be responsible for ensuring that this policy is upheld.
2. For Management Committee meetings and the AGM the responsible person is the Chair.
3. All bridge players should take much of the responsibility for their own wellbeing while at the Club, and yet be aware of who else is in charge of health and safety measures during their visit.

General arrangements

1. The main activity of the Rutland & Oakham Bridge Club is organising sessions for playing bridge.
2. A general risk assessment is in place, assessing risk as it relates to all aspects of the sessions including: the welfare of the attendees, the safety of the equipment, the nature of the food and drink supplies and the venue's stipulations.
3. All Directors are made aware of the appropriate precautions they need to take to minimise hazards as listed on the general risk assessment stored in the file.
4. All attendees at bridge sessions should be aware of the location of fire exits, both from the main room and from the kitchen.
5. The Club holds a confidential register of emergency contact details for member who agree to this, and the Club Directors are aware of the location of this register.
6. At each bridge session the Director is responsible for organising any first aid that is required, and may ask if a trained first aider is present in order to help respond to any unfortunate eventualities. The First Aid Kit is located at the King Centre Reception desk. In this instance, an incident/accident form will be completed, and stored.
7. A Director should not run a bridge session or event entirely unsupported, and at least one volunteer should stay behind until it is finished and the last attendees have left.
8. Rutland & Oakham Bridge Club is covered by the EBU Public Liability Insurance c/o Victor Insurance.

Review This policy will be reviewed every year.

Date

Signature (Chair)

Signature (Secretary)

The King Centre, Main Road, Oakham LE15 7WD

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Rutland and Oakham Bridge Club Risk Assessment



DESCRIPTION OF HAZARD	Seriousness	Likelihood	CONTROL MEASURES
ATTENDEES			
Cuts and bruises	Low	Low	Access to First Aid kit at King Centre Reception
Scalds	High	Medium	First Aid then advise attendance Minor Injuries Unit
Falls & trips	Medium	Medium	Ensure door mat is flat on floor; no bags on floor
Fainting	Medium	Low	Lie down and raise legs
Illness	Medium	Low	Send home, with partner if necessary
Heart attack	High	Low	Defibrillator on wall of Football Club building
Other serious emergency	High	Low	Director to call 999 and send other players home
EQUIPMENT			
Kettle shorting	Medium	Medium	Regular safety (PAT) checks
Table collapse	Low	Medium	Check all OK before play, esp. table with Boards
Laptop failure	Medium	Medium	Issue Traveller sheets from store cupboard
Mobile with no reception	Low	Medium	Ask another member to use theirs
REFRESHMENTS			
Allergic reaction or choking	High	Low	Trust the patient has own EpiPen; if necessary ask partner to check pockets etc; 5 back blows then 5 abdominal thrusts (Heimlich)/call 999
			Homemade cake makers to complete ingredients form
VENUE			
Fire	High	Low	Follow ROBC Fire Evacuation Plan, clearing room to outside Assembly Point
Theft	Med/high	Low	Careful locking of room and store cupboard
Water escape	High	Low	Ensure kitchen taps are off
Power cut	Medium	Low	Venue has emergency exit lights; use torches on mobiles

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