YCBC Health & Safety Policy

Part 1

This is the health and safety policy statement of the Young Chelsea Bridge Club (YCBC). It occupies premises known as the London MindSports Centre (LMC).

The YCBC provides bridge playing and teaching facilities for members and visitors, and also hires out space within its premises for other mind sports activities. Additionally rooms are hired out to other users of the LMC on an ad-hoc basis

The club also provides a licensed bar for club members, and catering facilities which are made available to all LMC users

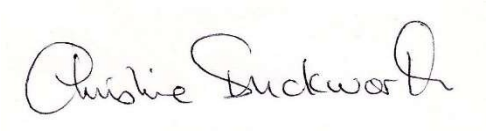
The club is owned by its members and is run by a Management Committee (MC) comprising individual club members. The MC employs a full-time Centre Manager to whom responsibility for day-to-day management is devolved, and a number of part-time staff who report to the Centre Manager. In addition some self-employed people and/or volunteers are responsible at times within the centre when teaching or running mindsports play sessions etc.

Our health and safety policy is to:

- prevent accidents to all centre users
- manage health and safety risks within the centre
- maintain safe and healthy working and play conditions for all centre users
- implement emergency procedures, including evacuation in case of fire or other significant incident

- prevent causes of work-related ill-health for all staff
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- consult with our employees on matters affecting their health and safety
- ensure safe handling of all equipment

- review and revise this policy regularly



Signed Date: 30 April 2025

Review Due date: 29 April 2026

Part 2: Responsibilities for health and safety

The **overall responsibility** for health and safety lies with the individuals comprising the Management Committee.

The MC members are responsible for review and implementation of this policy and may delegate the lead in certain matters relating to Health and Safety to nominated MC members, to the Centre Manager, or to other suitably trained staff.

At the present time, all day-to-day responsibility for ensuring this policy is put into practice is delegated to the Centre Manager, Eva Balazs-Elek.

The Centre Manager acts as the main Fire Marshall for the building and is the first point of call for accidents and injuries. When not present in person at times when the building is occupied, the Centre Manager will ensure that there is always one trained individual to take on these responsibilities.

All employees are expected to:

- co-operate with the Centre Manager and others responsible for health and safety matters
- take reasonable care of their own health and safety; and
- report any health and safety concerns to an appropriate person.

Part 3: Arrangements for health and safety

1 Risk Assessment

- The Risk Assessment document will be reviewed annually by the MC and action will be taken as appropriate.
- The Centre Manager will carry out regular inspections of the premises to identify and remove hazards.
- The Centre Manager will maintain an Accident Book and will record and report any accidents or incidents. The MC members will review all accidents and incidents to recommend and progress appropriate action to remove or reduce the risk of recurrence.

2 Information provision

- Appropriate Health and Safety notices will be displayed around the building and on noticeboards, and when appropriate will be communicated to members through the club website and announcements at club sessions.
- Terms and conditions for all room hires will include details of the requirements for ensuring health and safety procedures are adhered to.
- A defibrillator will be prominently displayed in the bar/café area of the building, along with instructions for its use.
- A first aid box will be prominently displayed in the bar/café area of the building which the Centre Manager is responsible for keeping suitably stocked.
- Appropriate notices will be displayed in the bar/café area so that customers know that there is a risk that food may contain allergens

3 Staff Training

- All staff and volunteers will be given appropriate training in the use of equipment they need to use in the course of carrying out their functions within the business. This will include appropriate training for all those who may be designated Fire Marshalls, and training in the use of the defibrillator.
- All staff who use the kitchen facilities will be given appropriate training, including the requirement to obtain Level 2 Food Safety and Hygiene Certification
- The Centre Manager will ensure that kitchen staff have received and understood information on knife safety.
- The Centre Manager will consult with staff on health and safety matters at least annually

4 Fire Safety

- The YCBC fire safety risk assessment will be reviewed annually, or following any significant change in circumstances, and appropriate action will be taken. MPL, the landlords, will be provided with copy of all fire risk assessments and be invited to participate in reviews.
- The Centre Manager will ensure that a suitable trained Fire Marshall is appointed whenever the building is occupied, who will direct any evacuation of the building in accordance with the emergency evacuation plan.
- Untrained individuals should not operate fire extinguishers.
- The Centre Manager will ensure that all members and staff are offered the opportunity to have a personal emergency evacuation plan (PEEP) created to take account of their reduced mobility. This PEEP will be shared with all fire marshalls.
- The Centre Manager will carry out an investigation after every fire alarm to establish the cause of the alarm, how the evacuation proceeded and how long it took, any difficulties encountered and whether improvements can be made.
- The Centre Manager will carry out the following fire safety checks and maintenance:
  - make sure that escape routes are well-signed and kept clear at all times
  - ensure evacuation plans are tested from time to time and updated if necessary
  - arrange routine checks of fire safety equipment , including alarms, fire doors, emergency lighting etc.
  - ensure the maintenance of fire safety equipment and arrange an annual check of portable fire-fighting equipment by a competent organisation
  - ensure that all portable electrical equipment is checked at least once each year.

5 Food Safety

- The Centre Manager will ensure that all staff will be provided with the correct instructions to enable them to perform their duties correctly and in accordance of regulations to prevent foodborne illnesses by safety handling, preparing and storing food.

- In relation to food safety, it is critical that we ensure staff are aware of risks posed to players and others in the business should they be known to be suffering from certain illnesses. To combat this, **all new staff** must sign the fitness to work form; and **all existing staff** when returning to work after periods of illness.
- The Centre Manager will carry out an investigation after any complaint to establish the cause and to make sure of compliance with food safety and hygiene standards, according to the Food Standards Agency .
- The Centre Manager will carry out the following food safety checks and maintenance:
    - ensure the use of day dots
    - arrange routine checks of equipment , including panini press , ice machine , fridges and freezer
    - discard out of date food
    - check delivery
    - temperature records
    - issues to be reported
    - daily / weekly cleaning schedule
    - pest control
    - review staff training records