



Hangleton Bowling Club

Health and Safety policy

[W.E.F. 21/03/26]

Statement of intent

1. The policy of the Hangleton Bowling Club is to provide and maintain a safe and healthy working and playing conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the Hangleton Bowling Club lies with the Managing Working Committee. This responsibility will be delegated to the Club Captain or Vice-Captain, or a named volunteer for each event or activity. This person will be responsible for ensuring that this policy is upheld.
2. For our Management Committee meeting's, the responsible person will be the Club Secretary.
3. For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

1. The main activity of the Hangleton Bowling Club is to organise lawn bowls and social activities and to support the Hangleton and Knoll community. A risk assessment will be carried out before every event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. The Hangleton Bowling Club may also run regular events at our home venue and use the same equipment. In this case, we will carry out a general risk

assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.

3. We will endeavour to have a trained first aider present at all bowls events which are open to all bowls clubs and any public events.
4. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits in the club house, grounds entrance, and exits.
5. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No volunteer will run a bowls event, or social activity on their own, and at least two members or volunteers should stay at an event until it is finished, and the last attendees have left the premises.
7. The Hangleton Bowling Club will hold Public Liability Insurance at all times.

Summary of Requirements. [Non – exhaustive].

1. Hangleton Bowling Club recognizes its responsibilities under Health and Safety at Work and Leisure legislation to:

- 1.1 Provide and maintain a safe clubhouse, a safe bowling green and equipment, plus a safe environment for its members, including volunteers working for the Club and its guests.
- 1.2 Ensure hazards and risks are identified and that there is a regular and recorded risk assessment of the facilities and activities undertaken by the Club.
- 1.3 Ensure the Club takes appropriate preventative and protective measures as necessary.
- 1.4 Promote awareness of Health and Safety, encouraging best practice to all members.

2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety legislation, is vested in the Club's Management Committee. They will conduct a periodic pre-season risk assessment to ensure appropriate measures are in place to eliminate/mitigate risk.

3. As a Club Member you have a duty to:

- 3.1 Take reasonable care for your own health and safety and that of others who may be affected by what you do, or do not do.
- 3.2 Comply with the Club's Health and Safety Policy.
- 3.3 Use all equipment provided by the Club correctly and safely.
- 3.4 Not interfere with or misuse anything provided for your health and safety.
- 3.5 Wear suitable footwear on the green, either bowling shoes or flat soled shoes approved by the Club. (No Sandals). Comply with the Club's dress code whilst bowling.
- 3.6 Take care on walkways and surrounds and take special care when stepping onto or off the green. Access steps are available as required.

- 3.7 Take care when using electrical equipment and not use damaged or suspect equipment; defective equipment should be taken out of use immediately and reported to the Club's Management Committee.
- 3.8 NOT LIFT beyond their capacity and assistance should be sought when lifting, moving heavy furniture or other equipment.
- 3.9 Store bowls and other equipment safely.
- 3.10 Take extra care when storing and accessing pushers, two metre sticks or Switching Poles on and off their rails.
- 3.11 Always conduct any activities in a way to minimize the risk of fire. You have a duty to report immediately any fire, smoke, or potential fire hazards. Make sure you are aware of where Fire Extinguishers are placed in the clubhouse. Only use a fire extinguisher if it is safe to do so.

4. Measures in Place to Mitigate Risk

- 4.1 Fire extinguishers are inspected annually and serviced by qualified personnel.
- 4.2 Electrical installations and portable electrical equipment are subject to periodic inspection and testing.
- 4.3 Chemicals and Fertilizers are held securely under lock and key.
- 4.4 Defibrillator to be tested every 4-6 weeks and location made clear to members.
- 4.5 First Aid bag/box to be checked every 4-6 weeks. Location made clear to members.
- 4.6 Accident Book displayed by the First Aid bag/box.

This policy will be reviewed every year at a working committee meeting.

Date.....

Signature (Chair).....

Signature (Secretary).....