

The Sulgrave Club Health and Safety Policy and Procedure

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 (HASAWA) and its subsequent Regulations.

Purpose

The Sulgrave Club is committed to ensuring the health and safety of all staff, volunteers and young people arising from work-related activities. This policy and procedure outlines what the responsibilities of the Sulgrave Club and staff/volunteers are to ensure a safe working environment.

Our statement of general policy is:

- To provide adequate control of the Health and Safety risks arising from our work activities
- To consult with our employees and volunteers on matters affecting their Health and Safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for workers
- To ensure all workers are competent to do their tasks and to give them adequate training
- To prevent accidents and work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Responsibilities

- The overall and final responsibility for Health and Safety lies with Chairman of the Management Committee.
- The day-to-day responsibility for Health and Safety is delegated to the Club Manager.
- Health and Safety responsibility and responsibility for acting on concerns about health, safety, risk and fire risk are also given to the Vice Chairman and to the Building Manager.

The Sulgrave Club will ensure:

- All employees, volunteers and young people (where appropriate) are given induction training, as well as provided with appropriate supervision and support on all Health and Safety matters pertaining to the activities of the Club both on and off-site.
- Where specific jobs requiring specialist training, that specialist training will be provided.

- Before undertaking any activity with risk, young people will be given a safety briefing.
- All equipment provided is safe and acceptable for use by staff members, volunteers and young people.
- The use of all potentially dangerous equipment (cues, gym equipment, knives, scissors, etc.) will be monitored by an appropriate staff member to prevent misuse and/or endangering persons present in the club.

Employees and volunteers will ensure they:

- Cooperate with supervisors and managers on Health and Safety matters.
- Do not interfere with anything provided to safeguard their Health and Safety.
- Take reasonable care of their own Health and Safety.
- Report all Health and Safety concerns to an appropriate person.
- Monitor the relevant entrances to the building ensure the Club remains secure.

Health and Safety risks arising from our work activities

Our approach to managing risk is via our Health & Safety Inspections and Risk Assessments

Consultation with employees and volunteers

- We consult with our employees and volunteers through regular staff meetings
- The employees' and volunteers' representative is Nick Sazeides

Safe plant and equipment

The Building Manager will be responsible for

- Identifying all plant / equipment needing maintenance and / or safe storage.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all plant / equipment is covered by the Club's insurance.
- Ensuring equipment is safely stored in locked storage facilities (list attached).
- Checking that new plant and equipment meets Health and Safety standards before it is purchased.

The Cleaner will be responsible for:

- Clearing any and all spillages once the Club is closed.
- Removing and disposing of rubbish in the appropriate bins.
- Ensuring that surfaces for food preparation are left at a suitable hygienic standard before the next club opening.
- That hallways and stairwells are left clear of rubbish once the Club is closed.
- All floor surfaces in the Club are cleaned with the appropriate equipment.
- Cleaning the Club toilets and making sure they are useable the next day.
- Filling in the relevant cleaning rota when all work has been completed.

The Club Manager will be responsible for

- Ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the Club Manager.

Safe handling and use of substances (COSHH)

We looked at the use of chemicals in the workplace and established that we only use proprietary products such as paints and cleaning materials and confirmed that so long as the following points were followed, this would be enough to comply with the legislative requirements:

- Follow the usage instructions on the containers
- Use and select personal protective equipment (PPE) as advised by the manufacturer
- Follow the storage information, taking account of any particularly vulnerable group like children
- Ensure this safety information is not obscured in any way
- Instruct any employees or volunteers on the safe use of the chemicals including the requirement to use the relevant PPE.

Asbestos

- An asbestos register of known or presumed asbestos on site and a management plan for that asbestos has been drawn up and is maintained by the Building Manager. This register and plan will be made available to all contractors working on site.
- The Building Manager will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos.
- Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.
- Contractors will be properly informed about asbestos in any part of the building they work in and given access to the asbestos register before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.
- Employees and volunteers are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Gas

All gas supplies should be installed by a Gas Safe Registered gas fitter. Gas supplies to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference.

Electrical Equipment

- Prior to use all portable electrical equipment should be visually inspected by employees or volunteers to identify any damage to the equipment, plug or cable. If defects are identified, then the equipment is to be put out of use until it is checked to ensure safe operation, or the defect is remedied.
- Portable electrical equipment, including the personal property of employees and volunteers on Club premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.
- The Building Manager will ensure that all electrical equipment is constructed and maintained in order to prevent danger as far as is reasonably practicable and complies with the standards detailed in the Electricity at Work Regulations 1989.

Display Screen Equipment

All employees and volunteers will be informed of the various ill health conditions associated with the use of display screen equipment and the correct use of computers, positioning of desks, chairs and screens etc. to avoid these problems.

Manual Handling

Manual handling is defined as the transporting or supporting of heavy or large items or lifting or supporting people.

- The Club Manager is responsible for informing employees and volunteers of safe lifting techniques.
- Employees and volunteers are reminded to reduce loads whenever possible and to seek assistance if necessary. Wherever possible manual handling will be avoided or done by mechanical means, so that the risk of injury is reduced.
- All employees and volunteers that carry out unavoidable manual handling tasks on a regular basis will be trained. Only employees and volunteers who have received manual handling training are to participate in tasks involving the lifting of persons.
- Under no circumstances will young people be allowed to move heavy items of furniture or equipment

Lone Working

The Sulgrave Club recognises there will be instances where employees and volunteers will have to work alone and / or out of view of other colleagues. Please refer to the Club's "Lone Working Policy" which outlines what we consider to be safe professional practice when faced with lone working situations.

Risk Assessments

Risk Assessments will be carried out for all activities by the Club Manager and one other member of staff. They will:

- Identify potential hazards associated with Club activities.
- Identify who could be at risk from those hazards.
- Identify how risks are managed at present and what further steps might be required to reduce risks further.
- Be recorded.
- Be reviewed annually.

Risk assessments should specifically consider the risks posed to young people under 18, pregnant and breastfeeding mothers, and individuals with disabilities, identifying any additional controls that are required to be put in place.

Information, instruction and supervision

- The Health and Safety law poster is displayed on the ground floor notice board located in the main entrance hallway of the Club.
- Leaflets and other information are available from the Club Manager.
- Safety information for children and young people should be displayed on the appropriate notice boards in the Youth Activity area of the Club.
- Health and Safety advice is available from the Chairman of the Management Committee.
- Supervision of workers and trainees will be arranged / undertaken by the Club Manager.
- The Chairman of the Management Committee is responsible for making sure that our employees and volunteers working at other locations under the control of other employers are given relevant Health and Safety information.

Competency for tasks and training

The Chairman of the Management Committee and / or the Club Manager will ensure:

- All employees, volunteers and young people (where appropriate) are given induction training / safety briefings, as well as provided with appropriate supervision and support on all Health and Safety matters pertaining to the activities of the Club both on and off-site.
- Where specific jobs require specialist training, that specialist training will be provided.
- All equipment provided is safe and acceptable for use by employees, volunteers and young people.
- The use of all potentially dangerous equipment (cues, gym equipment, knives, scissors, etc.) will be monitored by an appropriate staff member to prevent misuse and/or endangering persons present in the Club.

Accidents, Incidents, First Aid and work-related ill health

- The first aid boxes are stored in the following locations:
 - ❖ Ground floor staff room
 - ❖ Ground floor kitchen
 - ❖ First floor sports cupboard
 - ❖ First floor office
- First aid kits for off-site work are also stored in the office.
- The Club Manager is responsible for re-stocking all first aid kits.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by the Club Manager in the office.

- All incidents, other than accidents and cases of work-related ill health, are to be recorded in the incident book. The incident book is kept by the Club Manager in the office.

Monitoring

The Club Manager is responsible for:

- Reporting relevant accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Investigating work-related cases of sickness absence.
- Acting on any incidents / investigation findings to prevent recurrence.

The appointed persons / first aiders are:

..... NICK SAZEIDES, MOE GENTLE, AFIN OUMAST

Fire and emergency

In the event of an emergency, the procedure is as follows:

- For the employee, volunteer or young person discovering the fire, they should notify the whole building by setting off the fire alarm if they have not done so already.
- All persons present on the premises should evacuate the building through the nearest available fire exit, leaving all personal belongings behind if necessary.
- All persons from the Sulgrave Club should assemble at 308 Goldhawk Road, where a register will be taken to ensure all persons present at the Sulgrave Club have left the premises.

Fire safety responsibility

- The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.
- The Chairman of the Management Committee is responsible for making sure that a Fire Risk Assessment is carried out and implemented.
- Escape routes are checked by the Club Manager / Building Manager every week.
- The fire extinguishers are maintained and checked by Premier Fire Protection annually.
- Fire alarms are tested by the Club Manager / Building Manager every week.
- Emergency evacuation will be tested every six months by doing an evacuation drill.
- It will be the responsibility of the Fire Marshall on duty to notify the Fire Brigade in the event of a fire and pass all relevant information on to the Fire Brigade once they have arrived.

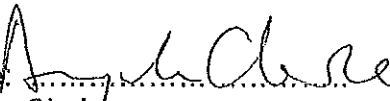
The appointed Fire Marshalls are:

..... NICK SAZEIDES, MOE GENTLE, NAFALEIGH TAYLOR

Consultation and Commitment to Review

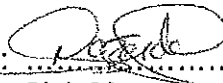
The Sulgrave Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and young people through the Sulgrave Youth Forum.

The employees' and volunteers' representative is Nick Sazeides.

Signature: 

Position: Chairman

Date: 19 November 2019

Signature: 

Position: Club Manager

Date: 19 November 2019

Review date: NOVEMBER 2020