



Eastbourne & District Indoor Bowls Club
5, Hampden Park Drive
Eastbourne
East Sussex
BN22 9QR

HEALTH & SAFETY MANUAL 2023 -24

Prepared by



Review date
November 2024

Updates

Date	Revision No	Updates
Nov 2023	Original	Na

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Section 1 Health and Safety Policies

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1.1 Statement of Intent



Statement of Intent of Eastbourne District Indoor Bowls Club

2023 -2024

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 & volunteers on matters affecting their health and safety
- To provide information, instruction and supervision for employees and volunteers
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy annually

- Our stated aims and objectives for the year 2023-24 are:
 - To continue to work to ensure an accident free workplace
 - To ensure our health and safety documentation is brought up-to-date

Signed

Date

November 2023

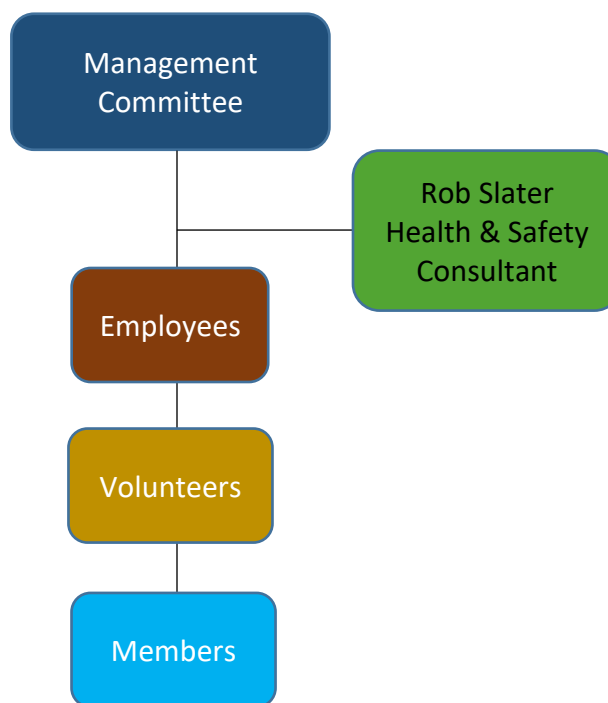
**Club Chairman/President
Management Committee duties**



1.2 Health & Safety Policy

The following pages outline the responsibilities and duties of Club officers and staff. The organisation chart below shows the hierarchy for the reporting of Health and Safety matters, accidents or near misses.

Management Organisation for Health and Safety



Health & Safety Consultants

Clearwater Safety Group Ltd
Unit 3 Burnt Barns Farm
Ninfield
Sussex TN33 9LZ

Tel: 01825 710002
E: info@clearwater-safety.co.uk
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This Policy is written for Eastbourne & District Indoor Bowls Association hereinafter referred to as 'the Club.

The overall responsibility for health and safety within the club lies with the Management Committee. It will be their responsibility with the support of Rob Slater (Clearwater Safety Group Ltd) to keep all staff or members advised as to their responsibilities in respect to health and safety matters. They have day to day responsibility for Health and Safety within the Club.



The Management of the Club recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including:-

- providing and maintaining a safe and healthy place of work
- providing information, instruction, training and supervision as needed
- providing and maintaining equipment
- ensuring safe access to the premises
- the prevention of accidents and work related ill health

The Committee is actively committed to ensuring the Club is compliant with the requirements of the Health & safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other Regulations that apply to the Club's activities - publicly available indoor bowls, and to achieving the highest possible standards of health and safety. To this aim they have employed the services of the Clearwater Safety Group Ltd to provide advice and to monitor the health and safety performance.

Through its Health and Safety Consultants, the Club will provide adequate arrangements for the regular assessment of all areas of work activities in order to identify hazards and control the risk of injury, disease and dangerous occurrences arising.

The management recognises that the talent and energy of the people who work for it are its most valuable assets. The Management are therefore fully committed to providing safe and healthy working conditions for all of its employees.

The management will strive to achieve excellence in health and safety matters, and all employees and sub-contractors will be encouraged to co-operate with the management in all safety matters to identify any hazards and reduce any risks found during work activities, and to report any situation which may appear dangerous. They will ensure appropriate consultation with the employees and other interested parties on these matters.

The Directors will "so far as reasonably practicable" ensure that the Club will provide suitable financial resources and support needed to meet these objectives, and will ensure that procedures are in place which ensure that effective monitoring and review of the arrangements is maintained.

Copies of this policy are to be available to all Club employees and other interested parties.



1.3 Management Committee Duties

The committee takes ultimate responsibility for health, safety and welfare throughout the Club. In order to protect the safety and health of employees and others affected by the Company's operations, they will:

- a) Have basic knowledge of the general requirements of the Health and Safety at Work Act etc 1974 and any regulations that may apply to the running of an indoor bowls club.
- b) Appoint a suitably trained and competent person to assist in carrying out his health and safety duties. Rob Slater of Clearwater Safety Group Ltd has been appointed as that person.
- c) Ensure that employees and volunteers are given suitable training and that they receive sufficient safety information so that they can carry out their duties safely.
- d) Ensure that adequate funds and facilities are made available for this purpose.
- e) With aid of the Health & Safety Consultant, initiate the timing for review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the club as needed.
- f) Work with the Health & Safety Consultant to take action to remedy any deficiencies identified as part of inspections.
- g) With the aid of the Health & Safety consultants, establish procedures to deal with emergencies at the Club.
- h) With the aid of the Health & Safety Consultant ensure that any incidents whether or not injury or damage is sustained are investigated and measures put in place to prevent reoccurrence.

1.4 Health and Safety Consultant Duties

- a) Maintain an overview of all health and safety issues that affect the Company activities and ensure that the Management is kept informed of any legislative changes that may affect them.
- b) Initiate any changes or amendments to the Policy documents as and when necessary.



1.5 All Employees and Volunteers' Duties

All employees are to:

- a) Read the 'Health and Safety Statement of Intent and the 'Employees Duties' and carry out work in accordance with its requirements.
- b) Work in a safe manner at all times. They should not take unnecessary risks, which could endanger themselves or others.
- c) Report any injury to themselves or others which results from an accident at work, even if the injury does not stop them working. Report any incident, which could have resulted in injury or damage i.e. near miss.
- d) Inform their line manager if their work is affecting their health or their relations with others around them.



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2.1 Training and Supervision

It is Club Policy that relevant health and safety training is given to all new employees and volunteers as part of their overall induction into the Club. Decisions relating to ongoing training of employees will be reviewed as needed.

2.2 First Aid

The Club shall ensure so far as reasonably practicable that an adequate number of their personnel have received training in First Aid. The Health & Safety Consultants will assess the requirements and advise the Management Committee as to the numbers of trained staff and level of training required. These will be re-assessed annually or upon any major change in personnel.

2.3 Accident/Illness Reporting

If any accidents or near misses occur within the club premises, the Health & safety Consultants will be informed as soon as reasonably practicable.

2.4 Electricity

All electrical equipment will be inspected regularly according to its use. Visual inspections will be carried out by the user, Earth Tests to be carried out by a designated Competent Person. Appliances will be tagged/labelled and records kept at the Company offices.

- Computer and ancillary equipment, desk lights, fans etc will be visually checked every 24 months
- Power leads, extension cables etc every 6 months, with Earth Test 1-5 years depending on the location.
- Kitchen equipment, visual check every 6 months, Earth Test 1-2 years

2.5 Fire

The Company will ensure a fire risk assessment in line with the Fire safety order 2005 is carried out regularly.

2.6 Computer screens

The admin manager with support from the Health & Safety Consultants will ensure suitable assessments are carried out for all staff who use computers at work.

The assessments will consider the type of IT equipment used, whether it is a static PC, Laptop or Tablet, the location if static and the length of time the equipment is used.

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Signed

Date

November 2023

Chairman

