

Bradley Stoke Bowls Club

Health & Safety Procedures 2020

Health & Safety Policy

The Club has a Health & Safety Policy that identifies the approach to reducing the risk of hazards to its members. The Club's Health & Safety Officer oversees the implementation of the Health & Safety Policy & Procedures. The Policy will be reviewed annually or more regularly if required. The Health & Safety Policy & Procedures will be available on the Club's website.

Accident & Hazard Reporting

Club members are encouraged to report hazards to the Health & Safety Officer. Examples of such hazards could be uneven or slippery surfaces or sharp edges. Accidents must be recorded by the Captain of the Day or by the person injured in the Club's Accident Book which is located in the Office. After completion the perforated sheet should be removed from the Book, photocopied & then given to the Leisure Assistant for action. The photocopy should be attached to the notice board in the office for the attention of the Health & Safety Officer. If the action is with the Club rather than with the Leisure Assistant, the original form should be attached to the notice board for the attention of the Health & Safety Officer.

In the event of an accident, the Duty Leisure Assistant can offer assistance as a trained first aider. However, it is advised to phone 999 for an ambulance in the event of a serious accident or acute illness. There is a first aid box situated in the office.

Risk Assessments

The risk of hazards can be controlled by the use of risk assessments which should be completed by the Health & Safety Officer & reviewed annually or sooner if necessary. Risk assessments are required for common hazards such as slips & trips, manual handling & fire safety. The Council's risk assessment is applicable for fire evacuation procedures. Actions arising from risk assessments should be implemented by the Health & Safety Officer in consultation with the Committee.

Emergency Evacuation of Bailey's Court Activity Centre

In the event of an emergency evacuation from Baileys Court Activity Centre Club members & visitors should congregate at the designated area in the Centre car park (not Tesco car park). If access around the Bailey's Court Activity Centre is unsafe, members & visitors should congregate in the Tesco car park instead. They should wait there until advised to return by the Fire Brigade.

Fire-fighting equipment is fully checked annually by the Council's contractor & visually checked regularly by the Leisure Assistant. Club members & visitors should not attempt to use this equipment. Alarm Points are no longer activated by breaking glass, instead the centre button must be pressed until the alarm sounds.

Annual P.A.T. Testing of Portable Electrical Equipment

The Council has agreed to include all Bowls Club portable electrical equipment in its annual P.A.T. safety testing programme.

Food Safety

The Club has a food safety policy covering food provided by Club members. Any contractor booked to provide food for Club events is asked to provide evidence in advance of its Public Liability insurance & the Food Hygiene certificates of staff members.

Chemical Hazards

Members are advised by portable signage when hazardous chemicals are used by the green keepers. Whenever chemicals have been applied to the green, a sign will be put on the office door advising members not to use the green before a specified time. Signage advises members to wash their hands before eating after playing when chemicals have recently been applied to the green.

Manual Handling

Members are advised to take care when lifting bowling equipment & when taking part in tea duties.

Slips & Trips

The Club is aware that bowling takes place on grass that can become slippery in wet conditions. Mats are provided & must be used when delivering bowls. Members must make a judgement about the safety of the green when bowling & the Captain of the Day should be advised if they consider bowling to be unsafe.

Safeguarding

The Club undertakes to appoint a Safeguarding Officer who has received appropriate training for the role. The Safeguarding Officer should safeguard the welfare of children and at risk adults who participate in the Club's activities. All allegations of abuse should be promptly investigated in confidence by the Safeguarding Officer.

Insurance

The Club holds Public Liability insurance & Employers' Liability insurance up to the value of £10 million. Further fees are payable if the Club wishes to organise an Open Tournament.

Covid-19

For the duration of the Covid-19 pandemic, revised bowling procedures have been put in place to reduce the risks to members when playing bowls. Access to the green is controlled with players required to book rinks remotely in advance by contacting the booking team. Equipment usage has been minimised with players required to sanitise all equipment used prior to playing and to do the same when replacing the equipment in the office. Game rules have been adjusted to minimise contact with the mat and the jack. Players are also required to follow strict social distancing and a hand sanitising regime. Players must complete the attendance register for 'Track and Trace' purposes and confirm that they are well, not showing any signs of Covi-19 or self-isolating. The procedures will be kept under constant review and will be updated when circumstances change.