Caister Bowls Club.

Health and Safety Policy

1. Introduction

Caister Bowls Club acknowledges its legal responsibilities under the Health and Safety at Work Act 1974 and all associated legislation to safeguard the wellbeing of its members, guests, and volunteers. The Club is committed to the following objectives:

- To provide and maintain a safe Clubhouse, Green, and surrounding areas, together with safe equipment and working conditions.
- To identify potential hazards and conduct regular risk assessments to manage and minimise risks effectively.
- To provide appropriate information, instruction, and training to ensure that all individuals can participate within a safe and healthy environment.
- To promote a culture of health and safety awareness, encouraging best practice at all times.
- To implement suitable protective and preventative measures in accordance with identified risks.
- To ensure access to competent advice and professional support where necessary.

2. Organisation and Responsibilities

The overall responsibility for ensuring that Caister Bowls Club complies with its statutory Health and Safety obligations rests with the Committee.
The Committee shall arrange for an annual pre-season risk assessment to ensure that appropriate measures are in place to eliminate or mitigate identified risks.

3. Identified Risks

The Committee has recognised the following principal areas of risk requiring regular monitoring and control in relation to activities carried out by members and volunteers:

- Food hygiene and safety
- First aid provision
- Slips, trips and falls
- Electrical safety, including the risk of fire or personal injury
- Fire

- Operation of machinery and equipment
- Use of chemicals on the Green
- Lone working

4. Control Measures in Place

Food Hygiene:
Members engaged in food preparation are required to observe current Food Hygiene standards. Relevant food hygiene certificates and qualifications are displayed within the Clubhouse.

First Aid:
Whilst the Club may not always have a trained first aider present, the current designated first aider is _____. Other members holding first aid qualifications may also render assistance as required. A fully stocked first aid box, including the Accident Book, is provided and checked regularly by the first aider. A defibrillator is located outside the Clubhouse on the Rabbit Hutch wall and is available for emergency use.

Slips, Trips, and Falls:
Prior to the start of each season, the Clubhouse and greens are inspected to identify and address potential hazards. Where necessary, warning signs are displayed. An Accident Book is maintained to record all incidents and is kept with the first aid kit.

Electrical Safety:
All electrical installations and portable electrical equipment are subject to periodic inspection and testing. Records of such inspections and tests are retained by the Secretary.

Fire:
Fire extinguishers are inspected and serviced annually by qualified personnel. The date of inspection and servicing is clearly recorded on the equipment.

Machinery Operation:
All machinery is maintained in good working order and regularly serviced. Members using machinery for the first time receive appropriate instruction and are supervised by experienced operators. Suitable footwear and protective clothing must be worn when operating equipment.

Use of Chemicals on the Green:
The Club engages qualified personnel from neighbouring clubs to supervise and manage the safe application of chemicals. All such individuals hold appropriate PAD qualifications (Levels 1, 3, and 6) in accordance with current regulations.

5. Lone Working

Members must not undertake potentially hazardous activities, such as operating machinery or working at height, while alone on Club premises.

All lone workers must:

- Carry a mobile phone at all times; and
- Inform another person of their whereabouts and expected duration on site.

Lone workers may also contact the designated Club CCTV handler to advise of their presence, ensuring that intermittent observation can be provided while they are working.

The *Caister Green Team* operates a **no lone working policy**, requiring a minimum of two members to be present whenever the afore mentioned maintenance or similar tasks are undertaken.

6. Record Keeping

The Club maintains the following documentation as part of its Health and Safety management system:

- An inventory of green maintenance equipment, together with manufacturers' manuals and operating instructions (in compliance with COSHH regulations).
- Formal written risk assessments, as required.
- The Accident Book, containing records of any incidents or injuries.

7. Duties of Members

All members of Caister Bowls Club have a legal and moral responsibility to:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Co-operate fully with the Club in meeting its Health and Safety obligations.
- Use correctly and responsibly any equipment provided for their use.

This policy was reviewed and formally approved by the Caister Bowls Club Committee on 14 November 2025.

Signed:
Trevor Murless
(Chairman, Caister Bowls Club)