

# WEST BRIDGFORD SPORTS CLUB

## HEALTH & SAFETY POLICY

(updated 02/2004)

West Bridgford Sports Club policy aim is to provide and maintain safe and healthy playing and social conditions for all players, volunteers and staff and to accept responsibilities for the safety of visitors whilst on our premises.

It is the duty of **all members** to familiarise themselves with the arrangements detailed below and to play their part to effectively implement our Health and Safety Policy.

Copies of our Health & Safety Policy are available on request and posted in the Clubhouse.

### RESPONSIBILITIES

1. The Committee has overall and final responsibility for Health and Safety.
2. All members have the responsibility to co-operate and achieve a healthy and safe environment and to take reasonable care of themselves and all other members.

### ACCIDENTS

1. First Aid boxes are kept in the referee's room as well as in the canteen area. To supplement this each team has it's own first aid kit. Any member who uses it and notices a discrepancy should report it to the Senior First Aider in the relevant section. In the **Junior Rugby Section Steve Fowlie / Cricket Section Lisa Straw** – are in charge of first aid.
2. All accidents must be reported and recorded in the Accident Book kept in the Referees/ Umpires room.

### FIRE

1. All members must familiarise themselves with the location of fire extinguishers, alarms and exits.
2. Should a serious fire develop, members should not tackle the blaze themselves, you must immediately call the Fire Brigade, vacate the premises, do not return to the premises. (vacate to the car-park)
3. All members have a duty to ensure that all passageways and escape routes be kept clear.
4. Equipment must be tested and maintained in accordance with our Fire Certificate.

### HOUSEKEEPING

1. Whilst there are designated cleaners, it is everyone's duty to play their part by keeping the premises clean, neat and tidy. Anyone noticing damage to either building or equipment should report the matter immediately to the Committee.
2. Faulty electrical appliances can be particularly dangerous. Broken plugs, frayed wires etc. should be reported immediately to the Committee.

### KITCHEN AREA

1. Members should only enter that area if they are the first or last to leave the premises. Otherwise the front door on the clubhouse or changing area should be used.
2. Only canteen volunteers can use the fryer and commercial grill. Please read instructions carefully.
3. Please also read the instructions on Food Hygiene on display in the canteen area

### Traffic Routes in the Car Park Area

- The Car park is a traffic route and as such care must be taken when exiting the building.
- During any events held on the club ground where there are vehicles High Visibility Vests must be worn by Traffic coordinators. Club members must not block or cause to be blocked any Traffic route at any time.

## **WORKING AT HEIGHTS IN THE CLUBHOUSE OR ON THE GROUND AREA**

### **Ladders and Steps**

When members are working on ladders and steps, they must ensure the aid –

- 1 Is safe and not damaged in any way.
- 2 Do not over reach, always climb to a height so as to avoid reaching for anything above shoulder height.
- 3 Always behave in a sensible manner.

### **Manual Handling**

Before attempting to lift a load, assess its size and shape, obtain assistance if required. Check there is sufficient space to make the lift and space to reposition the load as required.

Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift. Your feet should be apart with one foot in front of the other facing the intended direction of travel.

Lift with your knees bent and use your legs, not your back, as the lifting power. Make sure you have a good grip on the load before lifting and don't change your grip once carrying.

Don't allow the load to obstruct your field of view if it is too large seek assistance. Set the load down gently – again keep your back straight and knees bent.

### **Ground Maintenance Machinery - Tractor, Grass Cutters, Gang Mowers, Roller**

#### **Driving and Operating**

Only trained and competent personnel are to use the above equipment

The operator is responsible at all times for the safe operating of the machine.

At the commencement of work the operator must:-

- 1 Check condition of the machine.
- 2 Never drive the machine if it is unsafe through failure of any of the following items:- Brakes, Steering, Horn, Hydraulic system, Chains, Forks. Should a fault develop during operation, report immediately to the Committee.
- 3 Before moving the machine make certain the immediate area is clear. Check position of all controls. Test brakes, steering, horn, hydraulic system, chains and forks.

All movements must be made smoothly and at safe speeds.

Do not permit anyone to ride as a passenger anywhere on the machine.

Never brake or turn suddenly, except in an emergency.

When leaving the machine always switch off.

At the end of work:-

- 1 Park the machine in the garage
- 2 Put all controls at neutral, switch off power and remove ignition key.

Any accident involving personal injury or damage to plant must be reported immediately to the Committee, giving details of injury, damage, time, etc.,

Regular servicing of machinery as per suppliers recommendations - Service records must always be kept up to date and readily available.

## **PORTABLE ELECTRICAL EQUIPMENT**

All members and volunteers must look critically at the electrical equipment which they use and look for damage to the outside of the equipment and it's lead and plug before they use it. Any damage should be reported to the Committee and the equipment should be labelled as faulty and taken out of use to be repaired.

All maintenance records should be kept up to date and readily available.