

APPENDIX 6 HEALTH AND SAFETY

There are several aspects covered in this Appendix
Injuries
Safeguarding
Risk Assessment
Electrical Inspection
Hygiene Inspection

Injuries

1. The Club is insured against injuries occurring while a member is playing bowls or carrying out voluntary work for the Club on the premises: clubhouse, green, surrounds and equipment sheds and using the equipment.
2. Minor injuries, such as cuts and grazes should be treated on site using appropriate material from the first aid kit which is kept in the clubhouse. The upkeep of the contents of the first aid box is the responsibility of the House Manager.
3. More serious/major injuries are probably requiring medical attention away from the Club but a number of protocols on the use of equipment are being developed to try to minimise the risk of injury to our members. These protocols will be displayed and/or available to members.

Safeguarding

1. The Club recognises the need to have a safeguarding policy. Bowls England have developed and published a document on safeguarding which is perfectly adequate for the Club.
2. We adopt and follow all policies and guidelines approved by Bowls England alongside UK Anti-Doping Rules and all procedures set out in Bowls England Regulation 9, 9A and 9B. Our club and members will abide with all sanctions, recommendations and/or decisions from the Safeguarding Case Management Panel and/or National Disciplinary Panel.
3. The BE document, in its entirety, is appended, therefore, to this document.

Risk Assessment

1. The Club consists of a Clubhouse, Three Equipment Sheds and a Bowling Green. The assessment of risk to these elements of the Club was carried out in March 2022.
 - 1.1. The Clubhouse
 - 1.1.1. Construction
 - 1.1.1.1. The clubhouse is a single storey building with reception room, bar, kitchen, changing rooms and toilets.
 - 1.1.1.2. The building has four access/egress points – two doors at the front, emergency exit at the rear and an emergency exit on the side of the building.

1.1.1.3. The roof is flat for the most part and some 25% pitched. A new pitched roof replaced the existing in 2021.

1.1.2. Fire Risk and Management

1.1.2.1. There is no fire alarm system; however, there is hand-held fire bell to raise the alarm and evacuate people from the building in the event of a fire. There is an emergency lighting system (newly installed October 2021) and is maintained.

1.1.2.2. Fire extinguishers were removed from the building in 2020 on the advice of the fire brigade. A fire blanket is kept in the kitchen.

1.1.2.3. Fire notices and exit routes are posted in each room within the building and the assembly point (in front of the equipment sheds) is indicated on each of the notices.

1.1.2.4. The duty bar staff is instructed to check all electrical equipment is turned off before closing the building.

1.1.2.5. The items kept in the building are best described as domestic and not high value.

Risk assessment; LOW

1.1.3. Personal Injury and Management

1.1.3.1. There are two steps to both doors at the front of the building – the steps are painted white and safety handrails are on either side of the two steps.

1.1.3.2. The emergency exit at the rear of the building is at ground level.

1.1.3.3. The side exit has a ramp

1.1.3.4. All entrances have paved access/egress routes.

1.1.3.5. There is external lighting all round building.

1.1.3.6. The interior of the clubhouse has tiled carpets where appropriate.

1.1.3.7. A first aid kit is kept in the clubhouse in the cabinet beside the bar housing the fusebox.

1.1.3.8. A defibrillator is kept inside the clubhouse on the wall next to the front doors to the building.

Risk assessment; LOW

1.2. The Equipment Sheds

1.2.1. Construction

1.2.1.1. A wooden shed on a concrete base, standing well away from the clubhouse, contains equipment used during a game of bowls (plastic, wood and metal materials)

1.2.1.2. There is a power supply to the shed.

1.2.1.3. It contains no inflammable products.

1.2.1.4. A metal shed on a concrete base standing well away from clubhouse contains the machinery used to maintain the bowling green and the surrounds (mowers, spreaders, spikers, rollers etc).

1.2.1.5. Petrol is stored in the shed in jerry cans as well as lubricants.

1.2.1.6. Chemicals used on the green are also stored in the shed.

1.2.1.7. A further wooden shed to the west of the rear side of clubhouse stores spare items from clubhouse which are used periodically throughout the year.

1.2.2. Fire Risk and Management

1.2.2.1. The wooden sheds are not considered a fire risk and therefore, have no fire-fighting equipment installed.

1.2.2.2. The metal shed has a powder-based fire extinguisher to combat any risk of fire during the refuelling process.

Risk assessment; LOW

1.2.3. Personal Injury and Management

1.2.3.1. Any injury to people in the area of the equipment sheds is likely to be of a minor nature –cut and bumps.

1.2.3.2. The first aid kit in the clubhouse is available for treatment of such injuries.

Risk assessment; LOW

1.3. The Bowling Green

1.3.1. Construction

1.3.1.1. The green is below the level of the surrounds.

1.3.1.2. It has a shallow and narrow ditch around all sides of the green.

1.3.1.3. There are two sets of steps from the surround to the green.

1.3.1.4. In the middle of each of the four stone slab surrounds to the green is an automated water sprinkling system which has pop-up water jets.

1.3.2. Fire Risk and Management;

Not applicable.

1.3.3. Personal Risk and Management

1.3.3.1. There are steps with hand rails at each end of the green nearest to the club house to assist with the step down onto the green.

1.3.3.2. The dampness of the green could cause a stumble/slip and bowlers are aware of hazard of a slippery surface.

1.3.3.3. The use of chemicals could cause the bowlers hands to become contaminated and notices are used, as well as verbal warnings, to ensure the bowlers are aware that chemicals have been applied to the green.

Risk assessment; LOW

1.3.4. Vandalism

The area is situated on common land and therefore cannot be made secure. Comparatively minor damage to the green takes place and is repaired by green keeper.

Electrical Inspection

1. The Club is obliged to undergo an inspection of the safety of the electric supply and wiring within the premises every 3 years.

2. A certificate of the inspection is made out by the qualified inspector and it is maintained as a key document within the clubhouse. The Club will be liable to rectify any faults that the inspection finds.

3. The inspection is important as without it and the certificate any insurance claims could be invalid.

Hygiene Inspections

1. These are conducted, periodically, by officials from Wiltshire Council having given notice of inspection. The inspection would cover the kitchen and the bar and the result would be a rating of the hygiene standard that is awarded.

2. The rating is recorded on a certificate which should be displayed to allow the public to understand the standard of the facilities that are being used.

3. The inspectors have the power to close the facilities until they are made up to an acceptable standard. The Club, therefore, stresses the importance of cleanliness and to follow the protocols for cleaning and maintenance to all members who use and manage the bar and the kitchen.