

Title; COMPANY POLICY - HEALTH and SAFETY	Version; 1
Issue Date; April 2024	Review Date; April 2025 or earlier if required
Author; GOVERNANCE	No of Pages; 7



Whiteknights Indoor Bowls Club Ltd

(Registered Office)

21-23 Beech Lane, Earley, Reading, RG6 5PT

Telephone: 0118 986 0759

clubmanager@whiteknightsibc.co.uk

COMPANY POLICY; HEALTH and SAFETY

PART 1 POLICY STATEMENT (To be displayed on the notice board)

The Directors of WHITEKNIGHTS INDOOR BOWLS CLUB Ltd (the Company) recognize and accept their responsibilities for providing a safe and healthy environment, as far as is reasonably practicable, for all employees, members, their guests and visitors under the Health and Safety at Work Act 1974, plus all other relevant legislation and common law duties of care.

It is Company policy to promote the SAFEGUARDING of its employees, members, volunteers and visitors to its premises and to take all reasonably practicable steps to avoid unnecessary risks.

The provision of a Welfare Officer plays an important part which the Company fully supports,

- A DIVERSE foundation made up of people from a whole range of backgrounds. Equal opportunity will be available to all.

The Company does not condone any form of;

- DISCRIMINATION, unfair or prejudicial treatment of people in any form.
- VICTIMISATION, discrimination against the Equality Act 2010.
- BULLYING, intention to hurt either physically or mentally.
- HARASSMENT and treating people badly.

The Company encourages everyone to co-operate in safety matters, assist in identification of hazards which may exist and in the reporting of any condition which may appear dangerous.

The Company will;

- Ensure that work equipment is safe to use.
- Maintain safe arrangements for the presence, use, handling and storage of hazardous materials and substances.
- Provide information, instruction and training to persons who have particular health and safety responsibilities (Health and Safety advisor).
- Make, as reasonably practicable, safe arrangements for the protection against any risk to the general public or other persons that may arise from the Company's activities.
- Make a suitable and sufficient assessment of the risks to employees and everyone else not in the employment of the COMPANY arising out of or in connection with their activities.
- Provide information to other employers of any risks to which their employees may be exposed whilst on the Company's premises.

The Company will ensure compliance with GDPR (General Data Protection Regulations).

This Policy Statement is signed on behalf of the COMPANY and its Board of Directors by the Chairman of the Board.

Signed.....

Name...**Malcolm Giles**.....

Dated

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COMPANY POLICY; HEALTH and SAFETY POLICY

(Further information available at www.legislation.gov.uk/ukpga/1974/37/contents)

PART 2 POLICY

2.1 Statutory Duty

The Directors of WHITEKNIGHTS INDOOR BOWLS CLUB Ltd (The Company) recognize and accept their responsibilities for providing a safe and healthy environment, as far as is reasonably practicable, for all employees, members, their guests and visitors to its premises under the *Health and Safety at Work Act 1974*, the *Fire Precautions (Workplace) Regulations 1997*, the *Management of Health and Safety at Work Regulations 1999*, plus employment laws where relevant and all other relevant legislation and common law duties of care. This document should be read in conjunction with the Wokingham Borough Council Health and Safety Policy Document (<https://www.wokingham.gov.uk/business-and-licensing/health-and-safety>)

2.2 Duty of Care

In compliance with its duty of care the Company will as far as is reasonably practicable,

- make workplaces and places of recreation safe and without risks to anyone's health.
- Ensure all equipment is safe and that safe systems and procedures are followed.
- Ensure articles and substances are used, moved and stored safely.
- Ensure that employees, members, and volunteers are given the information, instruction, training and supervision necessary to carry out their duties in a safe manner.

2.3 Diversity

The Company,

- Fully supports a foundation made up of people from many backgrounds which can include various aspects of identity such as gender, race or ethnicity, age, sexual orientation, religion and education.
- This means appreciating the differences between people and treating their values, beliefs, cultures and lifestyles with respect.

2.4 Equality and Inclusion

The Company,

- Will ensure that everyone has equal opportunities, regardless of their abilities, their background or lifestyle. This includes the provision of equal access to opportunities and resources for people who might otherwise be excluded or marginalized such as those who have physical or intellectual disabilities or members of other minority groups.

2.5 Safeguarding Including Both Young and Adult Protection.

The Company is committed,

- To protect our members and employees alike enabling them to be safe at WIBC and supporting them in an appropriate manner by identifying issues and situations which may affect each person plus responding in a timely manner.

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2.6 Welfare

The Company supports,

- Good fortune, health, happiness and prosperity for everyone, groups or organisations plus their well-being.
- The provision of a Welfare Officer to act as a voice for safeguarding within the club.

2.7 Discrimination

The Company does not condone unfair or prejudicial treatment of people and groups based on characteristics such as race, gender, age, or sexual orientation.

2.8 Bullying

The Company does not condone any behaviour that is repeated and intended to hurt someone either physically or emotionally. Often aimed at certain groups, for example because of race, religion, gender or sexual orientation and can take many forms including physical assault, teasing, making threats, name calling and cyberbullying.

2.9 Harassment

The Company does not condone any behaviour that demeans, humiliates and intimidates a person. In its most severe form, it can be reported to the police who could charge the offender and if proven guilty may result in a prison sentence.

2.10 Victimisation

The Company does not support any discrimination against the Equality Act 2010. It is unlawful and an affected person can take action in the civil courts. Victimisation is when someone treats you badly or subjects you detrimentally because you complain about discrimination.

2.11 Data Protection GDPR (General Data Protection Regulations)

The Company fully supports the confidentiality and protection of its employees and members. This includes all personal information, including photographs. Only with their permissions will any personal data be disclosed to third parties.

3.0 Risk Assessments

The Company will,

- Assess the risks to the health and safety of its employees, members, guests and other visitors to its premises. Findings of any assessment must be Documented.
Risk assessments will be carried out under the direction of the Governance Group.
- Findings of all risk assessments should be properly documented, assessed and recommendations for improvement implemented in a timely manner depending on the level of risk. High levels of risk must be reported to the Board of Directors immediately. High levels of risk include contact with electricity, entry into confined spaces, contact with a hazardous substance etc.
- Bring to the attention of the Company's employees and members details of actions taken to reduce the levels of risk.

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- Bring to the attention of both employee's and member's details of the Health and Safety Advisor who in conjunction with Governance Group will advise the Board of Directors of their health and safety responsibilities and make sure suitable arrangements are implemented for compliance. The current Health and Safety Advisor is John McKenzie.

4.0 Emergency Procedures

The Company will

- Have in place suitably trained Fire Warden(s).
- Prepare an emergency plan for evacuation of the Company premises.
- Prepare an emergency evacuation plan training board.
- **Exercise the emergency evacuation plan of everyone from the premises.**

5.0 Reporting of Injuries and Dangerous Occurrences (RIDDOR)

The Company will ensure at the earliest opportunity the reporting of injuries, accidents or dangerous occurrences at work as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2014) including those involving the public and participants in activities arranged by the Company. Go to www.hse.gov.uk/riddor for more information.

6.0 First Aid

The company will provide the following – (also go to www.hse.gov.uk/firstaid for more information).

- Adequate and suitable First Aid people (First Aiders).
- Adequate and suitably maintained First Aid facilities and equipment.
- Minimum of two suitably maintained defibrillators.

7.0 Hazardous Substances

COSHH Regulations apply (Control of substance hazardous to health). Please refer to separate policy document and www.hse.gov.uk/riddor for more information. The Company will prevent or adequately control exposure to substances that may damage health.

8.0 Other Hazardous Materials

The company will take precautions in seeking to prevent contact with all other hazardous materials, asbestos, electrical equipment, noise, radiation and explosives.

9.0 The Building

The Company will ensure that the building satisfies all Health and Safety requirements, for ventilation, temperature, lighting plus sanitary, washing and rest facilities.

10.0 Equipment

The Company will ensure that all required equipment is suitable for its intended purpose and maintained in order to satisfy all health and safety requirements.

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11.0 Manual Handling

Handling of heavy objects should be avoided or minimized whenever possible. Alternative methods should be sought to reduce the risk of any injury. Only trained persons should be lifting heavy objects. Refer to <https://www.hse.gov.uk/pubns/indg143.PDF> for more information.

12.0 Lone Working

The Company will ensure that all reasonable and practical measures will be taken to respect and ensure the Health and Safety of anyone working alone on their premises. Refer to <https://www.hse.gov.uk/lone-working/> for more information.

13.0 Working at Height

Anyone working 1.8 meters or above ground level must do so under control of the Company's Permit to Work procedures. Failure to do so will result in disciplinary action being taken. Refer to <https://www.hse.gov.uk/pubns/indg401.htm> for more information.

14.0 Security

The Company will ensure that there are suitable levels of security at all times. This includes the provision of CCTV equipment where installed.

15.0 Personal Protective Equipment

The Company will provide proper and suitable protective clothing or equipment where there are risks not adequately controlled by other means. Refer to www.hse.gov.uk/ppe for more information.

16.0 Safety Signs

The Company will ensure that appropriate safety signs are provided and maintained in all areas of its premises. Refer to <https://www.hse.gov.uk/pubns/books/l64.htm> for more information

17.0 Employees and Member Responsibilities

The Company requests that employees and members respect their responsibilities. This includes taking reasonable care of their own health and safety, plus that of other persons who may be affected by their actions.

To co-operate with the Company on all health and safety matters.

To use work items provided by the Company correctly, including personal protective equipment in accordance with training or instructions.

Also, not to interfere with or misuse anything provided for health, safety or welfare purposes.

18.0 Visitors and Contractors

On arrival, all visitors, including contractors and their employees must sign in at the front desk to record the date and time of their arrival. Before leaving, they should record their time of departure. Contractors working in the premises should report any concerns relating to their own safety or suspected unsafe working practices to the Club Manager or Duty staff member. All contractors working on the Company premises must comply with the Company's Health and Safety Policy including our Permit to Work Procedure.

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19.0 Disabled Persons

Disabled persons are welcome into the club whatever their disability, either to play bowls or just for social purposes. To accommodate this the Company will provide facilities and equipment when reasonably practical to do so – (e.g. disabled toilet plus wheel chair access for the bowling green.)

20.0 Language Barriers

In today's multicultural society, language may sometimes be a problem. The Company recognises this and will take all reasonable measures in order to resolve this issue.

21.0 Smoking

In accordance with current government legislation, smoking is prohibited in all areas inside the club. Provision is made outside of the building for those who wish to smoke.

22.0 Mobile Phones and Laptops

The Company recognises the use of such equipment as a widely used method of communication and provides Wi- Fi in many areas of the club such as the offices, lounge and dining areas for use by members and guests. In restricted areas such as the bowling hall, mobile phones should be switched off or left in a silent mode except in the case of an emergency or in the event of communication with another club during competition.

23.0 Working from Home

Employees working from home should carry out their duties in accordance with this Health and Safety Policy whenever they possibly can. They should also check that they have adequate insurance cover.

24.0 Using Your Own Car

Both employees and members should ensure that the vehicle being used is suitable, in a good serviceable condition with a current MOT certificate and that they have adequate insurance cover.

25.0 Training

Anyone working on Company premises must have been trained for the task required. Records of training should be maintained in a secure and safe place for inspection at any time. Refer to <https://www.hse.gov.uk/pubns/indg345.htm> for more information.

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Date of Change	Summary of change	Implemented by	New version no.