



HARROGATE BOWLING CLUB



Health and Safety Policies

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HARROGATE BOWLING CLUB



Health and Safety Policy

Health and Safety Statement

For the attention of Members and Guests

Members and guests of Harrogate Bowling club are respectfully reminded that they use the club and all its facilities entirely at their own risk

1. Introduction

Harrogate Bowling Club recognises its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation.

The Club, as far as reasonably practicable, has a duty of care to ensure the following:

- The provision and maintenance of a safe Clubhouse and green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
- Hazards are identified and that there is a regular assessment of Risks.
- The provision of information, instruction and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- The promotion of Health and Safety awareness and the encouragement of 'Best Practice'.
- Appropriate protective and preventative measures are taken.
- There is access to advice from a competent source.

2. Organisation and Responsibilities.

The Club.

- Responsibility for ensuring that the Club complies with Health and Safety obligations is vested in the Club's Management Committee, which will arrange for an annual pre-season Risk Assessment to be undertaken in April in order to ensure appropriate measures are in place to eliminate/mitigate risk.
- In addition, the Club appoints one member (the Health & Safety Officer), whose function is, at any time, to report to the Management Committee any risks/hazards that may have been brought to their attention, not been properly identified or where the mitigation action may be insufficient.

The Club Members and Visitors.

- Responsible for taking reasonable care for their own health and safety, and that of others who may be affected by their actions.
- Required to cooperate with club on health and safety matters.
- Correctly use equipment provided by the club.
- Not interfere with or misuse anything provided for their health and safety or welfare.

3. The Risks

As a small organisation, the Club does not employ full or part time staff but Health and Safety law requires that, where volunteers are used on a regular basis (e.g. Secretary, Treasurer, Coaches, Catering staff and Greens Staff), they should, for the purposes of the Act, be treated as employees, even if unpaid. The Club has identified the following principal areas where it needs to closely monitor; risks associated with the work done by volunteers.

- Fire.
- Slips, Trips and Falls.
- Electricity.
- Petroleum Sprit.
- Chemicals and Fertilizers.
- Use of Machinery.
- Working at Height.
- Manual Handling.
- Food Safety.
- First Aid.
- Children and 'Adults at Risk'.

4. Measures in Place to Mitigate Risk

4a Fire:

- The Fire extinguishers, Fire Alarms, Smoke Detectors and Emergency Light are annually inspected and serviced by qualified personnel.
- The Muster Point is sign posted and located at the gateway leading to the Valley Gardens.

4b Slips/Trips/Falls:

- At the beginning of each season the premises/greens are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible.
- Access/egress to the green is via four 'cut-outs' located at each corner, plus one set of portable steps.

When playing across the green, the rinks will be set up as to not overlap the "cut outs" to comply with the Laws of the Sport of Bowls

- An Accident Book is maintained, in which all incidents should be recorded. This is located next to the telephone in the entrance hall. Details of the accident can be entered into the Club Accident Book either by the injured party or by a colleague. Details of the date, name of the injured party, witnesses, full circumstances of the accident and resulting injuries must be entered into the accident book.

The Management Committee will review procedures following a reported accident.

4c Electricity:

- Electrical installations and portable electrical equipment are subject to periodic inspection and testing.

4d Petroleum Sprit

- Petrol is held in 5-litre approved storage containers in a locked cabinet. This is held in an external Greens Team Storage Unit, in sufficient quantity to meet the operational requirements of the Greens Teams on a weekly basis. All equipment must be cold when filling with petrol. The decanting of petrol into machinery is to be carried out on the grass verge near the flagpole.

4e Chemicals/Fertilizers:

- Chemicals and Fertilizers are held in a locked cabinet. This is held in an external Greens Team Storage Unit. Where appropriate, use is under the supervision of an individual who has been on a Pesticide Course in the use and safe handling of Pesticides. The Greens team leader maintains Material Safety Data sheets for all chemicals/fertilizers.

4f Use of Machinery:

- All machinery is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators until considered competent. At which point they are signed off as competent.

4g Working at Height.

- Ladders are to be secured and only used by competent persons.
- Ladders to be inspected before use.
- Assistance to be provided by 'footing' the ladder.
- Ensure the ladder is stable in use, this means the inclination should be near the optimum as possible
-1 in 4 ratio distance from the wall.
- Always maintain three points of contact with the ladder.
- Do not over reach.

4h Manual Handling.

- Members must not lift beyond their capacity.
- Assistance should be requested when lifting, moving heavy furniture or other equipment.
- Bowls and other equipment must be stored safely.
- Extra care must be taken when lifting and storing Pushers on the rail provided.

4i Food Safety:

- Kitchen facilities are maintained to a high standard and meet legal requirements.
- Any members preparing food are aware of Food Hygiene requirements.
- When External caterers are used then it is under the control of a holder/s of a Food Hygiene Certificate.

5. First Aid:

The Club cannot necessarily, from its own membership, expect to have trained first aiders on hand. It provides, however, a first aid box, which is regularly checked, and displays information on how

emergency assistance can be obtained. This is located in the key cupboard in the entrance hall with a sign on the outside.

A defibrillator is located on the wall inside the clubhouse, to the left of the kitchen door. It bright orange in colour and is maintained ready to use by anyone.

6. Children and ‘Adults at Risk’:

The Club has a ‘Safeguarding and Child Protection Policy’ and Safeguarding Officer.

The policy is published on the club website and accessible to all members.

7. The Equality Act 2010.

- The club seeks to support disabled players to participate in all the club activities.
- Consideration and thought is given to means of access to the club and green.
- Provisions of specially adapted small, medium and large sized bowling arms to support individuals are available for use on the green.
- Car Parking – two disabled parking bays are situated outside the gates to the club.

8. Environmental Waste Management.

- All grass cutting and waste organic matter is placed in the composting area.
- General waste is placed in black bags and is disposed of in the green trade waste bin provided by Harrogate Council.
- Bar waste i.e. glass bottles, plastic bottles; metal cans are disposed of in the green trade waste bin provided by Harrogate Council

9. Record Keeping:

The following documentation is held:

- List of green equipment and manufacturers’ manuals/instructions.
- Simple bullet-point instructions for use of motorized or heavy equipment.
- Material Safety Data sheets for chemicals, fertilizers and pesticides.
- Record of training given on use of equipment.
- Formal Method Statements and Risk Assessments.
- The Accident Book.

10. Smoking and use of E-cigarettes

- Smoking and the use of E-cigarettes are not permitted anywhere in the Club House, Greens or surrounding areas.
- Adequate signage is displayed to inform club members, visiting players and contractors of the smoke free status of the Bowls club in order to comply with the current legislation

11. In the Event of a National Emergency.

Be it a pandemic, epidemic, terrorist attack or act of war:

The Management Committee will meet to decide the best course of action for club members, to ensure

their health, safety and welfare. The committee decision will be based on the directives or guidelines published by HM Government, plus guidance provided by Bowls England.

11a. Communication

This decision will be communicated to the membership in the following manner:

A general email will be sent out to the membership by the club secretary, a message will be placed on the club website. For those members without internet access, a message will be placed on the club answering machine. These will be updated as necessary until normal activities can resume.

12. HBC policy on Dogs at the club.

No dogs are allowed in the Club House, but dogs are allowed outside on a lead. It is the owners responsibility to ensure the dog is well behaved and does not cause a nuisance to other members.

This rule does not apply to Guide or Support Dogs.

Members and visitors must ensure they clean up after their dogs and dispose of any waste in the bins outside the main gate to the bowling club.

13. Dissemination of Health and Safety Information:

A copy of this Health and Safety statement is displayed within the Club. Members are asked to familiarise themselves with the contents and if necessary draw to the attention of Management Committee members any areas of concern.

Health and Safety Officer

Signature..... Print Name.....

Date.....

Approved and signed by the Chairperson – Management Committee

Signature..... Print name.....

Date.....

Approved and signed by the Secretary – Management Committee

Signature..... Print Name.....

Date.....

Revised March 2023 by Joan Broadbank & Alan Hansford.

Revision date: March 2025



Fire Precautions, Practices & Test Procedures

1. Introduction

Harrogate Bowling Club Premises are intrinsically a safe environment with good fire-retardant properties, a comprehensive fire detection system and approved firefighting appliances. System maintenance, day-to-day preventative measures, and actions to be taken by members in the event of a fire are covered below.

2. Fire Precautions

- The application of fire prevention measures and good housekeeping can eliminate or mitigate most fire risks:
- Fire Appliances/Extinguishers, approved for the likely types of fire, are located throughout the building. They are regularly serviced.
- The Fire Alarm will be sounded in test mode at random times, to ensure that members are aware of the sound the alarm makes.
- Fire extinguishers are not to be misused, i.e. as doorstops, nor are they to be moved from their designated location.
- Before leaving the club, Members must ensure that all equipment is left safe, i.e. ovens and electrical appliances switched off.
- Do not block fire escape routes; it may result in hindering safe exit in the event of a fire.
- Do not wedge open fire doors, these are designed to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke & fumes).
- Do not overload electrical sockets, or tamper with plug fuses.
Heaters with an exposed element or flame must not be used. Only heaters approved and supplied by Harrogate Bowling Club are to be used on the premises.
- Smoking and the use of e-cigarettes is not permitted in any location that is: the club house, greens and surrounding areas.

3. Fire Detection System

- An external company maintains the Fire Detection systems. Any malfunction should be reported immediately in the first instance to the Club House Team Leader.
- Any operation of the fire detection system must be considered real UNLESS there has been prior warning of an imminent test.
- The fire system is checked and documented on a quarterly basis. The check is normally completed by the Facility Coordinator using the following procedure:
 - Activating the fire alarm call point sounds the test alarm, quarterly
 - The system is silenced after 30 seconds,
 - The zone indicated on the hall fire alarm panel is checked to ensure the correct zone is shown,



- Smoke Alarms and detectors are checked as part of the annual service.

4. Fire Procedures

- Whenever the fire alarm sounds or a fire is discovered, the primary aim is to safeguard life and minimise casualties. Saving the buildings or reducing damage is of secondary importance.
- It is impossible to provide precise instructions to cover every eventuality and the exceptional nature of the establishment means that standard fire procedures will differ. The following paragraphs offer guidelines to be applied as appropriate:

5. What to do in the event of Fire

On discovering a fire:

- Operate the nearest fire alarm (break glass call point). Raise the alarm by shouting Fire.
- Dial 999 to call the fire brigade identifying the location of the alarm by checking the alarm panel in rear hall.
- Do not attempt to tackle the fire unless you have been trained to do so.
- If you have been trained, attack the fire if possible using the appliances provided, but without taking risks and knowing that you have a safe exit.

6. Fire Muster Point

- Everyone is to assemble at the fire muster point located. **At the gate way to the Valley Gardens.**
- **Know:**
 - Your means of escape routes, primary and secondary.
 - Your nearest Fire Alarm point.
 - Location of nearest fire appliances.
 - Where your muster point is.

7. In the Event of a fire

- Remain Calm.
- Leave quietly and immediately without stopping to collect your belongings, without rushing and without attempting to pass others.
- Remain at the designated fire assembly point until you receive further instructions.
- Do not go to the road and attempt to leave by car. As you will obstruct the Emergency Service attending the fire and, **do not** attempt to use your car until instructed by the Senior Fire Marshall.
- **Do not** re-enter the building (even if you know an individual is missing) until the Senior Fire Marshall tells you it is safe to do so.



HARROGATE BOWLING CLUB



8. Fire Marshalls

- Harrogate Bowling Club has appointed an adequate number of Fire Marshalls to assist with any evacuation of the building.
- The role of the Fire Marshall, when the fire alarm sounds, is to quickly check their designated area to ensure that it is clear and report same to the Senior Fire Marshall at their designated fire assembly point. Fire Marshalls are not expected to fight fires or to place themselves at risk. They receive briefing to ensure they can undertake their duties safely.
- Fire Marshalls are also asked to report to any member of the Health and Safety Committee any defects in fire equipment e.g. a fire door not closing, or a fire extinguisher, which has been tampered with. They should also ensure that good housekeeping is maintained (e.g. that there is no build up of waste paper etc).
- Harrogate Bowling Club will appoint sufficient Fire Marshalls to cover absences such as annual leave and sickness, so you may be asked to take on the role of Fire Marshall for the Clubhouse.
- You should know who the Fire Marshalls are for The Clubhouse. You must cooperate with them and leave the building when asked to do so.
- Remember, if the designated Fire Marshall is not present you must exit the building, via the nearest available fire exit when the alarm sounds

9. Training

- New Members are informed of emergency procedures on their first day induction.
- Member will be briefed on general fire precautions, use of the appliances in the club. Plus specific actions to be taken in the event of a fire.
- Fire practices will be held every 12 months without notice. Members should always respond to these as if they were real.

Approved – The Management Committee Chairman.

Name:.....

Signature:.....

Date:.....

Harrogate Bowling Club General Risk HS3

<u>Item</u>	<u>Topic</u>	<u>Identified Hazards</u>	<u>Uncontrolled Risk Rating</u>	<u>Who Could be Affected</u>	<u>Actions Taken to Minimise or Eliminate Hazard</u>	<u>Controlled Risk Rating</u>	<u>Residual Hazard of Risk</u>	<u>Further Action required</u>	<u>Further Action – How, When Whom</u>
A	Bowls Club Indoor Area	Toilets – Wet Floors	3	Members, Players, Visitors	Wipe up spills Display warning sign	2	Low	No Further action Required	
A1		Hot Water for Hand washing	3	Members, Players, Visitors	Provided in toilets, Changing rooms, Kitchen	2	Low	No Further action Required	
A2		Emergency Telephone	2	Members Players	The phone is located in the foyer	1	Low	No Further action Required	
A3		Defibrillator (AED)	5	Members, Players, Visitors	The defibrillator is located in the main hall to the left of Kitchen door	2	Medium	Ensure all items in date Janet Preston is the clubs trained user and checks.	Management Committee H&S officer
A4		First Aid	5	Members, Players, Visitors	First box checked to ensure all items are in date – correct type available	2	Medium	Ensure all items in date Train First Aiders	Management Committee
B1	Bar Area	Bottle Cooler and Fridge Overheating	4	Members, Players, Visitors	Possible Fire - Increased ventilation Turn Cooler off in winter months	3	Medium	Ensure air Flow through room. PAT testing on going.	Bar Staff, Clubhouse Team Leader Management Committee
B2		Bar Waste	1	Members	All Glass bottles, beer cans etc are disposed of in the green bin provided by HBC.	1	Low	No Further action Required	
C1	Store room	Stacking Tables Bowls Etc	3	Members	Risk of equipment falling	2	Medium	Keep room tidy and bowls correctly stacked	Instruct Members
D1	Kitchen Area	Food Safety	4	Members Visitors	Keep Kitchen, refrigeration and equipment clean,	3	Medium	Volunteer Members recommended to obtain Food Handlers Certificates	Management Committee

D2		Electric Kettle, Hot Hob Top	4	Members	Risk of burns when cooking on Hob, Risk of scolds. Electric kettles easy to isolate	3	Medium	Instruct all to be Careful. PAT testing on going.	Facilities Coordinator Management Committee
D3		Gas Boiler	3	Members	Ensure Gas boiler is maintained to reduce carbon monoxide built up	2	Low	Gas Boiler service by Gas Safe Company	Facility Coordinator Management committee
D4		Glass Washer Water Boiler	3	Members	Risk of scolding Do not open during operation	2	Low	Instruct all to be careful	H&S Officer, Management Committee
D5		Kitchen Waste	3	Members	All waste bagged and removed for kitchen, disposal via HGT CC.	1	Low	No Further action Required	
D6		General Waste	3	Members Visitors	All waste placed in appropriate bins disposed of via Harrogate council	1	Low	No Further action Required	
E1	Fire Exits	Designated Exit Routes & Muster Areas	3	Members Visitors	All Exits have a signage Muster point have appropriate signage	1	Low	Ensure all exit routes are kept clear	Management committee
E2	Fire Extinguishers	Ensure Extinguishers are fit for purpose	3	Members Visitors	All Extinguishers are Checked	2	Low	Annual checks to be performed	Management Committee
E3	Fire Extinguishers	Service Dates - Approved Service Company	3	Members Visitors	All Extinguisher receive statutory annual service	2	Low	Ensure annual service carried out	Facilities Coordinator Management Committee
	Bowls Club outdoors areas	Rubbish, litter, Leaves etc	3	Members Visitors	Regular sweep up, leaves collected and composted	2	Low	Ensure areas are regularly swept up	Greens teams Management committee
F1	Playing surface of The Green	Chemicals & Fertilizer spraying	5	Greens Team	Ensure PPE is worn – Goggles, Mask, Gloves, Cover –all garment, stout shoes.	3	Medium	Ensure PPE is provided – wearing is mandatory	Green Team Leader, Management committee
F2	Playing Surface of the Green	Chemicals & fertilizers applied to Green	4	Players	Provide notice to inform players to wash their hands	3	Medium	Ensure notice is posted	Green Team

F3	Material Safety Data Sheets	Lack of correct safety information	5	Greens Teams	Obtain Material Safety Data Sheets from Suppliers. Before material used	3	Medium	For any new material Obtain MDS's	Green Team Leader.
F4	Powered Machinery	Machinery in use	4	Greens Team	Prevent access to the Green while work is in progress	2	Low	Wear correct PPE Care taken while fuelling	Greens Teams
F5	Powered Mowers and Blowers	Damage to fingers and feet, Damages eyes and ears	5	Greens Teams	Follow Method statement for safe working. Wear PPE, Glovers, Stout shoes, Safety Glasses, Ear Defenders	3	Medium	Insist on PPE being worn. Regular Training updates	G/ Team leader, Green Teams, Management committee
F6	Working at Height	Use of Ladders & Stepladders	3	Members	Ensure you maintain 3 points of contact. Someone foots the ladder. Maintain a 1 to 4 ration. Stepladders must be fully open and stable. Check that ladders and stepladders are in good condition before use	3	Medium	Do not attempt to use ladders or stepladders if you feel unsure or unsafe.	Management committee
F7	Surrounding Areas	Green surrounds are tarmac, grass planted shrubs	2	Members, general public	The area is tidy and well Maintained. All tarmac surfaces are even and stable	1	Low	Maintain existing No action required	Greens Team
F8	Entrance Pathway	Ice and snow during the winter months	3	Members and Visitors	Apply salt as required	2	Low	Maintain existing No action required	Members as and when required.
F9	Up stand to Green	Raised up stand to the front of the Green present a trip hazard	4	Player, Visitors	At each corner a 'Cut Out' is provided to enter and leave the Green. Grab rails are positioned around the green. A portable set of steps with handrails are provided	3	Medium	Maintain existing No action required	Management committee, Members & visitors
F10	Slips and trips	Slippery surface due to rain fall and wet grass, smooth soled shoes	4	Players, Visitors	Skips to discuss the condition of the Green in light of the wet conditions and abandon the game if necessary.	3	Medium	General guidance is given to the skips. Of when the Green becomes unplayable	Skips, Players, Management committee

G1	Storage Areas	Pusher Shed. None Mechanical	2	Players	Scoreboards, rink numbers, Mats, Jacks and Pushers to store tidily.	1	Low	Take care when Storing pushers. Keep shed tidy	All club members.
G2	Greens Equipment	All equipment, and petrol are stored in Green's Shed. High risk area.	5	Greens Teams, Club members General Public	Remove petrol and store in correct cabinet, away from the main equipment shed. Tidy up the shed to remove trip hazards.	4	Medium	Obtain Flammables Cabinet, issue Instructions on correct handling and storage of petrol. Store Petrol away from main Building. Ensure Shed is tidied.	Management Committee, Men's Committee, G/team Leader, Green Teams
G3	Herbicide and Insecticide storage	Uncontrolled access to products, COSHH sheets not available.	5	Club members, Green Teams	All to be stored in locked cabinet with controlled access. COSHH sheets to be available.	2	Low	COSHH and Material Data sheets to be obtained	Green Team leader.
G4	Portable Electrical Equipment use & Storage	PPE not worn when hedge cutting or using strimmer Not PAT tested	5	Green Teams	PPE to be worn, equipment to be PAT tested. To be stored tidily	3	Medium	Provide local RCD, check all cables for wear, PAT testing To be carried out.	Facilities Manager,
G5	Misc. hand tool storage	Not Stored correctly left lying about – trip hazard	3	Green Team	Hang all shovels, brushes etc in designated area, keep shelves tidy	1	Low	General tidy up required to remove trip hazards	Green Team,
H1	General Items	Use of powered machinery	4	Green Team	Machinery to be used by trained and competent members only	3	Medium	Draw up a list of trained and competent members for tasks	Green team Leader
H2	Lone working	At time 'Lone Working' is necessary.	4	Green Team	Lone workers must not use any machinery, refrain from any tasks that may be considered a risk.	3	Medium	Lone working should be kept to the absolute minimum. Lone workers must have a mobile phone with them	Green Team Leader

H3	Smoking	Smoking and use of E-cigarettes	3	Members, players, visitors	Club building, Green and surrounds are No Smoking Areas. The designated smoking point is the Bench to the left of the Valley Gardens Gate entrance	1	Low	Check all signs are readable and up to date. Install a sign for the smoking point.	Facilities Coordinator
H4	General Items. Continued	Transport to away fixtures	2	Players	The club takes no responsibility to arrange transport. It is left to the members to arrange own transport.	2	Low	No further action	Club Members
H5	Furniture	Wooden benches – be aware of splinters. Plastic chairs may crack, may not carry heavy weights	3	Club members and visitors	Wooden benches checked. Plastic chairs checked for cracks and if found disposed of .	3	Medium	All new chairs to be purchased to have weight loading and comply with industry standards	Management Committee
I1	Disabled and Disadvantaged Persons	Access to main club, toilets, and Green. For wheelchair users	2	Disable visitors and players	Complete level access through out the club and Green	1	Low	No further action required	Management Committee
I2		Assistance provided to enable participation	2	Disable visitors and players	Cut Outs and a ramp are available to allow Green access. Steps onto the Green are also provided	1	Low	No further action required	Management Committee
I3	“One Off“ Risk Assessments				Complete Risk Assessment Sheet prior to commencing Job			Assess the Hazard. Make decision if risk acceptable.	

Revision Date: May 2025
Author: Anthony Thompson
Reviewed Joan Broadbank May 2023

Harrogate Bowling club HS3a

**Risk Assessment Procedure Documents Designed by :
Sid Weston, Bilston League Secretary, British Crown Green Bowling
association January 2011 and used with permission
RISK ASSESSMENT PROCEDURE**

1 AIMS & PURPOSE

A Risk Assessment is an important step in protecting your members and visitors from harm – as well as complying with the law.

It helps you focus on the important risks that really matter – the ones with the potential to cause real harm and help establish good practice.

In order to make informed judgements about health and safety practice around a bowling green or for a special event, it is necessary to understand:

- Risk assessment process
- The distinction between 'risk' and 'hazard'
- The concept of 'so far as is reasonably practicable'

Risk Assessment Process

This is the ongoing process to evaluate the level of risk and identify methods for risk reduction.

Two factors are used in determining a risk:

- **Probability** - the likelihood of an accident occurring
- **Impact** - the potential severity of any injury

Risks & Hazards

- **Hazard** is anything that may cause harm (eg: chemicals, electricity, working from ladders, uneven paving)
- **Risk** is the possibility that somebody could be harmed

As far as is reasonably practicable

The law does not expect you to eliminate all risk, but you are required to protect people as 'far as reasonably practicable'.

A person who is required to do something so far as is reasonably practicable must assess, on the one hand, the risks of a particular activity and, on the other, the cost in money, time or trouble of safety measures which would avoid risks.

2 PROCEDURE

What is a Risk Assessment?

A Risk Assessment is a systematic method of looking at the risks resulting from all the activities necessary in running a bowls club, considering what could go wrong, and deciding on suitable control measures to prevent harm, damage or injury. The assessment should include the controls required to eliminate, reduce or minimise the risks.

Why conduct a Risk Assessment?

Risk Assessments are a fundamental requirement to appreciate where the risks are that may be putting your members and visitors in danger.

What should a Risk Assessment cover?

This will depend on the organisation and will vary depending on the size and complexity of the facilities.

However, assessments must consider everyone who could be affected by that activity – particularly visitors and members of the public who may not be familiar with the green. Special attention should be given to children and disabled and disadvantaged persons

Legal duties and obligations around Risk Assessment

The process is regulated by The Management of Health and Safety at Work, etc (MHSW) Regulations 1999.

As such, there is a legal obligation to carry out proper assessments – with penalties for non-compliance.

Assessing risks

It is important that Risk Assessments are carried out systematically and all of the foreseeable risks considered.

The Health and Safety Executive recommend an approach where you carry out the process in five steps:

1. **Identify the hazards** associated with normal activities
2. **Identify who could be harmed** by those hazards
3. **Identify how you manage the risks** at present and what further steps might be required to reduce the risks further. These are your control measures.
4. **Record the findings** of your assessment and inform those at risk of the controls
5. **Review the Risk Assessment** on a regular basis (eg: if the members, visitors, the activity or the equipment used changes).

It is a good idea to review your Assessments at least annually.

Look at each activity as critically as possible, observing how it is observed from all potential users.

Controlling risks

When deciding on control measures the following principles should be applied: •

Can the risk be avoided or eliminated?

• Can the risks be contained or localised?

• Can the activity be adapted to suit the circumstances?

• Can new equipment or procedure be used?

3 RATING OF RISKS

Evaluate the risk and decide if existing precautions are adequate or if more should be done.

Consider how likely it is that each hazard will occur (**probability**) and the severity of harm that will result (**impact**) if it does.

This will determine whether or not you need to do more to reduce the risk.

What you have to decide for each significant hazard is whether this remaining risk is **High, Medium or Low** as follows:

PROBABILITY IMPACT

1 Zero 1 No impact

2 Low 2 Slight

Will seldom occur Injuries requiring first aid only **3 Medium 3 Serious**

Will occasionally occur Injuries requiring paramedic or a visit to hospital

4 High 4 Major

Will frequently occur Injuries causing stay in hospital or absence from work

5 Very High 5 Severe

Certain or near certain will occur Death, or major injury or significant irreversible health damage

RISK RATING = PROBABILITY x IMPACT

- < 5 **LOW** No action required
- 5 - 14 **MEDIUM** Action required to reduce risk
- >14 **HIGH** Unacceptable – risk must be reviewed

5				
4				
3				
2				
1	2	3	4	5

HIGH HIGH RISK Unacceptable Must be reviewed

MEDIUM RISK **IMPACT** Action reqd to reduce risk

LOW LOW RISK No action reqd
LOW HIGH
PROBABILITY

Your real aim is to make all hazards low risk.

4 ACTION PLAN

An **Action Plan** should now be prepared listing the actions from the Risk Assessment. Even after all precautions have been taken some risks usually remain.

Don't try to do everything at once.
 Make a plan of action to deal with the most important things first.
 You should be able to show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the significant hazards
- You gave proper consideration of the number of people who could be involved
- The actions taken are reasonable
- The resulting remaining risk is low.

5 REGULAR REVIEW

Nothing stays the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis.

Every year formally review where you are.

Look at your risk assessment again:

- Have there been any changes?
- Are there improvements you still need to make?
- Have your members or visitors spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date.

Remember Murphy's Law: If it can go wrong, it probably will!

RISK ASSESSMENT PROCEDURE

Policy document prepared by:
 Position
 Date:

Reviewed by: Joan Broadbank
 Position Health and Safety Office 2023
 Date:

Next Annual Assessment Date: April 2025

Harrogate Bowling Club		PROCEDURE	
Title:	Powered green maintenance equipment	Number:	HS 4
Revision Date:	April 2025	Version:	3
Applies to:	Green Teams	Date:	16 th April 2023
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1 Denis FT 610 mowing machine

The Denis FT 610 is a petrol engine powered, self-propelled multi-functional machine, most of the time the machine is fitted with a rotating blade cassette and used for cutting grass on the bowling green. However, by changing the cassette it can be used with a Sorrel Roller, a Verti-Roller or a Slitter.

Responsibilities

- The Green Team Leader is responsible for setting up the machine, determining the use of the machine and for providing instruction on its use. A number of club members are competent in its use. They have been instructed how to change over the various cassettes to enable them to perform the various tasks required in a safe and orderly manner.
- Servicing is by a manufacturer's agent, this is carried out on an annual basis, normally at the end of the season and the Green Team Leader maintains a record of the service.

Procedure

- The first task is to check and remove from the Green any items which may be thrown up by the cutting blades or cause them to jam.
- Next the ramps are taken from the equipment shed to the chosen access point onto the Green and placed to bridge the gap between the tarmac and the Green.
- The machine is removed from the shed and pushed to the grass area adjacent to the flagpole. All naked lights are to be extinguished prior to removing the fuel tank cap to check if it requires filling. The engine should be cold when the petrol tank is checked. If filling is necessary a clear funnel should be used so that the level can be seen to help avoid any spillage. The engine can now be started and the mower taken down the ramp onto the Green so that cutting can commence.
- The operator should wear the following PPE (Personal Protective Equipment). Stout shoes or boots, safety glasses or goggles, work gloves and ear defenders. (never wear sandals or open toed footwear)
- When the grass box is above half full, stop the engine. Always wait until the cassette stops spinning before removing the grass box. If the grass box is over full ask for assistance to help lift it and empty it. Replace the grass box and complete the task.
- When changing the cassettes beware of trapped fingers and sharp blades.

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2. Petrol Powered ride-on roller

The petrol-powered ride-on roller is occasionally used to smooth out irregular surface areas of the Green.

Responsibilities

- The Green Team Leader is responsible for the machine, determining the use of the machine and for providing instruction on its use. A number of club members are competent in its use.
- Servicing is by a manufacturer's agent, this is carried out on an annual basis, normally at the end of the season and the Green Team Leader maintains a record of the service.

2.2. Procedure

- The ramps are taken from the equipment shed to the chosen access point onto the Green and placed to bridge the gap between the tarmac and the Green.
- The machine is removed from the shed and pushed to the side of the green. All naked lights are to be extinguished prior to removing the fuel tank cap to check if it requires filling. The engine should be cold when the petrol tank is checked. If filling is necessary a clear funnel should be used so that the level can be seen to help avoid any spillage. The engine can then be started and the roller taken down the ramp onto the Green so that rolling can commence.
- The operator should wear the following PPE (Personal Protective Equipment). Stout shoes or boots, safety glasses or goggles, work gloves and ear defenders. (never wear sandals or open-toed footwear)
- On completing the task, the machine is cleaned down and any soil is removed from the rollers. The ramps are returned to the equipment shed.

3. Groundsman Turf Aerator

The petrol-powered Groundsman Turf Aerator is a heavy machine that drives a number of long spikes into the Green to aid growth and drainage during the winter months.

Responsibilities

- The Green Team Leader is responsible for the machine, determining the use of the machine and for providing instruction on its use. A number of club members are competent in its use.
- Servicing is by a manufacturer's agent, this is carried out on an annual basis, normally at the end of the season and the Green Team Leader maintains a record of the service.

Procedure

- The ramps are taken from the equipment shed to the chosen access point onto the Green and placed to bridge the gap between the tarmac and the Green.
- The machine is removed from the shed and pushed to the side of the green. All naked lights are to be extinguished prior to removing the fuel tank cap to check if it requires filling. The engine should be cold when the petrol tank is checked. If filling is necessary a clear funnel should be used so that the level can be seen to help avoid any spillage. The engine can now be started and the aerator taken down the ramp onto the Green so that aerating can commence. Due to the machine weight it is recommended that two people are involved to get the machine onto the

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- The operator should wear the following PPE (Personal Protective Equipment). Stout shoes or boots, safety glasses or goggles, work gloves and ear defenders. (never wear sandals or open toed footwear)
- On completing the task, the machine is cleaned down and any soil is removed from the tines. The ramps are returned to the equipment shed.
- Due to the weight of the machine, it is recommended that two people are involved in removing the machine from the Green and returning it to the equipment shed.

4. Petrol powered leaf blowers

Two petrol power leaf blowers are used as part of the greens team's equipment.

Responsibilities

- The Green Team Leader is responsible for the two machines, and for providing instruction on their use. A number of club members are competent in their use.
- Servicing is by a manufactures' agent, this is carried out on an annual basis, normally at the end of the season and the Green Team Leader maintains a record of the service.

Procedure

- The machines are checked for fuel to ensure prior to beginning work that there is sufficient to complete the task. Should fuel be required they are taken to the grass area adjacent to the flagpole, all-naked lights are to be extinguishing prior to removing fuel tank cap. The engine should be cold when the petrol tank is filled. A clear funnel should be used so that the fuel level can be seen to help avoid any spillage. The engine can now be started and work commenced.
- The operator should wear the following PPE (Personal Protective Equipment). Stout shoes or boots, safety glasses or goggles, work gloves and ear defenders. (never wear sandals or open toed footwear) Due to the air velocity operators must be aware of the other people and not direct the debris towards them.
- On completing the task, the machines are to be returned to their shelf position in the equipment shed. Be aware, as the machines are hot to not place them on any material, which may catch fire.

5. Battery powered WORX strimmer

The Worx strimmer is part of the green team's equipment and is used for trimming grass edges both around the green and surrounding borders.

Responsibilities

- The Green Team Leader is responsible for the machine, and for providing instruction on its use. A number of club members are competent in its use.

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Procedure

- The operator should wear the following PPE (Personal Protective Equipment). Stout shoes or boots, safety glasses or goggles, work gloves and ear defenders. (never wear sandals or open toed footwear) Due to the high velocity of the nylon cutting line operators must be aware of other people in the vicinity and not direct the debris towards them.
- On completing the task, the machine is to be cleaned and returned to its shelf position in the equipment shed.

New Equipment

In the event of the club acquiring new grass/green cutters, the green team leader will ensure the machines are fully checked out and instructions for their use made known to the club members who assist the green team leader in the care of the club grounds and green.



Manual Handling

1. Introduction

Manual handling is something most of us do every day, and many people are injured every day by not lifting correctly or by trying to lift too much. Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task.

Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs). The term 'musculoskeletal disorders' covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. (Manual Handling Operations Regulations, 1992).

2. Procedure.

- Consider the task to be undertaken, look at the route you are taking, are there any obstacles to consider.
- Where possible reduce the load i.e. when carrying chairs. Request help from another member when moving benches or stacking tables.
- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task i.e. when moving heavy equipment onto the green. Ask another member to help.
- Remove the need to carry a bowls bag, use a wheeled case instead.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable

3. For the attention of Members and Guests

Members and guests of Harrogate Bowling club are respectfully reminded that they use the club and all its facilities entirely at their own risk



Working at Height

1. Introduction

From time to time, on an infrequent basis Harrogate Bowling Club members need to work using ladders or stepladders (ie clearing gutters of leaves etc). Changing light fittings etc

The main cause of accidents involving ladders is ladder movement while in use. This occurs when they have not been secured to a fixed point, particularly at the foot. Accidents involving the use of stepladders are namely; Steps that are too short for the task, are not fully open when in use and are not stable

The law regarding working at height is: Working at Height Regulations 2005 **Does and don'ts of working at height – Taken from the HSE “An Employer’s Guide”**

2. Procedure

Do....

- As much work as possible from the ground
- Ensure workers can get safely to and from where they work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Take precautions when working on or near fragile surfaces
- Provide protection from falling objects
- Consider emergency evacuation and rescue procedures

Do Not

- Overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- Overreach on ladders or stepladders
- Rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- Let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height
- Leaning ladders. When using a leaning ladder to carry out a task:
 - Only carry light materials and tools – read the manufacturers' labels on the ladder and assess the risks.
 - Don't overreach – make sure your belt buckle (navel) stays within the stiles.
 - Make sure it is long enough or high enough for the task.
 - Don't overload it – consider workers' weight and the equipment or materials they are carrying before working at height. Check the pictogram or label on the ladder for information.
 - Make sure the ladder angle is at 75° – you should use the 1 in 4 rule (i.e. 1 unit out for every 4 units up)



- Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles.
- Don't try to move or extend ladders while standing on the rungs.
- Don't work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working.
- Don't stand ladders on moveable objects, such as pallets, bricks, and lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms.
- Avoid holding items when climbing (consider using a tool belt).
- Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non conductive ladder (e.g. fibreglass or timber) for any electrical work.
- Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position.
- Where you cannot maintain a handhold, other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc), you will need to take other measures to prevent a fall or reduce the consequences if one happened.
- For a leaning ladder, you should secure it (e.g. by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, i.e. do not rest a ladder against weak upper surfaces (e.g. glazing or plastic gutters). You could also use a colleague to foot the ladder.

3. Stepladder. When using a stepladder to carry out a task:

- Check all four step ladder feet are in contact with the ground and the steps are level;
- Only carry light materials and tools; don't overreach;
- Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold.
- Ensure any locking devices are engaged.
- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, e.g. in a retail stockroom when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on.
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete).
- Where side-on loadings cannot be avoided, you should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment;
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.
- When deciding if it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (e.g. to put a box on a shelf, hang wallpaper or install a smoke detector on a ceiling), this needs to be justified.



- Taking into account the height of the task.
- Whether a handhold is still available to steady yourself before and after the task.
- Whether it is light work.
- Whether it avoids side loading.
- Whether it avoids overreaching.
- Whether the stepladder can be tied (e.g. when side-on working).

4. What about the condition of the equipment?

- Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use.
- As a guide, only use ladders or step ladders that.
- Have no visible defects. They should have a pre-use check each working day;
- Have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions.
- Ladders that are part of a scaffold system still have to be inspected every seven days as part of the scaffold inspection requirements;
- Are suitable for the intended use, i.e. are strong and robust enough for the job.
- HSE recommends British Standard (BS) Class 1 'Industrial' or BS EN 131 ladders for use at work.
- Have been maintained and stored in accordance with the manufacturer's instructions.
- A detailed visual inspection is similar to 'pre-use' checks', in that it is used to spot defects. It can be done in-house by a competent person (pre-use checks should be part of a user's training) and detailed visual inspections should be recorded.

5. When doing an inspection, look for:

- Twisted, bent or dented stiles;
- Cracked, worn, bent or loose rungs;
- Missing or damaged tie rods;
- Cracked or damaged welded joints, loose rivets or damaged stays.
- Make pre-use checks and inspect ladder stability devices and other accessories in
- Accordance with the manufacturer's instructions.

6. If in doubt or unsure do not attempt the work.

- Consider more stable platforms or fixed scaffolding.



HARROGATE BOWLING CLUB



Food Safety

1. Introduction

Harrogate Bowling Club provides high quality light teas, snacks and refreshments for bowling events and social events throughout the year.

Food provided ranges from tea and biscuits to finger buffets which can include hot food. The preparation and serving of this food is undertaken by volunteers from within the club which is often prepared by members in their own domestic kitchens. We also use external caterers/ suppliers for a number of events.

In order to promote the high standards throughout the areas where food is prepared and served, so we comply with legislation, the following good practice procedures will be put in place.

In addition it is recommended that a number of volunteers obtain Food Handlers certificates so they can support good practice.

2. Procedure.

2.1. Personal Hygiene

- Every person working in a food handling area shall maintain a high degree of personal cleanliness and hygiene.
- Hand washing is one of the most effective ways of ensuring food safety. This should be done as a routine every time a member enters the kitchen, before handling any food, and between handling cooked and uncooked items.
- Entry to the Clubhouse kitchen should be limited to those people involved in the preparation and serving of food that day.
- Minor cuts or abrasions should be covered with a blue, waterproof plaster available in the first aid box situated in the hall cupboard.
- Volunteer members with a known skin infection or who have suffered diarrhoea and/or vomiting in the previous 48 hours should not be involved in food handling. If a problem arises whilst the event is in progress, the volunteer in charge should be advised.

Members, who prepare food in a domestic kitchen, should observe the following guidelines.

- Transportation from domestic kitchens, food must be kept cool, covered using cling film, tinfoil, or airtight boxes. If applicable, items should be transported in cool boxes with freezer blocks to maintain the food temperature at below 8°C. In addition cooked and uncooked food must be in separate packaging. On receipt into the clubhouse food must be placed in a refrigerator until ready for use.

2.2. Use of the kitchen outside food service time.

- Members who use the kitchen outside food service times to make drinks etc are requested to ensure they leave the kitchen clean. All cups are to be washed and put away. Any spillages are to be wiped up, and work surfaces are to be left clean. It is not permitted to use the kitchen for the mixing of chemicals for use on the green. Bowling cloths and bowls are not to be washed in the kitchen sink to avoid cross contamination with chemicals, which have been applied to the green.

3. Food Allergies

All prepared food, wherever possible, must be labelled to inform the consumer of the food of any possible items ie peanuts, other forms of nuts, nut oil, dairy products etc. a list of items is available on-line. WWW.food.gov.uk/allergy. Food Standards Agency.

4. Temperature Control

Refrigerators.

- We will endeavour to keep food, which is likely to support the growth of pathogenic micro-organisms or the formation of toxins in a food premises at a temperature above eight degrees Celsius.

Food which might support the growth of harmful bacteria, must be stored below 8°C. This includes dairy products, cooked products, smoked, or cured ready to eat meat, prepared ready to eat foods, uncooked or partially cooked pastry and dough products. Cold food for service or display can be kept above 8°C for a maximum of four hours. Refrigeration equipment needs to be capable of maintaining a temperature between 0°C and 5°C

5. Food display and service

Any open food should be protected from any risk of contamination and therefore be protected by the use of sneeze barriers to prevent contamination. Members should only handle food via tongs or forks where practical to prevent fingering of the food and possible transfer of bacteria. Prior to service, all members should wash their hands.

6. Cleaning and Disinfection

It is a legal requirement that food premises must be kept clean and maintained in good repair and condition. All articles, fittings and equipment, which food comes into contact with should be thoroughly cleaned, and if appropriate disinfected.

Volunteers will adopt a 'clean as a you go' policy.

Members are supplied with specific cloths, cleaning material and equipment to avoid any cross contamination. Members must be aware of, and follow the appropriate COSHH regulations.

Files containing all COSHH details for products used in the kitchen are kept in the kitchen area.

Cleaning schedules are followed within the kitchen and a weekly cleaning rota used.

7. Pest Control

Adequate procedures must be in place to ensure pests are controlled and as such Harrogate Bowls Club is regularly examined for any evidence of infestation by rats, mice, insects and birds.

If any evidence is found of pest infestation, the members should report this to the Health & Safety Officer, and arrangements made for a pest control contractor to take suitable action.

8. Waste Disposal

There is a 'duty of care' under the Environmental protection Act 1990 that makes Harrogate Bowls club responsible for its waste. All waste must be placed in a black refuse sack and tied-up the end of each event. The bags need to be removed promptly and placed in the HBC bin provided, which is located at the side entrance.



Contractors on Site Policy

1. Introduction

In order to ensure that Harrogate Bowling Club remains a safe working environment, it is important that any contractors working on site work in a safe manner and do not pose additional health and safety risks to other people in the building or jeopardise Harrogate Bowling Club's insurance. Any contractors coming on to the site must agree to abide by health and safety policies and produce details of their public liability insurance,

Given the nature of the building it is vital that club members and contractors who undertake work using a naked flame or generating heat or sparks (e.g. flame cutting, welding, or grinding) do not start work until the safety precautions to be observed have been fully implemented and a permit to work issued.

These provisions are required in order to comply with mandatory Harrogate Bowling Club's insurance requirements.

2. Procedure

When Main Contractors first come onto site or when the work is planned. The Maintenance Coordinator or a member of the Management Committee should meet them. They should then provide a copy of their public liability Insurance Certificate, Method Statement and Risk Assessment, sign a form confirming their agreement to abide by this policy and adhere to the systems of work.

3. Precautions for working

- Contractors should ensure that their work does not endanger anyone else at Harrogate Bowling Club by ensuring that they work in a safe manner following the principles of good health and safety practice.
- They should ensure that the area of work is secure and clearly marked, that they use any equipment safely including ladders, that club members playing nearby are aware of the work area.
- They are sensitive to the needs of Harrogate Bowling Club, be aware of noise, dust and the environment in which they are working.
- **The following general precautions are to be observed for working with equipment, which poses a fire risk:**
 - The bounds of the work area must be identified and warnings posted.
 - Fully serviceable handheld portable fire-fighting appliances, of an appropriate type for the work and surrounding areas, must be located nearby.



- A fire-watch person, who is not involved in the work, must be posted.
- The fire watch cover must be posted throughout the work, during any break periods and for one hour after the work has been completed.
- All combustible material must have been removed from the vicinity of the hot work or be suitably protected from heat/spark.
- Club Members and Visitors in the vicinity must have been warned.
- All gas cylinders must either have been removed or secured in an upright position and flashback arrestors fitted.
- Enclosed equipment (tanks, containers, dust collectors, etc) must be certified, gas/dust free and a certificate is available.
 - **Where bitumen boilers or lead heaters are used, the following additional precautions are to be observed:**
- Where sited on a roof, a heat insulating base must be provided and an experienced operative always in attendance.
- Boilers and heaters must only be used with a metal tray in place.
- Boilers must be cooled for 1 hour before the end of the working day.
- Gas cylinders must be sited not less than 3 metres from the burner.

4. Hot Work Permit

A Hot Work Permit is required for each day of hot work operations. An example of the permit is attached to this leaflet and they are to be issued by the Facility Manager. Completed permits are to be retained for one year by the Facility Manager.



Harrogate Bowling Club's Hot Work Permit

Contractor/Operative

Date of Issue: Start Time

Description of work:

Area of Work

Certificate: I have read and fully understood the precautions contained in the Harrogate Bowling Club's Practices and Procedures, and these will be applied at all times.

Signature of Operative Signature of

Person Issuing Permit **Final Inspection**

(One Hour after completion of work)

The work area and all adjacent areas to which sparks and heat might have spread (e.g. floors above, below and opposite sides of partitions/walls) were inspected 1 hour after the work finished and were found to be free of fire/smoke/smouldering material.

Signed Position Date

..... Time

Completion Certificate

The work detailed has been successfully completed. All persons under my supervision, materials, waste and equipment have been removed and the location left in a safe and tidy state.

Signed Position Date

..... Time



Reporting Green, Equipment and Building Defects

1. Introduction

As part of its commitment to Health and Safety, Harrogate bowling Club has a programme of maintenance and refurbishment, but in addition to this it is important that any day-to-day problems with the Green, Equipment and Building are dealt with quickly and effectively to ensure a safe and healthy environment for everyone in the building.

In addition to the immediate need to rectify the problem a full reporting system is needed to allow work to be prioritised and to provide a comprehensive history of repetitive failures maintained.

2. Procedure

- Anyone discovering a defect, be it structural, decorative or functional should report it to the Maintenance Coordinator or Club House Team leader, and where appropriate takes immediate action to ensure the safety of Club Members and visitors and to minimise any consequential damage. This also applies to any problems with portable electrical appliances. The attached Maintenance defects sheet should be completed and passed the Maintenance Coordinator.
- The Maintenance Coordinator will investigate and confirm the defect, decide on the priority for repair and where possible complete the work. The Maintenance Defect sheet will be annotated to show that the work has been completed. Where the defect has been confirmed, but the work is beyond the capabilities of in-house staff, the Maintenance Coordinator should be notified so that the appropriate contractor may be called in. When the work has been satisfactorily carried out the Maintenance Defect sheet is to be completed.
- Completed Maintenance Defect sheets will be retained by the Maintenance Coordinator.
- All green equipment service/repair records should held by the Greens Team Leader.



HARROGATE BOWLING CLUB



Date	Maintenance / Defect	Signature	Date complete	Signature



Portable Electrical Appliances

1. Introduction

As part of the policies and procedures in place to meet the requirements of health and safety regulations and to provide a safe environment for its members and visitors it is important that all portable electrical appliances are safe to use. Harrogate Bowling Club is required to comply with all relevant legislation, which includes that relating to portable electrical appliances. Every item of portable electrical equipment must be registered, tested and inspected to establish and maintain its safety. Responsibility for implementing these procedures rests with the Maintenance Coordinator, but compliance requires the full co-operation of all members and visitors.

As good practice before any portable electrical appliance is used it should be checked to ensure that it is in good working order, with no loose wires or cracked or loose plugs. If inspection identifies any problems they should be reported to the Maintenance Coordinator.

2. Procedure

All items of portable equipment will be tested, inspected and certified at the intervals recommended by the Health and Safety Executive. An inventory of all portable electrical appliances is to be maintained showing the location, date of last test and condition. Any item of new equipment will be tested and added to the inventory list at the anniversary date. When any appliance is scrapped the Maintenance Coordinator should be notified so that the item can be removed from the register. Members/visitors should be discouraged from using their own electrical appliances; however, if they insist on using items they should complete the disclaimer form attached.

3. Contractor.

A qualified electrical engineer, or a suitably qualified tester who has attended and passed an approved course may only carry out portable appliance tests and inspections.

Approved – The Management Committee Chairman

Name.....

Signature.....

Date.....



**Portable Electrical Equipment
Liability Waiver**

I certify that I accept full responsibility for the safety of the Portable Electrical Equipment that I have bought onto Harrogate Bowling Club premises. In particular, I accept full responsibility for and will indemnify Harrogate Bowling Club against any loss, damage or personal injury that might arise from the use of this equipment.

Signature:

Name:

Date:



Slips, Trips and Falls

1. Introduction

Harrogate Bowling Club has statutory obligations under the Health and Safety at Work Act to ensure a safe working environment. The Workplace Health, Safety and Welfare Regulations, require any floor surface to be suitable for its purpose and kept free from hazard or obstruction which may cause a person to trip or fall.

This policy outlines the Clubs requirement to assess the risks associated with slips, trips and falls on its premises and to make provision for suitable controls designed to remove or reduce the risk of harm occurring.

2. Definitions

- Slip: To slide accidentally causing the person to lose their balance. This is either corrected or causes a person to fall.
- Trip: To stumble accidentally over an obstacle, causing the person to lose their balance. This is either corrected or causes a person to fall.
- Fall: An event which results in the person coming to rest on the ground or another surface lower than the person, whether or not an injury is sustained.

3. Procedure

The Club is committed to preventing or minimising the risk of slips, trips and falls to members, visiting clubs and members of the general public who visit or use clubs premises.

It aims to do this by:

- Providing a safe bowling environment, which, as far as is reasonably practicable, free from hazards that contribute to falls.
- Ensuring any slip and trip hazards in the club are identified reported and rectified.
- Ensuring, where deficiencies are identified, appropriate risk assessments and risk reduction action plans are in place to reduce falls and ensure the best practice principles are applied.
- Members are requested and expected to avoid known potential trip hazards i.e. the up-stand around the Green and to use the “Cut outs” or the portable steps. • Captains as part of the welcome speech are requested to draw visiting teams attention to the potential hazard.

Those members or visiting team members who choose to ignore this advice do so at their own risk.

4. Risk Assessments.

- In line with the Management of Health and Safety Regulations and the Workplace (Health, Safety and Welfare) Regulations; the club is required to assess the clubs premises for slip, trip and fall hazards and outline the control measures in place to ensure the risks of injury are removed or kept as low as possible. These may be simple ones i.e. Stopping play in wet conditions through to written hazards for more involved risks



5. The Health and Safety Executive (HSE) advise that the main causes of slip and trip accidents are:

- Slippery/wet surfaces – caused by water, fluid substances, or dusty contamination Obstructions, both temporary and permanent.
- Uneven surfaces and changes of level, such as unmarked ramps, steps, or carpet levels.
- Additional hazards associated with bowling are: bowls, smooth soled shoes, wet grass, wet leaves etc.
- Any new trip hazard should be marked with hazard tape or yellow paint until resolved.
- Yellow hazard signs are available for indoors use

For the attention of Members and Guests

Members and guests of Harrogate Bowling club are respectfully reminded that they use the club and all its facilities entirely at their own risk



Clubhouse Cleaning and Kitchen Safety Guidance

1. Introduction

The clubhouse is an essential resource; available at all times, able to be used by all members and for the benefit of visitors.

It is vital that the clubhouse is maintained as a safe and clean environment and all members have a responsibility to ensure high standards are upheld. If any member identifies a defect or potential hazard that cannot be immediately rectified, it is imperative this is reported to the club house team leader so that swift, remedial action can be taken.

We need to ensure that we all contribute to a 'clean as you go' system. This involves everybody clearing up after themselves in addition to a more formal weekly clean of the clubhouse during the playing season, which is done by club members on a rota basis. In addition an annual deep clean will be carried out by a nominated contractor. Out of season the clubhouse should be left in a clean and tidy state after each use.

2. Procedure

Kitchen Safety

- The kitchen should only be used for storage, preparation, serving and clearing of food and beverages. (See 'Food Safety Guidance')
- The kitchen should not be used for general hand washing - facilities are available in both the changing rooms and toilet areas.
- Any food waste should be put into black bin bags and disposed of promptly in the big green council waste bin, located at the side of the clubhouse. This is done by any volunteer club member.
- The fridge temperature must be checked and recorded every day that the Clubhouse kitchen is in use. The legal requirement is 8° or below but a temperature below 5° should be maintained to ensure food stays cold enough (Food Standards Agency).
- A fire blanket is available in the kitchen in addition to the fire extinguishers located around the clubhouse.



3. Cleaning the Clubhouse

General principles

- A rota will be issued at the start of the season, identifying when club members, who have volunteered to undertake this role, are required. This can be done on any day to suit the individuals involved. If rostered members are unable to attend during their allocated week, they need to organise a swap.
- A range of cleaning materials and cloths are available – it is important that an appropriate product is used (and COSHH guidance is followed) and that cloths are dedicated for either kitchen or toilet area use. Use only one colour cloth (pink) in the kitchen and blue cloths in the toilet areas, and dispose of these frequently. If cloths are to be reused, they should be air dried, as wet cloths are an ideal breeding ground for bacteria. Yellow domestic rubber gloves are available, to reduce the risk of members developing dermatitis. We do not currently have latex free gloves but a member with a known problem should discuss their needs with a member of the committee.
- Due to space constraints, mops, buckets and sweeping brushes are stored in the disabled toilet area and the vacuum cleaner is stored in the bowls cupboard
- Warning signs should be used whenever an area of flooring has been washed to avoid slips. and should remain in place until the whole area is completely dry. Signs are stored in the disabled toilet area.

4. Weekly Cleaning

The following is a brief description of what is required during each weekly clean. It should be noted that disinfectants are required to kill bacteria and should be used on most visibly clean surfaces. Therefore, any visible soiling of worktops etc. should be cleaned using hot soapy water and dried before the use of a surface disinfectant.

The kitchen

- Clean all work surfaces using a clean pink cloth and an ‘anti-bacterial’ product, following the manufacturer’s guidance.
- The chopping boards should be removed first, and washed/dried before replacing.
- Ensure the sinks and washing up bowl are disinfected and wash the ‘drip tray’ under the hot water boiler
- Check that the fridge temperature has been recorded – ideally it will be under 5°C, though between 5 and 8°C is acceptable. Empty the fridge before cleaning the inside with warm soapy water before drying with kitchen roll (some antibacterial products can be used in fridges but some products can leave a taste in food or



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damage the fridge so ensure a product is safe before use). Throw out any items that have passed their 'use by' date. The outside of the fridge can be disinfected.

- Wash out the microwave – again due to possible incompatibility with cleaning products it is safest to just use warm soapy water and to thoroughly dry with kitchen roll.
- A specific floor mop and bucket for the kitchen must be used to mop the kitchen floor using a surface disinfectant.
- Remove and replace the black bin liner from the kitchen bin (this can then be used to collect rubbish from the changing rooms and toilet area). Clean the bin with a surface disinfectant and ensure this is the last time the cloth is used before disposal. All rubbish to be disposed of in the large green council waste bin at the side of the clubhouse.

5. The Entrance Hall and Main Hall

- The carpets in the hallway and main hall to be vacuumed.
- All tables to be wiped down with disinfectant and a pink cloth.

6. The Changing Rooms

- The sinks should be wiped down with a blue cloth and suitable disinfectant. (This cloth can then be used in the toilet area and then disposed of).
- The floors should be swept prior to mopping, with an appropriate floor cleaner, made up according to the manufacturer's instructions.

7. The Toilet Areas

- Refill the paper towel dispensers if necessary and empty the bin. The sinks should be wiped down with a blue cloth and suitable disinfectant. This cloth can then be used to clean the toilets prior to disposal, before adding an appropriate toilet cleaner to the bowl, following the manufacturer's instructions.
- The floor should then be mopped using the specific floor mop and bucket for the toilet area, using a surface disinfectant.
- Once this task is completed, the water should be disposed of down the outside drain by the side entrance. If the mop head can be reused it should be allowed to air dry. If not, it should be replaced from the store.

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8. Control of Substances Hazardous to Health Regulations (COSHH)

- Care must be taken when using bleach, surface disinfectants and any other cleaning material. Always check on the reverse of the container for advice and guidance on how to use the product and any hazards associated with the product



Accident Reporting (RIDDOR)

1. Introduction

As part of our commitment to ensuring the health and safety of members, visitors and members of the public on club premises and in the course of club's business, a policy has been produced to ensure that all accidents and dangerous occurrences are reported to avoid similar issues occurring in the future. In addition, Harrogate Bowling club is required to comply with employers' responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and 2013 (RIDDOR). For the purpose of the Act all members of the club are considered employees whether paid or not,

2. Procedure

- When an accident or dangerous occurrence takes place at the club, which results, or nearly results, in personal injury to yourself or others, you must notify a Management Committee member of the accident as soon as possible.
- It is the Management Committee's responsibility to investigate the accident and any circumstances leading to the accident, to discover the cause and to set up appropriate controls to prevent anything similar happening again.
- The Accident Book should be completed by you if you are the injured person, or if you are a witness, or if you discover an accident, or if you see or experience a 'near-miss'/'close-shave'. It is your responsibility to complete the relevant details.
- A record of every accident or any dangerous occurrence must be completed in the club Accident Book. The Accident Book is located in the foyer near the telephone.
- The Accident Book should also be completed in respect of any reportable diseases, wherever the disease was contracted and regardless of whether the disease has been reported and recorded elsewhere. If a doctor notifies you that you are suffering from a reportable work-related disease, then you must report it to the Management Committee to see whether you are able to carry on playing. Reportable diseases include certain poisonings, some skin diseases such as occupational dermatitis, lung diseases such as asbestosis, and infections such as hepatitis, tuberculosis, legionellosis and tetanus. A full list of reportable diseases is available on the RIDDOR website www.riddor.gov.uk



3. Legal requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), all employers (for the purpose of the Act the club is considered to be an employer and members are considered to be employees of the club) are required to report the following:

- Fatal accidents,
- Accidents resulting in major injuries,
- Accidents resulting in more than 7 days absence from work and Dangerous occurrences.

The RIDDOR regulations apply to any accident in each of these four instances. If any of the incidents detailed above occur, the Club Secretary and Club Chairman only, must report the accident as follows:

4. HSE, (Health and Safety Executive) For Yorkshire and the North East.

Incident Contact Centre Tel: 0845 300 9923
Office: H.S.E. Leeds, The Lateral, 8 City Walk, Leeds, LS11
9AT Web: www.riddor.gov.uk

Guidance is attached to this policy – please refer to following pages.

HS13



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Guidance

5. Things you need to do

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers, or in certain circumstances others who control or manage the premises, to report to the relevant enforcing authority and keep records of:

- Member- related deaths
- Club-related accidents which cause certain specified serious injuries to workers, or which result in a member being incapacitated for more than seven consecutive days (see the RIDDOR site)
- Cases of those industrial diseases listed in RIDDOR
- Certain ‘dangerous occurrences’ (near-miss accidents)
- Injuries to a person who is not at work, such as a member of the public, which are caused by an accident at club and which result in the person being taken to hospital from the site for treatment
- Reports to the enforcing authority of all of the above categories, except over seven-day injuries, must be made immediately by the quickest practicable means and followed up by a written notification within 10 days. Reports of over-seven day injuries must be sent to the enforcing authority within 15 days. In addition, records must be kept of all of ‘over-three-day injuries’, which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority. If you are an employer/organisation who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, an entry about an over-three-day injury is a sufficient record for the purposes of RIDDOR.
- A person is incapacitated if they are unable to carry out the activities they would reasonably be expected to do as part of their normal life. The period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but it does include any weekends or rest days.

6. Why report and record?

Reporting and recording are legal requirements. The report tells the enforcing authorities for occupational health and safety (HSE and local authorities) about serious incidents and cases of disease. This means they can identify where and how risks arise and whether they need to be investigated.

It also allows HSE and local authorities to target their work and provide advice on how to avoid work-related deaths, injuries, ill health and accidental loss.

Information on accidents, incidents and ill health can be used as an aid to risk

assessment, helping to develop solutions to potential risks. Records also help to prevent injuries and ill health, and control costs from accidental loss.



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7. You must keep a record of:

- Any reportable death, injury, occupational disease or dangerous occurrence
- All work-related injuries that result in a worker being away from work or unable to do their full range of normal duties for more than three consecutive day (not counting the day of the accident but including any weekends or other rest days)

8. Things to consider:

Ensure the appropriate report form is completed and forwarded to the Management Committee.

Obtain treatment for any injury from a first-aider or the local hospital. Ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority). Enter details in the accident book.

Inform the injured person's next of kin of the incident.

Keep the Club Secretary informed of any after-effects, including periods of incapacity.

9. Find out more:

More information on RIDDOR (including reporting gas incidents)

www.hse.gov.uk/hse

RIDDOR applies to all work activities but not all incidents are reportable. See a full list of the types of injuries, dangerous occurrences, gas incidents and occupational diseases that must be reported under RIDDOR.

10. The law

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)