



Affiliated To Bowls England

BOWLS OXFORDSHIRE

Health & Safety Policy Statement
Draft Policy Paper No: DP 10

Health & Safety Policy Statement:

County Officials and affiliated members of Oxfordshire Clubs must recognise their duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation.

They must endeavour to meet the requirements of this legislation so as to ensure that they maintain a safe and healthy environment for members and guests.

All affiliated members must be informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health, and welfare of those that are likely to be affected by the county or club's activities.

Bowls Oxfordshire and affiliated clubs, as far as is reasonably practicable, have the duty to ensure the following:

- To provide and maintain a safe environment, safe systems and activities, safe equipment, and a healthy and safe operational environment.
- To ensure that hazards are identified, and regular assessments of risks are undertaken.
- To provide information, instruction, and training as is necessary to ensure members and visitors are assured of a safe and healthy environment.
- To promote the awareness of health and safety and encouraging health and safety best practice throughout the Club's activities.
- To provide access to adequate first aid facilities, telephone and qualified first aider at all reasonable times
- To record any injuries or accidents sustained during any county or club activity or whilst on club premises.
- To undertake regular, recorded risk assessment of the Club's premises and all activities undertaken by the Club.
- To ensure the county and affiliated clubs are taking the appropriate protective and preventative measures.

As a County Official or affiliated Club Member you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operate with the club (or county) on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

FIRST AID:

- Ensure the location of first aid facilities are known and can be identified e.g. defibrillators, first aid kits

- Ensure competent first raiders have been trained and can assist at all clubs.
- Display a list of first aiders on the noticeboard.
- Ensure an ambulance is summoned promptly when the incident cannot be dealt with by first aiders alone.
- Mobile telephones will be available during all matches.

Risk assessments

Ensure all foreseeable risks have been assessed by competent individuals, who have issued the following brief instructions/notes, as relevant (see also Policy Document DP12 for details):-

Avoidance of slips and falls during activities.

- Club members should keep internal floors clean, and clear of unnecessary paraphernalia that might cause an accident.
- Club members and others are instructed to take care on walkways and surrounds and special care when stepping onto or off the green. Steps should be provided.
- Club members must wear suitable foot apparel whilst bowling. i.e. Bowling shoes or flat soled shoes approved by the Club.

Incorrect use of electrical and other equipment.

- Competent, qualified contractors maintain all fixed and portable electrical equipment.
- Members must take care when using electrical equipment and ask a competent person if they are not sure.
- Members should not use damaged or suspect equipment; it should be reported immediately to the Club's officials.

Incorrect lifting moving and stacking equipment.

- Club members and others MUST NOT LIFT beyond their capacity.
- Assistance should be sought when lifting or moving heavy furniture or other equipment.
- Bowls and other equipment must be stored safely.
- Extra care must be taken when storing pushers on their rails.

Avoiding the risk of fire.

- Members and others are instructed and must conduct their activities in a way to minimize the risk of fire; they have a duty to report immediately any fire, smoke, or potential fire hazards.
- Members and others are instructed in Fire Emergency procedures, exit routes and assembly points.
- Firefighting equipment is installed and maintained by specialist contractors.
- Emergency lighting should be provided, as necessary (Internal and external)
- Fire Emergency procedures should be displayed on the noticeboard or close to exits.
- No smoking should be allowed within the clubhouse or other indoor facilities.

When risks are identified they should be either eliminated or replaced by safer options.

Reasonable adjustments should be considered for members and guests with mobility impairments to reduce the risks, particularly in terms of access and egress. The playing of bowls should be safe for mobility impaired members also and may need further adjustments to normal practices.

Variations of risk and the consideration of effective controls may vary around different clubs according to the circumstances found at each venue and the demographics of members.

County Officials may be able to provide further advice when required. Please ask.