

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

#	Walsden Cricket and Bowling Club
#	The General Committee
#	The Bar Steward / The Grounds Man

##Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	#Bar Steward / Grounds Man	#Daily - general checks of their areas of responsibility Attempt to resolve any issues and / or report to The Committee the outcomes or if further action required.
To provide adequate training to ensure employees are competent to do their work	Bar Steward - To cover Bar and Cleaning Staff. Grounds Man - To cover over 25 years of age Volunteer work force.	Induction for all new bar staff - reminders as and when appropriate. Induction for all new ground staff volunteers - reminders as and when appropriate.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Bar Steward Grounds Man	Concerns to be reported as soon as possible to The General Committee.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Bar Steward	Setting off or responding to fire alarm/ smell smoke flames and follow fire procedure. All staff to be aware of evacuation procedure to the safety of the field or Scott Street.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Bar Steward Grounds Man	Regular servicing and replacement of faulty equipment / machinery. Concerns of any issues relating to working conditions reported to The Committee

Health and safety law poster is displayed:	#Notice board - in the Bar			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	In the Bar #			

#				
Signed: (Employer)		Date:	#	
Subject to review, monitoring and revision by:	#General Committee	Every:	# 12	months or sooner if work activity changes

ON GOING RISK - ASSESSMENT -

Walsden Cricket and Bowling Club

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately Changing rooms cleared after each match by Cricket Captains and / or delegated players. Function room cleaned and cleared after each event under supervision of Bar Steward.</i>	<i>Better housekeeping is needed Bar/ Staff kitchen area, e.g. on spills</i>	<i>Cricket captains to check changing areas. Bar Steward to check other inside areas.</i>		
#Improper use of grass cutting machinery	#Those using machinery or those in the vicinity - being knocked off / by - moving machinery. Cutting blade injuries.	#Machinery to be used by over 25 years of age adults only. Induction of appropriate use of machinery. Machinery weekly cleaning / yearly servicing or shorter if required.. Ensure visitors are kept at distance from all standing and moving machinery	#Ensure continual awareness of machinery danger.	#All those involved under the supervision of Grounds Man	#	#
Moving and handling	Bar Staff - back injury lifting / moving. Cuts from drinks glass breakages Ground staff back injury lifting / moving machinery	Induction to new bar staff by Bar Steward - proper use of dishwasher - lifting boxes, crates etc Induction to new ground staff by Grounds Man - Referral to moving / handling poster situated in Bowling Hut	Ensure continual reminders	All those involved under the supervision of Bar Steward / Grounds Man		

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