

ABERAERON SPORTS CLUB

Health and Safety policy

Part 1: Statement of intent

This is the health and safety policy statement of Aberaeron Sports Club.

Our health and safety policy is to:

- undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- create a safe environment by putting health and safety measures in place as identified by the assessment
- ensure that all members are aware of, understand and follow the club's health and safety policy.
- appoint a competent club member to assist with health and safety responsibilities.
- ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- provide access to adequate first aid facilities.
- record and/or report any injuries or accidents sustained during any club activity or whilst on the club premises.
- ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety

The Management Committee of Aberaeron Sports Club.

2. Day-to-day responsibility for ensuring this policy is put into practice

Mansel Hughes – Health & Safety officer for the club.

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Club facilities officer – general maintenance of clubhouse, car park, and other non-playing areas
- Bar sub committee – maintenance and cleanliness of the clubhouse bar
- Food hygiene officer – standards applied to the kitchen
- Health and Safety officer – risk assessments
- Tennis section – maintenance of tennis courts
- Bowls section – maintenance of bowling green

4. All members of the club should:

- co-operate with the management committee on health and safety matters
- take reasonable care of their own health and safety
- ensure they have appropriate clothing and equipment
- ensure they are mindful of their own health when participating
- report all health and safety concerns to an appropriate person (as detailed above)

Part 3: Arrangements for health and safety

Risk assessment:

- We will complete a risk assessment each year, and take action on the results

Training

- We will ensure that staff and volunteer members are properly trained for any work they are asked to do on club premises
- We will ensure that appropriate personal protective equipment, if required, is provided for any work undertaken by staff and volunteer members

Consultation

- We will consult our members and staff routinely on any health and safety matters as they arise.

Evacuation

- We will ensure that escape routes from the clubhouse are well signed and kept clear of obstructions at all times.
