



Langtoft Bowls Club Health and Safety Policy^(Rev1)

POLICY STATEMENT:

As a small organisation the Club does not employ any staff. It does however recognise the importance and its responsibility to provide a safe environment for its members, volunteers, visitors and guests. Procedures have been put in place to ensure that premises, equipment and activities are regularly reviewed and monitored. It is the responsibility of the Club Committee to ensure that these procedures and reviews are carried out.

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement the Club are committed to:

- Carrying out regular risk assessments of the Clubs premises, equipment and activities and to take appropriate preventative action where a risk is identified.
- Provide information, instruction and training as necessary to ensure Members and others are assured of a safe and healthy environment.
- Ensuring that all members are aware of, understand and follow the Club Health and Safety policy.
- Appointing a competent Club member to administer Health and Safety responsibilities.
- Providing access to adequate First Aid facilities.
- Keep records of risk assessments, electrical installation and electrical equipment PAT tests, Legionella flush records, fire safety assessments, accidents and injuries and records appertaining to the greens maintenance.

CLUB HEALTH AND SAFETY OFFICER: Adrian Fordham

Risk assessments have been carried out and the following instructions issued as a guide for Members.

- Members should make themselves aware of the Clubs Health and Safety policy, follow instructions and warning notices provided and encourage others to do the same.
- Members must take reasonable care for their own health and safety and consider if others might be affected by their actions.
- Members should make themselves aware of the location of the FIRST AID CABINET. It is located on the wall next to the main entrance door in the clubroom. A defibrillator is located on the rear wall of the Pre-school opposite the Club.
- Members should be aware that the steps and tiled area outside and floor inside the toilets may be slippery, particularly when wet.

- Members or others are asked not to park directly in front of the main gate or the clubroom door as these are used as emergency exit routes.
- Members or others MUST NOT smoke cigarettes or e-cigarettes on Club premises. Smoking is permitted in the car parking area outside the main gate. Please use the bin provided to dispose of cigarette ends.
- Members and others should make themselves aware of the FIRE EMERGENCY procedure, notices are displayed separately. Make yourself aware of the exit routes and the Assembly Point in the car park. A FIRE EXTINGUISHER is located in the Clubroom next to the First Aid cabinet.
- Members and others should use the waste bins provided or take their litter home with them.
- Members or others should report any accidents or injuries sustained during any Club activity or whilst on Club premises. The details should be recorded in the Accident Book which is kept inside the First Aid cabinet.
- Members who are playing at the Club on their own or with just a few other bowlers should lock the main door of the clubroom for security reasons. However, in this case the main gate MUST be opened to allow for emergency access. When there are larger numbers on site both the main gate and the side gate MUST also be unlocked. Irrespective of numbers one of those on site should have a MOBILE PHONE with them in case of an emergency.
- Members and others should not leave bags or equipment anywhere that may cause a trip hazard, block a doorway, passage or path.
- Members or others should take care on steps, ramps, paths and the green surroundings. Special care should be taken when stepping onto and off the green. Wheelchair access onto the green is via a gap in the bank in the bottom right hand corner as the green is viewed from the clubhouse.
- Members or others when playing should be careful not to step onto bowls or step backwards into the ditch, although this is accepted as an inherent risk when playing bowls.
- Members and others should always be aware of what is happening on their own or adjacent rink, if a player on either of these rinks plays a driving or firing shot it can send bowls and the jack in all directions.
- Members or others should always dress according to the weather conditions prevailing at the time of the game. Bearing in mind the age demographic of most bowls clubs, more serious consideration should be given as to whether a game should take place when extreme weather occurs. In the event of rain, games should be suspended or abandoned if the rain persists. The green becomes slippery in these conditions, it has to be borne in mind that some of the players could already be unsteady on their feet and because they are wearing flat soled bowls shoes, these enhance the risk of slipping or falling and suffering a serious injury. Extremely hot and sunny weather can also be a real problem for some people. If it is decided to play a game in such conditions then consider a shorter (minimum end) game to avoid players being exposed to the sun for too long. Players should ensure that they are well protected from the sun, are wearing a hat and have applied sun cream/blocker. They should also drink plenty of liquid before,

during and after the game, alcohol or caffeine based drinks should be avoided, as these can cause dehydration. Cans of soft drink and bottles of water are available from the clubroom.

- Members or others using any of the Clubs equipment should report any faults found to a Committee member. The faulty equipment MUST NOT be used.
- Members or others MUST NOT lift anything beyond their capacity. Assistance should be sought when lifting or moving any heavy furniture or equipment.
- Members or others MUST NOT use ladders or stepladders without another person being present to assist.
- Members or others should not ideally work alone on site, however it is recognised that this is sometimes unavoidable. If anyone does work alone they should ALWAYS OPEN the main gate before starting any work, they should also ensure that they have a MOBILE PHONE with them in case of emergencies.
- Only the Green Manager and trained volunteers have access to the greens maintenance equipment.
- Members should report any concerns or suggestions for improvement concerning Health and Safety to the Clubs Health and Safety Officer or to any member of the Committee.

Revision Table

Rev.	Date of change	Section	Details
0	2020	All	First Issued
1	23/12/2025	All	Document format updated in line with other club policies.