



# **Health & Safety**

**Policy and Guidance Document**

**For**

**Lindley Liberal Club**

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# **Health and Safety**

# **Policy statement**

**Health and Safety at Work Act 1974**

**This is the health and Safety Policy Statement of:**

**Lindley Liberal Club**

**Our statement of general policy is:**

- **To provide adequate control of the health and safety risks arising from activities within the club;**
- **To consult with our members and employees on matters effecting their health and safety;**
- **To ensure safe handling and use of substances;**
- **To provide information, instruction and supervision for employees;**
- **To ensure all employees are competent to do their tasks, and to give them adequate training;**
- **To prevent accidents;**
- **To maintain a safe and healthy environment;**
- **To provide and maintain safe plant and equipment;**
- **To review and revise this policy as necessary at regular intervals.**

**Name Dawn Fawcett, Secretary.**  
**On behalf of the Committee**  
**Date 20 January, 2020**

**Review date 31 December 2020.**

## **Health & Safety.**

Health and safety is considered to be an integral part of the management committee's responsibilities.

High standards of health and safety call for continued commitment and intensive efforts by everyone. All committee members and employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. The contribution of each and every employee/committee member to improve health and safety performance is essential to the successful running of Lindley Liberal Club.

Overall responsibility for health and safety rest with the management committee, who are responsible for establishing an effective policy ensuring that legal requirements are met, in particular they should:

- Provide plant and equipment which is safe to use.
- Provide a safe place for members and visitors.
- Provide a safe place for staff to work.
- Ensure that methods of storing and handling of hazardous materials are such that the risk to health is minimal.
- Provide appropriate information, instruction, training and supervision.
- Continuously appraise the effectiveness of the policy and ensure any necessary changes are made.
- Provide adequate staff, funds and materials to meet its needs.
- Demonstrate personal involvement and support.

The management committee ensures that all relevant legal requirements are complied with by implementing arrangements for:

- The Control of Substances Hazardous to health Regulations 2002.(COSHH)
- Electricity at Work Regulations 1989.
- Gas Safety (Installation & Use) Regulations 1998
- Safe equipment and machinery – instructions and training personal protection equipment.
- First aid, fire and evacuation procedures.
- Safety inspection, monitoring and audit.

The House, Health and Safety Committee on behalf of the management committee are responsibility for:

- Building maintenance, liaison with contractors and actioning of any repairs and faults logged in the Maintenance Book.
- Ensure that all reported defects are promptly rectified.
- Oversee the reporting of accidents to the Health and Safety Executive.

- Maintaining safe access and egress, housekeeping, hygiene and infection control.
- Provide regular reports to the management committee.

The president, vice president and secretary are responsible for:

- Disciplinary procedures, reporting back to the management committee.
- Consultation with staff.
- Implementation of investigations as and when required.

The day to day responsibility rest with the steward in particular they should:

- Carry out the health and safety policy on a day to day basis.
- Ensure all employees are competent to carry out their work and are fully aware of any hazards.
- Monitor health and safety policy on a regular basis.
- Ensure safety inspections are carried out on a regular basis.
- Ensure that staff know what to do in case of an outbreak of fire.
- Ensure all staff know the whereabouts of the first aid box.
- Investigate all accidents promptly to discover the cause and eliminate recurrence.
- Ensure that all safety rules are observed.
- Ensure that any defects in the club are promptly reported to the House, health and safety committee.
- Maintain good housekeeping standards.
- Report any acts of violence to the management committee.

Individuals are responsible for:

- Making themselves familiar with and conforming to the health and safety procedures at all times.
- Wearing appropriate safety equipment and using appropriate safety devices as necessary.
- Conforming to all instructions given by those with responsibility for health and safety.
- Reporting all accidents and damage to the steward.
- Reporting all observed hazards to the steward.
- Not misusing any plant, equipment or tools.

## **1. Arrangements.**

The following arrangements exist for making the policy effective.

## **2. Access and Egress**

Cleanliness, freedom from obstacles and flammable material, freedom from damage by wear and tear and the presence of clear signs and notices will be ensured by:

- A monthly check by the House, Health and Safety sub committee.
- Asking all staff to report faults in the Maintenance Book, which will be checked on a daily basis and any faults rectified as necessary.

## **3. Accidents and Dangerous Occurrences.**

All accidents, injuries, dangerous occurrences and abnormal events shall be recorded in the Accident Record book kept by the steward. The steward/ess must sign the Accident record.

The steward/ess will investigate each accident to establish cause and put into place action to prevent reoccurrence and report to the President/Secretary. Under RIDDOR, certain types of injury and incident arising from work activity have to be reported to the local enforcing authority. In the case of Lindley Liberal Club this is Telephone 0845 3009923, The Incident Contact Centre. Or a form may be completed on line at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The steward is responsible for reporting any accident or incident which is subject to the RIDDOR regulations. The steward/ess will inform the president/secretary of the accident or incident and provide a copy of the report.

## **4. Control of Substances Hazardous to Health (COSHH)**

The Control of hazardous Substances to Health Regulations 2002 requires all employers to assess and control risks to health of all substances hazardous to health.

The steward/ess and Secretary will carry out COSHH assessments for materials handled by staff under their control. These will be collated and kept by the steward/ess, copy given to the secretary. Each assessment must indicate the correct use of the material and the personal protective equipment required. Members of staff /committee are required to read the assessment for the materials they handle. The steward/ess is responsible for providing information, instruction and training for staff and ensuring that correct methods are used.

The Secretary is responsible for providing information, instruction and training for management committee, contractors, members etc.

## **5. Electricity.**

Work activities involving the use of electricity are carried out in accordance with the requirements of the Electricity at Work Regulations 1989. The steward/ess and Secretary are responsible for compliance with these regulations.

Fixed installations are operated and maintained to prevent electrical danger. Such installations are inspected and tested at regular intervals by a competent electrical contractor. An inspection certificate is obtained, documenting all areas covered by the inspection and detailing any areas of concern.

Portable electrical equipment is inspected and tested by a competent electrician annually.

Records of all inspections and tests are maintained by the secretary on behalf of the management committee.

Regular in-house visual inspections of portable equipment are carried out and recorded by the steward. This is to ensure that cables are in good condition, plugs are correctly attached and equipment is in good repair. Any defects are reported to the Secretary.

## **6. Gas.**

All gas appliances conform to the gas Safety ( Installation and use) Regulations 1998. Such appliances are installed and serviced regularly by a competent person registered with the Council for Registered Gas Installers (Gas Safe)

## **7. Equipment and Machinery.**

Safe operation of equipment and machinery is the responsibility of the steward / management committee for the areas and services they have control. Proper methods for the operation and maintenance, and procedures to be employed are down in instructions and maintenance manuals.

No employee may use any item of equipment or machinery unless they have been trained to do so.

## **8. First Aid.**

In accordance with the First Aid at Work Regulations 1981, first aid facilities and trained first aiders are available and compliance with regulations is the responsibility of the management committee.

First boxes are clearly marked and accessible.

The contents of the first aid boxes are maintained by the Steward, who will ensure the contents are inspected weekly.

Trained first aider is the Stewardess.

## **9. Fire and Emergency Procedure.**

A clearly written evacuation procedure is available in the event of fire. The procedure deals with actions to be taken by a person discovering a fire. Also actions to be taken by persons hearing a fire alarm.

The Secretary and the House, Health and Safety committee are responsible for devising, publicising and monitoring the procedure on behalf of the management committee. The following procedures are in place:

- Weekly, monthly and six monthly risk assessments carried out by the secretary. Any risks found is logged and reported to the management committee.
- An annual risk assessment carried out by the secretary, member of the House, Health & Safety committee and the steward/ess. Any risks found to be reported to the committee.
- At least one annual fire drill.
- Fire fighting equipment is inspected and maintained on an annual basis.
- Regular testing of the fire alarm systems is carried out by the steward.
- All members of staff/ committee are instructed on the fire procedure as part of induction training.
- The evacuation procedure is displayed in a prominent position where it can be read.
- A notice on how to call the fire Brigade is situated by the telephone. The steward/ess is responsible for summoning the fire brigade, if unavailable then the responsible person working at that time.

## **10. Manual Handling.**

The Manual handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment is made to identify hazards, and preventative measures are implemented to minimise risks of personal injury.

Manual handling assessments are carried out by the steward/ess for hazardous manual handling operations that cannot be avoided and steps to be taken to reduce the risk of injury so far as is reasonably practicable. Such assessments take in to consideration the shape and size of the load, the way in which the task is carried out, the working environment and the individual's capabilities. Assessments are regularly monitored, reviewed and recorded by the steward/ess.



## **11. Food and safety Hygiene.**

The club has adopted the Safer Food, Better Business principle as recommended by the Food Standards Agency in the preparation of any food to be consumed by its members and guests, in accordance with the food regulations of 1<sup>st</sup> January 2006. The Steward and Committee are responsible for compliance with these regulations.

In order to provide food which is safe, the following arrangements should be made:

- Each stage of the catering operation from preparation to consumption is constantly monitored.
- Hazardous analysis associated with food safety is carried out and identified critical steps eliminated or satisfactorily controlled.
- Food handlers are trained in food safety and hygiene to a recognised standard.
- The highest possible standards of cleanliness are in place for the maintenance of equipment and premises.
- Facilities for the maintenance of a high standard of personal hygiene, including provision of clean protective clothing, is provided for food handlers.
- Complaints of ill health and poor quality will be recorded, investigated and where necessary remedied.
- Strict temperature controls are maintained on all foods covered by legislation.

Food brought in by outside caterers:

Any persons wishing to bring prepared food such as buffets on to the premises should ensure that food providers are registered (both premises and vehicles) with the Local Authority. If a member is providing their own buffet the club will accept no liability if any person should be taken ill. If someone was to be taken ill after the event, the environmental health officers who would investigate the incident would require evidence of "due diligence". The provision of evidence would be the responsibility of the member who had booked the party/event.

## **12. Smoke free.**

The Smoke free regulations 2007 require all public places to be smoke free from the 7<sup>th</sup> July 2007. Please see attached appendix one for our no smoking policy.

### **13. Housekeeping.**

Good housekeeping is a fundamental part of health and safety in which everyone must play a part. Within Lindley Liberal Club arrangements exist for:

- Maintaining clean work and member areas.
- The proper storage of tools, bar products and waste.
- Maintaining adequate walkways free from slipping, tripping and falling hazards.

The House, Health and Safety committee are responsible for ensuring good housekeeping standards are maintained on behalf of the management committee.

### **14. Safety Audit.**

On an annual basis, a safety audit is carried out to check all areas of health and safety. The safety audit is carried out by the secretary, a member of the management committee and the steward/ess.

### **15. Violence.**

The system for reporting and recording accidents, incidents includes any violent incident by a member or visitor to the club, whether or not it leads to injury or damage. This is the responsibility of the management committee.

When a violent incident has occurred, a formal investigation is carried out to determine why the incident occurred and what measures can be taken to prevent and control such an occurrence.

### **16. Contractors and Visitors Responsibilities.**

Contractors, whether self-employed or employed by another organisation, are required to follow all the Club's Safety Rules (Appendix two). All members/visitors must also follow these rules. They are required to:

- Take reasonable care for the Health and Safety of themselves and of employees and contractors.
- Co-operate with management committee, steward and stewardess in the performance of their duties.
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of their health, safety and welfare.

Before beginning work, contractor's maybe required to provide a Safe System of work. In this event no work must be carried out until this document has been completed and approved.

## **17. Policy Review.**

This policy will be regularly revised by the management committee as necessary. A minimum of once per year.

In conducting the policy reviews, due regard will be given the following:

**Planning** The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training of employees.

**Organisation** A review of the club's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees and committee members at every level.

**Control** Ensuring that the safety requirements are implemented throughout the club by all employees and committee members and that training is regularly conducted in support of these standards.

**Monitoring and Review** All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a good standard of health and safety is achieved.

## **18. Information and Communication.**

The Committee will ensure that all appropriate information regarding health, safety and welfare is provided to all staff, committee, members and other persons concerned. Statutory notices will be displayed as appropriate.

Signed:..... Date:.....  
Secretary Dawn Fawcett

Signed .....Date.....  
President Ian Fawcett

## Appendix One

### SMOKING POLICY FOR LINDLEY LIBERAL CLUB

#### 1 Principles

This policy is intended to:

- Protect everyone against the effects of second-hand smoke and vapour
- Promote health in the workforce
- Support those people who would like to quit smoking

#### 2 Background

Breathing in second-hand smoke leads to:

- A 24% increased risk of contracting lung cancer in non smokers
- A 23% and 25% increased risk of heart disease in smokers and non-smokers respectively
- Cause or trigger asthma as well as many other illnesses and minor conditions.

#### 3 Current legislation

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is:

*“..safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”*

Under European Legislation, smoking in a rest room where food is eaten is only permitted where there is a non-smoking alternative.

By 1<sup>st</sup> July 2007 it is proposed that all enclosed workplaces will be completely smoke free. On 21 February at the AGM it was passed that the smoking of e-cigarettes be banned.

#### 4 Policy

The policy is being written with the employees' best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke.

\*Smoking, including e-cigarettes, is not allowed in any part of the premises or grounds, including offices, corridors, toilets and car parks.

\*Smoking, including e-cigarettes, is not allowed in any part of the premises of grounds except for in the restricted area(s) located at

**The triangle of land by the between the Bowling Green pavilion, the dustbins and the fence.**

\*Smokers are requested not to smoke immediately outside any work base. This applies to staff, visitors and contractors.

#### 5 Guidelines

\*Staff and members based in premises owned by Lindley Liberal Club are expected not to smoke in any part of the premises or grounds, including

office, corridors, and toilets. Smokers are requested not to smoke immediately outside any work base.

\*Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers

\*Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.

\*Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.

## **6 Consultation**

All views will be taken into account and a full employee consultation will take place where opinions can be raised. Once any changes have been brought in, employees will be given time to adjust to the changes.

## **7 Policy implementation**

This policy is intended to benefit all employees, members and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Committee. Information on the policy will be:

- circulated to all staff
- provided to all new employees;
- included in the Health & Safety Policy\*
- included in Human Resources policy\*

Signs will be put up where necessary to inform visitors. There will be no ashtrays or cigarette litter inside the building.

## **8 Enforcement of the policy**

- In the unlikely event of a member of staff not respecting the policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.
- In the unlikely event of a member or visitor not respecting the policy, the Committee will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy could result in the members, membership being suspended.

## **9 Review of the policy**

A formal review of the policy will take place after three years. Twelve weeks notice will be given to all employees following any changes made to the policy.

Signed.....

Date.....

## Appendix Two

# **SAFETY RULES: LINDLEY LIBERAL CLUB.**

The following are general safety rules and must be followed (as appropriate) by all members, visitors and contractors whilst present on club premises.

1. You must make yourself aware of all fire exits, location of fire equipment, first aid equipment and be aware of the whereabouts of toilet facilities.
2. All fire doors must be kept closed.
3. Work areas are to be kept tidy, gangways clear and fire exits unobstructed.
4. Safety and first aid equipment must not be abused.
5. Materials are to be stored in a safe manner. Paper storage and waste paper must be kept in a manner which prevents a fire hazard being created.
6. “ No smoking “ regulations must be maintained in all areas so designated.
7. All cabling must be protected and positioned in a safe manner.
8. Equipment/hand tools etc. are not to be used when known to be unserviceable.
9. Equipment is only to be operated by those trained or those under supervision whilst receiving training.
10. Protective clothing, footwear and equipment are to be used when the work task demands it.
11. All equipment is to be operated in a safe manner
12. Where the use of portable electrical appliances is necessary they must be switched off when unattended.
13. Strict safety precautions must be followed when handling flammable or toxic chemicals.
14. Movement of furniture or equipment must not be undertaken by any employee without authority of relevant manager ( Steward/ess or committee)
- 15. ALL ACCIDENTS, NEAR MISSES, HAZARDS MUST BE REPORTED.**

The above list is not exhaustive and maybe extended from time to time.

Secretary on Behalf of the Committee

**Appendix Three.**  
**LINDLEY LIBERAL CLUB – ACCIDENT REPORTING FORM.**

Every accident or incident, however minor must be reported.

<p><b>1. Details of person(s) involved:</b></p> <p>Name:..... (Please print)</p> <p>Status: <input type="checkbox"/> Employee   <input type="checkbox"/> Committee member   <input type="checkbox"/> Member   <input type="checkbox"/> Visitor   <input type="checkbox"/> Contractor</p> <p>If contractor please state company: .....</p> <p>If member please state membership number: .....</p>																														
<p><b>2. Accident details:</b></p> <p>Date and time of accident/incident: .....</p> <p>Where did the accident/incident occur?.....</p> <p>What part of the body was injured? (if applicable).....</p> <p>Names of witnesses: .....</p> <p>Type of injury:</p> <table style="width: 100%; border: none;"><tr><td style="width: 33%;">Fatality     <input type="checkbox"/> ·</td><td style="width: 33%;">Internal injuries     <input type="checkbox"/> ·</td><td style="width: 33%;">Amputation</td></tr><tr><td><input type="checkbox"/> ·</td><td></td><td></td></tr><tr><td>Cuts     <input type="checkbox"/> ·</td><td>Bruising     <input type="checkbox"/> ·</td><td>Abrasions     <input type="checkbox"/></td></tr><tr><td>·</td><td></td><td></td></tr><tr><td>Dislocations     · <input type="checkbox"/></td><td>Eye injury     <input type="checkbox"/> ·</td><td>Fracture     ·</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td></tr><tr><td>Burns/scalds     <input type="checkbox"/> ·</td><td>Strains/sprains     · <input type="checkbox"/></td><td>Industrial disease     <input type="checkbox"/></td></tr><tr><td>·</td><td></td><td></td></tr><tr><td>Other     <input type="checkbox"/> ·</td><td colspan="2">If other please give details:</td></tr><tr><td></td><td colspan="2">.....</td></tr></table>	Fatality <input type="checkbox"/> ·	Internal injuries <input type="checkbox"/> ·	Amputation	<input type="checkbox"/> ·			Cuts <input type="checkbox"/> ·	Bruising <input type="checkbox"/> ·	Abrasions <input type="checkbox"/>	·			Dislocations     · <input type="checkbox"/>	Eye injury <input type="checkbox"/> ·	Fracture     ·	<input type="checkbox"/>			Burns/scalds <input type="checkbox"/> ·	Strains/sprains     · <input type="checkbox"/>	Industrial disease <input type="checkbox"/>	·			Other <input type="checkbox"/> ·	If other please give details:			.....	
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Other <input type="checkbox"/> ·	If other please give details:																													
	.....																													

<p><b>3. Injury details:</b></p> <p>Machinery     <input type="checkbox"/>     Ground or surface     <input type="checkbox"/>     Person.     <input type="checkbox"/></p>
--

Hand tool  Building  Physical object

Other(s)  if other please give details:

.....

How did it occur?.....

.....

.....

.....

.....

Was preventive clothing required? Yes/No Was it worn? Yes/No

**4. Treatment details:**

Was treatment given? Yes/No

If yes please state what treatment:.....

.....

By whom.....

First Aider Yes/No

What further action taken/advice.....

.....

**5. Signatures:**

First Aider..... Date.....

Witness..... Date.....

Person completing the form.....

Date.....



**Appendix Four**

**Investigation Details.**

<b>Investigation Details:</b>	<b>Date:</b>
Who present at investigation: .....	
.....	
Photographic evidence: Yes/No.          Witness statements Yes/No	
Summary of accident/incident:	
Considered cause:	
<b>Recommendations to prevent reoccurrence:</b>	
<b>Actions:</b>	
Who is responsible: .....	
.....	
.....	
By when: .....	
<b>Signatures of investigators:</b>	
Names:	
Print:.....	
Signature:.....	Date: .....
Print:.....	
Signature:.....	Date: .....

## **Appendix Five**

# **Fire Evacuation.** **In the event of a FIRE.**

## **In the event of a fire:**

- Sound the alarm
- Contact the fire service – Telephone 999.
- If safe to do so attack the fire using the appliances provided.
- Inform the steward/stewardess.
- Evacuate the premises swiftly and calmly making sure everyone has vacated the building especially from toilet areas.
- Leave the building by the nearest and safest fire exit.
- Leave all personal belongings behind and swiftly evacuate the building.
- Do not open a door if you suspect there is a fire on the other side.
- Never re enter the building until you have been informed by the fire service it is safe to do so
- The steward / stewardess (or responsible bar person) to ensure that persons with a disability have sufficient support to aid their evacuation
- The steward / stewardess (or responsible bar person) to ensure that they have the key to the gate.
- Assembly points -
  - In front of the Clock Tower if leaving by front door
  - At the far corner of the bowling green if leaving by one of the side exit doors

## **On the following evenings:**

- Thursday's
- Saturday's
- Sunday's

The duty committee member to ensure the above instructions are followed supporting the bar staff in the evacuation of the building.

All voluntary groups or members who book a room must be informed of the evacuation procedure.



**DO NOT TAKE RISKS.**