

**AFFILIATED CLUBS  
USEFUL INFORMATION  
BOOKLET 2 OF 4**

**ISSUE A  
TOPICS 17, 17A, 17B**

**APRIL 2010**

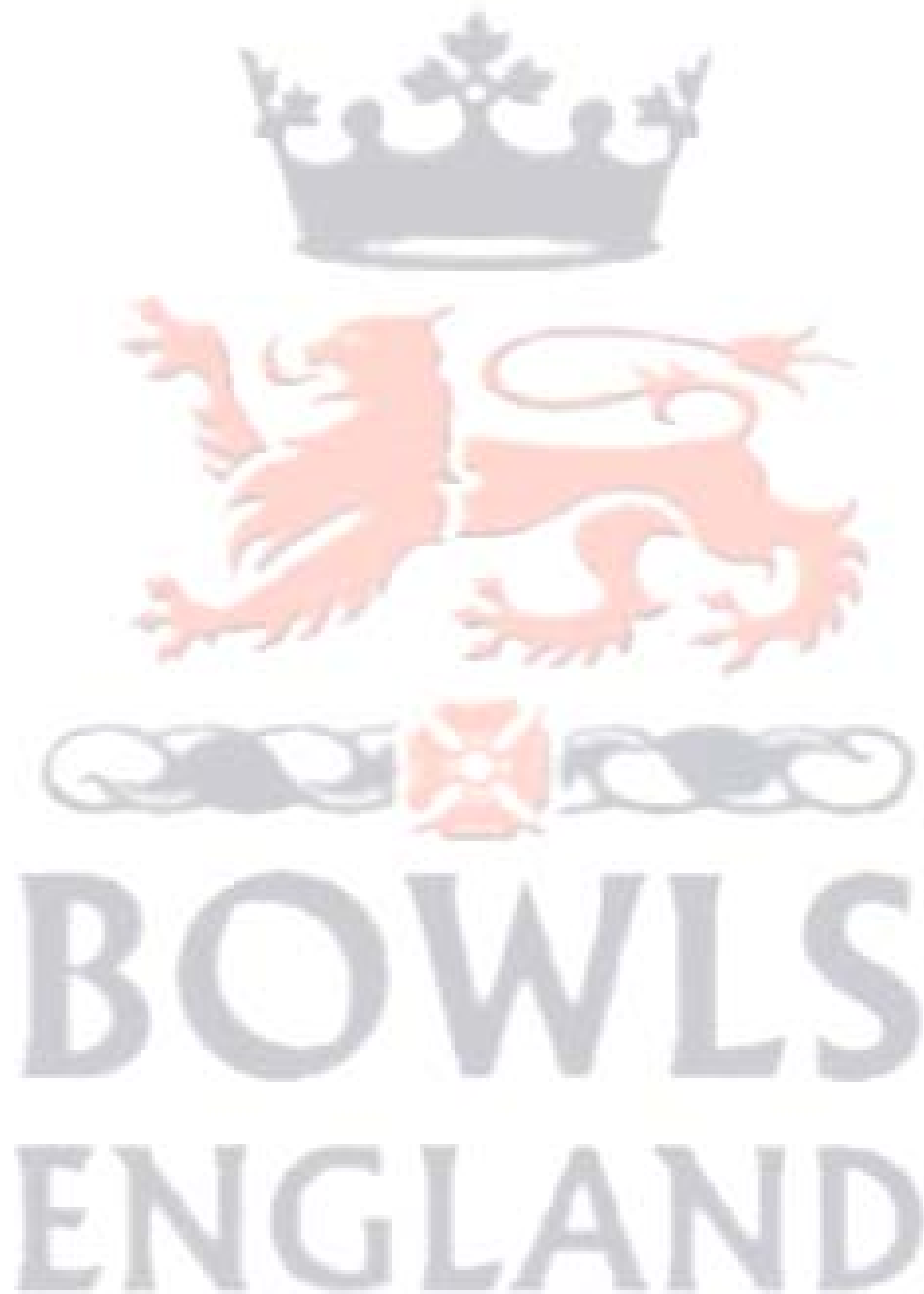


# Useful Information for Clubs



## Index: March 2010

<b>Subject</b>	
Health and Safety - Introduction	Topic 17
Health and Safety – General Policy	Topic 17a
Health and Safety – Organisation & Responsibilities	Topic 17b



## Topic 17: Health & Safety - Introduction

# BOWLS CLUBS, COUNTY ASSOCIATIONS AND OTHER ASSOCIATIONS

## HEALTH AND SAFETY POLICY AND PROCEDURES

**The information contained in this document is supplied by Peninsula Services.**

### INTRODUCTION

**NB:** This document and the five others relating to Health and Safety are to be used as a guide only. It is appreciated that the majority of outdoor Clubs and Associations do not employ staff. However, in law, where volunteers are used on a regular basis, eg Secretary, Treasurer, Bar Manager, etc they should be treated as employees whether paid or not. The term ‘personnel’ is referred to throughout these documents and can mean employees, volunteers or members. Clubs and Associations need to adopt what is relevant their organisation and produce a policy and procedures accordingly.

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

The Health and Safety at Work, etc Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and personnel.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of personnel at work.
- To protect people other than personnel at work against risks to their health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.

# Useful Information for Clubs

## Topic 17: Health & Safety - Introduction

- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

**To assist Clubs and Associations with their duty, Bowls England have retained Peninsula Business Services Limited to provide them with information and guidance on how these provisions should be managed and recorded.**

## Topic 17: Health & Safety - Introduction

# CONTENTS

## 1. POLICY

### GENERAL POLICY

#### Introduction

- General
- What the Law Requires

#### Health and Safety General Policy

## 2. ORGANISATION AND RESPONSIBILITIES

### Introduction

#### Organisational Structure

#### Management Responsibilities

- Introduction
- Key Responsibilities
- Health and Safety Key Responsibilities List

#### Individual Responsibilities and Monitoring

- Organising
- Monitoring
- Individual Health and Safety Key Responsibility Booklets

#### List of all Individual Health and Safety Key Responsibility Booklets Issued

## 3. SPECIFIC ARRANGEMENTS

### Introduction

#### Specific Arrangements

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| • Accident and Incident Reporting | • Hazardous Substances              |
| • Accident Investigation          | • Use of Chemicals                  |
| • Consultation                    | • Storage of Hazardous Substances   |
| • Electrical Safety               | • Lone Working                      |
| • Equipment Use                   | • Manual Handling                   |
| • Fire / Emergency Arrangements   | • New and Expectant Mothers         |
| • First Aid                       | • Substance and Alcohol Use / Abuse |

# Useful Information for Clubs

## Topic 17: Health & Safety - Introduction

- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessments
- Training
- Welfare / Working Environment
- 
- Asbestos
- Cleaning
- Control of Contractors
- Display Screen Equipment
- Access Equipment
- Office Equipment
- Food Safety
- WRULD
- Permits to Work
- Working at Height
- Smoking
- Stress in the Workplace
- Transport
- Occupational Road Safety
- Violence
- Visitors
- Building Services
- Premises
- Slips, Trips and Falls
- Young Persons
- 

### 4. PERSONNEL RESPONSIBILITIES, RULES AND PROCEDURES

#### Introduction

#### Safety Handbook

### 5. SAFETY RECORDS

## Topic 17a: Health & Safety – General Policy

***The information contained in this document supplied by Peninsula Services.***

### INTRODUCTION

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

### General

Organisations that are successful in achieving high standards have Health and Safety Policies which contribute to their organisation's performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

### What the Law Requires

Unless an organisation is exempt from certain provisions, Clubs and Associations have to comply with the requirement to have a written statement of General Policy on Health and Safety for the protection of their personnel and others who may be affected by their work activities.

That statement is important because it is their basic action plan on health and safety. To achieve this Health and Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements has to be undertaken in the form of inspections and assessments.

These Health and Safety Policy and Procedures reflect the Clubs /Associations commitment to a planned and systematic approach to Policy implementation.

A full review has to be undertaken from time to time to ensure high standards and commitment are maintained.

## Topic 17a: Health & Safety – General Policy

### HEALTH AND SAFETY - GENERAL POLICY

Clubs / Associations 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 working environment. All 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 our undertaking.

Clubs / Associations must recognise, as far as is reasonably practicable, the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working 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 personnel are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout their organisation.
- To ensure they are taking the appropriate protective and preventative measures.
- To ensure that they have access to competent advice and are able to secure compliance with their statutory duties.

In order that they can achieve their objectives, and ensure their personnel recognise their duties under health and safety legislation whilst at work; they must ensure that they inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. They must ensure their personnel are informed of their obligations to ensure they co-operate with Committees or Management and adhere with the Clubs / Associations safety rules which are provided within their Safety Handbook.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

## Topic 17b: Health & Safety – Organisation and Responsibilities

**The information contained in this document is supplied by Peninsula Services.**

### ORGANISATION AND RESPONSIBILITIES

#### Introduction

#### Organisational Structure

#### Management Responsibilities

- Introduction
- Key Responsibilities
- Health and Safety Key Responsibilities List

#### Individual Responsibilities and Monitoring

- Organising
- Monitoring
- Individual Health and Safety Key Responsibility Booklets
- Monitoring Procedure
- Responsibility Monitoring Record Sheets

#### List of all Individual Health and Safety Key Responsibility Booklets Issued

### INTRODUCTION

**In the context of this document, Management may refer to Management, Secretary, Administrator or Committee as appropriate for the organisation.**

Legal provisions require that Clubs / Associations, as the employer, identify the duties and responsibilities for personnel who have a specific role in managing health and safety in our workplace.

Those involved in the management Clubs / Associations must have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Management also have a responsibility and duty to ensure that:

- Their personnel are aware of and understand the Health and Safety General Policy.

## Topic 17b: Health & Safety – Organisation and Responsibilities

- Their personnel are aware of and understand the health and safety rules relating to their work.
- Their personnel are adequately instructed, trained and supervised.
- Their personnel are made aware of the hazards and risks associated with their work activities.
- Their personnel are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

Clubs / Associations must recognise that Peninsula Business Services Limited act in a consultancy capacity for Bowls England only but they do assist them with the provision of documentation, advice and training to help us comply with health and safety legislation. However, Clubs / Associations retain ownership of and remain responsible for the management of health and safety in their workplace and the protection of their personnel who may be affected by our acts or omissions.

### ORGANISATIONAL STRUCTURE

Each Club / Association must have an organisational structure diagram which outlines the chain of command in respect of health and safety management. It must also show who has responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

### MANAGEMENT RESPONSIBILITIES

#### Introduction

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual responsibilities must be allocated. These are deemed the most important responsibilities to be undertaken by Management, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

#### Key Responsibilities

To ensure Management fulfil the objectives outlined in the General Policy, the organisational structure must indicate all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

## Topic 17b: Health & Safety – Organisation and Responsibilities

### Health and Safety Key Responsibilities List

For example, a Clubs / Associations Secretary may have the following key responsibilities that are assigned in the form of a responsibility and monitoring booklet as follows. However, some of them can be discharged to another member of the Organisation.

#### RESPONSIBILITIES

I will ensure that I keep abreast of any legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation's Health and Safety Policy is developed and brought to the attention of all personnel.

I will ensure that any electrical installations and any electrical equipment used within my undertaking are suitably designed, installed and maintained. I will also ensure that I meet the requirements of any recognised testing.

I must ensure that arrangements are in place to deal with fire and other emergency situations.

I will ensure that there is adequate provision of First Aiders (or) 'Appointed Persons' and first aid equipment.

I will ensure the organisation has effective arrangements to deal with health and safety issues, hazards and emergencies that may arise as a result of our undertaking. I need to ensure regular monitoring of the health and safety performance of the organisation is also carried out.

#### ACHIEVED BY

I will ensure, with the help of Bowls England that I am kept up to date with any legislative changes or industry specific requirements. I will, as necessary, utilise other professional bodies and equipment suppliers to assist in this regard.

This will be achieved by regular meetings and discussions with the relevant Management as required. The Health and Safety Policy will be communicated to all, either individually or on a group basis.

This will be achieved by identifying all the electrical equipment and installations within my control. If required, I will also appoint the services of a competent person to assist me with my duty.

This will be achieved by producing a procedure that will enable a safe evacuation of the premises to take place when required. I will also ensure that there are adequate arrangements in place to deal with fire related emergencies. These arrangements are documented in the Safety Records.

This will be achieved by ensuring that there are a sufficient number of first aid trained personnel and first aid kits.

This will be achieved by regular meetings and discussions with the relevant Management as required. I will ensure regular workplace inspections are undertaken and the required Safety Records completed. (As a minimum this will be undertaken annually).

## Topic 17b: Health & Safety – Organisation and Responsibilities

I will ensure that any hazardous substances present within our undertaking are controlled within the recognised standards and securely stored.

This will be achieved by appointing a competent person to deal with hazardous substance related issues. This will include the provision of adequate time and financial resources and controlled storage facilities.

I will ensure that adequate provision is made to assess and control the risks associated with new and expectant mothers.

This will be achieved by carrying out an initial assessment of all tasks undertaken by any new and expectant mother and ensuring that regular monitoring takes place.

I must ensure that all Management within the organisation carry out regular monitoring of health and safety matters

This will be achieved by all completing their Responsibility Monitoring Record Sheets and Action Logs in their respective Responsibility Booklets.

I must ensure that the organisation has sufficient Employers' and Public Liability Insurance cover for the extent of the business undertaking.

This will be achieved by obtaining the necessary valid cover and ensuring that a copy of the Employers' Liability Insurance Certificate is prominently displayed.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its personnel who might be affected.

This will be achieved by providing, as far as is reasonably practicable, sufficient financial resources to meet all our statutory obligations.

I will ensure that all personnel receive adequate training to enable them to carry out their work tasks. This will include suitable and sufficient induction information.

This will be achieved by carrying out a training needs analysis to establish the areas that pose a risk to health and safety; this will include an induction training package. Records of all training given are kept in the Safety Records.

I must encourage a positive health and safety culture within the organisation, to reduce the risk of injury or ill health to personnel within the organisation.

This will be achieved by regular meetings and discussions with the relevant Management as required. I will provide the necessary supervision, information, instruction and training for the tasks undertaken by our personnel. (Contractors and visitors to our premises will also be included as necessary).

I will ensure that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.

This will be achieved by the use of a health and safety monitoring programme and an annual review.

I will ensure that adequate control measures are in place to deal with issues relating to transport within the organisation.

This will be achieved by undertaking an initial assessment of the risks relating to transport issues and implementing suitable and sufficient control measures.

## Topic 17b: Health & Safety – Organisation and Responsibilities

I will ensure that adequate provision is made to assess and control the risks associated with young persons.

This will be achieved by carrying out an initial assessment of all tasks undertaken by a young person and ensuring that regular monitoring takes place.

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

This will be achieved by following the accident investigation procedure contained within the Safety Records. I will report, as required, any necessary notifications under the statutory reporting legislation.

I will be actively involved in communicating safety information to all staff and volunteers under my control.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises

I will ensure that contractors working on our premises provide suitable method statements, risk assessments or other agreed work schedules prior to commencing work.

Prior to commencement of any work contractors will submit a method statement relating to their work activities for prior agreement. Contractors will be vetted for suitability and / or competence. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working.

I will ensure that all work equipment provided by the organisation is suitably and sufficiently designed, maintained, inspected and tested to meet all statutory requirements and industry standards.

This will be achieved by ensuring that design standards are taken into account prior to the purchase or hire of any equipment. I will also ensure compliance with any statutory maintenance, inspection and testing requirements and will keep a record of all the necessary documentation.

I must ensure that all members under my control are made aware of the fire and emergency procedures.

This will be achieved by ensuring that an effective training programme is established and maintained.

I will ensure that there is adequate first aid provision within areas under my control.

This will be achieved by ensuring there is a sufficient number of trained personnel and adequate facilities to deal with incidents.

I must ensure that the arrangements to identify, report and deal with hazards are in place.

This will be achieved by the introduction and utilisation of the Hazard Action Log within the Safety Records.

## Topic 17b: Health & Safety – Organisation and Responsibilities

I will ensure that all the hazardous substances present within my area of control are handled, used and stored in the correct manner.

This will be achieved by carrying out an initial assessment. I will identify the controls that must be implemented and establish a safe system of work based on the outcome of the assessment.

I will ensure that Display Screen Equipment Risk Assessments are completed.

This will be achieved by carrying out an assessment. I will identify the controls that must be implemented and act upon the findings.

I will ensure that manual handling activities under my control are adequately assessed and suitable control measures are identified and implemented.

This will be achieved by carrying out Manual Handling Risk Assessments. Where the handling task cannot be removed, training and monitoring of the persons involved will be undertaken.

I must ensure that any Health and Safety Policy developments are brought to the attention of members.

This will be achieved through effective participation with Management and communicating any findings to personnel under my control either individually or on a group basis.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted or recorded.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

This will be achieved by identifying those hazards that require the completion of risk assessments, ensuring that the risk assessments are carried out and monitoring the implementation of the control measures. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on existing control measures.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.

I will ensure that all personnel under my control are appropriately trained. This will enable them to carry out their day to day tasks in a safe and healthy manner.

This will be achieved by undertaking a training needs analysis and appraising staff with the findings. Arrangements will then be made to deliver any further training required.

I will ensure that transport within my control is effectively managed and monitored to reduce

This will be achieved by monitoring transport activities to ensure that the control measures are

## Topic 17b: Health & Safety – Organisation and Responsibilities

the risk of harm. I will also ensure that regular monitoring of the areas of concern takes place.

I will ensure that regular monitoring of the workplace is carried out and that high standards of housekeeping and controlling waste are applied and maintained.

I will ensure that regular monitoring of the workplace under my control is carried out to prevent foreseeable risks arising.

I will ensure that workplaces under my control are maintained to an acceptable standard and ensure that adequate welfare facilities are provided. This will include areas such as adequate ventilation, heating, lighting, décor / cleanliness and the provision of drinking water.

I will ensure that all personnel under my control are made aware of all the welfare facilities and security arrangements.

I will ensure that transport within my control is effectively managed and monitored to reduce the risk of harm. I will also ensure that regular monitoring of the areas of concern takes place.

being fully implemented. Wherever possible, this will include segregation measures to separate pedestrians from areas that pose a risk of harm.

This will be achieved by regular monitoring of the workplace and using the appropriate monitoring record sheets.

This will be achieved through the use of monitoring record sheets. Any actions arising from the checks will then be dealt with in the appropriate manner.

This will be achieved by ensuring that toilet and washing facilities and other welfare facilities meet the required standard. Regular monitoring of work areas and the welfare provisions will ensure that areas of concern are identified and maintained.

This will be achieved by conducting a tour of the facility and pointing out the location and availability of facilities, as well as any security measures, to all personnel.

This will be achieved by monitoring transport activities to ensure that the control measures are being fully implemented. Wherever possible, this will include segregation measures to separate pedestrians from areas that pose a risk of harm.

The above key health and safety responsibilities have been identified, together with the way they are to be put into effect using appropriate techniques, eg records, checklists or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record sheet of the various aspects requiring inspection at stated intervals e.g. daily, weekly, monthly or annually.

## Topic 17b: Health & Safety – Organisation and Responsibilities

### INDIVIDUAL RESPONSIBILITIES AND MONITORING

#### Organising

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain that level at Clubs / Associations, they have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership is necessary to ensure a positive approach which is supportive of the health and safety of our personnel that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, examples of key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

#### Monitoring

To ensure the involvement of management, record sheets have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with overall responsibility for health and safety in the Club / Association.

#### Individual Health and Safety Key Responsibility Booklets

A full list of all the Individual Health and Safety Key Responsibility Booklets that have been issued is shown at the end of this section.

## Topic 17b: Health & Safety – Organisation and Responsibilities

### Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked, eg fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

# Useful Information for Clubs

## Topic 17b: Health & Safety – Organisation and Responsibilities

### Responsibility Monitoring Record Sheet

Position: Club / Association Secretary

<b>Responsibility Monitoring Activities</b>	<b>Compliance YES / NO</b>	<b>Documented YES / NO</b>	<b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b>
Are you keeping the organisation up to date with any changes to health and safety legislation?			
Do you provide the necessary support to enable management and personnel to implement all aspects of the Policy and Procedures?			
Are electrical installations within your control subject to periodic inspection and testing with records maintained at the site? (SR)			
Is all portable electrical equipment subject to a regime of periodic testing by a competent person with records maintained at the site? (SR)			
Are provisions for dealing with fire and other emergencies being effectively maintained and monitored? (SR)			
Is there adequate provision of trained First Aiders and / or 'Appointed Persons'? (SR)			
Is there an effective means of reporting hazardous situations? (SR)			
Are adequate resources available to control hazardous substances within your premises?			
Are the risks associated with new and expectant mothers assessed and controlled in the appropriate manner? (RAM)			
Is a current Employers' Liability Insurance Certificate displayed in a prominent position?			

## Useful Information for Clubs

### Topic 17b: Health & Safety – Organisation and Responsibilities

Are adequate finances provided for all health and safety related matters eg personal protective equipment, equipment maintenance and health surveillance (where necessary)?			
Do you ensure that the use of equipment is restricted to trained and authorised persons, as required? (SR)			
Have all personnel signed form EE / HS to confirm they understand the organisation's Health and Safety Policy?			
Are transport issues within your organisation adequately managed?			
Are the risks associated with young persons dealt with in the appropriate manner? (RAM)			
Are all accidents to personnel reported in the Accident Book, with the record removed, as required under Data Protection legislation?			
Are all accidents and incidents investigated promptly? (SR)			
Is the Incident Contact Centre notified of any reportable accidents, incidents and diseases that fall under the criteria? (Completed Accident Reports Binder and SR)			
Are adequate arrangements in place to provide health and safety information to all members?			
Do you ensure that contractor's activities are effectively controlled?			
Do contractors provide suitable and sufficient risk assessments and method statements for the work they are carrying out in your area of control?			
Is all plant and equipment maintained, inspected and examined, as required, by statutory and in-house rules? (SR)			

## Useful Information for Clubs

### Topic 17b: Health & Safety – Organisation and Responsibilities

Are suitable records kept regarding examination, testing and maintenance of equipment? (SR)			
Are all defects of equipment reported? (SR)			
Is there adequate provision of first aid equipment within the areas of your control? (SR)			
Is there an effective means of dealing with hazard reports? (SR)			
Are COSHH assessments readily available?			
Are hazardous substances contained and secured in the appropriate manner?			
Is there evidence that Display Screen Equipment Risk Assessments have been completed for those persons identified as Users of such equipment and that the necessary control measures have been implemented? (RAM)			
Is there evidence that manual handling tasks have been assessed and the necessary control measures implemented? (RAM)			
Do you ensure that suitable and sufficient PPE is provided to personnel? (SR) (RAM)			
Has a Fire Risk Assessment been completed and reviewed within the last 12 months? (RAM)			
Are suitable and sufficient risk assessments carried out for all the activities under your control, as required? (RAM)			
Are the significant findings of the assessments communicated to all relevant personnel who may be affected by them? (RAM)			
Are all risk assessments reviewed when situations change or at least annually? (RAM)			
Do members receive health and safety training upon their induction into the organisation? (SR)			

# Useful Information for Clubs

## Topic 17b: Health & Safety – Organisation and Responsibilities

Is sufficient training provided to enable members to carry out their day to day duties in a safe and healthy manner? (SR)			
Are personnel training records maintained? (SR)			
Are you satisfied that members have been trained in: Safe systems of work? Accident reporting? Safe use of equipment? Fire / emergency evacuation procedures? Summoning of first aid assistance, etc? (SR)			
Are adequate washing and toilet facilities available and cleaned to an acceptable standard?			
Are all waste materials deposited in suitable receptacles?			
Do you ensure that waste is not allowed to accumulate?			
Is a daily / weekly visual inspection undertaken of the general work area for potential hazards: slips, trips, and falls, falling objects, access / pedestrian's walkway, poor lighting?			
Are thermometers monitored to ensure that a comfortable working temperature is maintained?			
Are occupational driving risks assessed and controlled?			
Are periodic, visual checks undertaken and recorded to ensure that all vehicles are in good operational order? (SR)			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Useful Information for Clubs

## Topic 17b: Health & Safety – Organisation and Responsibilities

### LIST OF ALL INDIVIDUAL HEALTH AND SAFETY KEY RESPONSIBILITY BOOKLETS ISSUED

#### POSITION - examples

Chairman

President

Club / Association Secretary

