

Health and Safety policy of West Chiltington Sports Association (WCSA)

1. The WCSA is committed to providing and maintaining safe premises and a healthy environment for all members, visitors and contractors.
2. It regularly assesses risks in order to effectively control all identified risks and maintains equipment and associated operating procedures., this includes identifying substances that are potentially hazardous to health and making sure arrangements are made to control the risks they pose.
3. It provides information, instruction, training and supervision for identified members, to ensure everyone is able to carry out any tasks safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
4. It investigates accidents and incidents, so it can identify and put right any shortcomings in its Health and Safety management processes.
5. It has effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
6. It reviews its Health and Safety policies and procedures at least once a year.

General information

1. The WCSA does not employ any persons. Its sole place of business is: The Sports Pavilion, The Recreation Ground, West Chiltington, West Sussex, RH20 2PZ.
2. WCSA comprises the members of West Chiltington and Thakeham Cricket Club, West Chiltington Football Club and West Chiltington Croquet Club. West Chiltington Table Tennis Club is an Associate Member of WCSA.
3. WCSA is the occupier of the sports pavilion under an agreement with West Chiltington Parish Council. WCSA coordinates the use of the pavilion by the members clubs; the individual member clubs are responsible for the health and safety of their activities. WCSA also hires the pavilion to organisations and individuals for a variety of uses.
4. WCSA holds a Premises Licence for the sale by retail of alcohol covering the pavilion; currently the WCSA Bar Manager is the designated Premises Supervisor in respect of the licence activities.

Organisation of Health and Safety responsibilities within West Chiltington Sports Association

Everyone within West Chiltington Sports Association has a responsibility for ensuring that the business operates safely under the overall supervision of the WCSA Chairman. Specific responsibilities are listed below.

1. The management committee ensures that there are effective policies, codes of practice and instructions for all voluntary staff for health and safety. These are issued on behalf of the WCSA, for all persons whether acting as a volunteer or contractors working on site.
2. The management committee has delegated the day-to-day responsibilities for Health and Safety as follows

- 2.1. The WCSA Chairman to coordinate the WCSA Health & Safety audits and inspections/risk assessments and supervise the general administration arising from Health and safety matters.
- 2.2. The WCSA Chairman to ensure that records are kept of the WCSA activities in respect of
 - 2.2.1 Training given to volunteers.
 - 2.2.2 Copies of all inspection/audit and risk assessment reports; and
 - 2.2.3 Accident/incident reports and statistics. Reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that when required, the accident/incident is reported to the appropriate enforcing authority.
- 2.3. The WCSA Chairman has the following responsibilities:
 - 2.3.1 The production of an annual report on the state of the Health and Safety within the sports association which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of health & Safety.
 - 2.3.2 Liaise with the fire authorities, environmental health officers and other official bodies as appropriate.
 - 2.3.3 Arranging for the testing and inspection by a competent contractor, of fire alarms, fire fighting appliances and emergency lighting within WCSA areas. Records will be kept for enforcing authorities.
 - 2.3.4 Monitor the safety performance of the WCSA as a whole by monitoring the accident books, the use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, and reports from enforcement authorities.
 - 2.3.5 Monitor the appointment of contractors to perform work for the WCSA, and will ensure, by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Jim Gee will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
 - 2.3.6 Ensuring that risk assessments are performed; reviewed and recorded as required by legislation.
- 2.4. Health and Safety training for all volunteers (where appropriate) including induction training will be arranged on induction and as deemed necessary.

The Premises Manager will be responsible for ensuring that hirers of the facility are instructed as appropriate on Health and Safety matters. All hirers receive a standard conditions of hire contract which includes a safety briefing
- 2.5. All WCSA volunteers have the following responsibilities
 - To read and understand this Health and Safety policy and to use the premises in accordance with the requirements of this document;
 - To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in particular:
 - 2.5.1. To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
 - 2.5.2. Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
 - 2.5.3. To use the premises and its facilities in a safe manner and not take unnecessary risks that could endanger themselves or others;

- 2.5.4. Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
- 2.5.5. To follow laid down procedures and report to a WCSA committee member:
 - 2.5.5.1. Any injury to themselves or others caused by on premises activities;
 - 2.5.5.2. Any hazards that they find;
 - 2.5.5.3. Any damage or defect to equipment, machinery, etc;
- 2.5.6. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
- 2.5.7. Not to use equipment etc. for which it was not intended, or for which they have not been trained;
- 2.5.8. To ensure that any young person on the premises is not put at risk;
- 2.5.9. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment.
- 2.5.10. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Regular surveillance

1. Inspection of the sports pavilion will be carried out on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

Smoking

1. Smoking is prohibited throughout the premises with no exceptions.
2. The WCSA has a smoking policy with appropriate 'No Smoking' signs clearly displayed at the entrances to the premises.

Risk assessments

1. The WCSA shall review all risk assessments at least as often as may be required in accordance with applicable regulations.

Signed as being the Health and Safety Policy on 12th March 2019.

West Chiltington Sports Association

The Recreation Ground, West Chiltington, West Sussex, RH20 2PZ

Statement of development of the Health and Safety Policy for West Chiltington Sports Association at 12th March 2019

Date of this statement: 12 March 2019

Date of next review: March 2020

Set out below is a record of the current status of the WCSA in respect of its Health and Safety compliance.

Day-to-day matters concerning Health and Safety are delegated to the premises manager.

General statement

The WCSA whose sole place of business is The Recreation Ground, West Chiltington, West Sussex, RH20 2PZ.

1. The WCSA allows children in to the premises but does not allow volunteer persons who are children (i.e. over 13 but under 18 years of age) to help within the kitchen unless supervised by a responsible adult. Children are not permitted behind the bar counter.

Environment

1. The WCSA confirms that the air quality of the environment is satisfactory and that there is adequate ventilation.
2. The WCSA confirms that the temperature of the environment is maintained at a satisfactory level.
3. The WCSA confirms that the lighting of the environment is satisfactory.
4. The WCSA confirms that the premises, furniture, fittings, floor, wall and ceiling surfaces are kept suitably clean with the waste materials and rubbish kept to a minimum and stored in suitable containers.
5. The WCSA confirms that the room dimensions and space for all persons using the facilities are satisfactory.
6. The WCSA confirms that the sanitary facilities all persons using the facilities are satisfactory.

Insurance and registration

The WCSA maintains a Public' Liability Insurance policy, a copy of which is displayed on the internal notice board.

Notices, first aid and the accident book

1. The WCSA has a correctly stocked first aid box at its premises.
2. The WCSA has a procedures and person/s to take charge in an emergency.
3. The WCSA has an up-to-date Accident Book for recording accidents within the premises in accordance with the legislation.

Health & Safety risk Assessments

1. The WCSA does not involve volunteers working at height. Any contractor working on behalf of the WCSA will be asked to provide adequate method of work statements and appropriate risk assessments.
2. The WCSA does not involve any repetitive tasks.
3. The WCSA does not involve any hazardous materials. Limited quantities of domestic cleaning products for basic maintenance of the premises are maintained in locked cupboards (with restricted access) when not in use. All cleaning takes place at a time when the premises is not in use.
4. The WCSA does not involve working with guarded machinery.
5. The WCSA does not involve workplace transport.
6. The WCSA has no special risks arising from noise.
7. The WCSA has no special risks arising from hand-held equipment.
8. The WCSA does not make significant use of VDUs.
9. The WCSA premises are located in a safe location.

Fire safety

1. A fire risk assessment of the premises was completed on 12 March 2019 by Brian Holden, this has been reviewed on annual basis.
2. There were no specific issues arising from the fire risk assessment requiring action or review.
3. The premises used by the WCSA do not have gas appliances.
4. The WCSA volunteers are provided with basic information on fire safety measures and what to do in case of fire, this includes how to raise a fire alarm and which extinguishers to use for different types of fire.

Manual handling

1. The WCSA volunteers are involved in manual handling. A risk assessment has been carried and concluded that the manual handling of large weights cannot be avoided, appropriate equipment has been provided to prevent unnecessary lifting or movement of heavy loads.
2. The WCSA has established procedures with its volunteers to ensure that all excessive weights are handled by physically appropriate workers working in teams.

3. The WCSA has reviewed the health and condition of all of its volunteers who may be engaged in manual handling and has concluded that apart from identified issues relating to the movement of heavy weights (beer barrels) there is little or no risk to their health arising from manual lifting.

Slips and trips

1. The WCSA has consulted with a competent person to identify the most appropriate cleaning methods and equipment for removing water and contamination from floors.
2. The WCSA provides the necessary equipment for tackling spills, wet and contaminated floors.
3. The WCSA has made sure that there are storage areas for keeping objects out of the way and to keep passage ways free from obstacles.
4. The WCSA ensures that floors that have become uneven are repaired promptly or made safe, keeping pedestrians out of the area until this is completed

Statement of Development - Approved: _____

