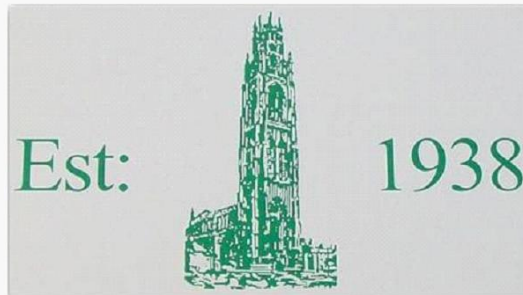


## **Boston Indoor Bowling Club**

# **Boston Indoor**



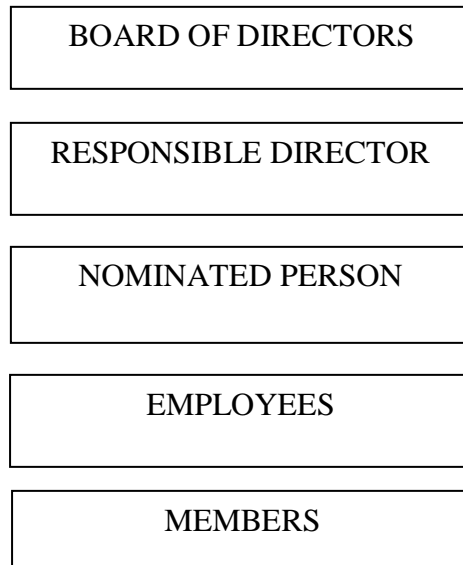
# **Bowling Club**

## **HEALTH AND SAFETY POLICY**

BOSTON INDOOR BOWLING LIMITED  
Health and Safety Policy

**1 Produce Policy**

Example



**2 Plan**

Four activities are required to promote a positive health and safety culture:

- Methods of **control** within the organisation;
- Means of securing **co-operation** between individuals and groups;
- Methods of **communication** throughout the organisation;
- Competence** of individuals.

Each of these activities has their origin in health and safety legislation, in particular the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996.

**Control**

Establishing and maintaining control is central to all management functions. Part of the process of establishing control is to develop procedures, which clarify the way management responsibilities should be undertaken in the organisation.

**RESPONSIBILITIES**

We have responsibilities under health and safety legislation towards:

- Employees
- Customers, visitors and local communities
- Members of the public

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Health and Safety Policy

Our obligations can only be met by ensuring that all employees fully discharge their responsibilities. This policy will be reviewed annually.

**Therefore, every employee must:**

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- Familiarise themselves with the contents of this policy
- Co-operate with regard to agreed health and safety arrangements and procedures, be proactive in assessing the Company's day to day health and safety performance and put forward suggestions for improvements where appropriate
- Not interfere with, or misuse, anything provided in the interest of health, safety and welfare
- Report all safety hazards, defects, accidents and near misses, however minor, to the Manager
- Assist the Nominated Person in their day to day management of health and safety
- Keep personal tools and equipment in good condition
- Maintain work equipment (including all equipment provided in the interests of health and safety) in a suitable condition and ensure it is used in accordance with the manufacturer's instructions
- Ensure all equipment is stored correctly when not in use
- Maintain a tidy work area at all times
- Suggest ways in which safety and health can be maintained or improved
- Inform their immediate supervisor of any medication that they may be taking which could possibly affect their ability to work in a safe manner or react with any treatment they may receive in the event of an accident.

**NOTE**

**Anyone found working to their own, or other persons' detriment, in disregard to this Policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal. An employee who misuses, or fails to wear, personal protective equipment issued and deemed necessary for a task and/or work environment will be subject to disciplinary action.**

BOSTON INDOOR BOWLING LIMITED  
Health and Safety Policy

**Chair of Directors**

They are responsible for ensuring that the Policy enables the company to fulfil its legal duties and to manage its activities so that high standards of health and safety are achieved and legal compliance is maintained.

They will monitor conditions and the health and safety performance to ensure that the policy is adequately resourced, effective in its implementation and is developed to meet changing legal obligations and operational requirements. They will also ensure that all work undertaken complies with the Health and Safety at Work etc. Act 1974 and subsequent relevant regulations and is carried out only by employees and contractors who are deemed “competent”. Employee health and safety competence, safe systems of work, regular safety inspections and the agreement on an emergency plan for each work location are key to effective risk management in this area.

They will review and audit the Policy annually.

It is their specific task to:

- Take overall and ultimate responsibility for the health and safety of employees
- Set health and safety objectives
- Allocate sufficient resources to manage health and safety on a day to day basis
- Take executive responsibility for implementing and supervising the Health and Safety Policy and its procedures, including risk assessment
- Audit, review and up-date this Policy annually, when major changes occur, or when new plant/equipment/work activities are introduced
- Ensure that the purchase and design of plant, work equipment, storage facilities and materials are to an acceptable standard
- Demonstrate personal commitment to the Policy in daily contacts with employees, contractors and customers
- Take appropriate disciplinary action in the event of any breach or refusal to comply with the statutory or Company safety regulations.

**Nominated Persons**

**Tanya Whitmore-Brown - Manager**

The key task is to promote “ownership” of this Policy by all employees and

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Health and Safety Policy

contractors. Successful achievement of this task is crucial if the arrangements stated are to be implemented successfully.

They will ensure that all employees are aware of their individual responsibilities and have an understanding of health and safety management, commensurate with their duties and the risks encountered in their day-to-day work. In particular, induction training for new recruits will be thorough and provide an awareness of significant hazards in the work environment, agree risk control measures and safe systems of work.

Employees and contractors with limited understanding of English will receive training, guidance and information on a "one to one" basis and in a customised format e.g. safe practice guidance publications issued by the Health and Safety Executive in foreign languages. Each employee or contractor in this category will be individually assessed to ensure that he or she can follow agreed safe systems of work. Follow up safety information, instruction and guidance will be issued to a similar format.

It is also their specific task to ensure that:

- All employees and contractors receive sufficient training, instruction and information to carry out their work safely
- An effective and positive channel of communication exists between employees and Directors
- All work carried out, and all plant, machinery and equipment comply with the Health and Safety at Work etc. Act 1974, and other key legislation
- First-Aid facilities are in place in accordance with current Regulations and the risk assessment, and responsible persons are appointed as first-aiders
- Statutory notices, abstracts etc. are displayed as required and all Statutory and Company Registers are provided and used
- Periodic Statutory tests, inspections, safety audits and maintenance of premises and employees workplaces are carried out where applicable
- Fire precautions and appliances are in place and are tested/maintained/kept up to date with the latest legislative requirements; you are familiar with the emergency evacuation procedures and emergency plan for each project location
- Suitable personal protective equipment and clothing is issued where necessary and that employees understand the need for it and use it as instructed
- Any defective plant, equipment or structure is promptly isolated and that nothing hazardous to health and safety continues in use

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- At regular intervals, you keep the Directors informed of the health and safety performance, particularly of any significant changes in practices or legislation, and of any major incident, issue of concern or visit from an enforcing authority
- All hazards to safety or health are eliminated where possible, risk is minimised as far as is reasonably practicable and safe systems of work put in place; that persons at risk are advised of any precautions to be taken and that records of inspections/site monitoring are kept and remedial action to comply with legislation is taken as required
- Conduct an annual review of the Company's health and safety performance
- Review any safety notices or guidance from the HSE and action where necessary
- A culture of "good safety is good business" is adopted by all sections of the Company

**ORGANISATION**

**1 Systems and Procedures**

We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and others who may be affected by our work activities.

It is therefore our ultimate aim that in conducting our activities, account must be taken by all parties of the need to:

- Take a proactive rather than reactive approach to managing health and safety responsibilities
- Formulate and maintain safe working systems
- Take all the necessary steps to establish the causes of accidents and risk to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical, plant or item of work equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Encourage the closest possible liaison between the Directors, employees and contractors in matters relating to health and safety

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Health and Safety Policy

- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance

The Company recognises that the provision of information to, and consultation with, its employees and contractors is fundamental to the successful implementation of this Policy.

This is in addition to specific legal duties under:

- Sections 2(2) c, 2(6) and 2(7) of the Health and Safety at Work Act, etc. Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996

The Company will ensure that suitable arrangements are in place for employees and contractors to comment on any aspect of their work that they believe may affect their health and/or safety.

This will be achieved by giving all new employees an induction talk, to include:

- Site rules and PPE
- Welfare facilities
- First Aid/emergency procedures
- Significant risks and main control measures

The induction checklist will form the basis of employee safety induction. This will be varied as required to take into consideration new legislation, revised work practices, risk assessment reviews and new work equipment.

The subject of the health and safety performance will feature at all management meetings and employees/contractors will be encouraged to raise any issue of concern directly with the Nominated Person if considered urgent.

Employees will be notified by memo of any relevant health and safety issue arising between meetings where this affects their health, safety and wellbeing.

## **2 Arrangements for implementing Policy**

### **2.1 Competence**

All employees shall have the skills, competence and experience to fulfil their roles and duties undertaken. Where appropriate, this will be confirmed by the issue of individual certificates of competence.

As required to address ongoing training needs, employees will be given the opportunity to undertake further training where appropriate, with a nationally

recognised provider.

### 2.1.1 Identifying Training Needs

All existing and prospective employees will be regularly reviewed to determine if they are capable of performing their tasks competently and safely. Competency will be assessed with regard to required skills, experience, knowledge and capabilities considered necessary.

The training needs for each employee will be determined and incorporated into an annual training and employee development plan and matrix. Employees will be regularly consulted to gather information on training requirements; training will also take account of risk assessment findings and the general health and safety performance e.g. inspections, accidents, and near misses, new/revised legislation.

Training will be given to enable all employees to understand fully the requirements and demands of their work and the arrangements for ensuring the health and safety of themselves and others. All employees will receive information and training in the health and safety aspects of their work.

Training will be given in a number of ways including internal and external courses and direct on the job training under personal supervision.

Training will provide suitable and sufficient instruction to all employees to ensure that they:

- have sufficient, up to date knowledge to recognise hazards and implement required safety arrangements and procedures
- understand their responsibilities in order to comply with Company and legislative requirements.

Induction training will be given as early as possible to employees commencing employment or undertaking new duties. This will include the provision of general safety information, site safety and welfare arrangements. **Young people** (under 18 years, those new to the industry and those with **limited understanding of English** will receive intensive safety induction training and will be subject to close, responsible and experienced supervision, particularly during their initial period of employment.

All employees have a legal responsibility to co-operate with their training programme and to put into practice any instructions or guidelines issued.

## 2.2 Fire

The Company will comply with the **Regulatory Reform (Fire Safety) Order 2005** in all its operations and location.

## 2.3 Risk Assessment/Method Statements



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As required by **The Management of Health and Safety Regulations 1999**, all significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced, and implemented in respect of all work activities where a significant risk has been identified.

General hazards affecting our work include:

- Manual handling
- Personal protective equipment
- Loading/unloading vehicles
- Storage of tools and materials
- Electricity/Noise/Vibration/First Aid
- Lone Working

A system of generic assessments is in place covering our usual work activities and equipment use. These will be customised for each project, task and location/premises.

**Young workers** (under 18 years) will receive a structured induction covering tasks to be undertaken, hazards in the general work environment, sufficient training, instruction and information on work to be carried out. All “off limits” tasks e.g. work at height, areas e.g. confined spaces and work equipment use will be identified and details issued to the young person. Supervision will be close, responsible and experienced. The Company will comply with Regulation 19 of the Management of Health and Safety at Work Regulations 1999 in respect of all employees under the age of 18 years and school/college students on an approved period of work experience.

The Company will comply with Regulation 18 of the Management of Health and Safety at Work Regulations 1999 in regard to any risk to a **new or expectant mother**. Tasks will be reviewed and steps taken to ensure that a safe system of work is in place. Wherever practicable, alternative work will be provided if necessary to manage risk. Supervision will be empathetic to the needs of new or expectant mothers.

Induction training will be given as early as possible to employees commencing employment or undertaking new duties. This will include the provision of general safety information, site safety and welfare arrangements. Employees **new to the industry** and those with only a **limited understanding of English** will receive intensive safety induction training and will be subject to close, responsible and experienced supervision, particularly during their initial period of employment. Further guidance and training will be given to those with a limited understanding of English to ensure the effectiveness of the guidance etc. given. Ongoing supervisory support will be given to ensure that health and safety competence and understanding are achieved and maintained. Practical measures including the use of a pictorial signage and the use of translators will be used to help facilitate understanding.

**Method Statements** will be produced where the residual risk requires work activities to be carried out in a particular sequence to ensure safety. These will be produced selectively where a task may prove significantly hazardous.

### **Safe Systems of Work**

Based on the risk assessment process, a written, generic **safe system at work** will be produced for each of our services to ensure that hazards are eliminated or remaining risks minimised. Systems will either be conveyed verbally to employees (for simpler tasks) or recorded (for more complex tasks).

#### **2.4 Work Equipment/Personal Protective Equipment/Welfare**

A key aim will be to satisfy the requirements of the **Provision and Use of Work Equipment Regulations 1998**. This will be achieved through completion of Risk Assessments, employee training and assessment of individual competence, consultation, and the drafting of procedures to cover safe systems of work. All work equipment will conform with CE marking or equivalent and subject to a regular safety inspection.

**Powered machinery, hand held power tools and hand tools** will be subject to regular, visual “safe condition” inspection and also testing. Users of all such equipment should inspect tools before each use; tools and equipment that are available for general use will be inspected periodically and a detailed record kept of inspection and maintenance.

In order to comply with the **Personal Protective Equipment at Work Regulations 1992**, it is our Policy that all employees will wear suitable personal protective equipment (PPE) at all times whilst on site. The Nominated Person will be responsible for carrying out the PPE Risk Assessment and for the identification, issue and monitoring of the wearing of such equipment. They are also responsible for implementing suitable control measures on a day-to-day basis, and for ensuring that all equipment is suitable for its intended purpose, bears the appropriate CE marking or equivalent, is in good condition and operated safely, within agreed procedures and subject to a regular safety inspection.

Across all our work activities, assessments will be carried out under the **Manual Handling Operations Regulations 1992**. Measures to minimise risk will include the use of handling aids, reorganisation of storage arrangements, reduction of weights and staff training.

**Welfare facilities**, arrangements and standards will be provided.

These will include:

- Sanitary conveniences
- Washing facilities
- Drinking water

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- Changing rooms and lockers
- Rest facilities

These facilities will be subject to regular inspection and remedial action taken immediately if the highest practicable standards are not met or facilities are not provided.

## 2.5 Health Surveillance

Risk Assessment will identify circumstances where **health surveillance** will be required. The Requirement for such surveillance extends beyond exposure to substances hazardous to health and will be carried out where there is significant exposure to a substance listed in Schedule 5 to the COSHH Regulations 2002 (as amended 2004).

Generally there will be a need if:

- ❖ There is an identifiable disease or health condition related to work activities
- ❖ There is a valid technique for its identification
- ❖ There is a likelihood that the disease or condition may occur as a result of work activities.
- ❖ The surveillance will protect further the health of our employees

A health questionnaire will be issued annually to each employee.

## 2.6 Work at Height

### Ladders

Ladders should only be used as a means of access and they should not be used at any time to undertake work. The ladder should be placed on firm, level stable ground and secured to prevent slipping or falling. Ladders must not be used as a working platform unless it is reasonable to do so, taking into account the nature of the work being carried out and its duration together with the risks to the safety of any person arising from the use of the ladder.

Ladders should be:

- a. suitable and of sufficient strength for the intended purpose
- b. erected in such a way that they do not become displaced and (where the length is more than 3 metres) they must be secured to prevent falling or slipping.

If used as a means of access, there must be suitable handholds to provide a safe stepping off point. If the ladder run is greater than 9 metres, there should be an intermediate landing area or rest platform (where practicable).

## 2.7 Display Screen Equipment (computer workstations)

Staff identified as “Users”, as defined by the **Health and Safety (Display Screen Equipment) Regulations 1992 (revised 2002)**, will receive an individual Assessment of their workstation and their work environment. Significant risks will be recorded, practical remedial measures taken where appropriate, and “Users” given information and guidance on recognised good practice. Assessments will be subject to periodic review.

## 2.8 First-Aid

The terms of the **Health and Safety (First Aid) Regulations 1981** will be complied with as a minimum standard of cover and practice. Details of trained First Aiders will be displayed prominently for the benefit of all employees, customers and visitors, and brought to the attention of all new employees at their induction.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Specific arrangements will be made to provide cover where employees work on sites away from the Club property. In addition, First Aid containers are kept in all vehicles. This should be noted on each vehicle log sheet. Each driver is responsible for keeping their container fully stocked at all times.

## 2.8 Accident Procedure

Details of all accidents will be recorded in the Accident Book, and investigated by the Nominated Person. The requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995** will be followed in respect of any **reportable** accident or dangerous occurrence. Action considered necessary to prevent a recurrence will be taken and a report submitted to the enforcing authority.

RIDDOR reportable accidents and dangerous occurrences can be report to the HSE Reporting Centre by:

- Phone 0845 300 9923
- Fax 0845 300 9924
- Email [riddor@natbrit.com](mailto:riddor@natbrit.com)

If the accident etc. is reported by phone, the operator will give an incident number. It is important to record the number in the Accident Book and quote in any subsequent correspondence relating to the incident. The RIDDOR reporting centre will take details of the incident. They will produce the Form F2508 and forward a copy to the employer of the injured person.

There are a number of reasons why it is essential that all accidents/incidents (including near misses) be recorded and reported if required by RIDDOR. These include:

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- A legal requirement to report certain injuries, diseases and dangerous occurrences
- Insurance Company requirements to notify them and keep details for possible future claims
- Department of Work and Pensions requirements to record details of all accidents in the workplace Accident Book
- To help the Company to monitor its health and safety performance
- The person involved in the accident should ensure that details of the event are entered in the Accident Book; if this is not practical, the Nominated Person will record the details
- All accidents will be investigated in order to:
  - Establish the cause
  - Determine the extent of injuries and damage
  - Decide on action necessary to prevent a recurrence

If any member of the public, occupier, visitor or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book.

Employees will receive information on the accident reporting system and will cooperate in any investigation process.

## 2.9 Electricity

In accordance with **The Electricity at Work Regulations 1989**, the Company will maintain a register of electrical equipment and ensure that the equipment is visually inspected and tested on a regular, risk assessment basis to ensure that it is safe for normal use. All portable appliances will be examined prior to first use. The findings of inspections and tests will be recorded. Any hired electrical equipment will be similarly inspected and tested.

Day to day, all cabling, plugs and connections will be properly organised, visually inspected, recorded and maintained to minimise any risks, in accordance with the Regulations. Specifically, all employees are required to regularly check and inspect plugs and cables for loose connections, faults and wear or damage. Faults and/or defects should be reported to the Manager and equipment isolated until a repair is carried out.

Wherever possible, all portable electrical equipment will be operated at 110 volts and/or battery powered.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used without prior permission.

The mains electricity supply at the Club property will be inspected by a Competent Person and a certificate of test produced, in accordance with the timescale laid down in the Regulations and IEE guidance.

## 2.10 Premises

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the **Workplace (Health, Safety and Welfare) Regulations 1992**. Particular attention will be given to the general fabric, temperature, and ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

## 2.11 Control of Substances Hazardous to Health (COSHH)

Details of control measures are listed in the COSHH Assessments.

We shall comply with the requirements of the **COSHH Regulations 2002 (amended 2004)** and related legislation. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No hazardous substance will be used unless a full assessment has been carried out and all appropriate risk control measures are in place.

This includes identifying all substances in use and assessing the risk to staff (and others) from the substance, taking into account the manner in which it is used and the quantities involved. Substances covered by the COSHH Regulations 2002 (amended 2004) will typically be denoted by warning symbols as show below:



Toxic Substances



Corrosive Substances



Inflammable Materials



Hazardous substances

The risk associated with using a substance must be assessed by carrying out a systematic review and considering:

- Specific substances being used
- Quantity being used
- Its form i.e. liquid, dust, solid or vapour
- How can it harm? i.e. by inhalation, skin contact, absorption through the skin, ingestion
- Who will be exposed to the risk and for how long?
- Can a less hazardous substitute be used?

Staff will be trained and instructed in the use of any hazardous substance where appropriate. This includes identifying all substances in use and

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assessing the risk to staff (and others) from the substance, taking into account the manner in which it is used and quantities involved. Health surveillance for respiratory issues will be carried out for staff as required by substances in use and emissions.

The Nominated Persons are responsible for managing the Company's responsibilities under COSHH legislation.

### **2.12 Alcohol and Drugs**

The misuse of alcohol and drugs can adversely affect an employee's ability to carry out a task in a safe manner. Alcohol and illegal drugs should therefore not be consumed or brought onto the premises.

Any employee found with alcohol or illegal drugs on their person or is found to be under their influence whilst at work will face disciplinary action and possible dismissal. This also applies to any employee found to be misusing any substance(s) that has a detrimental effect on their standard of work or general conduct.

### **2.13 Engineering and Maintenance Policy**

- ◆ All new and existing machinery, plant, equipment, facilities and buildings will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety of employees
- ◆ An adequate planned maintenance system is operated in respect of all work equipment, and records maintained
- ◆ Safe systems of work are used and updated, such that protection against foreseeable maintenance hazards is provided
- ◆ All legislative maintenance, testing and inspection are carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes
- ◆ Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work
- ◆ Contractors' and hired plant and equipment must be examined before use to ensure it satisfies all relevant legislation, and is in a well-maintained and safe condition

### **2.14 Environmental Management**

It is our policy to do all that is reasonably practicable to:

- Maintain current and reliable information on the environmental impact of the goods and services that we supply and make this available on demand

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to enable our customers to make informed choices

- Understand the sensitivities of our customers, including the pressures of growing and changing statutory and public concern about environmental issues, and assist them in complying with environmental best practice
- Identify opportunities to reduce any environmental impact of our activities at an early stage and adopt these changes where appropriate
- Communicate our environmental performance both within the Company and to the wider community
- Raise staff awareness of environmental issues and promote individual good practice
- Require our suppliers to provide goods and services with the minimum adverse environmental impact, and give preference to environmentally aware suppliers whenever possible
- Ensure that we purchase goods and materials which comply fully with UK government and EU legislation and recognised environmental best practice
- Make efficient and environmentally responsible use of energy, water and other natural resources
- Take all reasonable steps to prevent pollution of both the local and wider environments
- Employ sound waste management practices
- Develop and maintain emergency procedures to deal effectively with any significant environmental hazards which may arise as a result of our activities
- Recycle equipment, waste products, and redundant items and reduce the consumption of consumables
- Use, store, control and dispose of hazardous materials in line with the best environmental practices
- Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the Company's environmental policy and complying with the control measures in place.

### **2.15 Waste materials**

If required by legislation and by any works undertaken all waste materials will be removed from site by a licensed waste removal service.



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**2.16 Visitors**

On first arrival at the Club all visitors will report to reception and complete the visitors' book. The member of staff responsible for the safety and welfare of visitors will ensure that all health and safety rules and procedures are followed at all times and that the visitor(s) depart safely.

**2.17 Visiting other locations**

Employees are required to take all reasonable precautions to ensure their own health and safety when visiting any other location. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

**2.18 Smoking**

Smoking is only permitted outside in designated areas. Employees are not permitted to smoke on the premises. The Company will comply with the Health Act 2006.