

# **LEICESTER INDOOR BOWLING AND SOCIAL CLUB**



## **HEALTH & SAFETY POLICY**

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## **HEALTH & SAFETY POLICY**

### **General Statement**

Leicester Indoor Bowling and Social Club (LIBC) regards health and safety as a matter of prime importance and shall at all times ensure, so far as reasonably practicable, the health, safety and welfare of all employees. LIBC shall also ensure so far as reasonably practicable that activities of the organisation do not in any way cause detriment to other persons for the cause of its service delivery.

It is the policy of this organisation that health and safety is and shall remain a management responsibility equal to that of any other organisation.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. With this in mind, management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communications with all employees within the organisation and by ensuring competence of those employees.

LIBC believes that accidents and occupational ill health incidents are preventable and to this end, using the risk assessment tool, shall endeavour to manage the risks in order to prevent or at least minimise the occurrence of these incidents. Risks shall, where possible, be reduced to a reasonably practicable level.

It is equally the duty of all employees to exercise responsibility and to do all that is reasonable to prevent injury to themselves and to others that may be affected by their actions or omissions.

This policy shall be reviewed on a regular basis and any amendments shall be brought to the attention of all employees.

## **RESPONSIBILITIES AND ORGANISATION**

### **1. Corporate Health and Safety Responsibility and Accountability**

The organisation, through its elected members has responsibilities for:

- a. The health, safety and welfare of its employees.
- b. The conduct of its undertakings to ensure the health, safety and welfare of other persons who may be affected by its work.

To meet these responsibilities, LIBC shall ensure:

- a. That there is an effective overall policy for the health, safety and welfare of all employees and appropriate resources are available to meet the requirements within the organisation.
- b. That any necessary changes are made to the Health and Safety Policy as appropriate.
- c. That any other persons are made aware of any situations that may arise which may affect their health, safety or welfare and take such steps to eliminate such situations.
- d. That LIBC's activities do not detrimentally affect the health, safety or welfare of other persons.
- e. That LIBC shall review the implementation of this policy annually and make such recommendations as are necessary.

### **2. Responsibilities of the Club Manager**

The General Manager is responsible for giving overall effect to LIBC's health and safety policy and shall, as necessary, review the effectiveness of the policy and of the personnel under his/her control to whom various aspects of health and safety have been delegated.

### **3. Responsibilities – All Employees**

Employees shall:

- a. Take responsible care for their own safety and that of others who may be affected by their acts or omissions.
- b. Inform their line manager, without delay of any work situation which might present a serious and/or imminent danger.
- c. Inform their line manager of any short comings in the organisations health and safety arrangements.
- d. Make themselves familiar with and conform to all safety rules applicable to their work.

- e. Correctly use equipment, protective equipment/clothing and devices as necessary and follow instructions and advice regarding the use of substances.
- f. Report to their supervisor/line manager all accidents and damage and adhere to the organisation's procedure for the reporting of accidents regardless of whether persons are injured or not.
- g. Report all hazards to their line manager.
- h. Comply with instructions given on health and safety matters and adhere to LIBC's policy for securing safety-working arrangements.

## **HEALTH & SAFETY POLICY ARRANGEMENTS**

### **1. Risk Assessment**

Risk assessment is considered to be the foundation of this organisation's Health, Safety and Risk Management programme. Without risk assessment, the organisation is unable to identify and control risks.

The Club Manager has overall responsibility for ensuring suitable risk assessments are produced and maintained relevant for all significant risks and will manage a programme of risk assessments on behalf of the organisation.

Line Managers who are health and safety trained, shall identify hazards and evaluate all risks produced by this organisation's activities. Where this assessment highlights a significant risk, the manager shall record his/her findings on the organisation's risk assessment proforma. Employees shall be made aware of the findings of all relevant risk assessments. The assessments, once completed, shall then be forwarded to the Health and Safety Adviser for evaluation.

Risk assessment shall be reviewed and amended as necessary following an accident, if there is a significant change in work activity and/or when a new employee starts.

### **2. Consultation**

Health and safety matters shall be referred to the Manager. Employees shall be consulted on an individual basis or through team meetings. Members of LIBC's Council of Management will be consulted as deemed appropriate by the General Manager.

### **3. Fire/Bomb**

LIBC shall ensure that:

- a. Where required a suitable fire/bomb risk assessment is made to evaluate the potential fire/bomb risks and adequate responsive action is taken to remove or reduce risk to a minimal and appropriate level.
- b. Suitable instructions are posted in conspicuous areas informing all users of the building what action to take in case of a fire.
- c. Fire/bomb wardens are appointed to ensure a rapid and effective evacuation.

- d. All staff receive appropriate training.
- e. All equipment is inspected and maintained on a regular basis.
- f. All of the above is documented within the Fire Log Book.
- g. Regular tests/drills are carried out, ie, at least annually.

#### **4. Accident/Incident Reporting**

All employees are requested to report to their supervisor/line manager all accidents/incidents whether or not they result in personal injury.

The line manager shall ensure that an adequate investigation is carried out and that suitable details are recorded in the Accident/Incident Reporting Book.

Accidents of a reportable nature shall be brought to the attention of the General Manager as soon as possible. This shall be followed, where necessary, by a full investigation where appropriate, to establish the cause, remedy and any immediate defects and prevent a recurrence.

The General Manager is responsible for ensuring that all reportable accidents, brought to his/her attention are reported to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

#### **5. First Aid**

Suitable and appropriate first aid equipment and expertise is provided in accordance with legislation and codes of practice to all employees regardless of their work station.

A First Aid Box, and defibrillator in exceptional cases, will be provided by LIBC. The First Aider will be responsible for checking and replenishing the contents of the First Aid Box.

The First Aider shall keep records of all first aid administered.

#### **6. Supervision and Instruction**

Adequate supervision and instruction, appropriate to the level of risk present and the employee's competency shall be provided to all work activities.

In order to be able to determine the necessary level of instruction and supervision, the Line Manager shall be competent as regards the identification and recognition of hazard within their work activities.

Line Managers are required to instruct employees of all relevant policies and guidance to monitor their effectiveness and imitate any steps necessary to improve safe working conditions or practices.

#### **7. Training**

Training is essential to ensure staff acquire the necessary skills, knowledge and attitudes to make them competent and therefore remove or reduce risk.

Training needs shall initially be determined by the Line Manager. The need for health and safety training shall be identified within risk assessments, at staff development interviews. Following an accident during an audit and when work activities/employment etc change.

## 8. **Maintenance**

Maintenance of equipment, upon which personal safety depends, will be the responsibility of the Club Manager, who will ensure that there are proper arrangements for:

- Regular examination and testing by a competent person.
- The recording of all such tests, examinations and remedial action taken.
- The withdrawal and isolation of all defective equipment until remedial work is effective.

## 9. **Good Housekeeping and the Workplace**

There shall be proper arrangements for the storage of supplies and waste. There shall be provided and properly maintained clean work areas, washing/toilet/rest rooms.

Line Managers shall ensure that all means of access and egress in the workplace including corridors, stairs, thorough fares, etc are maintained in a safe and clean manner and kept clear of obstacles.

All reasonable measures shall be taken to ensure suitable temperature, humidity, lighting and space requirements within all working environments.

## 10. **Portable Appliance Testing**

Appropriate inspection and testing by a competent person in accordance with legislation and codes of practice, shall be carried out on portable electric equipment owned by this organisation. LIBC shall also ensure that only electrical equipment that carries a valid certificate of test is allowed to be brought into the premises and is suitable for the environment in which it is to be used.

Regular visual inspection shall be made of all portable electrical equipment, especially those items that are transported around on a frequent basis. This should be undertaken by a competent person with basic understanding of electrical safety.

The Club Manager is responsible for ensuring the testing of all electrical equipment owned by LIBC and for ensuring that all equipment bought on site by third parties has been suitably tested.

## 11. **Hazardous Substances**

All cleaning materials should be clearly labelled and stored away appropriately.

## 12. **Protective Clothing**

Protective clothing shall be issued to post holders who are deemed to be at risk. Post holders will be instructed on the use of such clothing.

### **13. Display Screen Equipment**

DSE and associated workstations shall be provided and maintained in accordance with legislation.

All LIBC employees are classed as habitual users and as such full assessment of the equipment, workstation and environment, using a DSE proforma shall be undertaken..

### **14. Manual Handling**

The organisation shall ensure that all manual handling with a significant risk of injury is suitably assessed in accordance with the Manual Handling Regulation 1992.

### **15. Lone Working**

Where lone working is required, the Line Manager shall ensure that a suitable risk assessment is carried out to establish the hazards associated with the task and the necessary control measures required to eliminate the risk, or reduce it to a reasonably practicable level.

### **16. Health of the Workforce**

As resources allow, LIBC will provide adequate mechanisms to identify and control occupational related health risks. They will aim to assist employees to identify their lifestyle related risks provided their co-operation in this is forthcoming. It is intended that these mechanisms shall allow LIBC to:

- a. ensure adequate protection to staff whilst at work
- b. Provide tangible encouragement to employees to self-manage their health.

### **17. Audit & Review**

Line Managers shall ensure that a Health, Safety and Risk Management Audit, using the organisation's agreed proforma is carried out on an annual basis.

## **STATEMENT OF 'PROTECTION OF EYES' POLICY**

### **1. INTRODUCTION**

**1.1** Whilst the empowering legislation (The Health and Safety Display Screen Equipment Regulations (DSE) 1992) cover a wide range of workplace features, this policy is specifically directed towards those parts of the Regulations that concern the protection of the employees' eyes and eyesight.

**1.2** The Regulations do not contain detailed technical specifications or lists of approved equipment. Instead they set more general objectives. They affect employed and

self-employed workers who habitually use DSE for a significant part of their normal work.

- 1.3 Under Regulation 5, all employees who habitually work with a VDU can ask their employer to arrange for a qualified Optometrist/Ophthalmic Medical Practitioner to give them an eye examination.

## **2. SCOPE**

The Regulations came into force on 1 January 1993 and are deemed to apply to all office staff employees of LIBC.

## **3. PURPOSE**

To familiarise employees with the Regulations and detail the support provided by the Employer in discharging the employer's responsibilities.

## **4. COMMITMENT TO POLICY**

As stated in the composite Health and Safety Policy, the LIBC is committed to providing a healthy and safe workplace and to promoting good practice within the region with regard to health and safety at work by aiming to be an exemplar in all its policies and procedures.

## **5. RESPONSIBILITIES**

The Employer is responsible for supporting working arrangements necessary to provide an efficient working environment and meeting any employee costs arising from compliance with the Regulations. The employee is responsible for ensuring that he/she organises their own workstation to comply with good working practices associated with Display Screen Equipment and making themselves available for any regular health/eyesight checks that arise from their use of Display Screen Equipment.

The Employer must also provide subsequent eye tests for the employee at regular intervals, as determined by the optician. If not determined, as a rule of thumb at least every 2 years. If an employee experiences any difficulty between their regular eye tests, they can request another eye test.

New employees who will work with VDUs are also entitled to receive an eye examination at the time of joining the company.

## **6. IMPLEMENTATION**

LIBC will:

- 6.1 Analyse workstations of employees covered by the Regulations to assess and reduce risks.
- 6.2 We need to look at the hardware, the environment and factors specific to the individuals who use the equipment. The employees' views will be sought as part of the assessment. All assessments will be recorded and where risks are identified we will take steps to reduce them.
- 6.3 Ensure that workstations meet minimum requirements.



- 6.4** All equipment has to meet a minimum standard that offers a screen with adjustable brightness and contrast controls so as to help avoid problems from tired eyes and eyestrain.
- 6.5** On request arrange eye and eyesight tests and provide appropriate corrective appliances if special ones are needed to perform the duties of the post.
- 6.6** Employees can ask the employer to provide and pay for an eye and eyesight test, to be carried out by an optometrist or optician. Once tested, the employee is eligible for further tests at regular intervals with the provision that whoever carries out the test can recommend when the next test should be. If in the meantime any employee has a problem with his/her vision which may be related to work with DSE, the employer will provide a further test on request.
- 6.7** The requirement is for the provision of corrective appliances appropriate to the work being done by the employer where:-
- a) normal corrective appliances cannot be used; and
  - b) the result of any eye and eyesight test shows such an appliance to be necessary
- 6.8** The employer will meet the cost of all eye and eyesight tests carried out as a result of an employee's request. The cost of 'Normal' corrective appliances will be the responsibility of the employee but where special corrective appliances are required the employers' liability is limited to the cost of a basic appliance, ie. of a type and quality adequate for its function. If the employee wishes an appliance more expensive than the basic adequate appliance he/she will be liable for the extra cost involved.

## **8. MONITORING**

- 8.1** LIBC is committed to meeting any statutory regulations that relate to the operations of the staff. Monitoring of policy operation and practice will be an ongoing feature.
- 8.2** Any formal review of the Policy will be on the instructions of the Club Manager..