



## HEALTH AND SAFETY /EMERGENCY PROCEEDURE POLICY

This statement is issued in accordance with the Health and Safety at Work Act (1974).

### General Guidelines

It is the policy of Ripley Cricket club (hereafter RCC), as far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the club;
2. establish and maintain safe working procedures among all members
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees both volunteer and paid to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the RCC and the committee in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the club premises;

Fire point meeting place is **THE CAR PARK**

7. follow the clubs policy for accident reporting the first aid kit is located in ;  
**THE KITCHEN**

### Responsibility of the Ripley CC

The RCC and the committee are responsible for implementing this policy within the Club. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once within the season) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff voluntary or employed at the club to the safety policies and procedures and of any relevant safety guidelines and information issued by the local Authority ;
4. make arrangements for the implementation of the clubs accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Ensure that regular safety inspections are undertaken.
6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety officer.



### **Duties of the welfare officer**

The delegated person, Katie Cheeseman shall:

1. assist the committee in the implementation, monitoring and development of the safety policy within the Club;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the club
3. co-ordinate arrangements for the design and implementation of safe working practices within the club;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Ensure all staff are trained in food hygiene and health and safety
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;

### **Responsibilities of employed or volunteer Staff Towards club members and young people in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, members and young people volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including young people in their care; Young people will not enter the kitchen or bar area unsupervised.
2. be aware of and implement safe working practices and to set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards; all equipment such as knives must be placed in a safe place as soon as used.
5. provide written job instructions, warning notices and signs as appropriate; A sign will be placed on the kitchen area " no unauthorised entry "
6. provide the opportunity for discussion of health and safety arrangements;
7. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
8. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

### **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Club committee and others in meeting statutory requirements;
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;



4. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Welfare Officer or and the Club committee;
  5. ensure that tools and equipment are in good condition and report any defects to the Welfare officer and Club committee
  6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
  7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Welfare Officer.
1. For hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
  2. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **Responsibilities of Members**

All members are expected, to:

1. exercise personal responsibility for the safety of themselves and their fellow members
2. observe all the safety rules of the Club and in particular the instructions in the event of an emergency;
3. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the club.

### **Lettings**

The Club will ensure that:

1. The means of access and are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe.
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures
4. hirers using any equipment or facility provided by the club are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Fire and Emergency Evacuation Procedures**

1. The Clubs procedures for fire and emergency evacuation are posted in the Clubs notice board located at the entrance to the club.



2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures**

1. First aid is available in the Kitchen and an additional first aid box is in the changing room on the wall.
2. The name of the first aider/appointed person is
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents is Katie Cheeseman welfare officer.
4. The accident book and report forms are to be found in the Kitchen.
5. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising coaches.
6. Accidents to coaches' visitors or children must be recorded in the accident book. Entries should be made in ink and contain the following information; Name, time, date of event, summary of event, any action taken, signature of the responsible person and, in the case of children, the parents should sign to say that they have seen the report. If a child is taken ill then an illness record sheet should be filled out, the parent/carer should be informed and asked to collect the child. The record sheet will show parents when the symptoms began and what has happened to their child since they were called to collect them. They will then sign the sheet. If this is occurring regularly it will help to highlight any problem the child has with a certain aspect of the club and environment. If the illness the child had turns out to be contagious it makes it easier to remember what day the child attended whilst contagious, to inform other parents, if a record sheet was filled in.
7. First Aid training is available annually to all staff. The next training will take place in May 2009
8. Parents will be informed of all accidents.
9. Any serious accident or injury will be reported to the ECB welfare officer

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