

THE NORTHERN CLUB



MOOR PARK, ELM AVENUE,
CROSBY, LIVERPOOL L23 2SX.

HEALTH AND SAFETY POLICY STATEMENT

Date of Issue: March 2018

Review Date: March 2019

Section 1: Health and Safety Policy Statement

This is the Health and Safety Policy Statement of The Northern Club (subsequently referred to in this document as “The Club“.)

Under the Health and Safety at Work etc. Act 1974 it is the duty of every employer to take all reasonably practical steps to ensure the health, safety and welfare of his employees and others on his premises.

It is the policy of The Club to give prime importance to the health and safety of its employees, visitors and all others having cause to enter or use the premises and the grounds. The Club will take all reasonably practical measures to ensure a safe and healthy environment for such people. For the purpose of this policy employee is deemed to include permanent, temporary, part time and casual staff.

Whilst ensuring a safe and health workplace is a Club Council responsibility it also requires the co-operation of all employees in order to prevent injury or illness to themselves and others.

In order to meet these responsibilities The Club will:

- a) assess the risk to health and safety
- b) identify preventive and protective steps
- c) implement preventive and protective steps
- d) ensure that the steps are maintained
- e) provide information and training to ensure that safe working practices are adhered to
- f) regularly review health and safety procedures
- g) set up emergency procedures

It shall be the duty of the employee while at work and of members while socialising etc. to:

- a) take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions while at work or attending The Club
- b) to co-operate with The Club in complying with health and safety regulations
- c) to follow all health and safety instructions and report danger
- d) not to misuse or interfere with anything provided by The Club in the interests of health and safety

Signed: Name: Colin Blanchard Role: President

Signed Name: Di Birch Role: House Chairman
(on behalf of The Club Council)

Review Date: March 2019

Section 2: Responsibilities

1. Overall and final responsibility is that of: The Club Council
2. Day-to day responsibility for ensuring this policy is put into practice is delegated to: The Club Manager, the Health & Safety Officer
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following area:

Name	Responsibility
House Chairman	The inside of The Club House
Squash Chairman	The inside of the Squash Court Building
Cricket & Hockey Chairs	The inside of the Tiffin Pavilion
Bowls Chairs	The inside of the Bowling Greens' Pavilions
Vice President's Committee	External Fabric of all The Club's buildings plus all of the grounds including all playing areas, outdoor furniture and the car park

(Actual persons fulfilling the above roles in any particular Club year can be found in The Club House)

4. All employees must:
 - Co-operate with supervisors and managers on health and safety matters
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
5. All members must:
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Section 3: Managing Health and Safety Risks

- 1 Risk assessment will be undertaken by: Health & Safety Officer plus other Chair Persons as appropriate (see Section 2 point 3)
- 2 The findings of the risk assessment will be reported to: The House Committee
- 3 Action required to remove/control risks will be approved by: The Club Council
- 4 The following will be responsible for ensuring the action required is implemented:
The Club Council
- 5 The following will check that the implemented actions have removed/reduced the risks: Health & Safety Officer plus other Chair Persons as appropriate (see Section 2 point 3)

Assessments will be reviewed every 12 months or when the work or sport/social activity changes, whichever is soonest.

Section 5: Safe Plant and Equipment

- 1 The note below identifies who is responsible for identifying all equipment / plant needing maintenance.
- 2 The note below identifies who will be responsible for ensuring effective maintenance procedures are drawn up.
- 3 The note below identifies who will be responsible for ensuring that all identified maintenance is implemented.
- 4 The note below identifies who any problems found with plant / equipment should be reported to.
- 5 The employee making the purchase on The Club's behalf or for larger items of expenditure, the appropriate committee involved as per below, will check that new plant and equipment meets health and safety standards before it is purchased
- 6 A schedule of all plant and equipment involved is contained in Appendix A.

Note: Levels of Responsibility

- **The House Committee** is responsible for all internal plant / equipment and fabric of The Club House including the kitchen but excluding the **Club Manager's living quarters**. Also, all Utility infrastructure throughout The Club
- **The Vice President's Committee** is responsible for all external plant / equipment, buildings and fabric of buildings external and internal with the exception of The Club House for which it has external responsibility only.

Section 6: Safe Handling and use of Substances

- 1 The Health & Safety Officer will be responsible for identifying all substances, which need a COSHH assessment.
- 2 The Health & Safety Officer will be responsible for undertaking COSHH assessments.
- 3 The Health & Safety Officer will be responsible for ensuring that all actions identified in the assessment are implemented
- 4 The Health & Safety Officer will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- 5 The Health & Safety Officer will check that new substances can be used safely before they are purchased.
- 6 A schedule of all materials involved is contained in Appendix B.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Note: Responsibilities

- **The House Chair** will be responsible for all substances used within The Club House, Squash Courts, Bowls Huts/Pavilions and Tiffin Pavilion and may delegate day to day responsibility of this to The Club Manager
- **The Ground Chair** will be responsible for all ground storage areas and outside spaces of The Club's estate external plant / equipment and may delegate day to day responsibility of this to the Grounds' Maintenance personnel

Section 7: Information, Instruction and Supervision

- 1 The Health and Safety Law poster is displayed within The Clubhouse.
- 2 Health and Safety information will be issued by: The House Chair
- 3 Health and Safety advice is available from: The Health & Safety Officer
- 4 Supervision of young workers / trainees / pregnant ladies will be arranged / undertaken / monitored by: the appropriate line manager i.e. the Club Manager, the Club Treasurer or the Ground Chair as appropriate
- 5 Staff working alone:
 - the Club Manager (or Bar Staff) at times when The Club is closed and no other staff are present in the Club House – ground staff must be advised and asked to check on the person concerned every half hour
 - Ground Staff – if any staff or members etc. are around ask them to check on the groundsman every half hour alternatively, if no one is around make arrangements to ring a responsible person every half hour
 - Bar Staff when The Club is open and no one else (staff or members etc.) is present – the bar staff must make arrangements to ring a responsible person every half hour

Section 8: Competency for Tasks and Training

- 1 Induction training will be provided for all employees by: their Line Manager
- 2 Job specific training will be provided by: the Line Manager or delegated to an appropriate competent person
- 3 Specific areas of work that require training are:
 - the use of all machinery and associated chemicals used by Bar staff and Cleaners
 - the use of all machinery and associated chemicals used by Grounds staff, or in the situation whereby the Ground Staff are not employed by The Club, assurances must be ascertained that appropriate levels of training have been delivered
 - use of the computer and associated equipmentTraining shall be provided as and when required.
- 4 Training records are kept in The Club House Office
- 5 Training will be identified, arranged and monitored by: the Line Manager and will be checked by the Health & Safety Officer
- 6 A schedule of skills and competencies is contained in Appendix C.

Section 9: Accidents, First Aid and Work-Related Ill-Health

- 1 Health surveillance is required for employees doing the following jobs: N/A
- 2 Health surveillance will be arranged by: N/A
- 3 Health surveillance records will be kept by/at: N/A
- 4 The first aid box is kept behind the Bar
- 5 First-aiders: a list of First-aiders is on display in The Club House
- 6 All accidents and cases of work related ill health is to be recorded in the accident book. The book is kept behind the Bar.
- 7 The House Chair and/or Health & Safety Officer is responsible for reporting accidents, disease and dangerous occurrences to the enforcing authority.

Section 10: Monitoring

- 1 To check our working conditions, and ensure our safe working practices are being followed:
 - An inspection of each area (i.e. The Club House, the Squash Courts, the Tiffin Pavillion, the Bowls Huts and the Grounds) will be carried out each month
 - Responsibility for ensuring inspections take place is as defined in point 3 of Section 2
 - Additionally Fire Inspections will be undertaken as defined in the Fire Log Book.
- 2 Depending on the location of the accident, either the House Committee and/or the Health & Safety Officer is responsible for investigating accidents.
- 3 Depending on the location of the staff concerned, either the House Committee and/or Health & Safety Officer is responsible for investigating work-related causes of sickness absences.
- 4 The Club's Council is responsible for acting on investigation findings to prevent a recurrence.

Section 11: Emergency Procedures - Fire & Evacuation

See separate document entitled “Fire Log Book” held behind the bar on top of the safe plus associated notices around The Club House.

Appendix A – Schedule of All Plant & Equipment Testing

THE NORTHERN CLUB - HEALTH AND SAFETY POLICY DOCUMENT

APPENDIX A1 - Portable Appliance Testing

Location		Item	Date Tested / By Whom
Club House	Behind Bar in Bar Room	CD Player	
		Bottle Fridges/Coolers x 5	
		Glass Washer	
	Small Room at back of Bar	Washing machine	
		Dryer	
		Ice Machine	
	Bar Room – in the well	TV	
	Bar Room	Gas Fire	
	Lounge	Projector	
		Speakers x 2	
		Drop Down Screen	
	Store Room off Lounge	Vacuum Cleaners x 2	
	Kitchen	Small Swan Water Boiler	
		Coffee Maker	
		Kettle	
		Coffee Machine	
		Deep Fat Fryers x 2	
		Tall Fridge	
		Tall Fridge/ Freezer	
		Toaster	
		Fridges under Counter x 2	
		Warming Cabinet on counter at Lounge end	
		Microwaves x 2	
		Dishwasher	
		Food Slicer	
		Freezer (Back Store Room)	
	Office	Computer	
		Printers x 2	

THE NORTHERN CLUB - HEALTH AND SAFETY POLICY DOCUMENT

Location		Item	Date Tested / By Whom
		Computer Screen	
		Shredder	
		Fan Heater ??	
	Outside	Disabled Lift ??	
New Bowls Hut		Fridge	
		Water Boiler	
		Kettle	
		Vacuum Cleaner	
Old Bowls Hut		Fridge	
		Microwave	
		Water Boiler	
		Kettle	
		Vacuum Cleaner	
	Ladies Toilet	Boiler	
Tiffin Pavillion	Boiler Cupboard	Vacuum Cleaner	
	Kitchen	Hand Dryer	
	Men's Changing Room	Wall Mounted Heaters x 4	
	Ladies' Changing Room	Wall Mounted Heaters x 4	
		Hand Dryer	
	'Hall' Area	Wall Mounted Heaters x 6	
Squash Courts	Ladies Toilet	Wall Mounted Heater	
		Hand Dryer	
	Men's Toilet	Wall Mounted Heater	
		Hand Dryer	
	Disabled Toilet	Hand Dryer	
	Cupboard under Stairs by Courts 1-4	Vacuum Cleaner	
Groundsmen's Hut		Fridge	
		Kettle	
		Compressor	
		Electric Drill	

APPENDIX A2 - Boilers

APPENDIX A3 - Grounds' Tools, Plant and Equipment plus Maintenance Schedule

Equipment Item	Maintenance Schedule
4 Ransome (AutoCertes) walk-behind mowers, used for bowling greens and cricket squares: 1 was purchased 1996 (reconditioned from Adamson at £995) 2 are 20+ years old 1 TORO Greenmaster 1000 purchased in 2009	
1 Allett 36” ride-on mower used for cricket outfields	
2 Walk-behind Rough-cutters used for perimeters and mounds 1 Clarke purchased in 1997 1 ?Murray	
1 Scarifier suitable for outfields – HRR/42pt RotoRake purchased 1999 at £1500	
1 Scarifier suitable for greens and squares – ex demo from SISIS purchased 1996 at £1150	
1 Vari-seeder, used for sowing grass seed - ex demo from SISIS purchased 1996 at £850	
1 Vari-core (scarifier +) FS 558 TCH/48pt technicore - ex demo from SISIS purchased 1998 at £4796	
1 Hand-push Waterhog purchased 1997 from Tildenet at £259	
1 Strimmer castor T40d purchased 1998 from Turners at £259	
Set of tractor-trailed Gang Mower Attachments (3 attachments)	
1 Ride-on Auto roller	
1 Wessex trailed Roller	
1 John Deere Tractor	
1 Allman Sprayer	
1 Modus T Top Dresser	
1 Modus T Spiker / Slitter	
1 Protea Groomer (2008/9)	
1 TORO Reel Master 2000D (2009)	
1 Walk behind Fertiliser Spreader (Scotts)	

- COSHH – Safety Data / R.A.

Appendix B – Material Safety Data Sheet

- COSHH / R.A.
- Personal Protective Equipment (PPE) – Last Resort
- Cleaning Materials, Bleach etc.

Appendix C – Staff & Members Skills and Competencies

STAFF NAME	SKILL / COMPETENCY				
	Fire Marshall	First Aider	Plant & Equipment	Groundsman - Skill	Groundsman - COSHH

MEMBER NAME	SKILL / COMPETENCY				
	First Aider				
	√				
	√				
	√				
	√				
	√				
Heather Tweedle	√				
Alan Murphy	√				