



DUNSTABLE TOWN CRICKET CLUB

HEALTH & SAFETY POLICY

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

A General Guidelines

It is the policy of Dunstable Town Cricket Club, (hereafter DTCC), as far as is reasonably practical to,

1. Established 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 DTCC 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 the case of fire and for evacuating the club premises.

The fire point meeting place is : **THE CAR PARK ADJACENT TO THE MAIN GATE**

7. Follow the Club's policy for accident reporting :

The First Aid kit is located in – **THE KITCHEN** and behind **THE BAR**

B Responsibility of Dunstable Town Cricket Club

DTCC and the Executive Committee are responsible for implementing this Policy within the Club.

In particular they will :

1. Monitor the effectiveness of the Health & Safety Policy and the safe working practises 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 practise 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 Health & 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 as necessary.
5. Ensure 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.

C Duties of the Health & Safety Officer

The delegated person shall :

1. Carry out the role of Health and Safety Officer for the Club.
2. Assist the Executive Committee in the implementation, monitoring and development of the Health & Safety Policy within the Club.
3. Monitor general advice on safety matters given by the local Authority and other relevant bodies and advise on his application to the Club.
4. Co-ordinate arrangements for the design and implementation of safe working practises within the Club.
5. Investigate any specific Health and Safety problem identified within the Club, and take, or recommend (as appropriate), remedial action.
6. Ensure all staff are trained in Food Hygiene and Health and Safety.
7. Assist in carrying out regular safety inspections and it's activities and make recommendations on methods of resolving any problems identified.

D 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, and 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, bar, or net area unsupervised.
2. Be aware of and implement safe working practises, and 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 and bar area stating 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. Provide for adequate instruction, information and training, in safe working methods, and recommend suitable 'off the job' training.
8. Read and follow the Club's Safeguarding Policy.

E Responsibilities of all Employees

All employees have a responsibility under the Act to :

1. Take reasonable care for their 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 Executive Committee and others, in meeting statutory requirements.
3. Not to 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 practises applicable to their posts, where in doubt, they must seek immediate clarification from the Welfare Officer or/and the Executive Committee.
5. Ensure that tools and equipment are in good condition and report any defects to the Welfare Officer and/or Executive 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 any potential hazards are reported to the Welfare Officer and/or the executive committee through completion of the Accident/Incident report form.
8. For hazards, and whenever possible ensure that they are accompanied by a person familiar with the environment, or that they are advised of specific hazards.
9. All volunteer helpers will be expected as far as reasonably possible, to meet the same standards required of employees.

F 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 for 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.

G Visitors

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

H Lettings

The club will ensure that :

1. The means of access are safe for the use of hirers, and that all plant and equipment made available to and use 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 will be displayed on the notice board or otherwise prominently displayed.
4. Hires using any equipment or facilities 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 their staff.
6. Follow Club lockup procedure.

I Fire and Evacuation Procedures

1. The Club's procedures for Fire and Emergency evacuation, are posted on the Club notice board located at the entrance to the Club.
2. These procedures will be updated as appropriate.
3. The Log book for the recording of Evacuation practice and Evacuation drills is available.

J Fire Prevention Equipment

1. 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. All inspections will be recorded

K First Aid and Accident/Incident Reporting Procedures

1. First aid is available in the Kitchen, and an additional First Aid box is behind the Bar.
2. Trained First Aiders are : **ALL COACHES**
3. The person responsible for administering the Accident/Incident reporting procedure, and the notification of serious accidents, is the Club Welfare Officer.
4. The Accident/Incident book and report forms are to be found behind the Bar.
5. The arrangements for First Aid for sports, outdoor pursuits, and field trips, are the responsibility of the Welfare Officer.
6. Accidents to coaches, visitors, or children, must be recorded in the Accident/Incident 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 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, turned 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 coaches, the next training will take place in - 2022
8. Parents will be informed of all accidents/incidents.
9. Any serious accident/incident or injury will be reported to the ECB Welfare Officer.

Date : April 2022