

**HEALTH & SAFETY PLAN**

**CAMBRIDGE**

**BRIDGE CLUB**

## Table of Contents

**1. Health and Safety Plan .....4**

**1.1 Health & Safety Management ..... 4**

**1.2 Engagement & Communication..... 4**

**1.3 Supervision ..... 5**

**1.4 Health and Safety Officer ..... 5**

**1.5 Hazard Definitions ..... 5**

**1.6 Hazard Identification and Control Programme .....6**

**1.7 Hazard Register ..... 7**

**1.8 Emergency Procedures ..... 8**

**1.9 Emergency Procedures Fire..... 8**

**1.10 Accident and Incident Reporting & Recording..... 8**

**1.11 Site Safety Inspections ..... 9**

**1.12 Health and Safety Forms ..... 9**

**2. Health and Safety and Emergency Procedures and Evacuation Plan ..... 10**

<b>DATE</b>	<b>APPROVED BY</b>	<b>SIGNATURE</b>	<b>AMENDMENTS MADE</b>
March 2021		-	Document first created

## Health and Safety Policy Statement

The **Cambridge Bridge Club** is committed to maintaining a safe and healthy environment within its operating facilities for members, visitors & other persons associated with Club activities.

**Health and Safety** is everyone's business with everyone expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

The **Cambridge Bridge Club** has integrated into the management and daily affairs of the club the Principles and Practices of Health and Safety to ensure the club provides a quality environment.

All members, employee[s] and visitors are expected to act safely at all times to ensure their own welfare within our facilities and in the use of our amenities.

### **We will make every reasonable effort to ensure the safety of members, employee[s] and visitors by:**

- ▶ Developing & maintaining a positive safety culture within the club
- ▶ Providing and maintaining a safe & healthy environment
- ▶ Providing suitable & safe facilities
- ▶ Providing appropriate information, training, instruction & supervision
- ▶ Ensuring evacuation procedures are understood and managed

### **To achieve this we will:**

- ▶ Systematically identify and control all potential hazards in our facilities. Working together we will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent any injury or damage
- ▶ Involve all members in the identification & control of potential hazards
- ▶ Ensure members and visitors are properly supervised during work/club activities and/or use of our amenities.
- ▶ Display emergency and evacuation procedures in a prominent position on the club notice board
- ▶ Record all incidents and accidents that occur during work or club activities, and take all practicable steps to prevent a re-occurrence of any such incident or accident.
- ▶ Carry out planned self-inspections to monitor Health and Safety issues.
- ▶ Ensure all members are given reasonable opportunities to participate effectively in ongoing processes for the improvement of Health and Safety.
- ▶ The Health and Safety Officer, appointed by the Committee, is responsible in ensuring that these procedures are implemented.
- ▶ Develop, implement & maintain a Health & Safety Plan which documents all health & safety related procedures, responsibilities & identified existing hazards

## **1. HEALTH AND SAFETY PLAN**

The purpose of this Health and Safety Plan is to outline the steps the Club takes to prevent harm during club activities & support the implementation of a safety management system complying with the Health & Safety at Work Act 2015.

This Health and Safety Plan contains the following information:

- 1.1 Health & Safety Management**
- 1.2 Engagement & Communication**
- 1.3 Supervision**
- 1.4 Health & Safety Officer**
- 1.5 Hazard Definitions**
- 1.6 Hazard Identification and Control Programme**
- 1.7 Hazard Register**
- 1.8 Emergency Procedures**
- 1.9 Emergency Procedures Fire**
- 1.10 Accident & Incident Reporting and Recording**
- 1.11 Site Safety Inspections**
- 1.12 Health & Safety Forms**

### **1.1 Health & Safety Management**

The Club committee will oversee the health & safety activities of the club & the implementation of the policies & procedures contained in the Health & Safety Plan.

The committee will review & minute health & safety activity within the Club via a standing "Health & Safety Review" item on the agenda of its regular meetings.

A Health & Safety Officer will be appointed from within the committee to manage the health & safety activities of the club.

### **1.2 Engagement & Communication**

Health & Safety is the collective responsibility of all members.

Members need to be familiar with the Club's Health & Safety Policy & Procedures & be proactive in abiding by them at all times.

The Committee will be responsible for the informing members as to safety issues within the Club.

New club members will be briefed on the Club's Health & Safety Policy & Procedures as part of their welcoming & induction programme.

### 1.3 Supervision

All activities at the club are to have appropriate levels of supervision. Supervisors can include executive club personnel, club members or approved people appointed by the group using club facilities and/or amenities.

The director will supervise the health & safety activities of regular club events & tournaments where no tournament manager is appointed. This may include a briefing on emergency procedures & specific hazards as well as managing any Health & Safety incidents that may arise.

The tournament manager, when appointed, will supervise the health & safety activities of that tournament.

Supervision of the health & safety activities for any authorized activity/event organized by an outside party will be the responsibility of that party. A copy of the Health & Safety Plan will be given to the outside party. A verbal or written report will be made to the Club immediately after the event on any Health & Safety issues that arose. This will be reviewed at the regular Club committee meeting.

### 1.4 Health and Safety Officer

The Cambridge Bridge Club committee will appoint a Health and Safety Officer from within the committee.

This person shall be responsible for:

- ▶ Maintaining and updating the Hazard Register.
- ▶ Addressing new hazards when and where they are identified.
- ▶ Completing and dealing with Accidents and Incident Reports.
- ▶ Ensuring that the facilities meet Safety and Health requirements.

The contact details for the current Health & Safety Officer are to be available in the office.

### 1.5 Hazard Definitions

**Hazard** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside of Cambridge Bridge Club) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

**Hazard Identification** is the process of recognising that a hazard exists and defining its characteristics.

**Hazard Assessment** is the overall process of determining whether a hazard is significant.

If you identify any hazard/s, report immediately to the Health and Safety Officer, and

together make decisions to eliminate, isolate and/or minimize the risk levels of the identified hazard/s, and enter them onto the Hazard Identification Register located in the Health and Safety folders in the club house.

The following list helps to identify hazardous people actions; hazardous equipment and tools; hazardous machinery and materials we use; and any hazardous environments.

- ▶ Struck by or strike against an object or structure.
- ▶ Caught on or in-between something.
- ▶ Falls on ground level.
- ▶ Exposure to, or contact with electricity or chemicals.

## 1.6 Hazard Identification and Control Programme

The Hazard Identification and Control Programme identifies where practicable, all foreseeable hazards and controls implemented to manage/mitigate these.

There may be additional hazards not identified in the Hazard Register. Therefore, the Hazard Register is to be updated by the Health and Safety Officer as new hazards are identified.

The Hazard Identification Programme is reviewed annually by the Committee.

**CAMBRIDGE BRIDGE CLUB - HEALTH & SAFETY PLAN**

1.7 7 Hazard Register

<b>HAZARD</b>	<b>CONTROL</b>	<b>ACTION</b>
Falls and Slips	Provide suitable walkways for walking and wheelchairs Provide suitable lighting Ensure floor & walkways clear of any items or hazards that could lead to falls or slips Wipe up any spills on floors immediately	At all times
Personal Health	All club members and visitors to take adequate precautions to manage known health problems in advance. A First Aid Kit is housed in the club rooms and always accessible.	At all times
Swinging doors	Latch doors open when people are entering or leaving the rooms to ensure no one is hit by the swinging doors.	When in use
Kitchen Management	Food purchased for club events or tournaments to be purchased from a supplier approved by the committee. The supplier to have a current & verifiable food safety plan. Care when using the hot water tap and kettle. Wipe up any spills on the lino floor immediately	When in use
Money Management	Money is under the management and control of Club Treasurer and Administrator	
Traffic Management	Disabled parks for those with Disabled Parking Permits only The permit must be on display In case of emergency - place No Parking/ Emergency Access sign and cones in club car park. This space is for exclusive use of ambulance, doctor paramedics and police.	At all times
Tripping on electric cords	Where possible plug in away from foot traffic. Gaffer tape cords to floor where this is not possible	
Use of ladder	A club ladder is available for use. The appropriate & safe use of this ladder is the responsibility of members using this ladder.	When in use
Safety of electrical equipment	Electrical safety testing as required	
Emergency evacuation procedure	Clear signage and instructions	

Communicable illness	<p>The Club will take all reasonable &amp; practicable measures to limit the spread of infectious illness amongst playing members. This may include measures such as the provision of hand sanitisers or cancelling bridge sessions.</p> <p>All members are to assume personal responsibility for their health &amp; the health of club members. Members are requested to stay at home if unwell</p>	At all times
----------------------	--	--------------

### 1.8 Emergency Procedures

In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all occupants of any of the club's buildings or related facilities shall cease activities immediately and move to the designated evacuation area, via the safest route.

The person designated responsibility for the health & safety activities of that event shall ensure the emergency services are contacted.

Club committee members [when available & appropriate] will assist the director or tournament manager in the evacuation of the building & accounting for the safety of everyone.

A copy of the evacuation plan will be displayed in a prominent location in the club facilities and any other buildings on site at all times.

### 1.9 Emergency Procedures Fire

Fire extinguishers are located in appropriate areas of the Club rooms and are readily accessible at all times.

Wardens [committee members] shall be coordinated by the person designated responsibility for supervising the health & safety activities of that event.

The supervisor designated responsibility for that event shall ensure the emergency services are contacted immediately.

Wardens shall be responsible for

- ▶ Administering fire extinguisher when appropriate, but not in high risk situations.
- ▶ Marshalling occupants to the evacuation area & ensuring everyone is safe & accounted for.
- ▶ Calling first aid person to render any required first aid.

### 1.10 Accident and Incident Reporting & Recording

All accidents and incidents affecting visitors or personnel on site are to be reported to the Health and Safety Officer and recorded in the onsite register.

Following the investigation the accident/incident/hazard will be reported to the next Committee meeting.

The first priority in the event of a serious accident or injury is to preserve life & prevent further harm. This should be done by any member at the scene of the event.

The supervisor designated responsible for that event shall as soon as practicable contact the Health & Safety Officer. If the Health & Safety Officer is not available the Club President or Captain is to be contacted.

A serious accident or injury is to be investigated within 24 hours by the Health & Safety officer [or person designated by the Club President or Club Captain if the Health & Safety officer is unavailable] with the following information recorded

- ▶ Date of accident or incident
- ▶ Address & contact details of person/persons affected
- ▶ Details of next of kin
- ▶ Cause of accident or incident
- ▶ Effect of accident or incident



▶ Action taken in response to accident or incident

This report will be made immediately available to the Club President who will be responsible for ensuring the necessary corrective action & appropriate responses are actioned

### 1.11 Site Safety Inspections

The Health and Safety Officer will on a regular basis (3 monthly) complete a site safety inspection of the facility and its surrounding operations to ensure that the conditions and standards are maintained at all times.

### 1.12 Health and Safety Forms

Health and Safety Forms are used to ensure compliance with the Health and Safety Plan and current Health and Safety Legislation.

All forms and checklists are held in the coloured folders in the Club office labelled as HEALTH & SAFETY.

**Information Board displayed in the Club Rooms General Notices**

HEALTH and SAFETY

**WELCOME TO THE  
Cambridge Bridge Club  
Please Read**

All club members are required to take all reasonable steps to ensure that visitors and fellow members are safe while on site.

Please advise the Health and Safety Officer of any hazards you may identify on site.

***Please obey any Health and Safety instructions from club members.***

**Emergency Procedures and Evacuation Plan**

On hearing an alarm please leave the premises under instructions of the Director or Club Officers who will direct and accompany you to the Assembly Area:

***In the carpark to the north of the clubrooms***

PLEASE ENJOY YOUR VISIT TO THE

CAMBRIDGE BRIDGE CLUB THANK YOU

**Tony Davies  
Health and Safety Officer  
0272216398**