

# West Melton Bowling Club Health and Safety Plan

**Date: 5 November 2018**

HEALTH AND SAFETY PLAN				
Date	Approved (Signature)	Amendments	Approved (Signature)	Review date

# West Melton Bowling Club Health and Safety

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## Health and Safety Policy Statement

The **West Melton Bowling Club** is committed to maintaining a safe and healthy environment for members, visitors, and other persons within its operating facilities.

**Health and Safety** is everyone's business, and everyone is 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 **West Melton Bowling 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 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 and visitors by:**

- Providing and maintaining a safe environment.
- Providing suitable facilities.
- Ensuring all plant and equipment is safe.
- Ensuring all members and other people at / or in the vicinity of our facilities are not exposed to unmanaged or uncontrolled hazards caused by our operations.
- 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.
- Expect all members to be involved in identifying hazards and the hazard control.
- Ensure members and visitors are properly supervised during work/club activities and / or use of our amenities.
- Display emergency and evacuation procedures.
- 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.
- Make the Health and Safety Officer responsible for ensuring that these procedures are implemented.

# 1 Health and Safety Plan

The purpose of this Health and Safety Plan is to ensure that every reasonable effort is made to ensure that people attending or participating in club activities and / or using club amenities at the **West Melton Bowling Club** are not caused harm or injury by its activities or operations.

This Health and Safety Plan contains the following information:

**Procedures 1.2 , Supervision 1.3, Health and Safety Officer 1.4, Hazard List 1.5, Hazard Identification and Control Programme 1.6, Hazard Register 1.7, Emergency Procedures (Evacuation) 1.8, Emergency Procedures (Fire) 1.9, Accidents and Incident Reporting and Recording 1.10, Site Safety Inspections 1.11, Health and Safety Forms 1.12.**

## 1.1 Procedures

All authorised people participating in club activities and/or using club amenities are expected to exercise a duty of care and shall not place themselves in a position of danger or be exposed to any environment that can cause them harm.

## 1.2 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.

## 1.3 Health and Safety Officer

The **West Melton Bowling Club** has appointed a **Health and Safety Officer**.

**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.

## 1.4 Hazard Definitions

**'Hazard'** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside of West Melton Bowling 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 minimise 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 objects
- Falls on ground level.
- Exposure to, or contact with electricity or chemicals.

## 1.5 Health and Safety Officer

Name: Alastair Wilson  
Telephone: 027 222 1827 or 03 3424145  
Address: 320 Jowers Road, RD6, Christchurch

## 1.6 Hazard Identification and Control Programme

The **Hazard Identification and Control (Management) Programme** has taken all practical steps to identify existing hazards and develop controls for those hazards.

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.

## 1.7 Hazard Identification Register

HAZARD	CONTROL	Responsibility
Falls and Slips.	Ensure walkways are suitable Ensure lighting is suitable Ensure appropriate footwear is worn Cancel or postpone play if there are adverse weather conditions.	H&S Officer H&S Officer All members Greenkeeper
Illness from using chemical sprays on green	Greenkeeper staff to use correct personal protective clothing and equipment.  Greenkeeper to inform H&S officer & Committee members when sprays have recently been used and players advised to wash their hands before eating.	Green Keeper  Greenkeeper Committee Members & visitors
Personal Health	All club members and visitors to take adequate precautions to manage known health problems in advance. First Aid kit on kitchen wall Defibrillator is housed on the outside wall of club rooms and accessible via a key in the lounge by the bar.	All members & visitors
Greens machinery & equipment	The Greenkeeper will be responsible in supervising persons using greens machinery & equipment	Greenkeeper
Kitchen Management.	All activities in the kitchen area must be supervised by an appointed person under the control of the <b>Kitchen Convenor</b> .	Kitchen Convenor
Bar Management.	Only vetted and authorised persons holding a Liquor Licensing Certificate are to manage the bar under the control of the <b>Bar Manager</b> .	Licenced Bar Managers
Money Management.	Money is under the management and control of <b>Club Treasurer</b> .	Treasurer
Greens Management.	Maintenance of greens shall be under the control of club <b>Green Keeper</b> .	Greens Supervisor
Traffic Management	"No Parking / Emergency Access" space in club car park. This space is for exclusive use of emergency services – ambulance, doctor, paramedics, police.  One way drive plan into/out of the West Melton Domain is now in operation. Entrance is via the entrance beside the Tennis Club and exit beside the Bowling Club	At members & visitors

## **1.8 Emergency Procedures (Evacuation Plan)**

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 evacuation area, via the safest route. The H&S or a Committee member will contact the emergency services.

**H& S Officer and Committee members** will marshal occupants to the evacuation area, and when everyone is safe and accounted for proceed with evacuation procedure.

A copy of the evacuation plan will be displayed in a prominent location in the club house.

## **1.9 Emergency Procedures (Fire)**

Fire extinguishers are located in the Kitchen and Lounge areas.

The **Health and Safety Officer or Committee member** shall be responsible for:

- Contacting emergency services.
- Administering fire extinguisher when appropriate, but not in high risk situations.
- Marshalling occupants to the evacuation area.
- Render first aid as required.

## **1.10 Accidents and Incidents**

All accidents and incidents affecting members, visitors or other personnel on site are to be reported to the **Health and Safety Officer** and recorded on the form below.

These forms are on the Clubhouse noticeboard, should be completed and forwarded to the H&S Officer for investigation and management.

For serious accidents or incidents, this information is required within 24 hours:



**Accident Investigation Form:**

<b>West Melton Bowling Club</b>			
<b>PARTICULARS OF ACCIDENT</b>			
Date:	Time:	Location:	Date reported:
<b>DETAILS OF INJURED PERSON</b>			
Name:	Age:	Date of accident:	Contact number:
Job title:	Address:		
Type of injury: Injured part of body:			
<b>DAMAGED PROPERTY</b>			
Property damaged:			
Nature of damage:			
<b>THE ACCIDENT</b>			
Describe what happened			
<b>WHAT WERE THE CAUSES OF THE ACCIDENT?</b>			
How bad could it have been?			
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	
What is the chance of it happening again?			
<input type="checkbox"/> Frequent	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare	
What has or will be done to prevent it occurring again in future?			
<b>TREATMENT AND INVESTIGATION OF ACCIDENT</b>			
Type of treatment given:	Name of first aider:	Doctor/hospital:	
Accident investigated by:	Date:	WorkSafe advised?	Date

### **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 Plan & Forms**

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

**All forms and checklists are held in the coloured folder in the Club Rooms labelled as HEALTH & SAFETY.**

# Health and Safety and Emergency Procedures & Evacuation Plan Information

(displayed at the Club House entrance)

**Welcome to the**  
**West Melton Bowling Club**  
**HEALTH and SAFETY**

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

Be aware of any local hazards as notated on the Hazard's Board.

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 the alarm please leave the premises under direction from Club Members who will direct and accompany you to the Assembly Area in the Carpark.

**PLEASE ENJOY YOUR VISIT TO THE WEST MELTON BOWLING CLUB**

**THANK YOU**

**Health and Safety Officer  
Alastair Wilson**

### Clubhouse Layout

