

H&S Policy Last Review Date:	27 Mar 2020	
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Section 3 Revision Schedule

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Section 3 – *Arrangements*

Refer to Policy Section 3 Arrangements revision schedule above

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INTRODUCTION

The prevention of accidents and ill health is one of the most important functions of all our staff because:

1. We don't want any employee or other person to suffer as a result of our work.
2. We intend to comply with all health and safety legislation.
3. We recognise that accidents, unsafe and unhealthy working conditions demonstrate a lack of efficient management.

This document has therefore been prepared to define the way that this company intends to manage health and safety and to meet the requirements of Section 2 & 3 of the Health and Safety at Work etc. Act 1974.

It has been drawn up, considering the general duties of the Health and Safety at Work etc. Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

As an Employer, The Churchdown Club will ensure, so far as is reasonably practicable, the health and safety at work of its employees by providing:

- *A safe system of work*
- *Safe equipment*
- *Safe means of handling, transporting, etc. articles and substances*
- *Adequate training, instruction, information and supervision*
- *A safe place of work with safe access to and egress from the place of work*
- *A safe and healthy environment*
- *Adequate welfare facilities*
- *Arrangements for joint consultation where Safety representatives have been appointed*

The Churchdown Club Ltd must also ensure that the way its work is carried out does not, so far as is reasonably practicable, affect the health and safety of visitors and the public.

Persons who manufacture, supply etc. any articles and substances for use at work, or erect or install any equipment, must ensure the health and safety of those who will use the article or substance.

Employees must co-operate with The Club Management to assist in meeting the statutory requirement.

No person may recklessly or wilfully interfere with anything provided for health and safety purposes.

Failure to comply with these duties can lead to a Prohibition or Improvement Notice, from the enforcing authority, which will interfere with the activities of the Club and/or lead to prosecution of the Club Committee Members, individual Managers, Supervisors or members of staff with significant fines upon conviction or imprisonment for certain offences.

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SECTION 1 - POLICY STATEMENT

HEALTH & SAFETY POLICY STATEMENT

“The way we work and behave affects the health and well-being of all our staff, customers, contractors and members of the public. It is our intent that we will demonstrate a permanent commitment to improving the health and safety of all those affected by our work.”

We will ensure that our work is carried out in accordance with all relevant statutory provisions and all reasonably practicable measures will be taken to avoid risk to our employees and workforce or others who may be affected by it.

We will engage with our staff and workforce in promoting industry best practice and achieve the standards of the guidance of the Local Authority where practicable. We firmly believe that effective health and safety management actively contributes to the success of our business and its contractors and suppliers.

We respect and encourage the contribution that our stakeholders can make to good health and safety practice and will maintain an open-door policy in consultation with them.

All our staff and contractors/suppliers are aware of health and safety hazards that affect our work and business. Adequate resources and training will be provided to our staff and workplaces, to ensure we have the right skills, knowledge and experience to maintain appropriate management. Our contractors and suppliers will be evaluated and monitored, and we will only work with those that can provide and comply with our standards and expectations.

This Policy sets out clear roles and responsibilities for all management and supervisory staff for the implementation of this Policy’s arrangements and procedures, but it is everyone’s responsibility to co-operate and assist in ensuring work is carried out without undue risk to ourselves and all those around us. The arrangements and procedures for implementing the Health & Safety Policy will also be available at each site and workplace for reference by any employee as required.

We will actively and openly monitor health and safety performance and compliance with legislation to maintain standards and minimise risk. Accidents/incidents will be recorded and investigated to learn from such events and action will be taken to minimise the recurrence and impact in the future. Reports of such accidents/incidents will be prepared and given to the Committee. Committee Management will set an example by incorporating health and safety evaluation and promotion during visits to the Club.

The Club Policy for Health and Safety will be reviewed periodically and whenever significant changes to our working practices or legislation necessitate it.

The Committee is firmly committed to this Health and Safety Policy.

Signed**Hon Secretary, on behalf of the Churchdown Club Committee (CCL).**

Date: Apr 20

This Statement of Health & Safety Policy will be displayed prominently.

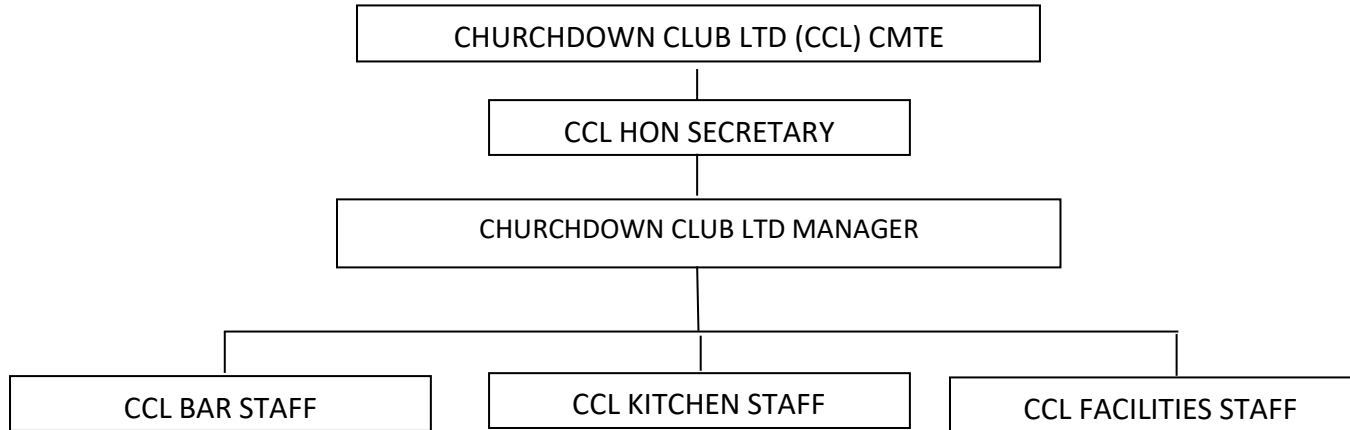
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SECTION 2 – ORGANISATION AND RESPONSIBILITIES

Sect 2.1 Safety, Health and Welfare Reporting Structure Chart

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SAFETY, HEALTH & WELFARE STRUCTURE



SECTION 2.2 Committee Management and members

Establishing a positive culture of integrity and responsibility for health and safety matters is key to good performance. This culture should be driven from the top. The CCL Committee and its Managers will take ownership of key health and safety issues and be ambassadors for good safety and health performance within the Club by upholding core values and standards. A visible level of involvement will help influence attitudes and behaviours throughout the organisation. The Committee shall be clear on the health and safety standards that they expect, and the Hon Secretary will play a key role in setting these standards in a culture of openness and drive for better performance.

The CCL Hon Secretary is responsible for leading the development and execution of the Company's short and long-term strategy, the Churchdown Club Manager is responsible for the overall day to day management, control and direction of the Club. The Hon Secretary acts as a direct liaison between the CCL Committee and the Management of the Club and communicates to the Committee on behalf, and in conjunction with, the management.

As such, they will:

- Ensure that the Club has appropriate systems to enable it to conduct its activities, both lawfully and ethically
- Ensure that sufficient resources and organisational structure is available to achieve and implement the Company safety and health plans
- Provide leadership and commitment, encouraging a positive culture for health and safety matters and commit to continuously improving our health and safety performance
- Engage with staff, making enquiries as to their commitment and compliance with Policy and suggestions they may have.
- Express the importance to the future well-being of both the Club and its workers of effective compliance with Health and Safety Policy and legislation during staff presentations.
- Ensure the principle health and safety risks of the Club' activities are assessed and that these risks are being controlled, monitored and managed
- Delegate the responsibility for the general management of health and safety to the Club Manager.
- Ensure staff are actively involved in matters that affect health and safety
- See that good health and safety management is integrated with business decisions
- Effectively communicate downwards, encouraging the promotion and achievement of safe and healthy conditions
- Encourage upward communication of health and safety matters from all staff and contractors
- Ensure sufficient training is provided where necessary
- Ensure that sufficient information is provided to the Committee to enable it to form appropriate judgments and ensure that safety and health is an integral part of the management process
- Review and endorse the Health and Safety Policy Statement on behalf of the Committee
- Abide by specific internally established health and safety control systems and lead by personal example to encourage management, all employees and contractors to conduct their activities in accordance with all applicable health and safety legislation and the Club's standards and health and safety policies
- Ensure health and safety audits are undertaken to monitor all aspects of health and safety policy implementation and that accurate records of injuries, ill health and accident or incident investigations are kept
- Receive regular reports on progress, performance and implementation of safety and health plans
- Keep aware of all matters in relation to safety and health, especially major incidents and changes in legislation

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SECTION 2.3 CCL Hon Secretary, with delegated responsibility for Health & Safety

ORGANISATION

- To advise the CCL Committee on the effectiveness of the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure the Club Health & Safety Policy, statutory registers, standard forms, written procedures, risk assessments, instructions and systems for monitoring, audit, inspection and record keeping are in place, being followed and regularly reviewed.
- Ensure each person is aware of their responsibilities and the means by which they can carry them out.
- Ensure each person is sufficiently trained to carry out their role.

LEGAL RESPONSIBILITIES

- Be familiar with Health & Safety legislation which is relevant to the Clubs operations.
- Ensure that necessary and appropriate training is given to all staff.
- Ensure sufficient PPE and any required instruction in its use and maintenance is provided to necessary Personnel and visitors.
- Insist that sound working practices are observed by all staff and contractors, as prescribed by Club Policy, Acts, Regulations and associated Codes of Practice, British/European Standards and industry-recognised good working practice.
- Ensure that all work is properly planned, risk-assessed with written necessary method statements in place and communicated to all workers and then carried out in accordance with these and statutory provisions.

MANAGEMENT ACTION

- Ensure that tenders for construction and maintenance sufficiently allow for proper welfare facilities (where appropriate), safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of contractors.
- Ensure that there is continuous liaison on health and safety matters between the Club and others working on the premises.
- Ensure suitable investigation of injury, damage and loss is made and promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand as appropriate, any member of the staff failing to discharge satisfactorily, their responsibilities for health and safety. Take appropriate action against any contractor failing to co-operate or comply with Health and Safety law or management systems.
- Liaise as necessary, with external accident prevention organisations, encourage the distribution of safety literature, notices etc. throughout the Company and its contractors on site.
- Ensure that funds and facilities are made available to meet requirements of the Company Health & Safety Policy.
- Set a personal example when visiting sites by acting appropriately with due regard for all matters of health and safety and wearing appropriate Personal Protective Equipment.
- Engage with Club staff
- Express the importance to the future well-being of both the Club and its employees of effective compliance with Health and safety Policy and legislation during Quarterly staff meetings/ presentations.

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SECTION 2.4 CCL MANAGER:

PLANNING

- Ensure all statutory notices are displayed e.g. Employers Liability Insurance and law poster and that the Churchdown Club Health and Safety filing system is set up and ready to receive the various statutory registers and standard forms and records.
- Ensure the Club Induction training is available, and Rules and emergency procedures are prominently displayed on the notice board and communicated to the staff and visitors.
- Ensure a Fire Risk Assessment is carried out and appropriate fire-fighting, detection and emergency alarm measures are in place as required.

OPERATING STANDARDS AND PROCEDURES

- Manage the CCL to comply with Health & safety at Work Act and all other legislation.
- Manage the site operations in accordance with Health and Safety Policy Arrangements sections (Section 3).

SECTION 2.5 CONTRACTORS & SUB-CONTRACTORS

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974

General duties of employees at work: It shall be the duty of every employee while at work—

- (a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with them, so far as is necessary to enable that duty or requirement to be performed or complied with.

All Contractors will be expected to comply with the Club's Health and Safety Policy, Site Safety Induction, Site Rules and individual task-related Policy sections.

Contractors will receive a copy of the relevant parts of the HS Policy (e.g. this section) and the Contractors operatives and sub-contractors will be expected to be fully aware of what is required of them whilst working on the premises of Churchdown Club Ltd.

Risk Assessments & Method Statements (RAMS): All external contractors risk assessments and subsequent method statements must be submitted to Churchdown Club Ltd prior to commencement to allow for evaluation. This must include all manual handling, noise, COSHH etc. controls where applicable.

NB: material safety data sheets (MSDS) are not regarded as COSHH assessments.

It is the Contractor's responsibility to ensure that their operatives have read, fully understood and agree to abide by all relevant RAMS prior to commencing on the CCL premises.

Operative Training:

Sub-contractors must provide all relevant operatives training certificates.

Incidents:

All incidents and near misses, no matter how minor, must be reported to the CCL Manager.

Sub-contractors are to notify the HSE of any RIDDOR reportable injury accident involving their employees. A copy of the Notification is to be forwarded to CCL.

Non/low English-speaking workers:

The Contractor must provide an interpreter where non or low English-speaking workers are employed to effectively communicate essential health and safety information.

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SECTION 2.6 STAFF

- Read and understand the Policy for Health, Safety and Welfare, and risk assessments and carry out all work in accordance with its requirements.
- Ensure that the clothing worn at work is suitable from a safety viewpoint e.g. does not give rise to a risk of entanglement in machinery or equipment.
- Do not use, repair or maintain any equipment or machinery beyond routine replenishment and blockage clearing where no formal training or instruction is required.
- Report any defects in equipment or machinery immediately to the CCL manager.
- Know the position of the first aid box and first aiders.
- Know the procedure in the event of a fire or emergency.
- Report any accident, or perceived hazard however minor, to your line manager without delay.
- Ensure that corridors, floors, doorways, etc. are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials that are heavy or are likely to cause injury.
- Ensure you have received Manual Handling Training before lifting/moving operations.
- Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Do not smoke in any office building or where smoke is likely to drift into open windows/ air conditioning intakes. Dispose of spent matches, cigarette ends, etc. properly.
- Warn new employees, particularly young people, of known hazards.

SECTION 3 – ARRANGEMENTS

Refer to the Schedule of Policy Sections at the beginning of this Health & Safety Policy. Always follow the health & safety control measures in ALL relevant Policy Sections.

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