



The Welbeloved Club

Health & Safety Policy

Purpose of policy

The Welbeloved Club takes health and safety issues seriously and is committed to protecting the health and safety of its volunteers and the club members and all those affected by the club activities and attending the premises used. This policy is intended to help the Welbeloved Club to achieve these requirements by clarifying who is responsible for health and safety matters and what the responsibilities are.

This is a statement of policy only, for the purpose of awareness and information to ensure a duty of care and to reduce risk. This policy may be amended at any time by the Trustees.
The Trustees will review this policy periodically to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

1. Achieving a health and safety environment in the club is a collective task shared between the trustees and volunteers.
2. This policy and the rules contained, apply to all volunteers, irrespective of seniority.
3. All representatives of the club share the responsibility for achieving safe conditions. We all take care of our own health and safety and that of others, observe safety rules and follow instructions for the safe use of equipment.

The Club responsibilities

The Welbeloved is responsible for:

1. taking reasonable steps to safeguard the health and safety of volunteers and club members affected by the club activities and of people visiting/taking part at club;
2. identifying health and safety risks and finding ways to manage or overcome them;
3. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency;
4. providing and maintaining health & safety in the club's environment, including equipment and systems and, where necessary, appropriate protective clothing;
5. providing safe arrangements for the use, handling, storage and transport of items and substances;
6. providing adequate information, instruction, training or supervision to enable all volunteering to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The club will give volunteers the opportunity to ask questions and advise who best to contact in respect of those questions, including if unsure about how to safely carry out roles;
7. ensuring any health and safety representatives receive appropriate training to carry out their role effectively;

8. providing a health and safety induction and appropriate safety training to the role, including:
 - manual handling of boxes/equipment (not people) as volunteers are not expected to manually handle any guest or member other than to offer a guiding hand/arm;
 - control of substances hazardous to health (COSHH)
 - gas safety & electrical safety -covered by the Hall
 - the use of personal protective equipment (PPE);
 - emergency and raising the alarm – covered by the lead volunteer;
9. if an epidemic or pandemic alert is issued, where reasonably practicable, providing instructions, arrangements and advice to volunteers as to the club's operations and steps to be taken to minimise the risk of infection; and regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all volunteers. The Trustees have overall responsibility for health and safety and have appointed lead volunteers with day-to-day responsibility for health and safety matters;
10. any concerns about health and safety matters should be notified to the lead volunteer, the management team or to the trustees ;
11. ensure there is a lead volunteer responsible for emergency evacuation and fire policy and process;
12. risk assessments are a careful examination of what could cause harm to people, including the premises that we operate from. The club aims to assess any risks and consider measures to best minimise any risk;
 - a. the management team will create a risk assessment when required. The lead volunteer will ensure their elements are completed periodically;
 - b. the use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required as a duty of care;
 - c. **Personal Protective Equipment (PPE) is provided** where risks cannot be otherwise effectively controlled;
 - d. guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the lead volunteer, where necessary training, supervision or instruction will be provided by the club, but the club will try to minimise or avoid the need for manual handling where there is a risk of injury;

Volunteer's Handbook:

A handbook/guideline is provided for each volunteer, outlining the club's mission statement/ethos and links to all club policies which include; Safeguarding, Equality & Diversity, Health & Safety, Transport Policy, Complaints Procedure, Privacy Policy and Child Protection;

Accidents and first aid:

Details of the first aid facilities and the names of the trained first aiders are displayed on the white board located in the smaller hall by the bar. All accidents and injuries should be reported to the Principle Health and Safety Officer and recorded in the Accident Book, which is kept in the admin box;

Responsibilities of all volunteers

All volunteers must:

1. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
2. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;

3. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
4. keep the workplace tidy and hazard-free;
5. report all health and safety concerns to the Lead volunteer or Jo Sydes (Principal Health and Safety Officer) promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem;
6. all incidents or accidents that either has led to injury or that could have led to injury, must be logged and raised at the management team meetings.
7. use equipment as directed
8. follow the volunteers handbook
9. follow the lead volunteer's instructions
10. report any fault with, damage to or concern about any equipment (including health and safety equipment) to the Lead volunteer or the Principal Health and Safety Officer
11. promptly report any accident at club involving personal injury, however trivial, lead volunteer so that details can be recorded in the Accident Book and cooperate in any associated investigation.
12. familiarize themselves with the details of first aid facilities and trained first aiders, the volunteer information board will confirm who is the first aider on club day.
13. if an accident occurs, consult with the club first aider on the day.
14. the Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.
15. if an epidemic or pandemic alert is issued, all volunteers must comply and co-operate with all instructions, arrangements and advice issued by the trustees
16. the Lead Volunteer & Volunteers have responsibilities relating to emergency evacuation and fire, this includes:
 - a. the allocated Fire Officer will review the fire exits and ensure these are kept clear throughout the lunch club, ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time;
 - b. ensuring they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
 - c. complying with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
 - d. on hearing the fire alarm, the lead volunteers will coordinate the building exit process, ensuring that any visitors to the building evacuate in line with the process;
 - e. co-operating in fire drills;
 - f. not attempting to tackle a fire. Alert the lead volunteer and call the emergency services. Nominated volunteers will be trained in the use of fire extinguishers;
 - g. remaining calm and immediately evacuating the building, walking quickly without running, following any instructions of the fire wardens;
 - h. leaving without stopping to collect personal belongings;
 - i. staying out and remain out of the building until notified by a fire warden that it is safe to re-enter;
 - j. the Lead volunteer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in a discussion relating to further training or being asked to leave The Welbeloved Club.

This Health & Safety Policy was adopted on 1/11/2023

Signed by Chair of Trustees, on behalf of The Welbeloved Club



A handwritten signature in blue ink, consisting of a large 'R' followed by a large 'D' and a wavy line, positioned above a horizontal line.