

HEALTH & SAFETY POLICY

Health and Safety Act

The Health and Safety of members is a primary concern for any club or organisation. If clubs have paid employees then they have a duty of care as described in the Health and Safety at Work Act 1974. It is essential that the club complies with the demands of this Act. However, volunteers are in most cases not covered within this area, but considering the role of volunteers within this area it would be good practice.

The Health and Safety Act - main points:

An employer has a duty under the law to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees.

The general duties are:

- To make the workplace safe and without risks to health
- Keeping dust, fumes and noise under control
- Ensuring all machinery is safe
- Ensuring articles and substances are stored and moved safely
- Providing adequate and safe facilities
- Giving information and training necessary for health and safety

If you have five or more employees the club must:

- Draw up a Health and Safety Policy
- Provide first aid equipment
- Take the necessary precautions against fire

EXAMPLE HEALTH & SAFETY POLICY STATEMENT

The Club accepts responsibility within the Health and Safety at Work Act 1974 and the Management and Safety at Work Regulations 1992 and as amended by subsequent legislation; the safety, health and well being of staff during working hours and at other times when they are employed on the club's business.

The club recognises its responsibilities with regard to fire and safety precautions and the provision of first aid facilities.

The club's formal policy, together with legislation, imposes on staff a duty to take all reasonable care for their own safety and the safety of other staff and visitors. It is the responsibility of the staff to bring to the attention of the managers anything that they consider to be a hazard to health or safety.

Fire Precautions

The fire instructions are placed in the hall, entrance etc. You should make yourself familiar with the instructions and the fire exits within the building. The instructions should be followed upon hearing the fire alarm. Please use the nearest exit. Do not stop to collect personal possessions. Do not re-enter the building. Report to the assembly point at car park etc.

Smoking

The club's policy on smoking consists of restrictions and guidelines that are based on the needs of health, safety and the comfort of fellow members. The following restrictions apply: (Complete as necessary e.g. smoking is not permitted on club premises).

Accident and Safety Procedures

The club has first aid facilities located at (complete as appropriate)

Public notices and copies for staff referring to health and safety are a legal requirement. Procedures should be in place for the regular inspection of all the premises as well as the usual equipment checklists.

Equipment and Facility Checklists

It is the responsibility of the owner to provide and maintain a safe facility. A good club will have a safety checklist for both equipment and building and will be carried out by a designated person. If equipment is found to be unsafe there should be clear guidelines to follow.

Source: British Gymnastics Association