

Bridge of Allan
Sports Club

Health & Safety Policy

1. General Policy Statement

Bridge of Allan Sports Club is committed to ensuring the Health and Safety of its members, visitors, guests and employees whilst on the Club's premises and expects all staff and volunteers to share this commitment.

To do this the Management Committee will:

- Appoint a Health & Safety officer.
- Ensure the Club's environment is safe and free from reasonable risk
- Ensure safe entry and exit to our premises, including appropriate signage and instructions
- Provide appropriate First Aid facilities
- Maintain a safe environment for all members, their visitors and employees
- Minimise the occurrence of accidents and incidents by carrying out risk assessments to assess and deal with all areas of our operations,

All of our members have a responsibility to inform the Health & Safety Officer or a Committee Member of accidents or potential hazards whilst undertaking any tasks whilst on Club premises.

2. Responsibilities

Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club's Management Committee.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Members, Visitors and Coaches, who need to take reasonable care of their own health and safety while on the Club premises. If at any time, there are any health or safety concerns or risks they should be immediately reported to the Club Manager, a member of staff or Management Committee (contact details as on website)

3. First Aid

The first aid box is situated in the bar area. Ice packs can be found in the freezer situated in the kitchen.

4. Accident and Incident Reporting

Details of accidents (and incidents) should be recorded i.e. How, where, why and who and details of any first aid given. On no account should any form of oral medication be given unless done so by the injured party themselves. Details should be forwarded to a member of the Management Committee as soon as is reasonably possible and recorded on an Incident Report Form, which can be obtained from a member of staff.

5. Fire Regulations

All emergency fire exits are clearly marked and fire extinguishers are positioned in various points throughout the premises. The Emergency Fire Procedure is posted on the Club Notice Board, situated in the Squash Court corridor.

6. Risk Assessment Policy

Bridge of Allan Sports Club will carry out an annual risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

The Club manager is responsible for organising the risk assessment and reporting to Management Committee on such issues. However members and visitors are also responsible for day to day Health and Safety and must report any issues.