

Broadstairs Cricket Club

HEALTH AND SAFETY DOCUMENTATION

INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974, regulations made under it and the England and Wales Cricket Board (ECB) Clubmark Accreditation Standards.

The Policy is in four sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements
- D. Procedures and instructions

DRAFT

CONTENTS

SUBJECT	PAGE
Note to all Voluntary Helpers, Contractors and others	4
SECTION A – GENERAL STATEMENT OF POLICY	5
SECTION B – ORGANISATION AND RESPONSIBILITIES	6
1. Responsibility of the BCC Club Chairman	6
2. Responsibility of the Health and Safety Officer	6
3. Responsibility of Voluntary helpers	6
4. Persons with Specific Responsibilities	7
SECTION C – ARRANGEMENTS	8
1. Emergency procedure and First Aid	8
2. General Fire Safety	8
2.1 Fire Extinguishers	9
2.2 Fire Alarm System	9
2.3 Other Fire Protection Equipment	9
2.4 Evacuation Procedures	9
2.5 Discovery of a Fire	10
3. Electrical Safety	10
4. Gas Equipment Safety	11
5. Hazardous Substances	11
6. Safety of Plant and Machinery	12
7. Slips, Trips and Falls	113
8. Lighting	13
9. Working at High Levels	13
10. Preparation of Food	13
11. Manual Handling	14
12. Hazardous Buildings and Glazing	14
13. Child Protection	14
14. Personal Safety	15
15. Activities and Other Areas requiring Procedures	15

16.	Risk Assessments	15
17.	Contractors	15
	SECTION D– HEALTH AND SAFETY POLICY GUIDANCE NOTES	17
	SUBJECT	
1.	How to Carry Out Risk Assessments	17
2.	Risk Assessment Checklist	18
1.	Accidents and First Aid	18
2.	Fire Safety	18
3.	Electrical Safety	18
4.	Gas Safety	18
5.	Hazardous Substances	18
6.	Plant and Machinery	19
7.	Slips, Trips and Falls	19
8.	Lighting	19
9.	Falls from a Height	20
10.	Food Hygiene	20
11.	Manual Handling	20
12.	Hazardous Buildings/Glazing	20
13.	Child Protection	20
14.	Personal Safety	20
15.	Activities and Other Hazards	21
3.	Improving Safety – Additional Control Measures	21
4.	Example Risk Assessments	21
5.	Guidelines for dealing with Incident/ accident	22
	APPENDICES	
Appendix One	- Incident / Accident Report Form	24
Appendix Two	- Hiring of BCC	26
Appendix Three	- Risk Assessment Form (General)	27
Appendix Four	- Risk Assessment Form (Cricket event)	28
Appendix Five	- Work Permit Form	31
Appendix Six	- Fire Risk Assessment Form	32

NOTE TO ALL BCC MEMBERS, VOLUNTARY HELPERS AND OTHERS

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

DRAFT

SECTION A

GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy conditions, equipment and systems of work for all club members, contractors, casual labour, voluntary helpers, visitors and others who may visit Broadstairs Cricket Club (BCC) and to provide such information, training and supervision as need for this purpose.

The allocation of duties for health and safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure that this updating is done, our policy and the way in which it operates will be reviewed regularly (minimum bi annually) and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all BCC committee meetings.

Signed:

Date:

Review Date:

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the BCC Club Chairman

Overall responsibility for health and safety is that of the BCC Club Chairman who will ensure that arrangements are in place to satisfy the requirements of the Health and Safety at Work etc Act 1974, relevant Health and Safety Regulations and relevant and appropriate Codes of Practice.

Specific responsibilities are delegated to BCC committee members. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:-

Name:

The responsibility of the Health and Safety Officer shall be to:-

1. be familiar with Health and Safety Regulations as far as they concern BCC Cricket Cricket Cub
2. be familiar with the Health and Safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the BCC club house is clean and tidy
5. ensure BCC grounds and club house are properly maintained
6. ensure that any safety equipment provided by the club is maintained and safe for use
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators are competent.
8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed

3. Responsibility visitors and voluntary helpers

All visitors and voluntary helpers have a responsibility to co-operate in the implementation of this Health and Safety policy and to take reasonable care of themselves and others whilst on BCC premises.

Visitors and voluntary workers must therefore:

1. comply with health safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required

3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of Health and Safety

4. Responsible Persons

The following are responsible for health and safety in particular areas:

By Activity	Name
Accident Reporting
Fire Extinguishers
Emergency Evacuation
Portable Electrical Appliances
Fixed Electrical System
Gas Equipment
Hazardous Substances
Plant and Equipment
Condition of Floors
Condition of BCC grounds
Light Bulb Changing
Working at High Levels
Food Preparation
Manual Handling
Display Screen Equipment
Building Defects/Glazing
Child Protection
Personal Safety
Contractors
Cub event/Outings
Health and Safety Training

By Area	Name
Kitchen
Bar area
Changing rooms
Store rooms
Toilets
BCC grounds

SECTION C

ARRANGEMENTS

(Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of BCC members, voluntary helpers, visitors, contractors and others

1. Emergency procedures and first aid

First Aid boxes are located in

.....

Trained/qualified First Aiders are:

Mr/Mrs/Ms

.....

Emergency Procedure Guidelines located in

The accident reporting forms(s) is/are I.....

.....

Emergency procedures to be implemented as outlined in ECB template 'guidelines for dealing with an incident/ accident (page 23)

All accidents and incidents are entered in the accident reporting forms (appendix one). Accident reporting forms are to be regularly reviewed by BCC committees.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by the responsible person by the quickest practicable means (normally to the relevant enforcing under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

Third party organisations who hire BCC facilities shall be advised in writing, in the hiring contract and the paragraph drawn to their attention at the initial hiring stage, that in the event of an accident, details must be entered on a accident reporting form and submitted to the BCC with 48 hrs.

2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (fire safety) order 2005. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the BCC house and associated buildings. .
2. A check that a fire can be detected in a reasonable time and that people can be warned.

3. A check that people who may be in the building can get out safely.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher and Capacity
.....
.....
.....
.....

The extinguishers noted above are checked every calendar month by the Responsible Person to ensure that they are still in place, in their correct position and have not been discharged.

The extinguishers noted above are checked annually by
(insert name of maintenance company).

2.2 Fire Alarm System

(Note –note below details of the procedures for checking and maintaining the fire alarms and who has responsibility to ensure this is done)

.....

2.3 Other Fire Protection Equipment

(Note –note below the procedures for checking and maintaining them and who has responsibility to ensure this is done)

.....

2.4 Evacuation Procedures

Our procedures for evacuation of BCC are detailed below.

1. All designated fire doors must be unlocked before an event commences and be clearly marked as fire exits using the “Running Man” symbol.

2. A check must be made that all doors can be opened.

Area, BCC house

Exit Door(s)

Area, BCC house	Exit Door(s)
.....
.....
.....

6. In the event of an emergency or activation of fire detectors an announcement to leave the building will be made by the person in charge of the event or available volunteer helper. In the case of the BCC being hired out to an third party, instructions shall be contained in the hiring contract as to the responsibilities and procedures to be followed by hirers for the implementation of the procedure for evacuation as laid down elsewhere in this document.
7. BCC evacuated personal shall assemble on the grassed area in front of the BCC house.
8. The emergency services shall be contacted by a responsible person by mobile telephone.

BCC members and voluntary helpers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.5 If You Discover a Fire or on hear the fire alarms

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
4. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you.
5. Evacuate to the designated assembly point.
6. Ensure clear access for the emergency vehicles.

3. ELECTRICAL SAFETY

1. A list of all portable electrical appliances is maintained by the Responsible Person.
2. Every six months between annual inspections (see 3 below) plugs, cable and sockets will be inspected by the Responsible Person to ensure that there are no obvious sign of damage, worn flexes or trailing leads. Any repairs to be reported to the BCC Committee for action.
3. Every year all our portable electrical equipment will be tested by a competent person (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be disposed of in a safe and environmentally friendly manner.

4. Every year, at the time of the annual inspection, a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the BCC committee for action.
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out..
8. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All club members and voluntary helpers must observe the following:-
 - i) Visually check all electrical equipment before use.
 - ii) Report all faults immediately to the Responsible Person.
 - iii) Do not attempt to use or repair faulty equipment.
 - iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
 - v) Electrical equipment should be switched off and disconnected when not in use, even for short periods of inactivity.
 - vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and where they could be subject to mechanical damage.

4. **GAS EQUIPMENT SAFETY**

1. Gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

These arrangements are checked by the Responsible Person.

5. **HAZARDOUS SUBSTANCES**

The Responsible Person will maintain a list of all hazardous substances used by BCC

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:-

For all hazardous substances, which include substances marked as "Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment", data sheets or product information provided by the manufacturers are used and kept on record to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

The record will contain some or all of the following type of information on the particular substance:

Name of Substance:	Liquid floor cleaner "Flash"
Hazard Level:	Low
Storage:	Must be kept in locked store room
Protective Clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water

Detail all substances, the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos which may be found in boiler rooms or pigeon droppings, require specialist treatment and must only be touched or removed by specialist contractors

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6. SAFETY OF PLANT AND MACHINERY

The Responsible Person will maintain a list of all items of plant and machinery together with the requirements for protective equipment associated with its use. The procedures for checking and rules for use shall be as follows:-

1. Voluntary helper must not operate plant or machinery that they are not trained and authorised to use.
2. Voluntary helpers and others must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools but are not permitted to operate any power driven item of plant or machinery.
8. Ladders shall only be used when they can be safely secured and only to gain access. This may necessitate the use of ladder ties or two-person operation. They shall not be used as workstations. Working at heights shall be carried out on scaffolding specifically designed for the purpose.
9. Any defect and damage found to any item of plant or machinery shall be reported to the Responsible Person.
10. All plant and machinery shall be regularly maintained and a schedule kept of maintenance requirements.

Item	Rules and Procedures
.....
.....

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

(You must detail here those items of plant and equipment that require inspection by a competent person).

Item	Inspection Arrangements
.....
.....
.....

7. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)

In order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls, an inspection will be made by the responsible person of all floors, paths, steps and car parks in and around the grounds of BCC. Particular note will be made of moss, algae and leaves on paths. Any defects will be recorded in the notes of the inspection written for the Committee to discuss and action and who will arrange for repairs to be carried out in respect to the seriousness of the situation, determined by a separate risk assessment, and the availability of funding.

8. LIGHTING

In order to ensure that BCC is adequately lit, an inspection will be made every quarter by the Responsible Person to ensure that all lights in and around BCC are working. Any lamps which require replacing will be reported to the Committee who will ensure that the lamps are replaced.

9. WORKING AT HIGH LEVELS

The following areas are designated as high levels:-

.....

(Insert as appropriate, e.g.

Interior:

Exterior:

No volunteer helper or BCC member is permitted to work at high level. This work shall be delegated to specialist subcontractors engaged for the specific task.

The only exception to this rule is that the following work is authorised with special agreement by the BCC committee e.g. replacing lamps within the BCC at a maximum height from the floor of 3 metres.

10. PREPARATION OF FOOD ????????

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs. In this regard we have consulted and continue to consult on a regular basis with the Environmental Health Officer at Thanet District Council on the suitability of the premises for preparing food, the needs in regard to training authorised persons and the implementation of any changed as might be advised/ordered by the Environmental Officer as a result of an inspection, audit or change in the regulations.
2. We ensure that all food handlers have received adequate supervision, instruction and training.

3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the following area:-
The BCC kitchen
6. Only the following persons who have received the appropriate training may prepare and serve foodstuffs:-

List persons authorised

Name:

7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11. MANUAL HANDLING (Lifting, carrying and moving loads)

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

12. HAZARDOUS BUILDINGS/GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who use them. In order to achieve this, the buildings are inspected at the time of the annual inspection by the Committee who make their findings known to the Responsible Person.
2. Any defects are logged by the Committee and the procedures put in hand for repairs to be carried out as resources will allow and following on a separate risk assessment if this was deemed to be necessary to assess the potential risk.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

13. CHILD PROTECTION

The BCC has a separate Child Protection Policy and Procedures.

A statement upholding our procedures in regard to the health and safety policy as it applies to minors will be made at annual general meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving minors.

14. PERSONAL SAFETY

This document contains procedures and control measures relating to personal safety as it affects employees and volunteers in regard to:

Working alone in the BCC house
Handling cash and valuables

15. ACTIVITIES AND OTHER AREAS WHERE YOU MAY NEED TO HAVE PROCEDURES

Risk Assessments are and have been carried out as appropriate and the results of the risk assessments are recorded for all activities that come under the auspices of the BCC in one form or another.

The following activities give an indication of such activities but it is not exhaustive. As other events and activities are organised risk assessments are performed and added to the log of events. In all cases procedures are written and recorded for all event types.

1. ????

16. RISK ASSESSMENTS

Risk assessments are to be carried out on all areas of the BCC premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 and ECB Clubmark Accreditation Standards.

17. CONTRACTORS

Anyone entering the BCC premises for the purposes of carrying out work, other than BCC members and voluntary helpers, will be regarded as a contractor. All contractors, including the self-employed, are required to abide by the following:-

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same before being allowed permission to carry out their required function.
2. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
3. Comply with all requirements of this health and safety policy and co-operate with the BCC committee in providing a safe place of work and a safe system of operation.
4. When plant and machinery is brought onto the BCC grounds by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the BCC committee. However, responsibility for their conduct in all aspects shall remain with the contractors.
6. All contractors shall be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake. (A specimen "Work Permit" is included as Appendix??)

Particular care shall be taken when the work is deemed to be “hot works” and in these cases a separate “Hot Work Permits” shall be completed as required.

NOTE: Hot works are such activities as: use of pitch/tar to repair a roof, use of molten lead, use of blow torches etc.

DRAFT

SECTION D

HEALTH AND SAFETY POLICY GUIDANCE NOTES

HOW TO CARRY OUT RISK ASSESSMENTS

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example e.g. ????The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the BCC and note all of the hazards which have the potential to cause harm and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or "controls" which will reduce those risks to the lowest level possible. As well as the interior of buildings, you must also look at the grounds and other external buildings.

In order to help you, a checklist is given below of common hazards which you should look for in each area which is being assessed. The checklist is in the same order as the sections of the Health and Safety Policy. If any of these hazards are present then record them and what you need to do about them. Look for any other hazards which may not be included in the checklist, such as specific activities or pieces of equipment which may cause harm.

If you wish, you can calculate a risk rating in order to prioritise the implementation of the additional safety measures required.

An example of a Risk Assessment is shown on page

It is not necessary to do this if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones which you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

The likelihood of something happening can be graded as:

- 1 = Low (Seldom)
- 2 = Medium (Frequently)
- 3 = High (Certain or Near Certain)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Risk Rating Matrix

	3	3	6	9
	2	2	4	6
Likelihood	1	1	2	3
		1	2	3

Severity

The implementation of additional controls can then be prioritised as follows:

Risk Rating:

1 / 2 = Low Priority

3 / 4 = Medium Priority

6 / 9 = High Priority

With Low priority no action at all may be required. With High priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

RISK ASSESSMENT CHECKLIST

1. Accidents and First Aid

Provision of First Aid equipment

Persons with First Aid training

Emergency procedures to deal with accidents

Transport arrangements to hospital

Examine existing arrangements and assess what is needed

2. Fire Safety

Combustible materials, flammable liquids and accumulations of waste

Heaters, smoking and other sources of heat

Provision of fire exits, escape routes and signage

Provision of fire detection equipment and fire fighting equipment

Evacuation plans

3. Electrical Safety

Condition of fixed electrical installation, including switches and sockets

Condition of portable electrical appliances, including leads and plugs

Use of unauthorised electrical appliances and temporary wiring

Mechanical damage to wiring

4. Gas Safety

Condition and maintenance arrangements for fixed gas boilers and heaters

5. Control of Hazardous substances

Internal

Cleaning materials

Types, amounts, storage arrangements

Provision of personal protective equipment

External

Pesticides, herbicides, petrol

Types, amounts, storage arrangements

Provision of personal protective equipment

6. Plant and Machinery

Internal

Condition and potential injury arising from;

Ladders, scaffolds and staging, including storage and accessibility

Any other equipment

External

maintenance equipment

Lawnmowers, gang mowers, strimmers, rollers etc

7. Slips, Trips and Falls

Internal

Loose carpets, rugs, mats and other floor coverings

Loose and uneven tiles, stone paving and floorboards

Trailing lead and other obstructions

Worn, steep and uneven steps and stairs

Inadequate lighting, lack of handrails

External

Uneven and poorly maintained paths and steps

Potholes, tree roots and unprotected drops

Long grass and undergrowth

Areas designated as wildlife habitats – clear designation – fences – signs

Poor drainage of paths and growth of algae

Inadequate lighting and lack of handrails

8. Lighting

Internal

Check adequacy of lighting

Pay particular attention to stairs, steps.

External

Paths, steps, drives, car parks, boiler room, steps and entrances

9. Falls from a Height

Internal

Arrangements for light bulb changing

Use of unsecured ladders

Unprotected openings and walkways at high level

External

Clearing of gutters and valleys

Roof repairs

10. Food Hygiene

Extent of food preparation

Nature of foods to be prepared and stored

Areas used for food preparation

Facilities for washing and preparation of foodstuffs

Facilities for storage of foodstuffs

Experience, training and competence of food handlers

11. Manual Handling

Moving and lifting of furniture, beer kegs, etc

Specialist equipment needed

12. Hazardous Buildings / Glazing

Loose stonework, falling masonry, slates, tiles, gutters

Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage

Narrow panes up to 250mm need not be included

13. Child Protection

Existing child protection procedures

14. Personal Safety

Risk of attack

Lone working
 Handling of cash
 Means of raising an alarm, summoning assistance

15. Activities and Other Hazards

events, etc
 Numbers attending
 Age related hazards (children / elderly)
 Disability access / provision

Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

IMPROVING SAFETY – ADDITIONAL CONTROL MEASURES

In most cases, it will be obvious what additional measures are necessary to reduce risk.

For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of safety latches, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building.

Maintain a record of the work you have done to reduce or remove hazards.

Remember that most changes to the building, even if required for health and safety reasons, will still be subject to the usual faculty procedures.

Two examples of risk assessments are given below:

(N.B. The likelihood and severity rating will depend on what existing controls are already in place)

Area –					
Hazards/Risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
Falling down steps	None	3 (Certain)	2 (Serious)	3 x 2 = 6 (High priority action)	Fit handrail
Area –					

Hazards/Risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
Cuts, eye injuries and hearing loss from use of strimmer	All operators use full face visor, gloves, ear muffs, steel capped boots, must be over 18 and have been trained	1 (Low)	1 (Slight)	1 x 1 = 1 (Low priority action)	Strimmer must be regularly serviced and maintained

5. Guidelines for dealing with an Incident / Accident

Guidelines for dealing with an Incident / Accident

Insert Cricket Club Name and Logo as desired

- *Insert telephone number of local doctors surgery / hospital*
- *A map to the local doctors surgery / hospital can be found at (insert) or insert here:*

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the qualified First Aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services – **999**.

- The telephone number for NHS Direct is: **0845 46 47** or www.nhsdirect.nhs.uk
- Deal with the rest of the group and ensure that they are adequately supervised and safe.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent / carer / guardian.
- Complete an Incident / Accident Report Form.

This outline document has been prepared by the appointed Health and Safety Officer for the BCC as a service to the BCC and its users. No responsibility will be taken by the author for any inaccuracies contained in it. It has been prepared in good faith as a service to the BCC in achieving its obligations in matters of health and safety.

APPENDIX ONE

Incident / Accident Report Form

Insert Cricket Club Name and Logo as desired

Name of person in charge of the session / competition:

Site / venue where the incident / accident took place (try and include the post code of the venue)

Date and time of the incident / accident:

Name of the injured person:

Address of the injured person:

Nature of the incident / accident and extend of the injury:

Give details of how and precisely where the incident / accident took place. Describe what activity was taking place e.g. training game, getting changed etc..

Give full details of the action taken including any First Aid treatment and the name(s) of the first aider(s):

Were any of the following people contacted?

Police: Yes No

Ambulance: Yes No

Parent/carer / guardian: Yes No

What happened to the injured person following the incident / accident? E.g. went home, went to hospital, carried on with session etc...)

All of the above facts are a true record of the above incident / accident

Data Protection.

The Club will use the information provided in this Incident / Accident Form (together with other information it obtains about the player) to administer his/her cricketing activity at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Signed:

Print Name:

Date:

Copies to:

In the event of an incident / accident occurring through insufficient training or faulty equipment / facilities, the follow up action taken should include the completion of a Risk Assessment.

APPENDIX TWO

HEALTH AND SAFETY GUIDANCE NOTES IN CONNECTION WITH THE HIRING OF BCC HOUSE

We would suggest that the BCC Committee draw up a formal hiring agreement for the use of the BCC by the third parties.

In addition to the provision for making good any loss or damage to the building and contents, the agreement should include procedures to follow in the event of accidents.

The agreement should draw the attention of hirers to the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

An accident report form should be located on the premises. One of the letting conditions should be as follows:

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers of the are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

Accident report forms are provided for this purpose and they are located in

The following information should be recorded:-

1. *Name, address and telephone number of person(s) injured*
2. *Exact time and place of the occurrence*
3. *Detailed description of accident or incident, including a description of any apparatus or equipment involved*
4. *Name, address and telephone number of any witness (es) to the accident*
5. *Signed witness statements should be obtained if possible*

The hirer must notify (insert name, address and telephone number of person responsible) as soon as possible after the accident, but in any event within 24 hours.

Any apparatus or equipment involved must be retained for inspection.

APPENDIX THREE

RISK ASSESSMENT FORM (GENERAL)

Location

Address

Assessment undertaken by

Date

Area assessed (e.g. Choir Vestry)

HAZARD/RISKS/ PERSONS	EXISTING CONTROLS	LIKELIHOOD	SEVERITY	RISK RATING	ADDITIONAL CONTROLS

Likelihood Rating

- 1 = Low (Seldom)
- 2 = Medium (Frequently)
- 3 = High (Certain or near certain)

Severity Rating

- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury – off 3 days)
- 3 = High (fatality or a number of persons seriously injured)

Risk Rating = Likelihood x Severity

- ½ = Low Priority
- ¾ = Medium Priority
- 6/9 = High Priority

APPENDIX FOUR RISK ASSESSMENT FORM (cricket event)

Insert Cricket Club Name and Logo as desired

Name of Venue:

Date of assessment:

Time of assessment:

Name of person completing check:

Date of next check:

Playing / Training area.

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (E.g. check the surfaces, roof leaks, lighting, heating, netting, surrounding boundary area and security / welfare arrangements). Are weather conditions appropriate to activity?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the hazard, who may be at risk and action taken if any.

Equipment.

Check that any equipment used is fit and sound for activity and suitable for the age group / ability of the group.

Is the equipment safe and appropriate for the activity? (E.g. check there is no equipment left from other activities or obstructions left in the sporting area)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline unsafe equipment, who may be at risk and action taken if any.

Participants.

Check that the Session Register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.

Is / are the Session Registers in order?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the current situation and action taken, if any.

Are the participants appropriately attired and safe for the activity?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline unsafe equipment / attire and action taken if any.

Emergency Points.

Check that emergency vehicles can access the facility, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the issues and action taken if any.

Is a working telephone available?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the issues and action taken if any.

Safety Information.

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff has access to information relating to Health and Safety.

Are emergency procedures published and accessible to those people with responsibility for sessions at the venue?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline what information is missing and action taken if any.

Do the club and or venue need to take any further action? (Please detail)

Signed:

Print Name:

Date:

Copies to:

If the person completing this Risk Assessment feels uncomfortable with the outcomes of the Risk Assessment they should contact someone with the relevant qualifications to perform a comprehensive Risk Assessment of the venue(s) in question.

Useful Contacts include:

- Health and Safety Executive website - www.hse.gov.uk
- Health and Safety Executive Infoline - 0845 345 0055

DRAFT

APPENDIX FIVE

WORK PERMIT

Location of work;

Permit No.

Address:

A. Proposal of Work to be undertaken

(This section to be completed by person responsible for carrying out the work)

Exact location of proposed work

Nature of work to be undertaken

.....

.....

Details of any special requirements (water/power supply, etc)

.....

.....

Signed Name (Block Capitals)

Date Position

Company/Contractor etc

B. Agreement (To be completed by BCC Committee))

The above work is authorised to take place at the following times and dates

between and

on

SignedName (Block Capitals)

Date Position

COPY THIS FORM AS OFTEN AS REQUIRED

APPENDIX SIX

FIRE RISK ASSESSMENT FORM

Location

Address

Assessment undertaken by

Date

Area assessed (e.g. Ringing Chamber)

HAZARDS/RISKS/PERSONS <i>(Note here the existing situation)</i>	ADDITIONAL CONTROLS <i>(Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented)</i>
1. What are the Fire Risks? <i>(Note details of any flammable liquids, combustible materials, and persons at risk)</i>	
2. Can a fire be detected in a reasonable time and people be warned?	
3. Can people in the building get out safely? <i>(Look at escape routes, emergency lighting and signage)</i>	
4. Is there adequate fire fighting equipment?	
5. Do people know what to do if there is a fire? <i>(Are there any written evacuation procedures?)</i>	
6. Is a regular check made that fire fighting equipment is in place, are people trained in its use and is it regularly maintained?	