



St Mary Bourne Bowling Club

Health and Safety Policy

Health and Safety Statement

1. Introduction

St Mary Bourne Bowling Club recognises its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation to ensure the following:

- To provide and maintain a safe Clubhouse and green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
- To ensure hazards are identified and that there is a regular assessment of risks.
- To provide information, instruction, and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- To promote awareness of Health and Safety encouraging best practice.
- To ensure it takes appropriate protective and preventive measures.
- To ensure there is access to competent advice.

2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety responsibilities is vested in the Club's Management Committee which will arrange for an annual pre-season risk assessment in April to ensure appropriate measures are in place to eliminate/mitigate risk. In addition, the Club appoints one member, whose function is at any time to draw to the Committee's attention any risks/hazards that may not have been properly identified or where the mitigation action may be insufficient.

3. The Risks

As a small organisation the Club does not employ full or even part time staff but Health and Safety law requires that where volunteers are used on a regular basis, (e.g. Secretary, Treasurer, Greens Staff) they should, for the purposes of the Act, be treated as employees, even if unpaid. The Club has identified the following principal areas where it needs to closely monitor risks associated with the work done by volunteers.

- Fire
- Trips/Fall
- Electricity- risk of fire and personal injury
- Chemicals/Fertilisers
- Use of machinery
- Food safety
- First Aid
- Children and “Adults at risk”

4. Measures in Place to Mitigate Risk

Fire: The Fire extinguishers are annually inspected and serviced by qualified personnel.

Trips/Fall: At the beginning of each season the premises/greens are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible. An Accident Book is maintained in which all incidents are recorded.

Electricity: Electrical installations and portable electrical equipment are subject to periodic inspection and testing.

Chemicals/Fertilisers: Chemicals and Fertilisers are held securely under lock and key and, where appropriate, use is under supervision of an individual who has been on a Pesticide Course and obtained PA1 and PA6 certification.

Use of Machinery: All machinery is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators.

Food Safety: Kitchen facilities are maintained to a high standard and meet legal requirements. Members are aware of Food Hygiene requirements. Catering is under the control of a holder of a Food Hygiene Certificate

First Aid: The Club cannot necessarily from its own membership expect to have trained first aiders on hand. It provides, however, a first aid box, which is regularly checked, and displays information on how emergency assistance can be obtained. There is also a defibrillator situated within the clubhouse with clear signage.

Children and “Adults at Risk”: The Club has a clearly publicised Safeguarding and Child Protection Policy.

5 Record Keeping: The following documentation is held.

- List of green equipment and manufacturers' manuals/instructions
- Simple bullet-point instructions for use of motorised or heavy equipment
- Record of training given on use of equipment
- Formal risk assessments {as necessary}
- The Accident Book

6 Dissemination of Health and Safety Information:

A copy of this Health and Safety statement is displayed within the Club. Members are asked to familiarise themselves with the content and if necessary to draw the attention of Committee members to any areas of concern.



St Mary Bourne Bowling Club

Welfare Policy

Policy Statement

- St Mary Bourne Bowling Club believes that everyone involved in bowls should thrive, fare well and enjoy safety, security and protection from abuse, maltreatment, or misconduct.
- Every individual involved in St Mary Bourne Bowling Club is responsible for upholding this belief.
- St Mary Bourne Bowling Club also recognises that it has a responsibility to ensure the highest standard of care to all (including young people and/or vulnerable adults) involved in bowls.
- This Welfare Policy is further enhanced by the Club's Safeguarding and Child Protection Policy and Adult Protection Policy.

The 'golden rule' for all involved in bowls in relation to welfare and protection is that it is not your responsibility to judge whether or not a welfare violation has taken place but it is your responsibility to act on any concerns you may have.

St Mary Bourne Bowling Club will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for all people (including young adults) within the sport, safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of people taking part in bowls including young people, disabled and/or vulnerable adults.
- Recruit, train and supervise volunteers to adopt best practice in all equality issues, to safeguard and protect young people from abuse, and themselves against false allegations.
 - Require coaches/volunteers to adopt and abide by the welfare policy and procedures, codes of conduct and investigatory, grievance, disciplinary and appeal procedures.
 - Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

Principles

Safety - The welfare of the bowler will always be paramount.

Equality- The right of everyone involved in bowls to equitable treatment, regardless of age, sex, race, religion, ability, sexual orientation, or social background, will be upheld.

Responsiveness - All allegations or suspicions of abuse or violations of bowler welfare will be taken seriously and acted upon appropriately and speedily. Those found to be spreading malicious or false allegations will be disciplined according to the relevant procedures.

Consent

Those with parental responsibility will be consulted if it becomes necessary to invoke the procedures that accompany 'Bowls Welfare' Fairness - The human rights of coaches or volunteers facing allegations will be embodied in disciplinary and appeals procedures.



Policy to comply with the General Data Protection Regulation (GDPR)

Policy

St Mary Bourne Bowling Club's General Data Protection Regulations Policy sets out its commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. St Mary Bourne Bowling Club (the Club) is committed to ensuring that it complies with the General Data Protection Regulations principles, as listed below:

- Meet its legal obligations as laid down by the General Data Protection Regulations.
- Ensure that data is collected and used fairly and lawfully.
- Process personal data only to meet its operational needs or fulfil its legal requirements.
- Take steps to ensure that personal data is up to date and accurate.
- Establish appropriate retention periods for personal data.
- Provide members with access to their personal information upon request.
- Abide by Article 15, granting members the right to have their personal information erased.
- Provide adequate security measures to protect personal data.
- Ensure Computer Security Software is current.
- Ensure computers containing personnel information have their passwords changed on a regular basis.
- Ensure that a nominated member is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Ensure that all members are made aware of good practice in data protection.
- Provide adequate training for all members responsible for personal data.
- Ensure that queries about data protection, internal and external to the Club, are dealt with effectively and promptly.
- Regularly review data protection procedures and guidelines within the Club.
- Ensure that everyone handling personal data knows where to find further guidance.

Data Protection

Personal Data is any data which may be used to identify, contact, or locate a single person. The Club holds for all members their name, address, post code, home and, where known, mobile phone number, as well as email addresses. This information is held on personal computers by those club officials with the need to process such information, principally the Treasurer, Club Secretary and Membership Secretary. Names and phone numbers will be made available to members on the Club premises. Information on date of birth is held only for statistical purposes.

Where members have declared a disability, this information is held in hard copy form. No financial information (e.g. Bank details) is held by the club although, where members have provided details of their Bank account, for the purposes of receiving BACS payments, that information is held within the Bank's own system accessible only by authorised Officers

Data Sharing

The only personal information shared is that relevant information required by other Bowling Associations or organisations to which the Club is affiliated and is needed by those Associations or organisations in order that they can inform other affiliated members of, for example, selection for Association matches, participation in competitions, maintenance of a register of affiliated members for insurance and other benefit purposes.

Data Erasure

Anyone who has their personal data held by the Club has the right to access, view and erase this data. A subject Access Request (Article 15) grants every citizen the right to a copy of all their personal data held by the Club. St Mary Bourne Bowling Club will provide this information in an electronically transportable format usable by the individual requesting the information. The Right to be Forgotten (Article 16 & 17) entitles individuals to have this data erased. The Club understands that failure to fulfil this entitlement will be a violation of GDPR and subject to penalties.

Data Breaches

In the event of a data breach posing any kind of threat to members personal information, the Club will inform the affected individuals within 72 hours.