

# Newport Pagnell Bowling Club

## Health and Safety Policy Statement - 2026



### 1. Introduction

Newport Pagnell Bowling Club (NPBC) recognises its responsibilities under the Health and Safety at Work Act 1974, together with associated legislation that applies to the running of a sports facility.

The Club will use its best endeavours to take all necessary and reasonably practicable steps to ensure the health, safety and welfare of Club Members, visitors, contractors and others who may be affected by its activities.

Our Health & Safety (H&S) policy statement is to:

- Promote awareness of H&S to Club Members and encourage best practice by all.
- Provide information, instruction and training to try to ensure Members maintain a safe and healthy working environment.
- Do our best to maintain a safe Clubhouse and green, safe equipment and a safe environment for Members, guests and volunteers working for the Club.
- Ensure hazards are anticipated, identified and managed.
- Undertake regular and recorded risk assessments of the facilities and key activities undertaken by the Club and its Members.
- Ensure we have access to competent advice.
- Ensure this policy is reviewed regularly and monitored for effectiveness.

### 2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with H&S legislation is vested in the Club's Management Committee which will arrange for an annual pre-season review to ensure appropriate measures are in place to eliminate/mitigate risk. This is in addition to ongoing reviews at each committee meeting.

In addition, the Club will appoint 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. The Member appointed for 2026 is David Ruffett.

An Accident Book is maintained in which all incidents should/will be recorded.

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### **3. The Risks**

The Club does not employ any staff, but H&S law requires that where volunteers are used on a regular basis they should, for the purposes of the Act, be treated as employees, even though unpaid.

The Club has identified the following principal areas where it needs to monitor closely the work done by volunteers.

- Fire
- Trips/Falls
- Electrical equipment
- Chemicals/Fertilizers
- Use of machinery
- Food safety
- First aid
- Children and “Adults at Risk”
- Lone Working
- Hot Weather
- Manual Handling
- Asbestos

### **4. Measures in Place to Mitigate Risks**

**Fire:** Fire Extinguishers and Emergency Lighting are routinely inspected monthly and annually serviced/inspected by qualified personnel. Fire exit routes are maintained in a safe condition and lead to a safe designated fire assembly point. Fire evacuations are carried out annually. The Fire Officer is Dave Ruffett.

**Trips/Falls:** Throughout the season, the premises are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible.

**Electrical Equipment:** Fixed Electrical installations and Portable Electrical equipment are subject to annual and periodic inspection and testing.

**Chemicals/Fertilisers:** Arrangements will be made for Chemicals and Fertilisers to be held securely and quantities restricted to minimum amounts practicable. Chemicals are stored in clean sound containers sealed and not contaminated on the exterior. They are stored inside the garage away from areas routinely accessed by visitors or members not specifically tasked in their use. Currently the head green keeper is the only member

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authorised to administer these substances to the green. Consideration will be given to a member attending a Pesticide Course and obtaining PAI and PA6 certification.

Use of Machinery: All machinery is 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 will be made more aware of Food Hygiene requirements.

First Aid: The Club has three First Aid boxes, which are regularly checked. It has qualified and emergency First Aiders whose names are listed in the Clubhouse. There is a defibrillator situated within the Clubhouse with clear signage. The First Aid Officer is Frances Llewellyn.

Children and “Adults at Risk”: The Club has a Safeguarding Policy available in the Clubhouse. The Safeguarding Officers are Frances Llewellyn and Tom Ruffett.

Lone Working: The Club has a Lone Working Guidance policy available in the clubhouse and communicated to all members.

Hot Weather: The Club publishes advice to Members in the event of dangerously hot weather.

Manual Handling: The risks associated with Manual Handling will be reviewed, A manual handling poster is displayed in garage.

Asbestos: The risks associated with asbestos will be reviewed.

### **5 Record Keeping**

The following documentation will be compiled, maintained and available in Clubhouse: -

- 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)
- Checklists of inspections carried out on specific activities or areas

### **6 Dissemination of Health and Safety Information**

A copy of this H&S Policy statement is displayed within the Club. Members are asked to familiarise themselves with the content and, where necessary, to draw the attention of Committee Members to any areas of concern.

**Approved by the NPBC Management Committee, March 2026**