

BALLYMENA ROAD CLUB

HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

**This Policy covers the Club Premises and the immediate environment at
The Rex Bonar House
103 Railway Street, Ballymena.**

Cycle activities take place and are held under the rules of Cycling Ireland.

The Health and Safety At Work etc Act 1974 and the Health and Safety at Work (Northern Ireland) Order 1978 highlight the duty of all concerned to play their part, in securing the Health, Safety and Welfare of persons using these premises.

We accept our responsibility under the relevant legislation and it is our policy to do all that is reasonably practicable to ensure the Health, Safety and Welfare of our Members and all others who visit these Premises.

Our objectives are to:

- To provide adequate control of the health and safety risks arising from our premises;
- To consult with our Members on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision to Members;
- To ensure that all personnel are competent to do their tasks; To prevent accidents and cases of ill health;
- To maintain safe and healthy conditions; and

We are confident that the importance of these objectives will be recognised by all Members and others concerned and that each individual will co-operate responsibly in the sustained efforts necessary to attain them.

The Policy will be kept up to date, particularly if the activities within the Premises change in nature and size. To ensure this, the Policy will be reviewed each year.

Signed..... (President)

Date

1.0 Responsibilities

All Health and Safety matters within the Club Premises will come under the control of the following:

Club President: *Mr Alan Mark*

Club Chairman: *Mr Paul Murdoch*

Secretary: *Mrs Adele Kennedy*

Treasurer: *Mr Alastair Petticrew*

Road Race Secretary: *Mr Jason Burns*

The above herein after referred to as "The Committee"

The following club members will be consulted should change/alteration be executed to current legalisation.

a)HEALTH AND SAFETY

Health and Safety Officer: Mr Derwood Ritchie

b)CHILD PROTECTION

Child Protection Officer: Mr Peter Simpson

All Club Members have the responsibility to co-operate with The Committee to achieve a healthy and safe environment and to take care of themselves and others.

Any Club Member who notices a health and safety issue or concern, must report it directly to one of The Committee members.

2.0 Club Health and Safety Arrangements

2.1 Risk Assessment

The Health and Safety Officer has conducted a risk assessment aimed at identifying all practical risks associated with the Club Premises. The significant findings of the risk assessment have been documented and used to identify and

introduce risk control measures aimed at reducing the risk to the lowest practicable level.

The Committee are responsible for ensuring that this risk assessment is reviewed on an annual and ongoing basis and the Members concerned are briefed in the content of the risk assessment.

2.2 Consultation with Members

The Committee will communicate directly with Members on health and safety issues via regular meetings, notice boards and signage.

2.3 Safe Premises, Plant and Equipment

The Committee are responsible for ensuring that adequate arrangements are in place for the maintenance of premises and equipment.

Any problems with equipment within the Club should be identified to a member of the Committee without delay. The Committee will check that new equipment meets the relevant health and safety standards before it is purchased.

The Committee are responsible for ensuring that statutory inspections are carried out and for ensuring that suitable records are maintained. The following inspections are required.

Statutory & Other Inspections	Frequency
Fixed Wiring	3 yearly test & recertification
Fire Detection & Fire Alarm Systems	3 monthly tests - routine 2 yearly – full system test
Fire Extinguishers	6 monthly
Emergency Lighting	3 monthly tests – routine 2 yearly – full system test
Portable Appliance Testing	6 monthly
Oil Burner	3 yearly test & recertification
Legionella Checks	Yearly - Electric hot water heater should be disconnected from mains supply, cleaned and de-scaled. Six Monthly – Test cold water inlet at cold water storage tank, if above 20C, action is required. Quarterly – Remove shower heads & hoses, descale and clean & flush with boiling water. Legionella is killed at 90C. Monthly – check hot & cold water taps, one per month in rotation. Hot taps must exceed 50C, cold water must not exceed 20C. All little used taps and showers to be flushed.
Hygiene and Cleaning	Urinals have an autoflush facility Toilets and showers are cleaned weekly Anti verruca disinfectant applied daily in shower area.

2.4 Safe Use and Handling of Substances

Hazardous Substances

The hazardous substances in the clubhouse are restricted to 'standard' cleaning substances. These are kept in a locked cupboard in the kitchen. Substances are kept in original containers only. Safety glasses to be worn if mixing concentrate.

Asbestos

The Workshop Building has an asbestos cement roof - it must not be drilled, cut or otherwise interfered with. In the event of Contractors working on the premises, it is the responsibility of the The Committee to ensure they are advised of the location of asbestos on the premises. An Asbestos Register is held at the Club Premises.

2.5 Access to Club Facilities

Clubrooms

The Clubhouse will be locked except during specified hours, third parties not permitted in clubhouse without a Member present. All are required to sign in and out of clubhouse. Supervision of children is required in the Clubrooms at all times. Children are not permitted unsupervised in the Kitchen area.

Fitness Room

The Fitness Room will be locked except during specified hours. All Members are required to sign in and out of room. Rollers have blocks to make getting on and off rollers easier – beginners must be closely supervised.

All Under 16's are required to be accompanied at all times – if more than 4 under 16's in the Fitness room, there must be adequate supervising in line with our Child Protection Policy.

Under 14's are not permitted to use weights or running machines.

Under 8's are only permitted entry to the room if under the control of a Parent.

Garage/ Store

The Workshop will be locked except when in use. Only authorised persons are permitted to enter the Workshop or to use the tools/equipment.

2.6 Accidents, First-Aid and Ill Health Investigation

All accidents must be reported immediately to The Committee. The first aider present as per the agreed rota will then arrange for any necessary first aid treatment to be provided. If an injured party requires taken to hospital, an ambulance must be called. The Supervisor on duty will ensure without fail that the accident/incident details are entered in the Accident/Incident Book located in the main office.

The First aid kit is located at - the main office

The Club first aiders are: note these have only had First Aid Awareness course not full First Aid

Joan McCullough, Vicky Woodrow

2.7 Arrangements For The Management Of Emergencies

Instructions to all Members on discovering a Fire or other Emergency

In the event of a Fire or other Emergency, raise the alarm by activating the fire alarm or where an alarm is not available, shout **Fire**.

Call the emergency services.

Start evacuation of the premises by using the nearest fire/emergency escape route ensuring that all doors through which you pass are closed after you, where possible. Reassure those in your care.

Go to the assembly point using the nearest usable exit. The assembly point for the Rex Bonar House is at the **Main Gate**.

Do not re-enter the area until you are told it is safe to do so by the Fire Brigade.

DO NOT TAKE PERSONAL RISK.

A fire should be tackled only if there is no immediate personal danger.

Do not fight a fire on your own. If this is not possible always keep yourself between the fire and your escape route (i.e. the door).

Fire extinguishers are for small fires only. Do not continue to fight a fire which is getting out of your control.

2.8 Arrangements for the Management and Appointment of Contractors

The Committee will select contractors carefully, ensuring that their submission contains reasonable provision for carrying out the work safely and so that we are confident that they have the skills they claim.

The Committee will draw up an approved list of Approved Contractors to execute works at the Rex Bonar House

Three (3) quotations **MUST** be obtained for all works and subsequently approved by The Committee prior to the commencement of any works.

The Committee will require the contractor to complete the form BRC.001 Health and Safety Questionnaire prior to the commencement and appointment of any works and will broadly cover and provide evidence of:

Health and Safety Policy

- Risk Assessments, Method Statements and Safety Plans as applicable to the contract.

- Insurance Details (copies of certificates for Public and Employers liability)
- Details of any Enforcement Notices or Serious Accidents.

- Employee competence – CSR and other relevant training.

Where work is complex or potentially high risk, a work method statement must be agreed in advance of that particular element of the work starting.