



INVERCARGILL CONTRACT BRIDGE CLUB

Health and Safety Policy

APRIL 1 2020

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Health and Safety Policy

The Committee is responsible for running the Bridge Club and recognises its duty to ensure the safety of people using it. It is the intention of the Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations

The committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices. Club members, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury or ill health to themselves or others.

Much of the repair and maintenance work at the club will be done by club members and self-employed workers, who have responsibility for their own health and safety.

The Health and Safety Policy is available on the Invercargill Contract Bridge Club website.

By Order – Invercargill Contract Bridge Club

Date: April 1 2020

The Invercargill Contract Bridge Club Management Committee (the committee) must, under the provisions of the Health & Safety at Work Act 2015, ensure, as far as is reasonably practicable, the health and safety of its members, visitors and hirers of the building.

This policy is drawn up to set out procedures and areas of responsibility:

- To provide a healthy and safe environment for club users.
- To implement all statutory requirements.
- To ensure that risk assessments are carried out regularly.
- To seek guidance from qualified professionals where necessary.

The committee is responsible for running the Bridge club rooms and recognises its duty to ensure the safety of people using it. It is the intention of the committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations

The committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices. Club members, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury or ill health to themselves or others.

Much of the repair and maintenance work at the Club will be done by club members and self-employed workers, who have responsibility for their own health and safety.

The Health and Safety Policy is available on the Invercargill Contract Bridge Club website.

Monitoring Health & Safety

It is the duty of **all** hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

Hirers of the rooms are responsible for the management of their own contractors' health & safety obligations e.g. for functions organisers, caterers, decorators, bands etc. *(For example, if a person hires the hall for a wedding, they are responsible for choosing contractors who will follow correct health & safety practice and comply with regulations.)* Information on risks and hazards are available from the Booking Officer and our website that can be passed on to contractors.

Should anyone using the building come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform a committee member as soon as possible so that the problem can be dealt with. Where club equipment is damaged that damage should be reported to a committee member, who will notify the property committee Chairperson and the club chairperson.

Mitigation of Risk

To mitigate Health & Safety risk the Committee takes the following steps:

☐ *To carry out a full Risk Assessment every year or sooner if deemed necessary by the Committee*

- Ensure that there is a copy of the current Health and Safety Policy published on the Invercargill Contract Bridge Club website
- To discuss and report on Health and Safety at every meeting of the committee

Hazardous substances/materials that must not be used in the Hall are:

- Flammable liquids
- Naked flames including candles and fireworks

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside the building
- Storage of combustible material near a source of ignition is not permitted
- Emergency exits and routes to them must be kept clear/unlocked at all times
- Appropriate Fire Fighting Equipment to be provided
- Fire Equipment to be maintained and checked annually
- Emergency Evacuation Plan displayed

Electrical safety

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users/hirers want to bring electrical appliances onto the premises they must make the bookings officer aware of this in advance.

The users/hirers are responsible for ensuring that the appliances meet safety standards

- Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the building
- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.

Falls and Slips

All users must be aware that:

All surfaces can pose a slip, trip or fall risk and users should to be aware of those risks when using the facilities.

Manual Handling

All users must be aware that:

They should use the equipment & trolleys provided when moving heavy objects.

If any person needs to be physically supported following a fall this should be done by two able-bodied people or an ambulance should be called. This is required to minimise further injury to all parties.

Children

Minors under the age of 18 must be accompanied

and supervised by a responsible adult at all times. In the event of children’s parties or activity groups, the hirer shall take responsibility for the adult to child ratio, ensuring adequate safety and care for the age of the children attending both inside the building and outside

Small children under the age of 12 are not permitted in the kitchen – unless as part of a supervised class.

This is to avoid the risk of scalds, burns cuts and other injuries occurring.

Children must be supervised outside the building as the Otepunu stream on the north side of the building is unfenced and easily accessible.

Working at Height

All users must be aware that:

- They are responsible for using the stepladder safely
- Specialist equipment is required for access to the high stud ceilings

Working or on premises alone

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders or equipment that might pose a danger. When jobs have been assessed as low risk, it is the individual's responsibility to ensure they are equipped with a mobile phone to be able to summon assistance in the event of an emergency

General Housekeeping & Maintenance**NO Frying of food is permitted at any time**

- The building is left in a clean and tidy state.
- All rubbish is removed from the premises.
- Any damage or accidents should be reported to the Bookings Officer.
- All Food, drink, bottles and perishable items must be taken away at the end of each hire.
- The grounds and car parks surrounding the bridge club must be kept clear of litter.

Building Warrant of Fitness

A copy of the Warrant of Fitness is displayed on the notice board in the foyer

Noise

All users should be considerate of neighbours in regard to noise and its impact.

- Internal noise levels do not exceed 95dBA.
- Activities involving loud amplified music must cease at midnight.
- External doors and windows closed after 7.00pm for activities involving loud amplified music.

PLEASE REMEMBER TO KEEP BACK DOOR SHUT

Parking

Parking on the grounds of the Bridge club is limited to available spaces and at the users' risk.

Do not obstruct driveways or block the road on the south side of the building

Fire Evacuation Procedures

First Aid & Accident Reporting

See Appendix 1

Hirers are required to provide their own **First Aid** Equipment when holding functions at the bridge club

. The following must be reported to the Bookings Officer and in the Accident Report Form (kept in the kitchen) must be completed:

- **An accident** – *an event that results in injury or ill health*
- **An incident** – *near miss: an event not causing harm, but which has the potential to cause injury or ill health*
- **A dangerous occurrence** – *one of a number of specific, reportable adverse events*

In the event of an emergency, the nearest facility is:

Southland Hospital

Kew Road Invercargill Phone - (03) 2181949

Or call 111 for an ambulance

Open 24 hours

Appendix 1

Emergency Evacuation Guide

The following are the notes for the Hirers Fire Warden.

1. The fire alarms are activated either by the heat sensors or by someone manually activating the alarms.
2. Walk occupants to the place of safety.
3. The Warden must, when the fire alarm is activated or on suspicion of a fire, call the Fire Brigade (111).
4. The Fire Warden must familiarise themselves with the location of all manual fire alarms and emergency exits and the quickest way from the exits to the place of safety.
5. Be familiar with, as far as practicable, the operation of the alarms and exits.
6. Be familiar with the position of all fire extinguishers. However, firefighting should only be attempted if considered safe to do so. The Fire Warden is responsible for safe evacuation and not firefighting.
7. Review evacuation procedures:
 - a. *Walk don't run*
 - b. *Do not take personal possessions*
 - c. *Keep calm and quiet*
 - d. *Ensure any disabled people are evacuated (having assigned a responsible adult for each disabled person at the beginning of the event.)*
 - e. *be aware of the assembly point*
 - f. *Do not fight the fire unless safe to do so.*
 - g. *Ensure the building is completely evacuated (all rooms).*
 - h. *Close doors on exiting building*
 - i. *Ensure no-one re-enters the building until the fire chief gives the all clear.*
8. Once the Fire Warden is satisfied the building has been evacuated, meet the fire fighters and brief the crew chief.
9. The Fire Warden is responsible for briefing all persons at the commencement of the function/event of these safety procedures.

Risk assessment and management

what are the identified hazards	who might be harmed and how	likelihood	consequence	Risk Rating**	What controls are in place	what further action is necessary	action/monitoring by whom	action taken when
electricity	Users risk shocks or burns from faulty equipment or installation	unlikely	major	medium	Fixed wiring installed & repaired by qualified electrician and inspected regularly	ensure users know where fuse box is & how to turn off in emergency	committee	complete
equipment	users could be injured setting up or moving chairs tables	rare	minor	low	advice given to club members, hirers about manual handling	post event visual check	Bridge hire	ongoing
hazardous substances	cleaner, users may suffer skin irritation, respiratory problems or poisoning	unlikely	rare	low	children must be supervised at all times. Cleaning products stored securely. Non toxic products used where possible	none		
manual handling	users may suffer back or other injuries if lifting inappropriately	possible	minor	medium	where appropriate lifts should require two people especially if lifting a person	provide pamphlets on manual handling	committee	complete
fire	if trapped users could suffer fatal injuries from smoke inhalation and burns	rare	harmful	medium	fire extinguishers/evacuation plan/signage in place. Fire risk assessment completed	Ensure assessment completed annually		Mar-20
Vehicles using car park	pedestrians could suffer injury if struck by vehicles entering/leaving car park	unlikely	harmful	medium	ensure car park well lit at night	during larg events consider using parking marshalls wearing high vis vests	hires	
locking people in building	users at risk of being trapped in building	unlikely	insignificant	low	Visual check of building before locking doors. Emergency exits clearly identified and not blocked. Key register maintained to identify who has access	none		
Kitchen hazards	risk of injury in kitchen eg burns, knives	rare	moderate	low	to minimise splashing utilise wooden block when filling tea pots with boiling water. Store sharp knives separately in cutlery drawer.	keep first aid box stocked. Hirers to provide own first aid box	committee	ongoing

slips and falls	users of building and carpark may suffer injuries if they slip or fall: on spillages, uneven surfaces or trip over objects	possible	moderate	medium	car park surface to be maintained. Disability car parks close to the door. Effective lighting in car park and entrance. Spillages cleaned up immediately and members know where to find equipment. No trailing cords or cables	car park lines and surfaces to be maintained regularly. Monthly check with cleaner that essential equipment is available and in working order	Bridge committee	monthly
working at heights	anyone working at heights could suffer injury, possibly seriously, should they fall	unlikely	major	medium	appropriate, commercial stepladder secured securely and available for use. All users know they are responsible for stepladder safety and that specialist equipment is required for high stud ceilings. Club members and cleaner know how to use ladder safely	ensure contractors provide a risk assessment/safety plan for any work at height. Worksafe guidance on Stepladder safety available online. Regular check on condition of club stepladder	bridge committee	
lone workers	anyone using or working alone is exposed to a variety of risks: maintenance workers, cleaning staff, lone users of the building	possible	minor	medium	ensure users are aware of risks, let someone know where you are, lock external door when alone, be able to summon help (carry mobile phone), no working at heights if alone	none		
falling and falling objects	members, hirers, contractors undertaking maintenance or installing decorations	unlikely	major	medium	members aware of ladder safety. hall hire agreement outlines safety requirements for ladder use. Specialist equipment is required for high stud ceilings	policy in place to remind people that any work at height must only be undertaken by competent individuals	committee	

Risk Assessment Matrix

Assessment risk level	Description of Risk Level	Actions
Low	<i>If an incident was to occur there would be little likelihood that an injury would result</i>	Undertake the activity with the existing measures in place
Medium	<i>If an incident was to occur there would be some chance that an injury requiring first aid would occur</i>	Additional controls may be required
High	<i>If an incident was to occur it would be likely that an injury requiring medical treatment would result</i>	Controls will need to be in place before the activity is undertaken
Extreme	<i>If an incident was to occur it would be likely that a permanent debilitating injury or death would result</i>	Consider alternative methods to complete the task. Significant control measures must be implemented
Control measures	<i>Isolation</i>	Separate people from the hazard
	<i>Administration</i>	Place rules, signage or training in place to make the area safe (eg induction training, highlighting trip hazards)
	<i>Personal protective equipment (PPE)</i>	Protective clothing and equipment utilised when required

Description of Consequence		likelihood	Description of likelihood
No treatment required	1	rare	Will only occur in exceptional circumstances
Minor injury requiring first aid	2	Unlikely	Not likely to occur
Injury requiring medical treatment or lost time	3	Possible	May occur in foreseeable future
Serious injury requiring specialist medical treatment of hospitalisation	4	Likely	Likely to occur in foreseeable future
Loss of life, permanent disability, serious injuries	5	Almost certain	Almost certain to occur without safety measures in place

Consequence

Likelihood	Insignificant	Minor	Moderate	Major	Critical
Almost certain	medium	medium	high	extreme	extreme
Likely	low	medium	high	high	extreme
Possible	low	medium	high	high	high
Unlikely	low	low	medium	medium	high
rare	low	low	low	low	medium