

# The Taieri Bridge Club's Health and Safety Policy and Procedures

## Policy

It is the policy of the Taieri Bridge Club to make every reasonable effort to prevent accidents, to protect all users from hazards and promote health and safety measures.

The Committee is of the opinion that Health and Safety is the responsibility of all members, employees, contractors, hirers and guests and makes the following commitments to this end.

All members, employees, contractors, hirers and guests are expected to co-operate with safety practices to ensure the Club premises are a safe and healthy environment.

They will:

- Accept the safety instructions given and use the safety equipment provided.
- Take all practicable steps to ensure their own safety and safety of others while on the premises, and
- Not cause harm to any other person.

## Procedures

### Fire Safety

The **Director shall be the fire warden** for any playing session.

They must know the location of the fire alarm, firefighting equipment, exits and the evacuation procedures and be able to communicate this to members, employees and guests as and when required.

**All members** should be aware of the nearest exit and the evacuation procedures.

Procedures on Discovery or Suspicion of Fire:

- Evacuate the building
- Activate the fire alarm (manually)
- Dial 111 and give exact location of fire
- Confine fire by closing all doors and windows
- If safe to do so attack fire with appropriate fire equipment.

Evacuation Procedure:

- Go to the fire exit as directed by the Fire Warden
- Do not stop to collect personal belongings
- Leave the building immediately moving quickly and quietly. Ensure that anyone with mobility issues is assisted to safety
- Assemble across Church Street under the Woolworths Supermarket sign
- The Fire Warden must ensure the building is completely evacuated
- The Fire Warden should be aware of how many people were in the building and check everyone is accounted for.
- Do not re-enter the building until the Fire Warden indicates it is safe to do so.

The Committee will:

- Ensure that fire procedure drills are conducted at 6 monthly intervals.

- Conduct regular checks of the fire exit doors and safety equipment to ensure they are fit for purpose.

## **Earthquake**

If an earthquake occurs you should **Drop Cover and Hold**. The greatest hazard of earthquakes will be falling materials. In a strong earthquake take cover in a doorway or under a strong table. If neither is available get as close to the strongest outer wall of the building but clear of windows.

After an earthquake, if everyone has been evacuated from the building they should not return to the building until permission is given by Civil Defence personnel or the supervising Fire Bridge Officer or a qualified Building Safety Officer.

## **First Aid & Medical Emergency**

In the event of a medical emergency dial 111 ask for Ambulance and give your exact location and detail of the emergency. Do not hang up until asked to do so. If necessary, a defibrillator is available in the bookcase in the front of the club room. Comprehensive instruction is provided when the defibrillator is turned on.

If a bridge player is injured basic first aid may be required. A first aid kit is in the bookcase at the front of the club room.

## **Minor Hazards**

The Bridge Club is considered safe and relatively free of hazards.

However, scolding from an accident with hot liquids is a possibility. In the event of a scold the affected area should be doused under cold water for up to 20 minutes while additional medical assistance is considered. Care must also be taken to minimise the possibility of slips, trips and falls.

## **Working Alone**

No volunteer should work alone in the building.

If an employee is required to work alone that person should be advised to detail a relative or friend of their timed work schedule.

## **Incident Book**

Any incidents/accidents should be reported to the Director for the session and logged in the Incident book in the office.