

# Health and Safety Policy

## Version control

Version Number	Amended by	Nature of amendment	Date
1.0 (draft)	Lindsey Wharmby	First draft	August 2017
	Committee	Agreed	September 29 <sup>th</sup> 2017
2.0 draft	Tony Watson	Awaiting approval by new committee	March 13 <sup>th</sup> 2020
2.0	Tony Watson	Agreed by committee	April 3 <sup>rd</sup> 2020
2.5	Shiona Dawson	Adding section on Power Outage, with updates from Tony and SueM and template PEEP	January 14 <sup>th</sup> 2023
3.0	Shiona Dawson	Agreed by committee	January 22 <sup>nd</sup> 2023

Olicana Bridge Club  
Health and Safety Policy

1. Contents

2. Statement of Intent and Objectives .....	3
2.1 Organisation and Responsibilities .....	3
2.2 Information, Instruction, Training and Review .....	3
3. Fire Safety and Building Evacuation .....	4
3.1 Actions on Discovering a Fire.....	4
3.2 Risk Assessment .....	4
3.3 Personal Emergency Evacuation Plan (PEEP) .....	4
3.4 Fire Drills .....	4
3.5 Fire Safety Plan – Instructions for TD/Teacher .....	5
3.6 Fire Drill.....	6
3.7 Signs.....	7
4. Inspection, Testing and Maintenance of Equipment.....	7
5. Lone Working.....	7
6. External Contractors.....	8
6.1 Caterers.....	8
6.2 External Contractors .....	8
7. First Aid, Accident and Incident Reporting .....	8
7.1 First Aid .....	8
7.2 Incidents and Accident Reporting.....	8
8. Power Outage.....	8
9. Appendix 1: Template Personal Emergency Evacuation Plan.....	10

## 2. Statement of Intent and Objectives

Olicana Bridge club exists to provide for the playing of bridge by members, guests and visitors, together with associated activities such as matches against other clubs, lessons and social events for members.

Some members are elderly and may suffer impairment in sight, hearing or mobility. In some cases, the Committee may be unaware of the impairment. The Club has installed a stair lift to assist those with impaired mobility.

The Club aims to comply with the current Health and Safety legislation commensurate with its nature and operations. We will take reasonable steps to safeguard the health, safety and welfare of members, guests, visitors and contractors. Adequate financial provision will be made by the Committee where required.

### 2.1 Organisation and Responsibilities

Management of the Club is the responsibility of the Committee comprising the Chair, Treasurer, Secretary, House Chair, Tournament Director, Club Captain, and 6 members.

Overall responsibility for health and safety is vested in the House Chair who may co-opt others to particular roles as required. Such persons will receive appropriate information, instruction and authority to undertake these duties satisfactorily. The list of Committee members for the current year is given in the Club Handbook.

Bridge sessions are held throughout the week, managed by Tournament Directors (TDs) who are responsible for Health and Safety and Building Evacuation, for those sessions they manage. Teachers are responsible for Health and Safety and Building Evacuation for those sessions they manage.

### 2.2 Information, Instruction, Training and Review

The Club will undertake specific Health and Safety training for TDs and teachers and it will be kept up-to-date as required.

Appropriate Health and Safety notices will be displayed around the Club premises and on notice boards.

Information on Health and Safety matters will be communicated through Committee minutes, Club website, notice boards and announcement by TDs/teachers at Bridge sessions.

The Committee will review the policy every 2 years and revise as necessary.

### 3. Fire Safety and Building Evacuation

The premises comprise a ground floor entrance, area for coats, and stairs to the first floor. The first floor comprises an open plan area to the right with two areas arranged for bridge and a second open plan area to the left comprising a smaller area for bridge and a kitchen. There is a small office through the kitchen, ladies toilets on the first floor and a gentlemen's toilet on the half landing.

#### 3.1 Actions on Discovering a Fire

- Sound the alarm
- Do not attempt to use a fire extinguisher unless you have been trained
- Follow the instructions of the TD/teacher

#### 3.2 Risk Assessment

The Club is required to comply with the Regulatory Reform (Fire Safety) Order 2005, designed to ensure the risk of fire is reduced as far as possible and that building occupants can escape safely in the event of a fire.

#### 3.3 Personal Emergency Evacuation Plan (PEEP)

Players who through injury, infirmity or age, have impaired mobility that might cause difficulty for escape down the stairs or the Fire Escape present one particular risk.

It is the responsibility of any person with restricted mobility to discuss a PEEP with the House Chair as soon as possible. A template for the PEEP is included in the appendices to this document. When a plan has been agreed, a paper copy must be included in the file on the TD desk and the Club Committee informed. The Club TD will inform TDs.

In the event of an evacuation, the member must inform the TD/teacher that they require help and the TD/teacher will delegate to an able-bodied member to assist the player to use the Fire Escape (preferred option) or descend the stairs (if absolutely necessary) when it is clear to do so.

#### 3.4 Fire Drills

In one week in September at the start of each session we will go through the Fire Drill and remind those with impaired mobility to discuss their PEEP with the House Chair. The TDs are reminded each year of their responsibilities.

### 3.5 Fire Safety Plan – Instructions for TD/Teacher

1. If the fire alarm or a smoke detector sounds, then the TD/teacher is in charge and will call for an evacuation if necessary.
2. Both exits (stairs and Fire Escape) should be used if safe to do so – **but the stair lift must NOT be used**. All personal belongings, including coats, should be left.
3. **Personal Emergency Evacuation Plans (PEEP)**: It is the responsibility of any person who has limited mobility such that getting down stairs is slow or impaired to ensure they have a PEEP. They must discuss this plan with the House Chair as soon as they realise that they find going down stairs is difficult. In an emergency evacuation they must inform the TD/teacher that they require support. The TD/teacher will delegate an able bodied person to help them down when it is clear to do so. **The Fire Escape must be used if at all possible**.
4. The TD should silence the Fire Alarm and then delegate one person to each of the following tasks:
  - a. Call the fire service using the club phone or personal mobile
  - b. Check there is no one in the ladies' toilet or the office
  - c. Check there is no one in the gents' toiletthen leave by the main stairs if safe to do so.
5. A fire should only be tackled by those trained to use the Fire Extinguishers and if it is safe to do so.
6. The TD should sound the Fire Alarm again before leaving the building – the Fire Alarm sounds throughout the building.
7. After an evacuation the meeting place is outside Dacre, Son and Hartley.
8. A list of players is printed after the first round in a Bridge session and the Teacher should take a register at the beginning of a session. The TD/teacher liaises with the Fire Service and no person may re-enter the building until the TD/teacher has said it is safe to do so.

### 3.6 Fire Drill

To be given to all sessions in one week in September

1. If the fire alarm or smoke detector sounds, the TD/teacher is in charge and will call for an evacuation if necessary.
2. Both exits (stairs and Fire Escape) should be used if safe to do so – **but the stair lift must NOT be used**. All personal belongings, including coats, should be left.
3. **Personal Emergency Evacuation Plans (PEEP)**: It is the responsibility of any person who has limited mobility such that getting down stairs is slow or impaired to ensure they have a **PEEP**. They must discuss this with the House Chair. In an emergency evacuation they must inform the TD/teacher that they require support. The TD/teacher will delegate an able bodied person to help them down the fire escape when it is clear to do so.
4. The TD/teacher will delegate members to:
  - a. Phone the Fire Brigade
  - b. Ensure the toilets and office are clearThey will then ensure the Fire alarm is sounding throughout the building before leaving
5. A fire should only be tackled by those trained to use the Fire Extinguishers and if it is safe to do so
6. After an evacuation the meeting place is outside Dacre, Son and Hartley. No member should leave this area until the TD /teacher has checked the register.
7. The TD/teacher liaises with the Fire Service and no person may re-enter the building until the TD/teacher has said it is safe to do so.

### 3.7 Signs

The following signs are displayed throughout the building:

What to do in an emergency

- If the fire alarm or smoke detector sounds the TD is in charge and will call for an evacuation if needed
- Both exits (Fire Escape and stairs) should be used –but the **Stair Lift must NOT be used.**
- Leave all personal belongings, including coats
- Personal Evacuation Plans: it is the responsibility of any person who has limited mobility to ensure they have discussed a Personal Evacuation Plan with the House chair
- The TD will delegate some members to certain duties and then leave the building when everyone is out.
- A fire should only be tackled by those trained to use the Fire Extinguishers and if it is safe to do so.
- After an evacuation the meeting place is outside Dacre, Son and Hartley. No member should leave this area until the TD has checked the register. No person may re-enter the building until the TD has said it is safe to do so.

## 4. Inspection, Testing and Maintenance of Equipment

The House Chair is responsible for ensuring regular testing of portable appliances, wiring, boiler and stair lift, keeping a record in the House Chair File in the club. Fire equipment is inspected fortnightly by a club member and recorded in the Fire Risk Book in the club.

## 5. Lone Working

Anyone who is expecting to use the building outside normal playing hours and may well be alone during that time should ensure that they notify someone where they will be and what time they expect to finish. When working alone in the office, there is a clear instruction that the door to the kitchen be kept open.

## 6. External Contractors

### 6.1 Caterers

The Club will only employ caterers if they are registered and can offer appropriate Food Hygiene certificates for any staff.

### 6.2 External Contractors

Any external contractors will be required to demonstrate that their staff have appropriate competence in those areas of Health and Safety which might be requires such as working at height if the works require this.

External contractors must obtain specific permission from the Club should they need to undertake work with flames such as flame-cutting or welding apparatus, blow-lamps or any other equipment generating flame, intense heat or sparks.

## 7. First Aid, Accident and Incident Reporting

### 7.1 First Aid

Trained people will only administer First Aid. In a medical emergency, we will call the emergency services.

### 7.2 Incidents and Accident Reporting

A report on any incident or accident occurring at the Club will be forwarded to the Committee to follow up as soon as possible should any remedial action be required.

## 8. Power Outage

In the event of a power outage, emergency lighting will automatically be switched on. Arrangements for testing of Emergency Lighting are included in the Club Handbook.

The chair lift will function without mains power.

The TD will decide whether to finish the session and when to evacuate the building.

Before leaving the TD must:

- switch off power from all electrical appliances (bearing in mind they may restart when power is returned).
- switch off the heating and ventilation system in the front and back rooms and the heaters in the downstairs hall.



Olicana Bridge Club  
Health and Safety Policy

- leave the office heater on, but inform the House Chair of the outage so that the clock can be reset after power has returned. Make sure the chair is not leaning against the heater.
- close any open windows
- check everyone is out of the building, including checking both toilets and the office, before locking the premises.

After leaving the building the TD must notify the Chair and the House Chair of the power outage as soon as possible. Also notify the Club TD so the scores for the session can be uploaded, if possible, and the Bridgemates readied for the next session.

## 9. Appendix 1: Template Personal Emergency Evacuation Plan

### **Personal Emergency Evacuation Plan For premises at 12 Wells Promenade Ilkley**

Paper copy to be held in a file on the TD table.

Person's Name

Identify potential difficulties in evacuating the building and describe any equipment used (stair lift, crutches, walking stick, etc)

Agreed evacuation plan

Sign off signatures

Name

Date

Individual

House Chair