



CHEW MOOR BROOK SPORTS CLUB

# HEALTH AND SAFETY POLICY AND ARRANGEMENTS FOR CLUBHOUSE & GROUNDS INCLUDING THE HIRE OF THE FACILITY



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# CHEW MOOR BROOK SPORTS CLUB

## 1. HEALTH AND SAFETY POLICY STATEMENT

CMB Sports Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern.

We recommend levels of training dependent on age and ability, and expect our junior and senior sports people to participate within these boundaries.”

### HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, and qualified first aiders at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises to our insurers and health and safety advisors.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness at least annually.

### AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

**FIRST AID:** Location of first aid facilities: Behind the Bar in the club house  
Location of telephones: Mobile phones are carried by all Club appointed persons

### CLUB HEALTH AND SAFETY ADVISOR: Steve Costello

Signed .....Date..... Signed.....Date.....  
Chairman Vice Chairman/Secretary

Signed .....Date..... Signed.....Date.....  
Treasurer Child Welfare Officer



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## 2. HEALTH & SAFETY ARRANGEMENTS

CMB Sports Club policy aim is to provide and maintain safe and healthy playing and social conditions for all players, volunteers and member and to accept responsibilities for the safety of visitors whilst on our premises.

It is the duty of **all members** to familiarise themselves with the arrangements detailed below and to play their part to effectively implement our Health and Safety Policy. Copies of our Health & Safety Policy are available on request and posted in the Clubhouse.

## 3. RESPONSIBILITY

- The Committee has overall and final responsibility for Health and Safety.
- All members have the responsibility to co-operate and achieve a healthy and safe environment and to take reasonable care of themselves and all other members.

## 4. ACCIDENTS

- First Aid boxes are kept in the clubhouse as well as in the food prep area. To supplement this each team has it' own first aid kit.
- Any member who uses the first aid Kit and notices a discrepancy should report it to the Club appointed First Aiders or any Committee member.
- All Managers are in charge of first aid. A list of all First Aid trained persons will be displayed in the clubhouse and the food preparation areas
- All accidents must be reported and recorded in the Accident Book kept in the clubhouse room.

## 5. FIRE SAFETY

- All members must familiarise themselves with the location of fire extinguishers, alarms and exits.
- Should a serious fire develop, members should not tackle the blaze themselves, you must immediately call the Fire Brigade, vacate the premises, do not return to the premises. (vacate to the car-park)
- All members have a duty to ensure that all passageways and escape routes be kept clear.
- Equipment must be tested and maintained in accordance with our Fire Risk Assessment.



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## 6. HOUSEKEEPING

- Whilst there are designated committee members, **it is everyone's duty to play their part by keeping the premises clean, neat and tidy.**
- Anyone noticing damage to either building or equipment should report the matter immediately to the Committee Members.
- Faulty electrical appliances can be particularly dangerous. Broken plugs, frayed wires etc. should be reported immediately to the Committee.

## 7. FOOD PREPARATION

- Members should only enter these areas if they are authorised by the club committee. The first team to arrive at the club should open the toilets and Food area
- The last to leave the premises are responsible for closing all doors and gate
- Only food prep areas volunteers who have undertaken the basic food hygiene certificate can prepare and serves food including the use the microwave etc which must be cleaned after use. Please read instructions carefully.
- Please also read the instructions on Food Hygiene on display in the club area

## 8. TRAFFIC ROUTES AND CAR PARK AREAS

- The Car park is a traffic route and as such care must be taken when exiting the building and car park. Managers must ensure that the traffic cones are placed outside the ground along the road on both sides.
- These must be taken back into the ground when all games are finished and people have left the premises
- During any events held on the club ground where there are vehicles. High Visibility Vests must be worn by Traffic coordinators.
- Club members must not block or cause to be blocked any Traffic route at any time.

## 9. WORKING AT HEIGHTS IN THE CLUBHOUSE OR ON THE GROUND AREA

### Ladders and Steps

When members are working on ladders and steps, they must ensure the work equipment

- 1 Is safe and not damaged in any way.
- 2 Do not over reach, always climb to a height so as to avoid reaching for anything above shoulder height.
- 3 Always behave in a sensible manner.



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## 10. MANUAL HANDLING

Before attempting to lift a load, assess its size and shape, obtain assistance if required. Check there is sufficient space to make the lift and space to reposition the load as required.

- Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift. Your feet should be apart with one foot in front of the other facing the intended direction of travel.
- Lift with your knees bent and use your legs, not your back, as the lifting power. Make sure you have a good grip on the load before lifting and don't change your grip once carrying.
- Don't allow the load to obstruct your field of view if it is too large seek assistance. Set the load down gently – again keep your back straight and knees bent.

## 11. GROUND MAINTENANCE & MACHINERY

**Tractor, Grass Cutters, Mowers, Roller** Driving and Operating

Only trained and competent personnel are to use the above equipment. The operator is responsible at all times for the safe operating of the machine.

At the commencement of work the operator must:-

- Check condition of the machine.
- Never drive the machine if it is unsafe through failure of any of the following items:-
- Brakes, Steering,
- Horn, Hydraulic system, Chains, Forks. Should a fault develop during operation, report immediately to the Committee.
- Before moving the machine make certain the immediate area is clear.
- Check position of all controls.
- Test brakes, steering, horn, hydraulic system, chains and forks.
- All movements must be made smoothly and at safe speeds.
- Do not permit anyone to ride as a passenger anywhere on the machine.
- Never brake or turn suddenly, except in an emergency.
- When leaving the machine always switch off.
- **At the end of work:-**
- Park the machine in the garage
- Put all controls at neutral, switch off power and remove ignition key.
- Any accident involving personal injury or damage to plant must be reported immediately to the Committee, giving details of injury, damage, time, etc.,
- Regular servicing of machinery as per suppliers recommendations –
- Service records must always be kept up to date and readily available.



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## 12. PORTABLE ELECTRICAL EQUIPMENT

All members and volunteers must look critically at the electrical equipment which they use and look for damage to the outside of the equipment and it's lead and plug before they use it.

Any damage should be reported to the Committee and the equipment should be labelled as faulty and taken out of use to be repaired.

All maintenance records should be kept up to date and readily available.

**FURTHER INFORMATION IS AVAILABLE IN THE CLUB HANDBOOK**



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## CONDITIONS OF HIRING THE CLUBHOUSE & OR GROUNDS

*(If the Hirer is in any doubt as to the meaning or intention of the following, please speak to the Club Chairman, Vice Chairman, Treasure, Secretary as soon as possible.)*

### General Information

The maximum occupancy for the clubhouse is 75 persons. This in line with the Fire Risk Assessments

Maximum number of Non Member Teams allowed to rent are (2) from any sport. **Note Public liability Insurance must be in place by the user who must also cover damage caused to the hirer facility and goods**

### Catering

Catering may be arranged through the club – the club will allow the use of external caterers at a charge of £15.

**Note: Food hygiene certificates and conditions must be in place**

### Discos

Discos may be arranged through the club. Note Noise levels must not be above 90d(B)a

### Alcohol

It is illegal for under 18s to drink alcohol anywhere in the clubhouse or grounds, to buy alcohol at the club or for adults to buy alcohol in any form for under 18s. Any of these acts runs the risk of prosecution of members of the club or the committee, and could lead to financial loss of the club's assets and personal liability.

### Personal Items

**Any items or property left in the clubhouse, grounds (e.g. in the changing rooms etc) is at the hirer's own risk. The hirer accepts no liability for loss or damage**

### Parking

Hirers and Guests must park responsibly in the car park and emergency access must be maintained at all times. To the grounds and onto the car park. Parking on the public highway should be in a manner courteous to the club's neighbours. Vehicles and property are left in the car park entirely at the owner's risk.

### How to book

**Booking enquiries should be made to the Chairman, Vice Chairman or the Treasurer.**

Any member or private individual over the age of 18 can request to book the clubhouse for a private function. Hire will only be considered where the nature of the event is within the scope previously agreed by the **committee**. Public liability and entertainment insurance and licences may be required.

The committee has made a decision that hire with licenced bar will not be available for 18<sup>th</sup> or 21<sup>st</sup> birthday parties or events deemed to be of a similar nature.

All bookings shall be subject to these conditions of hire and a booking form shall be completed and signed to confirm agreement of the terms. Submitting a booking form does not guarantee the booking will be accepted and all bookings are at the discretion of the committee.





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### Conditions of Hire

1. Clubhouse hire is limited to use of the clubhouse and car park only. The grounds and the changing rooms are not included and must not be used or accessed. Unless agreement by the Committee
2. Any disbursements relating to the hire (e.g. special licence) will be borne by the hirer.
3. The premises cannot be used for any purpose other than that described in the hire declaration.
4. Children must be properly supervised at all times.
5. The club reserves at all times the right of entry to any area by its committee or any person duly authorised.
6. Alcoholic beverages not purchased from the club will not be permitted **without prior authorisation from the Committee and Chairman.**
7. **No animals (with the exception of care or guide dogs) are permitted on site.**

The Hirer shall:-

- Be responsible for the behaviour of those attending the event.
- Ensure that the clubhouse is properly supervised at all times.
- Be responsible for the costs of any repairs necessary to rectify any damage done to any part of the property during the period of, or as a result of, the hiring.
- Not sub-let the premises.
- Not allow the premises to be used for any unlawful purpose or in any unlawful way.
- Not bring on to the premises anything which may endanger guests or invalidate the club's insurance policies, (e.g. flammable or explosive substances). This includes all open flame items such as candles, oil lamps etc.
- **Agree with the club any decoration of the clubhouse for the event before carrying out the decoration.**
- **Not permit any advertising material to be displayed or distributed on the premises throughout the hire period unless authorised in advance. By the Full Committee**

**Ensure that the premises are left reasonably clean and tidy. Any costs for special or additional cleaning following hire shall be borne by the hirer.**

### Hire Charges (excluding the use of sports field )

£ 15	Members
£ 35	Non-Members
£100	Refundable cash deposit to cover any damages (Committee Discretion)
£100	Sports field Hire



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**Additional Staff** As the facility normally closes at 7 p.m. at the weekend, it may be appropriate to take on additional volunteer staff to support the event. The Hirer will be responsible for the cost of extra volunteer staff and this will be fully discussed and agreed at the time of booking.

**(Optional)** If an event requires use of the facility for alcoholic drinks then , a licence must be applied for at least 3 weeks prior to the event at a cost borne by the hirer. The hirer must submit an application to the council, together with the appropriate fee.

### **Cancellation of Bookings**

The committee reserves the right to refuse any booking without explanation, and to cancel any booking upon reasonable grounds at any time prior to the event. In this event, written notice will be given by the club to the hirer and any fees already paid will be refunded, or alternative dates offered. The club shall not be liable for any loss which may be sustained by the hirer as a result of such cancellations.

If the hirer wishes to cancel the booking before the date of the event payment shall be due as shown below:-

<b>Cancellation Charge</b>	<b>Amount of cancellation charge (shown as a % of total contracted)</b>
More than 8 weeks	Deposit
4 – 8 weeks	40% or deposit if greater
2 – 4 weeks	60% or deposit if greater
1 – 2 weeks	80% or deposit if greater
1 week or less	100% or deposit if greater

The club may, solely at the discretion of the committee, waive all or part of these charges.



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**HIRING AGREEMENT FOR THE USE OF THE CLUB FACILITIES**

Please complete in BLOCK CAPITALS

Name of Hirer:	
Member (Yes/No)	
Address: (including post code)	
Telephone No.	
Mobile No.	
Email Address:	
Emergency Contact Details:	
Purpose of Hire:	
Date of Hire:	
Is the event primarily for club members and friends etc?	
Duration of Event:	
Approx. Number of People:	
If proposing to use a Disco, please give name and contact details:	
If proposing to use Caterers, please give name and contact details:	
Any special conditions or requirements? Please list clearly	
I understand and agree to the booking conditions and hire conditions.	
Signed:	
Date:	
Requests for booking will not be considered without the deposit being paid:	
Amount of Deposit received:	
Signed for BY the Club Committee	Name: ..... Role:.....