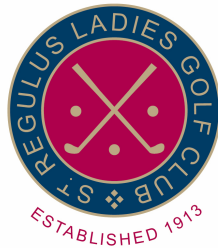


St Regulus Ladies' Golf Club



Health and Safety Policy

General Statement of Policy

1. St Regulus Ladies Golf Club will, so far as is reasonably practicable, safeguard the physical and mental wellbeing of all employees and club members who work for or are engaged on activities for St Regulus Ladies Golf Club.
2. Our Statement of General Policy is:
 - To provide adequate control of the health and safety risks arising from our work activities;
 - To consult with our employees on matters affecting their health and safety;
 - To provide and maintain safe equipment;
 - To ensure safe handling and use of cleaning and other substances;
 - To provide information, instruction and supervision for employees;
 - To ensure all employees are competent to do their tasks, and to give them adequate training;
 - To prevent accidents and cases of work related ill health;
 - To maintain safe and healthy working conditions; and
 - To review and revise this policy as necessary at regular intervals.

Statement of Responsibilities

3. The overall responsibility for health and safety lies with the Captain.
4. Day to day responsibility for ensuring this policy is put in to place is delegated to the House Convenor.
5. The Social Convenor has responsibility for hygiene standards and kitchen procedures.
6. All employees and club members must:

- Co-operate with supervisors and House Convenor on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Captain.

Instruction, Information and Supervision

7. Induction, information and training appropriate to the work of each of our employees will be provided by the House Convenor. Any new employee or member must be made aware of all Health and Safety Procedures in operation as appropriate.
8. In addition all employees have access to:
 - Health and Safety Law Poster or leaflet
 - An Introduction to Health and Safety (HSE publication)
 - Additional HSE publications are available in the Health and Safety File
 - Display Screen users are issued with Working with VDUs (HSE publication)

Accidents and First Aid

9. The first aid boxes are kept in the kitchen and in the lower hallway by the competition notice board.
10. All accidents and cases of work-related ill health are to be recorded in the accident book. The report forms are kept with the first aid boxes. The forms should be passed to the Club Administrator and the House Convenor is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. RIDDOR Explained (HSE publication) is available from the Health and Safety File.

Fire

11. St Regulus Ladies' Golf Club will take adequate steps for fire prevention and will introduce and maintain suitable fire procedures.
12. There will be regular fire drills and the alarm systems and other fire equipment will be checked and maintained.
13. The Fire Procedures are included as an Annex.

Health and Safety Risks Arising From Our Work Activities

14. Risk assessments will be undertaken by the House Convenor.

15. The risk assessments will cover all activities, equipment, cleaning substances (see COSHH), emergency procedures and fire evacuation. The findings of the risk assessments will be recorded in the Health and Safety File.
16. The assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Policy Review

17. The club will review and revise this policy as necessary at regular intervals and at least every three years.

Captain
St Regulus Ladies' Golf Club

Approved: October 2011
Review due: October 2014

FIRE PROCEDURES

Everyone should be familiar with these procedures and in particular the fire exits from the building.

1. What should you do if you discover a fire?

In the event of fire, sound the nearest fire alarm and contact the Fire and Rescue Service.

If the fire is not of a serious nature and you feel safe and able to, you may attack it with the fire equipment provided. **Remember** your first priority is your safety and that of anyone else in the building.

Fire blankets - kept in the kitchen.

Fire extinguishers - kept in the main lounge, bottom of stairs, front downstairs lounge, locker room and at the back door.

2. What should you do if you hear the fire alarm?

When the fire alarm sounds leave the building in a quiet and orderly fashion by the most direct route to safety:

- People upstairs should leave the building by the front door, or in case of fire block, by downstairs front door.
- People in kitchen should leave the building by the front door, or in case of fire block, by downstairs front door.
- People in downstairs front office should leave the building by downstairs front door, or in case of fire block, via rear fire door.
- People in locker room should leave the building by downstairs front door, or in case of fire block, via rear fire door.
- People in downstairs library/computer room should leave the building by rear fire door.

If it is safe to do so close the doors behind you as you leave the building.

3. Assembly Point

Everyone should assemble at the steps in front of the R & A building.

4. Other Emergency Evacuation

In the event of any emergency situation which necessitates the immediate evacuation of the building e.g. bomb alert - the same procedures will be put in place as for a fire.

If necessary, everyone will then proceed to the steps at the front of the R & A building.