

# Health and safety policy



**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

<b>Lordswood Sports &amp; Social club</b>
Name of employer

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		
To provide adequate training to ensure employees are competent to do their work		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health		
To implement emergency procedures - evacuation in case of fire or other significant incident.		

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		
---	--	--

Health and safety law poster is displayed:	This is displayed on the bar information board
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	

Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	months or sooner if work activity changes

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and customers slipping/tripping/falling suffering fractures and bruising etc	<ul style="list-style-type: none"> <li>• Staff clean up spillages immediately using suitable methods and leave the floor dry.</li> <li>• Bar floor areas only washed out of hours staff know about proper use of detergents, correct detergent rates to avoid residue – wash, leave, rinse etc.</li> <li>• Good housekeeping – work areas kept tidy; goods stored suitably etc.</li> <li>• Drainage channels and drip trays provided where spills likely.</li> <li>• Equipment maintained to prevent leaks onto floor.</li> <li>• Good lighting in all areas including steps outside or access to cellar areas.</li> <li>• Ensure door to cellar is kept locked and key controlled so only authorised staff can get access.</li> <li>• Ensure stairways are not obstructed.</li> <li>• No trailing cables or obstructions in walkways.</li> </ul>	<p>Ensure suitable footwear with good grip worn by staff</p> <hr/> <p>Reiterate message to staff that cellar door is to be locked when not needed for access by authorised staff, staff to report if cellar door left unlocked.</p>			
Violence/ Aggression	Staff and customers may suffer stress and/or physical injuries from aggressive customers.	<ul style="list-style-type: none"> <li>• Staff adhere to legal requirement not to sell alcohol to intoxicated customers.</li> <li>• Staff trained in good, polite behaviour and how to avoid</li> </ul>	Keep good liaison with local police / PCSOs and check latest advice.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>confrontation following violence policy when to call police etc.</p> <ul style="list-style-type: none"> <li>• Adequate number of trained, SIA badged security staff.</li> <li>• Incident log kept and filled out as soon as possible after incident.</li> <li>• Staff made aware of barred customers.</li> <li>• Regular glass collection – ‘glass policy’ implemented for very busy events or as appropriate.</li> <li>• Gaming machines emptied after closing.</li> <li>• Cashing up done after hours/out of customers’ sight.</li> <li>• CCTV system in place.</li> <li>• SIA accredited individuals are based on door during events and weekends</li> </ul>	<p>Ensure all incidents promptly recorded and investigated by management team.</p> <hr/> <p>Ensure banning and disciplinary procedures are reviewed and members made aware of this.</p>			
Manual handling	Staff receiving back, neck and limb injuries from lifting heavy loads (e.g. barrels), crates of bottles etc	<ul style="list-style-type: none"> <li>• Behind the bar/cellar kegs/casks barrels rolled onto trolley and wheeled around.</li> <li>• Staff training in moving and storing stock</li> <li>• Sack trucks and trolleys available for beer and bottle crates etc.</li> <li>• Staff training in lifting techniques and posture for items behind the bar.</li> <li>• Limit amount or pushing/pulling and overstretching behind the bar.</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Staff not trained to change kegs / barrels?	Staff receiving back, neck and limb injuries from lifting heavy loads (e.g. barrels)	<ul style="list-style-type: none"> <li>• Lordswood sports and social club recognises that changing a keg/ barrel is hazardous. Therefore, only trained members of staff are allowed to do so.</li> </ul>				
Gas	Staff and others risk injury from fire and explosion if equipment not properly maintained and used.	<ul style="list-style-type: none"> <li>• Boiler checked and serviced annually by a Gas Safe registered engineer.</li> <li>• Staff trained to recognise and report defects.</li> </ul>	No further action at this stage.			
CO2 leakage	Staff risk potentially fatal suffocation injuries from any CO2 leak in the cellar.	<ul style="list-style-type: none"> <li>• Adequate ventilation to cellar.</li> <li>• Staff trained to check for and to recognise leaks, and to turn equipment off if there is a leak.</li> <li>• CO2 alarm installed, and regularly maintained.</li> </ul>	Make sure all new starters know how to check for and recognise leaks, and how to safely turn equipment off.			
Noise	Staff suffering hearing damage from live and recorded music	<ul style="list-style-type: none"> <li>• Bands' and DJs' speakers located in function room and focused on dance floor, away from seating areas and bars.</li> <li>• Staff allowed to take regular rest breaks in designated quiet area to reduce noise exposure.</li> </ul>	Educate staff about noise and damage to hearing and assess whether health surveillance needed, establish if staff exposed to high noise levels in personal life, e.g. do they go clubbing?			
			Check volume levels and consider need for volume limiters.			
			Consider acoustic screening for exposed bar areas.			
Electricity	Staff and customers could get electric shocks	<ul style="list-style-type: none"> <li>• Wiring checked every five years by a qualified electrician.</li> </ul>	Check to see if fuse box has 30 mA RCD protection.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	from faulty/damaged wiring or electrical equipment	<ul style="list-style-type: none"> <li>• Regular PAT done by electrician.</li> <li>• Staff trained to spot damaged equipment, plugs, cable and fittings and take out of service.</li> <li>• Staff told where fuse box is to turn off electricity in the event of an emergency.</li> <li>• Fuse box/consumer unit kept accessible at all times.</li> </ul>	<p>RCD sockets and plugs to be fitted if protection not at consumer unit.</p> <p>Ensure induction talk for any new staff or temporary staff includes how to turn off the electricity.</p> <p>Speak to contractors to ensure that they will only use low-voltage (yellow) equipment.</p>			
Hazardous substances	Staff can suffer chemical burns or develop dermatitis from contact with, or use of, cleaning chemicals	<ul style="list-style-type: none"> <li>• All products' safety data sheets checked to see what gloves; eye protection is necessary for use with the chemicals.</li> <li>• Chemicals used reviewed with reps/supplier every six months to see if 'safer' alternative available.</li> <li>• Staff told about skin care when washing glasses, handling dishwasher chemicals etc.</li> <li>• Chemicals always kept in original labelled containers, any containers for decanted chemicals clearly marked.</li> <li>• PPE – gloves and eye protection available when using, decanting or diluting chemicals.</li> </ul>	Ensure induction talk for any new staff or temporary staff in regard to COSHH risk assessments and safety data sheets.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Asbestos-containing materials (ACMs) found in building	Staff and others carrying out normal activities at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> <li>Position of all ACMs surveyed – Type 1 survey by professional as no building works planned.</li> <li>Position and condition of all ACMs marked, recorded and explained to manager and staff.</li> <li>Staff told to report any accidental damage immediately.</li> </ul>	Reiterate to staff and contractors when they visit that asbestos must not be disturbed and to report immediately any accidental damage to the insulating boards.			
Fire	If trapped staff/ customer could suffer from smoke inhalation/burns	<ul style="list-style-type: none"> <li>Fire risk assessment done.</li> <li>Manager/senior staff member checks fire exits are clear.</li> <li>Constant checks to ensure all control measures in fire risk assessment are in place.</li> </ul>	Staff to check outside smoking area to check all smoking materials extinguished after closing			
Legionella	Staff and customers risk of contracting legionnaires	<ul style="list-style-type: none"> <li>Lordswood sports and social club will ensure compliance is adhered to through routine monitoring and flushing of water systems.</li> <li>Water temperature checks are carried out and documented.</li> </ul>				
Cash handling	Staff maybe of risk of violence and aggression/Theft	<ul style="list-style-type: none"> <li>Staff reminded of importance of cash handling and that this should be carried out after the bar closes.</li> <li>If money is to be moved this should be done discretely and placed straight in the safe by appointed staff member.</li> </ul>	If an incident does occur this will need to be reported straight away and police to be called.			
<b>Covid assessment</b>						
Staff become unwell or are unwell and	Staff	<ul style="list-style-type: none"> <li>If staff feeling unwell or showing symptoms of COVID 19 then to be sent home immediately if unwell</li> </ul>	Staff are reminded of their responsibility to ensure they are			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
come into the workplace		once at work – this applies to those living with someone who is unwell or showing symptoms. If staff are feeling unwell before their shift, they should contact their line manager and not come into work	adhering to the clear Government guidelines.			
If staff have come into contact with Covid	Staff	<ul style="list-style-type: none"> <li>Where a member of staff has been in contact with someone who has been diagnosed with COVID 19 or has shown symptoms of COVID 19 they should follow the government guidance on isolating and not come to work.</li> </ul>				
Staff and customers not abiding by Covid 19 guidance	Staff and customers not abiding by social distancing rules	<ul style="list-style-type: none"> <li>Staff have been advised that they must adhere to social distancing protocols within their place of work and making sure that at all times they are following hygiene guidance.</li> <li>Open dialogue with local management team regarding any individual concerns e.g. with procedures or own circumstances.</li> <li>All staff currently aware of the need to maintain a government guideline of social distance from other colleagues/customers when moving around the building – this includes when using the stairs – only one person at a time.</li> <li>If staff raise a concern that customers are not following the</li> </ul>	<ul style="list-style-type: none"> <li>Staff to observe social distancing. Only 2 Bar staff behind the bar at any time servicing with the glass collector using the dishwasher as necessary but ensuring their distance from bar staff.</li> <li>All staff to read Covid-19 Risk Assessment and sign register to confirm that they have read and understand it.</li> </ul>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		social club rules, they need to raise this with their management team.	<ul style="list-style-type: none"> <li>Management team will act when a customer is disobeying the club house rules which could result in a warning but if this is not listened to a cooling off period where they are banned from the club.</li> </ul>			
Infection risk on site – working with colleagues from number of staff in building at any one time		<ul style="list-style-type: none"> <li>All staff currently aware of the need to maintain a government guideline of social distance from other colleagues/customers when moving around the building – this includes when using the stairs – only one person at a time.</li> <li>Staff to maintain good hand hygiene while on site water, soap and hand sanitisers are available.</li> <li>If staff raise a concern that customers are not following the social club rules, they need to raise this with their management team.</li> <li>Each bar will be allocated 2 staff to work behind, each team will be selected, and this will be set teams to ensure no cross infection.</li> </ul>				
Use of cleaning materials and PPE	Staff unsure on cleaning process and chemicals.	<ul style="list-style-type: none"> <li>Ensure cleaning products on site to wipe down equipment and surfaces if needed (and included on the site COSHH risk assessment). Ensure when staff are using products, they have read the risk assessment and data sheets if required.</li> </ul>	<ul style="list-style-type: none"> <li>Management team need to ensure stocks of cleaning equipment and chemicals are in good supply and replenish as necessary.</li> <li></li> </ul>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>All staff to use appropriate cleaning equipment throughout the day and wipe down door handles, work areas, juke box.</li> </ul>				
Risk of infection-contact with paperwork or deliveries	Staff at risk of infection from deliveries.	<ul style="list-style-type: none"> <li>Staff to ensure that social distancing recommendations are adhered to when taking deliveries or answering queries at the door.</li> <li>Quarantine any items taken in at the door or put through letterbox as needed (48 hours for plastic/metals and 24 hours for paper or card). Ensure any quarantined items are clearly labelled and areas clearly marked out.</li> </ul>	<ul style="list-style-type: none"> <li>Handling deliveries, including items already posted through letterbox</li> <li>Find a suitable space in the building to leave deliveries for quarantined items</li> </ul>			
Customers coming into building	staff and customers	<ul style="list-style-type: none"> <li>Customer encouraged to use hand sanitiser on entry.</li> <li>Signage in doorway identifying direction and distancing rules.</li> <li>Perspex screen in place on main counter in front of bar staff to protect staff and customers</li> <li>Only 2 customers to be allowed at the bar counter at any given time.</li> <li>Touch points – leaving doors open where possible or customer only opens and closes.</li> <li>Customer to enter through main lobby door and exit through door to beer garden. Signage to be placed strategically to ensure customers know where to go.</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Cash handling during Covid		<ul style="list-style-type: none"> <li>Customer will be asked to do card payments to reduce the current between the staff and customers.</li> <li>Hand sanitiser available behind the bars and this must be used after all cash handling.</li> </ul>				
Sitting area	Staff Customers	<ul style="list-style-type: none"> <li>Sitting areas have been adjusted to ensure social distancing can be maintained, tables and chairs have been removed or relocated to ensure this is manageable by staff.</li> <li>No bar stools to be located at the bar to ensure the safety of staff.</li> <li>Customers are reminded that furniture should not be moved unless it has been agreed by a member of staff and that it does not impact of the social distances to other customers.</li> </ul>				
Glass collecting		<ul style="list-style-type: none"> <li>When glass collection is taking place, staff are reminded to only carry what is manageable by themselves.</li> <li>Staff to wash their hands before and after collecting glass.</li> </ul>				
Fire	Staff / customers	<ul style="list-style-type: none"> <li>Emergency evacuation procedure should be followed as normal but when in the muster point social distancing should be adhered to.</li> </ul>				

All staff to read Covid-19 Bar Risk Assessment and sign to say they understand. Covid-19 Secure poster to be displayed on the front door.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.