

# **Gunnersbury Triangle Sports and Social Club**

## **Health and Safety Policy Statement**

**Updated by Robert Underwood Building Maintenance  
& Health and Safety Officer October 2025**

The Club employs five or more people counting permanent and casual staff. It is therefore required to have a written health and safety policy statement. The following policy statement is based on the example provided in the HSE Publication, *An Introduction to health and safety, health and safety in small businesses*. (ISBN 0 7176 2685 7).

### **Our general policy is:**

- To provide adequate control of the health and safety risks arising from work, sports and social activities at the club
- To consult with employees and, where appropriate, members on matters affecting their health and safety
- To provide and maintain a safe environment (buildings, grounds, equipment, facilities) for employees, members, guests and contractors working at the club
- To ensure all employees are competent to do their jobs and to give them adequate training
- To provide all necessary instructions and information for the safety of employees, members, guests and contractors working at the club
- To review and revise this policy as necessary at regular intervals.

# Responsibilities

## Overall responsibility for health and safety

The Club's Management Committee (M/C) has overall responsibility for health and safety (H&S,) which define and implements the H&S Policy.

## Specific responsibilities for health and safety

Area	Responsible person
Maintenance of buildings, non-sports equipment and grounds (excluding tennis court and bowls green)	Buildings & Maintenance Officer
Overall running of the bar and Tudor Room and definition of organisation and procedures	Bar Sub-committee
Day-to-day running of bar, supervision and training of staff and implementation of H&S and security procedures	Bar Manager
Informing those booking the Tudor Room of H&S requirements and supervising adherence to requirements.	Bar Manager
Ensuring safety at individual events in Tudor Room	Bar Manager
Ensuring safety at other events (e.g. barbecues, open day)	Organiser
Tennis courts, equipment and activities	Tennis Chairperson
Table tennis equipment and activities	Table Tennis Chairperson
Karate equipment and activities	Karate representative
Snooker equipment and activities	Snooker representative
Health and Safety Issues	H/S Officer

## All employees and members are responsible for

- Co-operating with the Bar Manager and club officials on health and safety matters.
- Not interfering with anything provided to safeguard their health and safety.
- Taking reasonable care of their own health and safety.
- Reporting all health and safety concerns to the appropriate person as defined above.

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*See the current contact list for the current role holders*

# Assessing and reducing risk

## **Risk assessments**

Risk assessments are undertaken annually, or more often if necessary, by the Health and Safety Officer appointed by the Management Committee. (M/C)

## **Implementing the findings of the risk assessments**

The findings of the risk assessments are reported to the M/C which approves the actions recommended and decides who is responsible for implementing them.

## **Monitoring**

The M/C monitors that the required actions have been taken at the regular M/C meetings, or at an earlier date if necessary.

# Consultation with employees

## **Employee representative**

The Bar Manager is the employee representative.

## **Consultation is provided by**

- Regular meetings between the Bar Manager and the Bar Sub-committee
- The opportunity for the Bar Manager to be present for part of any M/C Committee meeting

# Safe premises and equipment

## **The Buildings Maintenance Officer is responsible for:**

- Identifying the maintenance needs of the building and premises
- Identifying the maintenance needs of all non-sports equipment used at the Club (kitchen equipment, bar equipment, cleaning equipment, etc)
- Drawing up effective maintenance procedures and schedules
- Ensuring that identified maintenance is implemented
- Checking that new equipment meets health and safety standards before it is purchased.

## **Training, information and instruction**

The M/C in liaison with the Bar Manager and Bar Sub- committee is responsible for setting up a suitable training programme for new staff.

The Bar Manager is responsible for the training of new and existing staff and for keeping a paper record of training completed.

The Buildings Maintenance Manager is responsible for ensuring that contractors are provided with safety information.

## **Accidents and first aid**

### **First Aid Box and Accident Book**

The first Aid Box and an Accident Book are kept in the kitchen cupboard where they can be accessed at any time that the club is open.

### **First aiders**

There is a list identifying those who hold appointed person's first aid certificates displayed on club notice boards .

### **Accident reporting and maintenance of records**

When an accident occurs a suitable person should as soon as possible complete a record of the accident in the Accident Book. A suitable person is someone present for example;

- Someone who holds an appointed person's first aid certificate
- Someone else assisting the person involved in the accident
- The person involved in the accident

The H&S Officer is responsible for reporting accidents and dangerous occurrences to the M/C.

The M/C Secretary is responsible for maintaining a file of the accident report pages that are extracted from the Accident Book.

## **Monitoring**

To check ensure that safe practices are being followed the Health and Safety representative will:

- Invite comment on health and safety from staff and other users of the club. This will be done by displaying notices in the clubhouse, and including occasional articles in newsletters and other communications to members.
- Monitor activities as necessary.
- Investigate all accidents and health and safety incidents that occur.

# **Emergency procedures – fire and evacuation**

## **Fire risk assessment**

The Maintenance Manager is responsible for ensuring that the fire risk assessment is undertaken and implemented.

## **Escape routes**

Escape routes are checked by the Bar Manager (or their staff) regularly.

## **Fire Extinguishers**

Fire extinguishers and other fire fighting equipment are checked and maintained by Firetech Ltd every 12 months.

## **Emergency evacuation**

Emergency evacuation will be tested at suitable intervals.