

# NORMANDY CRICKET CLUB



## HEALTH AND SAFETY POLICY 2023

### HEALTH & SAFETY POLICY STATEMENT

Normandy Cricket Club is strongly committed to encouraging our members and visitors 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 athletes to participate within these boundaries.

#### Health & Safety Responsibilities

- The overall and final responsibility for Health & Safety is that of the Chairman
- The committee will ensure that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place for sport
- Day to day responsibility for ensuring this policy is put into practice is Committee
- The committee will review and revise this policy every year

To support our Health & 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
- Normandy Cricket Club will provide adequate control of the health and safety risks arising from its activities and consult with members on matters affecting their health and safety
- Create a safe environment by putting health & 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 & 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, telephone and qualified first aider at all times and make sure that all "away" teams will travel with their own first aid kits
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- Ensure that all alarms, fire extinguishers, boilers and water tanks are inspected for safety, tested and serviced as regularly as is necessary and adequate records kept:
  - Fire Alarm tested weekly and serviced every 6 months. Fire drills every 6 months
  - Emergency lighting tested monthly and serviced every 6 months
  - Intruder Alarm – serviced every 6 months
  - Water system – hot water temperature tested every fortnight, showers run weekly, tanks disinfected annually

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

- It is the duty of all coaches, members, participants, spectators and all others involved in cricket to act responsibly
- Co-operate with the committee on Health & Safety matters
- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Report all Health & Safety concerns to a member of the committee
- Do not block any gates with cars for emergency vehicle access or clubhouse emergency exits
- Do not block and fire exits and ensure clear passageways to the doors

## Fire & Evacuation Precautions

- It is the responsibility of the club officials to ensure that fire precaution and safety standards are maintained at all times.
- The instructions on fire precautions should be followed by all members and officials and made available online
- Should an alarm be raised when you are in any of the cricket changing rooms, you should proceed to the nearest fire exit. Do not stop to collect personal possessions. Do not re-enter the building. Report to the person in charge to ensure that everybody has safely evacuated the building.
- Members of the committee are responsible for the reset of the fire alarm. The fire alarm will be checked by the House Manager and the incident reported in the Fire Logbook.
- Training on fire prevention will be give to new committee members and bar staff

## Smoking

- The club's policy on smoking consists of restrictions and guidelines that are based on the needs of Health & Safety and comfort of members
- Smoking or vaping is not permitted inside the club buildings and changing rooms, near the garage area or on the outdoor balcony

## BBQ Usage

- The BBQ may only be used by adults with permission from the committee
- The nearest fire extinguisher is located in the entrance to the clubhouse
- Children under 18 are not allowed to go behind the BBQ at anytime
- BBQ gas must be locked away in the BBQ shed at all times
- No naked flames, or smoking, anywhere near the BBQ shed
- Do not put the BBQ away whilst still hot

## Clubhouse Hire

- Persons hiring the clubhouse for functions must abide by this Health & Safety Policy at all times
- They must nominate a person responsibly for fire safety who will coordinate evacuation in the event of a fire, or the alarm being triggered
- Breaching these guidelines will result in the hirer being banned from conducting future functions
- Smoke machines must not be used at functions

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## Accidents and First Aid

- All accidents, however minor, should be recorded on incident/accident form located in the Accident book in the Clubhouse House Kitchen
- If necessary, First Aid should be administered by a trained person
- In the event of more serious accidents / injuries (e.g. fracture or dislocation) a young person's parents should be informed and an incident / accident report filled in

## Hazardous Substances

- Hazardous substances must be kept safely locked away when not in use, out of reach of children and handled with care
  - Cleaning materials / bleach – must be kept in a locked cupboard in the kitchen
  - Fuel and grounds related chemicals must be kept in the garage at all times, and not left in direct sunlight. Only certain members have access to the garage, keys and alarm code
  - Flammable materials eg wooden tables, books etc, must be kept away from the electric heaters in the bar and main hall
  - Chemicals for cleaning the bar equipment must be safely stored in the cellar
- It is everyone's responsibility to report to the committee any substances that are visible and accessible around the club

## Bar Guidelines

The Bar Manager is responsible for the safe storage and serving of alcoholic beverages

- Alcohol to be stored out of reach of under 18s
- Spirits to be stored behind the bar, on high shelving
- Glasses must not be reused or refilled, fresh glasses must always be used with every bar order
- Bar staff must be trained in Health and Safety matters
- Bar staff can refuse the sale of alcohol to anyone who appears intoxicated, and have the responsibility to ensure they safely leave the premises
- Any breach of these rules must be reported to the committee
- More information can be found in the Bar licence

## Food Safety

- Hot food must only be prepared by personnel with a recent food safety hygiene certificate
- The committee can ask to request said certificate at any time, from members and people hiring the club
- All people catering for cricket teas, and also functions including external contractors, must adhere to the Kitchen Policy
- Ovens will be professionally deep cleaned every year
- Fridges will be deep cleaned on a regular basis

## First Aid & Emergency Procedure:

- Locations of First Aid Kits are as follows:
  - Clubhouse Kitchen – in the first aid cupboard
  - Main Ground - scoreboard
  - Fred Mayhead Ground – Home changing room
- Access to the grounds for Ambulances can be made by the gates, with the height restricted barrier being opened in case of an emergency
- Please record all accidents in the accident book which is located in the kitchen first aid cupboard

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- If a first aid kit has been used, please report this to the club's First Aid Officer so that it can be checked and replaced if necessary
- If the Automated External Defibrillator has been used, please report this to the Clubhouse Manager to be checked, and it's status is made available on The Circuit and other AED websites

## List of First Aiders:

- Ella Job – Club First Aid Officer
- Age Group Managers
- Phil Moss

## Address:

- Normandy Cricket Club, Hunts Hill Road, Normandy, Guildford, Surrey, GU32AH.  
01483-811519
- `///what3words: //unto.stood.wheat`
- GPS: 51.25927532351985, -0.6781925642809661

## First Aid Kit

- Clubhouse – located in the kitchen first aid cupboard, underneath the small sink, inside the door
- Lower Ground – in the scoreboard
- Upper Ground – in the changing room on the upper ground

## Defibrillator

- Located outside on the wall outside the kitchen door
- Registered on The Circuit National Defibrillator Network, and will be registered – The National Defibrillator Database, <https://www.nddb.uk/> Heartsafe <https://www.heartsafe.org.uk/aed-locations/>
- Other Defibrillator locations
  - Normandy Village Hall (0.5 mile)
  - Wood Street Village Cricket Club (3 miles)

## Location of telephones:

- Landline phone in the clubhouse by the hall doors
- Portable phone behind the bar

## Nearest Hospital

- Royal Surrey County Hospital, Egerton Rd, Guildford GU2 7XX. 01483 571122 (5.5 miles)

## Nearest Surgery:

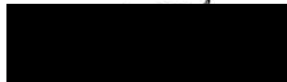
- Glaziers Lane Surgery, 19 Glaziers Ln, Normandy, Guildford GU3, UK. 01483 813274 (1 mile)

## Nearest Fire Station:

- Guildford Fire Station, By-Pass, Ladymead, Guildford, GU11DL (6 miles)
- Rushmoor Fire Station, 8 Lynchford Rd, Aldershot, Farnborough GU14 6BF (5 miles)

## In case of Emergency – dial 999

Signed:



NCC Chair

Dated: 15th May 2023

Next Review date: April 2024