

THE CARLTON CLUB

Health & safety Policy (including Fire safety)

June 2014

1. Policy Aims

- 1.1 The Committee of the Carlton Club will take all necessary steps to ensure the health & safety of all employees and contractors at work at the Club, members and other visitors to the Club.
- 1.2 The Committee will adhere to the requirements of all relevant legislation and Codes of Practice and will ensure that all persons using the premises are aware of their responsibilities with respect to health & safety.

2. Scope

- 2.1 This policy applies to all persons attending the Club for any purpose whatsoever.
- 2.2 It is a condition that all persons using the Club comply with this policy.

3. General Principles

- 3.1 To establish, maintain and regularly review safety systems and risk assessments.
- 3.2 To ensure appropriate training in health & safety, including fire safety, is delivered.
- 3.3 To regularly consult those working at or using the Club about health & safety issues.
- 3.4 To take health & safety issues into account when planning improvements to the premises or purchasing equipment.
- 3.5 To maintain accurate records of inspections, tests, accidents or other events with health & safety implications and to review and monitor these records to establish what remedial action, if any, should be taken.

4. Responsibilities

- 4.1 The Committee has overall collective responsibility for health & safety. The Committee is also responsible for ensuring that procedures and systems are agreed and implemented.
- 4.2 A Committee member will be nominated as Health & Safety Coordinator and will be the Responsible Person for implementing this Health & Safety Policy.
- 4.3 The Club Secretary is designated Responsible Person for the supervision of all procedures and Systems whenever the Club is open for use.
- 4.4 Each organisation holding meetings at the Club is required to appoint a Responsible Person. Unless Informed otherwise, the Committee will assume that the secretary (or equivalent) of each organisation is the Responsible Person. This Responsible Person is accountable to the Club Committee for the safe conduct of all activities of that organisation on the premises. When holding meetings the Responsible Person must ensure that arrangements are made to assist any disabled Person who may require assistance in the event of an emergency evacuation.

5. The Club Committee

- 5.1 The Club Committee will include a Health & Safety sub-committee. Attendees at the monthly meetings will include appropriate Committee members.
- 5.2 The Club Committee will ensure that all users of the Club are informed about safety issues with permanent signs about hazards and emergency procedures. This policy and all associated procedures will be brought to the attention of all users of the Club.
- 5.3 The Club Secretary will examine the Health & safety Log and the Fire Safety Log on an ongoing basis and inform the Club Committee on any relevant points.
- 5.4 The Club Committee will monitor progress on all actions being taken as a result of risk assessments.

6. Procedures

- 6.1 A full Safety Risk Assessment and Fire Risk Assessment will be conducted at least once a year and whenever significant changes are made to the premises.
- 6.2 Any person entering the club for any purpose other than normal Club activities, will sign in and out in the Visitor's Book also giving the purpose of the visit e.g. equipment servicing.
- 6.3 Each organisation using the Club will be provided with a copy of the Fire Safety procedures which should be brought to the attention of all attendees at all meetings at the Club. It is suggested that this be an Agenda item at the start of the meeting.
- 6.4 For ALL hirings a list of those attending is to be displayed on the noticeboard. In the event of a fire or other emergency this list is to be taken to the Assembly Point.