

Health and Safety Policy, May 2025

Coldharbour Sports Ground and Pavilion

Coldharbour Common Road, Coldharbour, Dorking, RH5 6HF

Coldharbour Sports and Social Club (CSSC) owns and manages this facility and we understand that we owe a duty of care to ensure the safety of those who visit or use our pavilion or ground

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our players, visitors and others who may use this facility. This will be in accordance with good practice and any relevant statutory provisions where they apply.

CSSC accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

CSSC will review this policy and the Risk Assessment annually and make any amendments as necessary.

CSSC will ensure that:

Any hazards or complaints are investigated and dealt with as soon as possible

Where defects cannot be corrected immediately, interim steps are taken to prevent danger

Any accidents are investigated, recorded and reported if necessary

Relevant health and safety documents and records are retained

Fire Hazards

All doors, and especially the emergency exit which is clearly marked, must be free from obstruction at all times.

First Aid

Our first aid boxes are inspected monthly and topped up if items are used and located in the kitchen.

Accident Reporting

We will keep an accident book and record details therein. We will report to the HSE and keep records of certain accidents to players or members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Books are kept in the same location as the First Aid box.

Sports Pavilion

We will ensure that the fabric of our building is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Kitchen

Hot water, steam from kettles and urn, hot food, sharp knives, slippery floors must be taken care of.

Sports Ground

We will ensure that during sports activities or organised events that those participating are fully aware of the risks to the public and vehicles caused by cricket balls. Appropriate signage will be in place to warn passers-by of these issues.

Facility Rental

If the facility is rented by CSSC to a third party, they will sign a rental contract in advance of the hire and be made aware that they have to supply their own Risk Assessment, H&S policy and Insurance during the whole period of the hire.

Construction Work

Where maintenance, refurbishment and restoration work is planned we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Contractors

If we employ contractors, we will furnish them with a copy of our H&S Policy and Risk Assessment and make sure that they have their own health & safety policy and Public and Employers Liability insurance by asking to see copies of the relevant documents.

Signed*:

*on behalf of Coldharbour Sports and Social Club as agreed at a meeting on:

Date: