PTBC HEALTH AND SAFETY POLICY

Purpose & Commitment
The Club prioritises the health, wellbeing, and safety of all members.

Training levels are recommended based on age and ability, and members are expected to stay within these boundaries.

Management & Responsibilities
- The Management Committee oversees all Health & Safety matters.
- Members must comply with safety requirements as far as reasonably practicable when using club facilities.

Key Duties of the Club
- Regular risk assessments of premises and activities, with recorded reviews.
- Creation of a safe environment through appropriate control measures.
- Ensuring members receive suitable coaching and training, assessed by mobility, age, maturity, and performance.
- Making sure all members understand and follow the Health & Safety policy.
- Appointment of a competent member to assist with Health & Safety responsibilities.
- Maintaining normal and emergency operating procedures known and implemented by all.
- Providing adequate first aid facilities, including trained first aiders.
- Recording all injuries, accidents, and near misses in the accident book.

Member Responsibilities
Members must:
- Take reasonable care for their own safety and that of others.
- Cooperate with the club on safety matters.
- Use equipment correctly.
- Not misuse or interfere with anything provided for safety or welfare.

First Aid & Emergency Information
- First aid kits: Corridor by kitchen and bookshelves.
- Defibrillator: By the front door.
- Accident book: Next to first aid kits.
- Emergency telephone: Club mobile – 07708 010077.
- Club postcode for emergency services: BN10 8RJ.
- List of qualified first aiders displayed near first aid area.

Grounds & Hazards
Club grounds and surrounding areas must be kept free from unacceptable hazards.

Policy Review
All policies, including this one, are reviewed annually at the first Committee Meeting after the AGM.