



Blisworth Football Club Trading Limited

(Registered Charity No. 1198290)

Courteenhall Road, Blisworth. NN7 3DD

Health and Safety Policy

This policy is the Health and Safety Policy of the Clubhouse which is part of Blisworth Football Club Trading Limited. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers;
- b) Prevent accidents;
- c) Keep the Clubhouse and equipment in a safe condition for all users;
- d) Provide such training and information as is necessary to volunteers and users;
- e) Implement emergency procedures, including evacuation, in case of fire or other significant incidents.

It is the intention of Blisworth Football Club Trading Limited to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Blisworth Football Club Trading Limited considers the promotion of the health and safety of its trustees, committee members, volunteers and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage all users to engage in the establishment and observance of safe working practices.

Trustees, committee members, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee)

Name: Yvonne Barker

Position: Bookings Team Member and Trustee

Date of policy: May 2026

Date of review: May 2027

Blisworth Football Club Trading Limited has overall responsibility for health and safety at Blisworth Football Clubhouse. The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: Yvonne Barker (Bookings Team Member and Trustee)

Telephone No: 07799713055

Name: Sam King (Trustee)

Telephone No: 01604 858024

It is the duty of all trustees, committee members, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

In addition, everyone concerned should:

- a) Not interfere with anything provided to them to protect their health and safety;
- b) Complete any risk assessments, act on them and review when conditions change;
- c) Consult people on health and safety matters as they arise;
- d) Not use the facilities for any event involving animals due to hygiene reasons;
- e) Make sure all escape routes are well signed and kept clear at all times.

Should anyone using the Clubhouse come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform one of the persons above as soon as possible so that the problem can be dealt with. Where equipment is damaged during the hiring session, a notice should be placed on it warning that it is not to be used and then put in the store cupboard. Notification to one of the persons above is to then be made.

The following persons have responsibility for specific items:

First Aid Box: **Yvonne Barker**

Reporting of accidents: **Yvonne Barker**

Fire precautions and checks: **Caretaker and Sam King**

Risk assessment and inspections: **Caretaker and Sam King**

Information to contractors: **Bookings Team**

Information to hirers: **Bookings Team**

Insurance: **Sam King**

Arrangements and Procedures

Licence

The Clubhouse has a Premises Licence authorising the following regulated entertainment and licensable activities:

- Sale of alcohol:
 - Monday to Saturday 12:00 – 23:00
 - Sunday 12:00 – 19:00
- Music and entertainment

These certificates are located behind the bar.

Fire Precautions and Checks

Refer to the Hall's Fire Safety Risk Assessment **Appendix A** located behind the bar.
Persons with responsibility for testing for the fire risk assessment: **Caretaker**

Local Fire Brigade contact name: Northamptonshire Fire and Rescue Service

Fire Brigade contact tel: 01604 797123

Company hired to maintain and service fire safety equipment: R.T Hayward T/A Commercial Fire Services

Address: 17 Saffron Close, Northampton. NN4 0SG

Tel No: 01604 768946

Location of service record: Locked filing cabinet

List of Equipment and its location

Item	Test interval (e.g. weekly, monthly, annual)	Location	Service date
Fire extinguishers	Annual	Kitchen, main room	07/2026
Emergency Lighting	Annual	Main room, corridor	07/2026
Alarm system	Annual		07/2026
PAT test	Annual		07/2026

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency is:

Northampton General Hospital, Cliftonville. NN1 5BD

The location and telephone no. for the nearest doctor's surgery is:

Park Slope Surgery, 32 Stoke Road. NN7 3BT, 01604 878000

The First Aid Box is located in: **The Kitchen**

The person responsible for keeping this up-to-date is: **Yvonne Barker**

The accident forms are located in the kitchen with the first aid box. They must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, as stated on page 2.

The following major injuries or incidents must be reported on RIDDOR forms online at <https://www.hse.gov.uk/riddor/report.htm>:

- fracture, other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- any penetrating injury to the eye (including chemical);
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin;
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion;
- collapse or partial collapse of a scaffold over 5m high;
- unintended collapse of building under construction or alteration, or of a wall or floor
- explosion or fire.

Safety Rules

All hirers are expected to read the whole of the hiring agreement, and when making a booking through LemonBooking confirmation is evidence that they agree to the hiring conditions (this is mandatory when making a booking). Where a booking is made through a committee member, hirers are signposted to the relevant policies and procedures. Again, when this booking is uploaded onto the LemonBooking system, confirmation of the booking is evidence there is an agreement to the hiring conditions. They will also be given information by the booking team about safety procedures at the Clubhouse which they will be expected to follow (e.g. fire evacuation procedures, use of equipment) and will be shown the location of the accident book and Health and Safety file.

The committee has carried out risk assessments (**Appendix A for Fire Safety Risk Assessment and Appendix B for General Use Risk Assessment**) and the following practices **must** be followed in order to minimise risks:

- **Do not** use the facilities for any event involving animals due to hygiene reasons;
- **Make sure that all emergency exit doors are clear and unlocked as soon as the Clubhouse is to be used and throughout the hiring;**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.;
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present;
- **Do not** leave portable electrical or gas appliances operating while unattended;
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested;
- **Do not** attempt to move heavy or bulky items alone – two persons to lift and carry tables;
- **Do not** stack more than five chairs;
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool;
- **Wear** suitable protective clothing when handling cleaning or other toxic materials;
- **Report** any evidence of damage/faults to equipment or the building's facilities to the **Caretaker**;
- **Report** every accident in the accident book and inform **Yvonne Barker**.

Be aware and seek to avoid the following risks:

- creating slipping hazards on floors – mop spills immediately;
- creating tripping hazards such as buggies, umbrellas, mops and other items left in public walkways;
- use adequate lighting to avoid tripping in poorly lit areas;
- risk to individuals while in sole occupancy of the building;
- creating toppling hazards by piling equipment.

Contractors

The Blisworth Football Club Trading Limited Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the committee;
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience;
- contractors have adequate public liability insurance cover;
- contractors have seen the Health and Safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes;)

- contractors do not work alone on ladders at height (if necessary a volunteer should be present);
- contractors have their own health and safety policy for their staff;
- the contractor knows which member of the committee is responsible for overseeing that the completion of work is as agreed and to a satisfactory standard;
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

Details of the company providing the Clubhouse's Employer's Liability and Public Liability insurance cover:

Name of Insurer: **Accelerant Insurance Europe SA**

Address: **Unit 4a, Greenway Court, Bedwas, Caerphilly. CF83 8DW**

Policy No: **WIL4/14096333**

Date of Renewal: **11/07/26**

Members linked to the Clubhouse with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety

- The Health and Safety Executive: *Health and Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside. L20 7HS. 0151 922 9235*
- The Fire Authority: *Northamptonshire Fire & Rescue Service, Bolton House, Wootton Hall Park, Mereway NN4 8BN 01604 797123*
- The local environmental health department: *West Northamptonshire Council, One Angel Square, Angel Street. NN1 1ED. 0300 1267000*

Review of Health and Safety Policy

The management committee will review this policy annually

The next review is due: May 2027



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Fire Safety Risk Assessment

The aims of this risk assessment are:

- To identify the fire hazards;
- To reduce the risk of those hazards causing to harm to as low as teasingly practicable;
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

Fire Warden(s): **Caretaker**

In case of a fire:

1. When others in the vicinity of a fire being detected;
2. Use the alarm system (break glass on sensory) to alert everyone within the Clubhouse;
3. Everyone to use nearest escape route which is clearly marked;
4. Gather assembly point and contact fire service on 999;
5. Contact Clubhouse Fire Warden of the fire.

Date of risk assessment: **August 2026**

Review date: **Ongoing (August 2027)**

	Identify fire hazards	People at risk	Evaluate, <i>Remove, Reduce, Protect</i>
Main Room	• Electrical items	Onsite caterer	• Electrical items could catch fire if left on/plugged in. <i>PAT test carried out on an annual basis with a log being recorded and kept on file.</i>
Kitchen and 'cellar'	• Oven and hob • Electrical items • Litter and food waste	Hirers of the Clubhouse Caretaker/Cleaner	• Electrical items could catch fire if left on/plugged in. <i>PAT test carried out on an annual basis with a log being recorded and kept on file.</i> <i>Only onsite caterer is allowed access to the cooking equipment due to the health and hygiene certification. They ensure all appliances are switched off after use.</i>

			- Any flammable items placed on the hob could catch fire. <i>Notices to be put up to warn people of the hob being hot after use.</i> - Litter and food waste left in the kitchen could contain combustible materials. <i>With only onsite caterer being allowed access to kitchen, they are responsible for ensuring any waste is removed from the premises at the end of each use and put into the relevant bins outside.</i>
Bar	- Electrical items - Litter		- Electrical items could catch fire if left on/plugged in. <i>PAT test carried out on an annual basis with a log being recorded and kept on file.</i> - Litter and food waste left behind the bar could contain combustible materials. <i>At the end of every use of the bar area, litter is removed and placed into the relevant bins outside.</i>

- All cleaning products are stored securely out of the way of the public.***
- Fire extinguishers are checked regularly.***
- Escape exit routes are marked and clear of hazards.***
- Annual testing of fire detection system and PAT test.***



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Generic Risk Assessment

The aims of this risk assessment are:

- To identify potential safety hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical precautions and management arrangements are necessary to ensure the safety of people when using the Clubhouse.

Persons responsible for keeping risk assessment up to date: **The Booking Team**

Date of risk assessment: **August 2026**

Review date: **Ongoing (August 2027)**

	Hazard	Who might be harmed and how?	Precautions in place	Further actions, by who and when?
1	Slips, trips and falls • Uneven surface across car park • Steps up to the entrance of the Clubhouse door • Cleaning floors	Users of the Clubhouse and car park may suffer from injuries if they slip or trip over objects.	• From the car park to the entrance of the Clubhouse is a ramp with a rail and the steps also has a handrail. • Good lighting in main room and corridor through to the kitchen, cellar and toilets. • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. • Mats at all entrances to the Clubhouse help prevent rainwater being carried in.	NA
2	Work at height • Changing light bulbs • Cleaning windows • Putting up decorations	Anyone working at any height could suffer injuries should they fall.	• Commercial firms should follow their own HSE procedures. Private Hirers are responsible for their own safety when working at height.	NA
3	Vehicle movement	Pedestrians could suffer injury if	• Entrance/exit to car park clearly evident. • Car park well lit.	NA

		struck by vehicles in car park		
4	Hazardous substances and equipment - Cleaning products - Serving of food	Cleaners and Caretaker could suffer skin problems and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	- Hirers are told they must not use cleaning chemicals other than those available to them during the hire. - All cleaning (other than vacuum, brushing and wiping down with clean water) shall be undertaken by the cleaner/caretaker. - Cleaning products are stored securely and only in the manufacturer's containers. - Food hygiene information and washing of hands posters are clearly displayed around the kitchen area.	NA
6	Event Room - Incorrect moving of heavy items - Slipping on wet floor - Too many people - Fire exits blocked - Fire equipment not working	Users may suffer back pain if they try to lift objects that are too heavy; suffer injury if they slip over; have difficulty exiting in an emergency.	- Hire terms state tables to be lifted by two people. - Hire terms state to ensure the floor is kept dry with any spillages being cleaned up immediately. - Hire terms and website information state the maximum number of people is 120. - Hire terms and separate Fire Safety Risk Assessment states all fire exits to remain clear at all times. - Fire equipment checked on an annual basis, clearly labelled.	NA
7	Kitchen - Electrical appliances - Hot water	Any hirer using the kitchen for serving only	- As stated in the Booking Policy, website and Hiring Agreement, the kitchen is to be used for serving purposes only. - Utensils are kept in a drawer out of the eye line of children. - Oven and hob are clear of all obstructions. - All electrical appliances have had PAT test carried out and clearly labelled. Certificates are kept in filing cabinet.	NA
8	Toilets - Slipping on wet floor - Cleaning materials	Any hirer and visitor	Hire terms state to ensure the floors in the Clubhouse are kept dry with any	NA

			spillages being cleaned up immediately. - Hirers are told they must not use cleaning chemicals. - All cleaning (other than vacuum, brushing and wiping down with clean water) shall be undertaken by the cleaner/caretaker. - Cleaning products are stored securely and only in the manufacturer's containers.	
9	Maintenance - Falls from ladders - Working alone - Incorrect moving of heavy items - Badly stored equipment - Inflammable items stored near combustion source	Cleaner/caretaker could suffer a fall if equipment isn't used, moved or stored correctly.	- Any maintenance is carried out by contractors or someone alongside the caretaker. - Cleaner/caretaker is advised on how to lift heavy objects and will seek assistance with those that require two or more people. - Fire Safety Risk Assessment is in place for monitoring of safe storage of equipment. - Cleaning materials kept away from combustion sources.	NA
10	Fire	All who use the hall	See separate Fire Safety Risk Assessment.	NA
12	Risk of infectious disease spread	All who use the hall	Adhere to published government guidance	NA
13	General minor accident	All who use the hall	First aid kit supplied in kitchen along with accident form in Health and Safety folder which is required to be completed. All hirers are signposted to these as part of the Hiring Agreement.	NA