



HEALTH & SAFETY POLICY

February 2019

POLICY REVIEW RECORD

REVISION NO.	DATE	UPDATED BY:	DETAILS
1	October 2013	R. Hookway (Amarisk Ltd)	Policy updated to accommodate new Management Changes. Additional sections added.
2	November 2015	Steve Firmstone (EGCC)	Legionella, gas policy, swimming pools and gymnasium arrangements
3	January 2016	Steve Firmstone (EGCC)	Review No Changes
4	February 2017	Steve Firmstone (EGCC)	Review No Changes
5	February 2018	Steve Firmstone (EGCC)	Review no Changes
6	February 2019	Steve Firmstone (EGCC)	Review no Changes

Contents

1. Statement of Health & Safety Policy

2. Organisational Roles & Responsibilities

3. Arrangements & Procedures

- 3.1 Safety Representation / Consultation with Employees
- 3.2 Risk Reduction & Control – Risk Assessments & Procedures
- 3.3 Information, Instruction & Training
- 3.4 Workplace Inspections
- 3.5 Work Equipment
- 3.6 Personal Protective Equipment
- 3.7 Display Screen Equipment (DSE)
- 3.8 Control of Substances Hazardous to Health (COSHH)
- 3.9 Asbestos
- 3.10 Fire Safety
- 3.11 Electrical Safety
- 3.12 Gas Safety
- 3.13 Work at Height
- 3.14 Manual Handling
- 3.15 First Aid Provision
- 3.16 Accident Investigation & Reporting
- 3.17 Contractors
- 3.18 Welfare
- 3.19 Health Surveillance
- 3.20 Pregnancy / Recent Birth
- 3.21 Monitoring of Policy & Safety Compliance
- 3.22 Water Hygiene
- 3.23 Swimming Pools
- 3.24 Gym

1. General Statement of Policy

It is the policy of Exeter Golf & Country Club Ltd (EGCC Ltd) to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

Our health & safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Directors of EGCC Ltd recognise and accept their duty to take all steps to protect the health and safety of all visitors to the company, including members, contractors and temporary workers, as well as any other members of the public who might be affected by our operations.

Whilst the management of EGCC Ltd will do all that is within its powers to ensure good health & safety practices, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

EGCC Ltd's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in the following sections.

Signed
(On behalf of the Board)

Title Chairman

Date February 2019

Policy Review Date: February 2020

2. Organisational Roles & Responsibilities

This section sets out the organisational responsibilities for health & safety within Exeter Golf & Country Club Ltd.

The person with overall and final responsibility on behalf of the Board for health and safety at EGCC is:

**Will Gannon
Chairman**

Key responsibilities:

- Ensure that the Board of Directors maintains and demonstrates its commitment to health & safety at EGCC.
- Ensure that health & safety risks and other information brought to the attention of the Board of Directors are appropriately considered and actioned upon.
- Adequate resources including finance are made available for delivery of safety.

The person responsible for implementation and co-ordination of health & safety (Appointed Person) is:

**Chris Jones
General Manager**

Key responsibilities:

- Monitoring safety performance of EGCC on a monthly basis, and reporting to the Board of Directors.
- Ensuring management compliance with individual safety responsibilities.
- Ensuring action is taken on reports from the Directorate, Managers, Employees, Contractors, and other associated persons where health, safety and welfare issues are raised.
- Confirming that the relevant Enforcement Authority has been informed of any notifiable incident with the prescribed timescales as identified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The person responsible for management & general administration of health & safety documentation is:

**Steve Firmstone
Estate Manager**

Key responsibilities:

- Co-ordination and compilation of Health & Safety related documents and reports including:
 - Departmental safety inspections
 - Training records
 - Risk assessments from individual departments
 - Health questionnaires
 - Accident reports
 - Contractor control documents
 - PPE records

**Persons responsible for Business Sections
(Golf, Wear Park, Club) are:**

**Departmental Heads
Steve Firmstone,
Estate Manager**

Key responsibilities:

- Demonstrating, reinforcing and encouraging working practices amongst their Business section.
- Ensuring risk assessment of own Business sections are conducted.
- Ensuring safety inspections and relevant records are maintained for departments under their control.
- Ensuring inductions, general training and instruction activities are conducted within departments under their control.
- Ensuring that all Line Managers under their control are trained in healthy and safe working practices.
- Where appropriate carrying out the investigation of accidents/incidents in Business sections, and reporting such accidents and dangerous incidents to the General Manager/PA.

Persons responsible for departmental health & safety are:

**Departmental Heads
Steve Firmstone,
Estate Manager**

Key responsibilities:

- Demonstrating, reinforcing and encouraging working practices amongst their department which comply with health & safety requirements of EGCC.
- Conducting risk assessment of own department and communicating findings to their Business Head, and own staff.
- Conducting and recording safety inspections and liaising with their Business Head over findings.
- Provision of induction, general training and instruction activities to own departmental staff.
- Ensuring that the necessary safety equipment is adequate, available, properly maintained and used as required.
- Ensuring that all members of their team are trained in healthy and safe working practices, and made aware of the safety and health hazards which may arise from the materials, plant and equipment with which they are concerned, so far as is reasonably foreseeable.
- Where appropriate carrying out the initial investigation of accidents/incidents in their areas of responsibility, and reporting such accidents and dangerous incidents to their Business Head.

Persons responsible for event management and operational safety are:

**F&B Supervisors
Reception
Designated Event
Manager
Maintenance Team
Leader
Steve Firmstone,
Estate Manager**

Key responsibilities:

- Co-ordination of emergency procedures and activities.
- Liaison with visiting contractors.
- Fire Evacuation
- Hot work permits
- Working at heights permits

The group responsible for consulting, publicising, and assisting implementation of health & safety practices is:

**Health & Safety
Committee**

Key responsibilities:

- To provide a forum for consultation and discussion of health and safety matters.
- To promote co-operation between the Board, Managers and Staff on all matters relating to health, safety & welfare.
- To recommend steps to be taken to ensure that everything feasible is done to promote the safety of staff, members and authorised visitors on EGCC premises, and that relevant legal obligations are complied with.
- To monitor the extent of compliance with health and safety policies and to recommend to the Board of Directors actions necessary to address areas of non-compliance.
- To assist the implementation of the EGCC's Health & Safety Policy.

The person responsible for provision of 'Competent Advice' is:

**Richard Hookway
Amarisk**

Key responsibilities:

- Formal review of health & safety systems.
- Providing guidance on risk assessment and other safety management applications.
- Updating the company on legal compliance.
- Undertaking Health and Safety Audits as required

3. Arrangements

This section sets out the mechanisms by which our Safety Policy commitments are delivered throughout Exeter Golf & Country Club Ltd.

3.1 Safety Representation / Consultation with Employees

The management of Exeter Golf & Country Club Ltd view communication between workers at all levels as an essential part of effective health and safety management. We will endeavour to consult with employees regarding any safety changes or issues affecting the workplace.

EGCC does not presently recognise a trade union; therefore our obligation to consult with employees comes under the Health & Safety (Consultation with Employees) Regulations 1996 (HSCER).

We have heads of department whose role is to:

1. Represent the interests of workers at EGCC.
2. Approach the Management (normally through the Health & Safety Committee) regarding general matters affecting the group of employees they represent.
3. Communicate policies, practices, and general safety information to workers throughout EGCC on behalf of the Management and Safety Committee.

We have established a Health & Safety Committee which meets on a monthly basis. The purpose of the Committee is to:

1. Provide a forum for consultation and discussion of health and safety matters.
2. Promote co-operation between the Board, Managers and Staff on all matters relating to health, safety & welfare.
3. Make recommendations to the Board for safety compliance.

All employees are made aware of who their head of department is, and are encouraged to raise any safety issues, concerns or recommendations they may have.

3.2 Risk Reduction & Control – Risk Assessments & Procedures

A register of risk assessments is maintained by the Estate Manager

All significant work related risks are assessed. Where significant hazards are identified, appropriate control measures are established to avoid or reduce the risk to the lowest practicable level. This includes development and implementation of safe working procedures which are communicated to persons exposed to such risks during the course of their work.

Employees will be provided with appropriate instruction and training on risks identified and correct procedures to follow.

Responsibility for conducting risk assessments is that of Departmental Heads, supported by the Estate Manager.

Risk assessments are formally reviewed on an annual basis (or earlier if systems/working practices change, or if accidents occur).

3.3 Information, Instruction & Training

All employees shall be provided with adequate health & safety training. This will include:

- Safety induction training for all new employees upon joining EGCC
- General refresher training for all employees on health & safety (normally 3 year basis)
- Specific training prior to being exposed to new or increased risk as a result of being given new responsibilities within EGCC.
- Specific training on work equipment.

Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training will be repeated periodically where appropriate, be adapted to take account of any new or changed risks to health & safety of the employees concerned, and will be provided where possible during normal working hours.

Frequent safety 'toolbox talks' will be provided by line managers to reinforce health & safety awareness amongst employees.

3.4 Workplace Inspections

Regular inspections of the workplace will be conducted in all areas of the Company.

Whilst responsibility for inspections shall be that of the Estate Manager, this shall be delegated to Departmental Heads who will inspect their areas on a regular basis to ensure that there are no obvious hazards.

Findings of inspections shall be reported to the Business Heads, who will notify the General Manager of general findings and advise of any significant issues arising.

3.5 Work Equipment

EGCC shall endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees shall be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in an efficient state, efficient working order and in good repair. Maintenance, inspections and examinations will be carried out and recorded by competent persons.

All work equipment will be clearly marked with health and safety warnings where appropriate.

A register(s) of work equipment shall be maintained.

Responsibility for organisation and delegation of work equipment maintenance is that of the Estate Manager, delegated (where appropriate) to individual Department Heads.

3.6 Personal Protective Equipment

All workers who may be exposed to a risk to their health and safety while at work will (where appropriate) be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by EGCC will be properly assessed prior to its provision, and will be maintained in good working order.

All workers provided with personal protective equipment will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Management will endeavour to ensure that all personal protective equipment provided is used properly by employees. Measures will include managers leading by example, constant reinforcement, and disciplinary action as appropriate.

3.7 Display Screen Equipment (DSE)

EGCC will conduct health and safety assessments of all workstations, and provide instruction to all employees who use VDU screens as part of their usual work.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. The club will contribute 50% of the cost of glasses or lenses up to a maximum value of £75 bi-annually.

Responsibility for DSE assessments shall be that of the Systems & Process Manager, delegated to Line Managers where appropriate.

3.8 Control of Substances Hazardous to Health (COSHH)

EGCC will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

An inventory of all substances present on the premise will be maintained by each department, under the responsibility of the Department Head.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

If by process of risk assessment, monitoring and health surveillance should be shown to be required, reference shall be made to outside advisors and occupational health services.

The results of the risk assessment process will be taken into account when considering disposal methods, which comply with environmental legislation.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

3.9 Asbestos

An asbestos assessment has been conducted for the premises. For locations which have been identified as containing Asbestos Containing Materials (ACM's) we maintain a register identifying the location of each ACM.

We conduct regular inspection of premises to ensure that asbestos structures remain in good condition.

All contractors who may conduct work on our premises are provided with a copy of the Asbestos register/advised of ACM locations prior to commencing work.

3.10 Fire Safety

EGCC recognizes that fire poses a major threat taking into account that members of public are constantly present (daytime & evening), and that such individuals may not be aware of fire procedures, fire routes, evacuation points, etc; and that some persons may have impaired mobility/other impairments that affect ability to evacuate effectively.

Therefore, EGCC will conduct a specific fire risk assessment to highlight and identify fire risks in specific areas of the premise. This will be reviewed annually (or sooner if changes to use/building structures are altered).

We will ensure we comply with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising staff on safe practices and procedures.

Responsibility for the maintenance contracts of fire alarms, emergency lighting, and firefighting equipment systems is that of the Estate Manager.

Responsibility for testing of fire alarms, emergency lighting, and firefighting equipment systems is that of the Maintenance department.

Regular fire drills will be conducted to measure effectiveness of fire evacuation procedures. All employees will be provided with appropriate instruction and training on fire evacuation procedures. Fire wardens are appointed and provided with appropriate training to ensure fire procedures are maintained.

Members and visitors to EGCC will be supervised in the event of an emergency evacuation. Signage detailing responsible persons and assembly points will be displayed throughout the premise.

All internal areas of the premise are strictly non-smoking.

3.11 Electrical Safety

EGCC will ensure that a qualified electrician checks all fixed electrical systems and appliances are in compliance with the Electricity at Work Regulations, and where a defect is found, will ensure that it is repaired or removed from use immediately.

At appropriate regular intervals a 'competent person' will test all portable appliances. All employees/workers should report any defects to their manager with immediate effect. The installation or tampering of any electrical equipment by employees/workers is not permitted.

It will be the responsibility of the Estate Manager to ensure that testing as defined above is carried out.

All employees, workers and contractors working on EGCC's premises must follow these simple guidelines:

- With the exception of mobile phone chargers, personal electrical equipment must not be brought onto Company premises or used unless correctly PAT tested beforehand.

3.12 Gas Safety

Gas Safety (Installation & Use) Regulations 1998

3.12.1 COMPETENCE

- a. Only qualified gas fitters are to work on gas installations on the Club's premises.
- b. All gas installers or gas maintenance engineers employed by the Club will be Gas Safe Registered for the work they are undertaking

3.12.2 IN THE EVENT OF A GAS LEAK OR SUSPECTED LEAK

- a. Turn of gas supply.
- b. If gas supply cannot be turned off or if a leak is suspected, evacuate area.
- c. Notify gas supplier
- d. Do not operate electrical equipment in the area.
- e. Cease all activities that may expose a spark or naked flame.
- f. Do not re-enter the area until cleared by the gas supply engineer.

3.12.3 INSPECTION AND MAINTENANCE

- a. All mains gas equipment will be inspected by a competent person every twelve Months.

3.13 Work at Height

EGCC has a responsibility to do all that is reasonably practicable to prevent anyone from falling and ensure compliance with the Working at Height Regulations 2005.

Work at height is avoided if possible by ensuring that no work is done at height if it is safe and reasonably practicable to do it other than at height.

Where we have to work at height, we will take appropriate precautions including use of forklift cages, elevated platforms and other appropriate equipment, where reasonably practicable to do so.

Use of ladders will be kept to a minimum, for access purposes only.

3.14 Manual Handling Operations

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

All employees will receive manual handling training as part of their work activities.

3.15 First Aid Provision

Adequate first aid trained personnel and equipment is situated throughout the premise.

Details of First Aiders, fire personnel and other safety related responsibilities will be displayed at various locations throughout Company premises and notified to all employees.

All first aid stations are regularly inspected. Responsibility for inspection and restocking of first aid equipment is that of the 'Principal First Aider'.

A register of first aid trained personnel is maintained by the HR Manager.

3.16 Accident Investigation & Reporting

EGCC see accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury, an accident report will be completed.

Responsibility for reporting accidents is that of Departmental Head who must ensure that accidents are appropriately reported, and where necessary (more serious accidents) escalate reporting to the Estate Manager. In the event of first aid being provided, it is preferable for the first aider to complete the accident report.

Minor accidents will be recorded in the Accident Book.

More serious accidents will be formally investigated with findings actioned upon.

The Estate Manager is responsible for reporting serious accidents, incidents and occupational diseases to the General Manager.

The General Manager has responsibility for notifying the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

A monthly report detailing numbers and categories of accidents will be compiled by the HR Manager on behalf of the. The General Manager will report accident information to the Board of Directors.

3.17 Contractors

EGCC recognises that it has a legal responsibility to ensure that contractors employed to carry out work on behalf of the company or on company premises are competent and carry out work in a safe manner. The Company will not tolerate unsafe practices, and contractors failing to abide by the company's procedures will be struck off from our list of approved sub-contractors.

Procedure

The Company discharges its obligations through the implementation of a programme comprising:

1. Pre-qualification of contractors. All contractors shall be required to complete a pre-qualification questionnaire and provide evidence of:
 - Liability Insurance Certificates covering their business activities
 - Health & Safety Policy and related risk assessments (where appropriate)
 - Evidence of competence to provide services on behalf of the Company (e.g. training certificates, licenses, permits)
2. Regular and efficient communication with contractors to ensure work activities are conducted in the safest possible manner.
3. A clear commitment not to use sub-contractors who fail to apply good working practices, and who fail to provide appropriate information as detailed above.

All sub-contractors will be taken through a selection process which includes the assessment of their health and safety policy, procedures and risk assessments. They will be given a copy of any rules and emergency procedures relevant to their work location.

Responsibilities

The person responsible for managing and supervising contractors whilst on company premises will be the responsible Duty Manager/Departmental Head, who shall plan work activities and agree safe working procedures with contractors prior to work commencement.

Where it is evident that contractors are not following agreed procedures, they will be told to cease work until the company is satisfied that the correct safety control measures are in place.

The person responsible for overseeing sub-contractor documentation is the Estate Manager.

Records shall be updated annually. Those contractors who fail to meet required standards or provide appropriate information as detailed above will not be used by the Company.

Contractors shall be responsible for:

- Ensuring that they and their employees work in a safe manner at all times and that risk assessment control measures and relevant method statements are clearly understood and adhered to at all times.
- Returning appropriate paperwork efficiently and without delay to the Company.
- Advising EGCC of any accidents / incidents occurring whilst on its premises.

3.18 Welfare

Welfare arrangements will be provided in line with the Workplace (Health, Safety and Welfare) Regulations, 1992. We will ensure within our premises, that the Workplace approved code of practice is met with regard to;

- adequate ventilation and lighting
- adequate heating or cooling
- adequate sanitary conveniences
- adequate washing facilities
- drinking water
- facilities for rest and eating meals

3.19 Health Surveillance

EGCC will endeavour to promote and maintain the highest practicable degree of physical, mental and social well being of its employees. All health aspects of work process and procedures, which may adversely affect the relationship of work on health, will be regularly reviewed.

We will carry out periodic employee health monitoring, normally at beginning of employment and annually. Where an employee advises of a particular impairment, we will conduct a risk assessment to ensure that risks from work activities are minimised.

Heads of department are responsible for overseeing Health Surveillance documentation.

3.20 Pregnancy / Recent Birth

EGCC will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers and of their unborn children. When the Company has been made aware of the employee's condition, a risk assessment will be carried out as a matter of priority.

Furthermore, we will regularly monitor the work undertaken by new or expectant mothers especially during the development of pregnancy in order to continually assess the individual's ability to work safely and without risk.

Any employee who knows or reasonably suspects that they may be pregnant should inform either their manager as soon as is practicable; in addition they should not undertake any work that they feel may put them or their unborn child in danger until advice has been sought.

The person responsible for conducting pregnancy related risk assessment are Departmental Heads.

3.21 Monitoring of Policy & Safety Compliance

The Health and Safety Policy will be continually reviewed by the General Manager and Competent Person to measure and report on levels of compliance.

Formal audit of the EGCC's Health & Safety Management System will be conducted annually.

3.22 Water Hygiene

(Control of Substances Hazardous to Health 2002 as amended)

(The Control of Legionella Bacteria in Water Systems – HSE ACOP-L8-2013 & HSE Guidance HSG274)

Water systems in the Club's premises that are susceptible to Legionella will be identified by a survey and a water hygiene risk assessment will be carried out. These will include properties with:

- i Hot water supplies
- ii Cold water storage
- iii Showers

Where required by the risk assessment, detailed water hygiene maintenance will take place. This may include regular cleaning, disinfection, water sampling, temperature checks, etc

Detailed records will be maintained of all water hygiene maintenance. A suitable and sufficient assessment should be carried out to identify and assess the risks of legionellosis from work activities and water sources on the premises and adopt any necessary precautionary measures. Risk from exposure can be minimised by measures which do not allow the proliferation of legionella in the system and reduce exposure to water droplets and aerosol. Precautions will include the following:

Avoidance of water temperatures and conditions that favour legionella and other microorganisms. Temperatures are in the range of 20-45°C favour growth, avoidance of water stagnation, maintenance of the cleanliness of the system and water in it, action to ensure the correct and safe operation of the water system and plant.

3.22.1 Monitoring

Monitoring shall be carried out as prescribed by the ACOP L8 (2014) & HSG274

On completion of the risk assessment a monitoring regime will be formatted and inserted in the site log book. All results from the monitoring regime shall be inserted into the site log book.

Sites shall have personnel who have been instructed, trained and who are competent to carry out the weekly, monthly and quarterly monitoring regimes in-house.

Water sampling and tasks requiring engineering skills shall be done by an approved contractor

The table below indicates the monitoring regimes in place. Suitable training and equipment will be provided to ensure the works are carried out correctly and safely.

3.22.2 MONITORING REGIME TIMESCALES

SERVICE	TASK	FREQUENCY	CARRIED OUT BY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, in order to note condition of drain water	Annually	Water Treatment Contractor (EPlus Global)
	Visual check on internal surfaces of calorifiers for scale and sludge. Check representative taps for temperature above 50C on a rotational basis	Annually	Water Treatment Contractor (EPlus Global)
	Check temperature in flow and return at calorifiers.	Monthly	Water Treatment Contractor (EPlus Global)
	Check water temperature up to one minute to see if it has reached 50c in the sentinel taps	Monthly	Water Treatment Contractor (EPlus Global)
COLD WATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature below 20C on a rotational basis	Annually	Water Treatment Contractor (EPlus Global)
	Check tank water temperature emote from ball valve and mains temperature at ball valve. Note maximum temperature recorded by fixed max / min thermometers where fitted	Six monthly	Water Treatment Contractor (EPlus Global)
	Check that temperature is below 20C after running taps for up to two minutes in the sentinel taps	Monthly	Water Treatment Contractor (EPlus Global)
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses	Quarterly	Water Treatment Contractor (EPlus Global)
LITTLE USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use without release of aerosols	Weekly	Maintenance Department
COMPLETE SYSTEMS	Physically clean and disinfect all cold water storage tanks, calorifiers and associated hot and cold water services	Annually	Water Treatment Contractor (EPlus Global)

3.22.3 Auditing

It is essential that the 'responsible person' shall carry out continuing auditing of all log books on sites and the monitoring of all risk assessments being carried out. After all risk assessments have been completed and the monitoring programme is established, the records shall be continually updated in accordance with the programme for the individual site and all information shall be kept in an accessible place for auditing. The risk assessment and log book will be reviewed a minimum of once every year.

3.22.4 Sources of information

The Control of Legionella Bacteria in Water Systems: Approved Code of Practice & Guidance: L8
HSE Guidance - The Control of Legionellosis including Legionnaires Disease HSG274
The Control of Substances Hazardous to Health Regulations 2002 (as amended)

3.23 Swimming Pools

EGCC will protect the health and safety of workers and members when using swimming pools and facilities, maintaining a high standard of water quality and pool supervision, complying with general duties under the Health and Safety at Work Act 1974 and the associated regulations, making suitable and sufficient assessment of health and safety risks to workers and users to maximise pool safety.

EGCC will comply with the law following all the relevant guidance for swimming pools including Managing health and safety in swimming pools HSG179, the Pool Water Treatment Advisory Group (PWTAG) and IQL/ RLSS.

For more detailed information regarding our swimming pool health and safety procedures please refer to our Pool Safety Operations Procedures.

3.24 Gymnasium & Recreational Activities

EGCC complies with the general duties under the Health and Safety at Work etc. Act (HSWA) 1974 and associated regulations. In particular to make a suitable and sufficient assessment of the health and safety risks to gym users and implement measures to control those risks so far as is reasonably practicable.

Gym and Sports Equipment:

- All equipment will be of suitable construction for the purpose for which it is used and will be selected with regard for the health and safety of the users.
- All equipment will be used for a suitable purpose in accordance with manufacturer's instructions.
- All equipment will be installed and used in a suitable location and environment.
- All equipment will be under adequate illumination for its safe use and secured in a stable position.
- All equipment will be marked with appropriate safety signs and texts to give information and warning. Where appropriate stop controls will be readily identifiable and accessible.
- Where appropriate it will be equipped with a warning device.

- Adequate guards will be provided which must not be removed except for routine maintenance by competent and authorized employees.
- Equipment must be regularly maintained and inspected and records kept.
- Adequate training in the equipment's use, risks and precautions must be provided to all who use the equipment or who supervise those using it.
- A record should be kept of which employees are trained and competent to undertake key tasks or use specialist items of equipment

Gym User induction ensures:

- People are shown how to use the gym equipment safely by a qualified instructor.
- Explanatory signs are posted at each piece of equipment.
- A record of the induction are kept, together with a signed acceptance of the gym's rules.
- Gym rules include dress code, footwear, leaving the gym tidy, wiping down equipment after use, putting away free weights and reporting defects.
- Users should also complete a Physical Activity Readiness Questionnaire (PARQ) to identify contraindications to exercise or any special needs, such as disability.
- Access to the gym is restricted to authorised users, in other words employees who have completed an induction. Members are issued with a swipe cards after induction.
- It is safest to have the gym continuously staffed during opening hours but we have safety procedures in place when staff levels are inadequate like CCTVs and emergency alarms.

Gym & Free Weights Rooms

- Each location will have its own procedure for signing in before gym use, which must be complied with.
- Employees must undertake regular checks of all sports areas with a particular priority around higher risk activities.
- Users must be made aware of the location of emergency call buttons.
- First aid kits, first aiders and emergency contact details are readily available.
- Users to complete health-screening questionnaire and to obtain medical clearance from GP for issues highlighted or that arise later.
- Users must sign a disclaimer.

- Users to undergo an induction from a qualified instructor. A specific induction is required for those wishing to use Free Weights.
- Users must not perform an exercise or use a piece of equipment if they are unfamiliar with the equipment or unsure of the correct technique.
- All users must be aware of and adhere to safety regulations, rules and instructions.
- Suitable clothes and footwear should be worn appropriate to the sport/activity.
- Instructional posters are displayed at each equipment station. If in any doubt about use seek assistance from gym staff.
- Ensure employees and volunteers know how to safely erect and dismantle sports equipment.
- Incidents must be recorded and, where required by law reported.
- In rooms where there is a higher risk of personal injury, the location of the first aid kit, contact arrangements and names of first aiders should be listed.
- Equipment to be checked prior to use by user and vigilance maintained.
- Damaged or suspect equipment must not be used and reported immediately.
- Damaged/suspect equipment taken out of use must be clearly indicated and not used under any circumstances until repaired.