

# MONSON CLUB LTD HEALTH & SAFETY GENERAL POLICY

Health and Safety Policy, Monson Club Ltd, Lyndale Road, Redhill, Surrey. RH1 2HA

The Club realises the importance of ensuring health, safety and welfare of its employees and patrons and will comply with the Health & Safety at Work Act 1974 and subsequent regulations. The Management Committee of the Club will ensure that all reasonable steps are taken to create a safe and healthy environment for its employees, members & guests. It will make assessments, identify risks and provide employees with the appropriate information and supervision.

Monson Club will, so far as is reasonably practical, adopt the appropriate good safety practices including:

- The safe use, storage, handling & transport of articles and substances.
- The provision of adequate information, instruction and supervision for employees.
- The provision of a safe and healthy place to work and visit including access to and from the premises and adequate facilities for the welfare of Staff & patrons.
- Supply safety equipment and clothing if required.
- Make risk assessments to identify hazards or potential hazards.
- Make changes to the Club's procedures and operations to achieve this standard.

All aspects of health & safety are the responsibility of the Management Committee but the co-operation of every employee, member & guest is imperative.

Employees are duty bound to do everything possible to prevent personal injury to themselves and to others whilst on the Club premises and are subject to disciplinary procedures for breaches of the Club's health & safety policy.

Members are also expected to co-operate with the Committee on all matters of this policy and are also subject to disciplinary procedures for obstruction or un-cooperative behaviour regarding Health & Safety issues including this Policy.

To achieve this all employees and members are expected to:

- Follow all safety rules and procedures.
- Exercise awareness, alertness and commonsense.
- Report to the Management Committee all hazards, potential hazards, defects in equipment and potential shortcomings in the Club's systems and procedures.

Smoking and E-cigarettes.

Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces. Smoking including the use of e-cigarettes and other such electronic devices is strictly forbidden within the Club premises.

The Management Committee has the overall responsibility for implementing the Policy and the planning, organisation, control, monitoring and review of this policy.

February 2007 / January 2015 / January 2016.