

Health & Safety

Inverclyde Darts Hub • Official Documentation
(Version 1.0)



Notice: All policies, codes of conduct, and procedures are formally established under Inverclyde Darts Hub.
Website: inverclydedartshub.com

Health and Safety Policy

Inverclyde Darts Hub has a legal and a moral obligation to safeguard anyone who may be affected by our undertaking.

We fully accept our obligations and responsibilities and ensure, so far as is reasonably practicable, the health, safety and welfare of our members and volunteers and anyone who may be affected by the actions of the IDH.

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the IDH premises and all activities undertaken by the IDH.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the IDH's health and safety policy.
- Appoint a competent IDH member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any IDH activity or whilst on the IDH premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

Duties of Members, Parents & Guardians

As an IDH member, parent or guardian you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the IDH on health and safety issues.
- Correctly use all equipment provided by the IDH.
- Not interfere with or misuse anything provided for your health, safety or welfare.

Guidance as to how this policy is to be implemented can be found in the following sections. The details of this safety policy are to be made available to all members and volunteers and are to be reviewed annually and updated as required.

Organisation & Responsibilities for Health & Safety

The internal organisation within the IDH for health and safety comprises:

- IDH Director
- Health & Safety Officer
- First Aiders

IDH Director's Responsibilities

- To have overall responsibility for health and safety within the IDH.
- To ensure that sufficient resources are made available to meet health and safety needs within the IDH.
- To ensure that competent Health & Safety Officers and First Aiders (as required) are appointed.
- To ensure that Health & Safety Officers and First Aiders receive adequate training to enable them to carry out their duties.
- To ensure that safe systems of work are in place for members under their control involved in hazardous tasks.

Health & Safety Officer's Responsibilities

- To display health and safety information for members and volunteers.
- To review the health and safety risk assessment and ensure that all observations are rectified.
- To regularly inspect the premises to ensure safe systems of work and safe access are in place.
- To act as a focal point for members and volunteers regarding health and safety matters.
- To ensure that each volunteer receives health and safety induction training.
- To advise on and arrange specialist health and safety training, as required.
- To ensure that accidents occurring on the property or to members/volunteers are investigated and controls implemented to prevent re-occurrence.
- To ensure that cleaning and waste removal contracts are satisfactorily in place.
- To ensure that all statutory inspections of equipment in the property take place and records are maintained.
- To ensure that the fixed electrical wiring is examined on a regular basis.
- To ensure that portable electrical appliances are regularly examined.
- To ensure that all safety records for the property are maintained and available for viewing by interested parties.

First Aider's Responsibilities

- To provide first aid to members and volunteers, as trained.
- To ensure that the first aid kits are maintained.
- To maintain the accident book.
- To report serious accidents under RIDDOR.

Management of Health & Safety

- Review of Policy: The health and safety policy will be reviewed annually to ensure effectiveness. Members and volunteers will be informed of any amendments.

- **Display of Policy:** A copy of the health and safety policy will be accessible to all members and volunteers.
- **Risk Assessments:** Risk assessments include general health & safety and fire risk assessments. Hazards will be eliminated or reduced to minimum levels.
- **Safe Systems:** Where hazards cannot be eliminated, appropriate Safe Systems and warning signage will be implemented.
- **Volunteer Consultation & Training:** All new volunteers receive induction training covering fire precautions, first aid, accident reporting, and known hazards with records maintained.

Site Safety & Welfare

- **Volunteer Welfare:** Suitable and sufficient welfare facilities, including toilets, washing facilities, and drinking water, will be available.
- **Volunteer Safety:** Work areas will have adequate ventilation, comfortable temperature, illumination, cleanliness, and safe access/egress (including disabled access where possible). Slips, trips, and falls preventions will be enforced.
- **First Aid & Accident Reporting:** Adequate first aid kits and trained first aiders will be available. All accidents will be recorded in a Data Protection-compliant site accident book, and serious accidents investigated.
- **Manual Handling:** Manual handling tasks will be eliminated or reduced where practicable, with assessments, mechanical aids, PPE, and training provided as needed.
- **Safety Signs:** Safety signs conforming to the Safety Signs & Signals Regulations 1996 will be displayed where hazards cannot be eliminated.
- **Venue Services:** Water hygiene, COSHH, food hygiene, and waste management assessments and protocols are coordinated in partnership with the venue management.

Equipment & Electrical Safety

- **Equipment Maintenance:** All equipment provided for use in the IDH premises are either controlled and maintained by IDH or The Auchmountain Glen Project Hall, will be subject to manufacturer/engineer maintenance schedules and statutory routine inspections with records maintained.
- **Electrical Safety:** Only qualified electrical engineers are permitted to carry out electrical repairs. Fixed wiring is examined in line with IEE Regulations, and portable appliances are regularly inspected and PAT tested in accordance with HSE IND(G)236L.
- **Gas Safety:** Gas Safety Regulations are strictly observed. Only qualified gas fitters may work on gas installations. Detailed emergency procedures are established for suspected gas leaks.

Environmental Policy Statement

Inverclyde Darts Hub is committed to the improvement of our operations in order to help safeguard the environment. We recognise our responsibility to conduct operations sustainably and avoid or minimize negative environmental impacts.

- To continually review and improve our environmental policy and management systems.
- To comply with or exceed all relevant regulatory requirements and codes of practice.
- To ensure environmental awareness is integrated into daily activities.
- To minimise waste through reusing, recycling (glass, cans, paper, cardboard), and utilizing energy-efficient equipment.

Smoking/Vaping Policy

Due to the acknowledged hazards. It shall be Inverclyde Darts Hub's policy to prohibit any smoking/Vaping for all members, volunteers and visitors to the IDH.

Drink and Drug Policy

Acceptance of this policy is required from all members, prospective members and parents of players before membership status can be conferred and from IDH volunteers before support is confirmed.

The dangers posed by the availability and use of illegal drugs and the excessive drinking of alcohol are well known. Inverclyde Darts Hub takes its duty of care very seriously and maintains a strict policy:

- **Drugs:** Any person found in possession, using or supplying drugs on IDH premises or while representing Inverclyde Darts Hub shall be immediately expelled from the IDH and membership suspended pending a full disciplinary investigation. Police will be informed for serious offenses.
- **Alcohol & Anti-Social Behavior:** Excessive, anti-social drinking will not be tolerated. Student players acting contrary to normal behavior due to excessive drinking will be banned from representing the IDH and expelled. Adult spectators or guests acting irrationally due to alcohol will be asked to leave instantly, and may face suspension of their child's membership or expulsion.

This policy is fully supported by the Director for Inverclyde Darts Hub, who shall act as sole arbiter in the first instance of any dispute.