Glossop Labour Club Health and Safety Policy

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Policy Authors	Eddie Picton, Martin Purvin, Mary Moss, Debbie Windley
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Glossop Labour Club (GLC) Health and Safety Statement

Glossop Labour Club recognises its duty of care to ensure the health, safety and welfare of all volunteers, Club members and others attending its premises and activities as far as reasonably practicable. The Club encourages all users to take reasonable care to ensure a safe and clean environment. Everyone needs to take safety seriously, or everyone is at risk.

Contents

Additional Relevant Documents

- GLC Operational Health and Safety Risk Assessment
- Record of meetings of GLC Health and Safety sub-group
- GLC Guidelines for Responsible Persons
- GLC Fire Safety policy and Guidance for Volunteers and Users and Fire Safety Procedures
- Operational Fire Risk Assessment
- GLC Safeguarding policy
- Risk Assessment for Events
- Risk Management Plan for Events

Introduction

Glossop Labour Club (GLC) recognises our responsibility to ensure that all volunteers, visitors and users of the Club remain safe, and that we also have a responsibility to maintain the Club premises.

This policy document outlines the measures that we will implement to ensure those objectives.

Mary Moss
Chair Glossop Labour Club

1 Purpose of the Policy

This policy and associated procedures seeks to ensure that GLC undertakes its commitment to maintaining the highest standards of health and safety on its premises. It outlines the club's approach to ensuring the safety, health, and welfare of all members, volunteers, contractors, and visitors, in accordance with the relevant legislation and best practice. The aims of this approach are

- to provide adequate control of Health and Safety risks arising from the use of the Club
- to set and keep high standards of health and safety, maintaining a safe and healthy environment and facilities.
- to ensure that all volunteers and Club members are competent in their tasks, know about these standards and work to maintain them.
- to ensure that volunteers and Club members can contribute positively to their own and others' health, safety and well-being through consultation and awareness.

The policy establishes a framework to support all who use the Club and clarifies the Club's expectations. This framework may be applied to activities run by external groups and Club members.

This policy will be made available to all users of the Club on request and a printed copy will be kept in the Club Policies file, in an accessible place.

2 Underpinning Legislation and Guidance

- Health and Safety at Work etc. Act 1974 (HSWA)
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992 (MHOR),
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)(HSWA)

Guidance

Health and Safety Executive: Catering and Hospitality
https://www.hse.gov.uk/catering/index.htm

Health and Safety Executive: Health and Safety Basics https://www.hse.gov.uk/simple-health-safety/index.htm

Health and Safety Executive: Village and Community Halls Legal Responsibilities
https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm

Basic Principles

GLC recognises that an effective health and safety policy is underpinned by:

- A culture of seeking to minimise risks
- Up to date policies and procedures
- Robust Risk Assessment processes
- Clear reporting and communication systems and clear lines of accountability
- Safe working practices
- Clear guidance around expected behaviours and standards
- Appropriate training and support
- Review and monitoring as part of auditing processes

3 Definitions

The HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others on the premises. While the GLC has no employees, it is governed by this legislation, both because it manages the Club premises, and because it has a duty of care to members, volunteers, visitors and contractors.

In accordance with relevant legislation, the Club seeks

- to provide a safe and clean environment, free from undue risks.
- to ensure, minimum requirements for the workplace environment are met, including cleanliness, lighting, ventilation, and facilities and safe management of hazardous substances.
- to identify potential hazards, assess risks, and take steps to manage or eliminate them.
- to ensure that all members, staff, and volunteers are given the information and training they need to stay safe.
- to record and, in some cases, report accidents, injuries, or dangerous incidents to the relevant authorities.

4 H &S Governance, Roles and Responsibilities

A clear structure supports everyone within an organisation to understand their individual responsibilities. In our case, the Chair of Glossop Labour Club has overall responsibility for ensuring that individuals are aware of, and understand, the principles of this policy.

GLC will ensure that it has arrangements in place to fulfil its commitment to the safety of all Club users and to managing unavoidable risks. All groups who use GLC will be made aware of the policy and understand their responsibilities.

Health and Safety concerns will be reported by members, volunteers, Principal Organisers (the person booking the event) and Responsible Person (the person running an event, or a designated person). All incidents will be addressed within a week of being reported and a decision made for action.

Roles and Responsibilities

(i) Health and Safety (H&S) Sub-Group

The H&S sub-group will:

- carry out an Operational Health and Safety Risk Assessment annually and, if necessary, at the start of any new procedure or activity;
- ensure volunteers and Club committee members receive information and training appropriate to the levels of risk identified;
- oversee the implementation of Club policy and guidelines
- oversee the general hygiene of the Club;
- assign responsibility for first aid, ensuring trained first aiders are identified and first aid box(es) are replenished;
- take other actions as necessary, eg maintain defibrillator batteries
- ensure that all accidents, incidents and near misses, within its responsibility, are reported;
- review all such reports as soon as possible, and no later than one week after the report is made, ensuring that a full investigation is carried out and action taken where necessary;
- conduct the GLC annual health and safety review and report to the Committee;
- ensure COSHH regulations are followed and records are up-to-date;
- provide advice and support to the Bookings Officer as required
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(ii) GLC Committee members

Committee members will:

- review this policy every 3 years, or sooner in response to any material changes in the Club or in legal requirements;
- establish a Health and Safety sub-group, chaired by a Committee member, to monitor the implementation of the policy:
- respond to any recommendations of the GLC annual health and safety review
- ensure that all health and safety risks are included in an Operational Health and Safety Risk Assessment which is regularly updated, monitored and reviewed annually;
- ensure that all volunteers receive an induction and can access appropriate training which includes awareness of health and safety risks and associated procedures (see Health and Safety Guidelines for Bar Volunteers and Responsible Persons);

(iii) Bookings Officer

The Bookings Officer will:

- ensure any bookings are monitored to identify any potential Health and Safety hazards requiring specific risk assessment;
- liaise with all Principal Organisers regarding the Risk Management Plan for Events and the procedures put in place to manage event specific risks as needed;

- liaise with the H&S sub-group for monitoring and evaluation purposes.

(iv) Principal Organiser

The Principal Organiser holds a key role in ensuring that events and activities meet Health and Safety requirements.

The Principal Organiser for each event or activity is responsible for

- completing the Risk Assessment for Events
- completing the Risk Management Plan for Events if needed, ensuring identified procedures are put in place.
- ensuring appropriate training and support is made available if required.

(v) Responsible Person

The Responsible Person is the named person present during the activity who will ensure that the Risk Management Plan for Events is in place. The Responsible Person may or may not be the same as the Principal Organiser.

- participants should be aware of who the Responsible Person is so that concerns can be reported to them to deal with directly and to pass on to the H&S sub-group if necessary.

The Responsible Person should

- ensure all relevant people are aware of the Risk Management Plan as required;
- carry out the duties of the Responsible person (as defined in GLC Guidelines for Responsible Persons).

(vi) GLC members/volunteers/guests should

- take all reasonable care for the health, safety and welfare of themselves and others who may be affected by Club activities;
- take responsibility for good housekeeping where they are working;
- ensure they correctly use and store any equipment;
- follow relevant Health and safety guidelines;
- report all accidents, dangerous incidents and near misses (see Appendix 1: Accident/Incident Report Form);
- report any health and safety concerns;
- cooperate with risk assessments and accident investigations;
- attend relevant meetings as required.

5 H&S Procedures and Practice

H &S Risk Assessment

Health and Safety Executive (HSE) guidance states that

‘Risk assessments should be sensible and proportionate to the level of risk involved in the activity. A sensible approach means focusing on significant risks with potential to cause real harm and suffering.’

An Operational H&S Risk assessment will be carried out regularly by designated members of the GLC Health and Safety sub-group. A hard copy of the risk assessment will be held in the Club policies file.

Risk assessment will consist of:

- hazard identification;
- appraisal of potential risks (how? how serious? who is at risk?);
- prescribing preventative measures;
- prescribing emergency procedures in the event of a failure of prevention.

Likely areas of risk include:

- slips, trips and falls in bar and kitchen area, on cellar stairs or on stairs to first floor
- broken bottle or glass in bar area or elsewhere in building
- accident in kitchen, such as cut or scalding
- accident caused by moving or carrying heavy loads, such as bottles or casks
- accident caused by working at height
- accident in the garden
- contamination of food
- allergic reaction to food
- threat of violence towards volunteers

The Club will follow the following principles in relation to safe handling of hazardous substances and manual handling.

Safe handling of hazardous substances:

- Identifying hazards by listing all cleaning products used.
- Assessing risks, noting that most domestic products are low-risk when used correctly.
- Storing substances safely in original, labelled containers in a locked cupboard accessible only to authorised personnel.
- Strictly following manufacturer's instructions for safe use.
- Having clear emergency procedures, such as first aid for skin or eye contact and seeking medical attention if needed.
- Making product information available to users.

Manual Handling

- Avoiding hazardous manual handling where reasonably practicable.
- Carrying out a manual handling risk assessment for unavoidable tasks.
- Providing information, instruction, and training to staff and volunteers.
- Ensuring appropriate equipment is available and maintained (e.g., trolleys for moving items, appropriate ladders)
- Avoiding working at heights

Training

Volunteers will receive training in H&S to a level which is commensurate to the level of responsibility of the role. This will include raising awareness of how to maintain a safe and clean environment and principles relating to manual handling.

Health and Safety Guidelines that set out procedures will be circulated to volunteers and users.

Appendix 1: GLC Accident/Incident Report Form

GLC Accident/Incident Report Form

Use this form to report any accident or near miss, and any damage to property

Date			
Name of event			
Name of person completing form			
Name of Responsible Person (if different from above)			
Describe the accident/incident Where and when did it take place? How did it happen? What was the nature and extent of the injury or damage?			
Give details of injured person if applicable Name Contact details			
Was First Aid given? If so, what? By whom?			
Were any of the following notified?	**Police?**	**Yes**	**No**
	Ambulance?	**Yes**	**No**
	Next of Kin/Parents/Carers?	**Yes**	**No**
What happened following the incident?			
Give name and contact details of any witnesses to the accident			

Signed ……..

Date ……..

Please notify the Club committee of this incident. Email glossoplabourclub@gmail.com or call any of the emergency numbers.

Mary Moss 07962303536 Martin Purvin 07964873693