



## THIS IS THE HEALTH AND SAFETY POLICY STATEMENT OF THE ENGLISH BRIDGE UNION LTD

It is the policy the English Bridge Union Ltd (EBU) to foster a positive health and safety culture throughout the EBU because we are committed to protecting the health and safety of our workers (paid or volunteer) and those attending our premises, under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

### **Our health and safety policy is:**

- To prevent accidents and cases of work-related ill health
- To provide adequate control of health and safety risks arising from work activities
- To provide and maintain safe office, warehouse and tournament equipment, provide Personal Protection Equipment where needed
- To consult with our workers on matters affecting their health and safety
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for workers
- To ensure all workers are competent to do their tasks, and to give them adequate training
- If an epidemic or pandemic alert is issued, provide instructions, arrangements and advice to our workers as to our business operations and steps to be taken to minimise the risk of infection.
- To support workers mental health
- To implement emergency procedures – evacuation in case of fire or other significant incident
- To maintain safe and healthy working conditions; and to review and revise this policy annually

Print Name: Gordon Rainsford

Position: EBU Chief Executive Officer

Signature:

Date: 09/09/2025

**Overall and final responsibilities for health and safety:**

Gordon Rainsford – Chief Executive Officer

**Day-to -Day responsibility for ensuring this policy is put into practice:**

Karen Durrell Office Manager

**To ensure health and safety standard are maintained/improved, the following people have responsibility in the following areas:**

Karen Durrell – safety, risk assessments, consulting workers, accidents, first aid and work related ill health

Karen Durrell – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Karen Durrell – maintaining equipment, information, instructions and supervision, training

**In Line with the Aim of our Health and Safety Policy, Workers are asked to note and act upon the following rules:**

- Take reasonable care for their own health and safety and that of other who may be affected by their acts or omissions
- Ensure familiarisation with details of first aid facilities and who are the first aiders
- Report all accidents or incidents to the Office Manager. The Office Manager is responsible for submitting reports under RIDDOR Regulations 2013
- Use equipment as directed, following any instructions and training given and report any fault, damage to or concern about any equipment to Office Manager
- Do not attempt to repair electrical equipment
- Keep all emergency exits, stairs and thoroughfares free from obstruction
- Ensure that you log in and out of the office and be responsible for your visitors, particularly in the event of an accident or fire alarm
- Ensure that you are aware of all emergency exits and procedures
- Ensure that the office and warehouse are kept in a tidy and clean state
- Report any health and safety concerns or suggestions to the Office Manager

**Acknowledgement:** I confirm that I have received and read the Health Safety Policy of The English Bridge Union Ltd

Print Name:

Position:

Signature:

Date