

WHITEHOUSE & GRANGE BOWLING CLUB

PROTECTION & SAFETY POLICY

This Policy results from the amalgamation of three separate policies of the Club that previously covered Equity, Privacy and Child Protection. The new Policy was adopted by the Management Committee on 21st January 2025. It will be reviewed every second year.

In pursuing the sport of bowls, we are guided by the rules and etiquette laid down by the sport's governing body World Bowls. A copy of their "Laws of the Sport of Bowls- Crystal Mark Second Edition" including domestic regulations of Bowls Scotland can be consulted in both the ladies and gents' locker rooms.

General principles

Whitehouse & Grange Bowling Club is committed to making bowls accessible to all by providing a safe and welcoming environment to enjoy the sport of bowls. This is accomplished by upholding the principles of equity in all aspects of the Club's activities and operations. It is the policy of Whitehouse & Grange Bowling Club to ensure that all members, volunteers, coaches and visitors to the Club receive equitable treatment regardless of age, gender, marital status, employment status, social class, race, ethnic or national origin, religious belief or disability.

Any questions or complaints relating to the rights of Members should be directed to the Club Secretary who will bring the matter in question to the attention of the Management Committee.

Equity

The Club is committed to ensuring that equity is incorporated across all aspects of its operations. In doing so, the Club acknowledges and adopts the following accepted definitions of sports equity:

"Sports equity is the fair and just distribution of opportunities, resources, and benefits in sports, regardless of an individual's characteristics. It involves recognizing and removing barriers that people face in sports, changing the culture of sports to value diversity, ensuring that sports are accessible to everyone."

The Club respects the rights, dignity and worth of every person and will treat everyone accordingly. The Club is committed to everyone having the right to enjoy the sport in an environment free from threat of intimidation, harassment or abuse.

All Club Members have a responsibility to oppose discriminatory behaviour and promote equal opportunity. We employ a "speak up" policy for Members and visitors to report any form of bullying, harassment or otherwise unacceptable behaviour to any member of the Management Committee by anyone who experiences or witnesses such behaviour.

The Club's Management Committee will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures as set out in the Club Constitution.

Privacy and data protection

We are committed to respecting the privacy of members. We may use personal information collected before, during and after membership. This policy applies to anyone who registers to become or is a member of the Club. The application form to join the Club asks them to sign a declaration to confirm their agreement:

Data Protection: The Club has a policy to protect the privacy of its member (see website for copy of our Privacy Policy). I agree that the Club may disclose my contact details held on the Register of Members **solely** to other Members of the Club for the efficient administration of the Club and to facilitate the arrangement of match fixtures and competitions. This consent may be withdrawn at any time with a written request to the Secretary.

We have not appointed a specific Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but the Club Secretary has overall responsibility for data protection compliance along with the Management Committee.

Depending on the type of membership registered, we may obtain and hold personal information regarding:

- Name, postal address, email address, and telephone numbers.
- Gender.
- Membership start and end date.
- Other information included as part of the application process for membership.
- Record of interactions such as telephone conversations, emails and other correspondence.
- Images in video and/or photographic form for use in our reports on activities and on our website www.wandgbc.com
- Preferences so that we know whether and how to make contact.
- records of competition outcomes and matches and competitions entered.

Note: date of birth is not collected regularly, nor is it a requirement of membership. (Where age is a factor for participation in certain external competitions e.g. Seniors (over 55) and juniors, we trust our Members' declaration of their eligibility)

We typically collect personal information about our members on application to become a member of the club or when corresponding by phone, e-mail or in some other way. The main purposes for which we process and retain any personal information and our lawful basis for doing so is set out below:

- Administration of the membership and managing Members' relationship with the Club;
- Sharing relevant information with other Members;
- Inclusion in club phone and contact lists;
- For the purposes of promoting the club, our events and membership packages.

Where consent to use personal information in a particular manner is given Members have the right to withdraw this consent at any time, which may be done by contacting the Club Secretary.

We may share personal information with the following parties:

- Any party approved by the Member.
- Any governing bodies or regional bodies for the sport of bowls to allow them to administer the sports on a local, regional and national level.
- The Government, Edinburgh Council or any other regulators, where we are required to do so by law.

- Police, law enforcement and security services: to assist with the investigation and prevention of crime.

We shall not share Members' personal details with our sponsors or any other external organisation, or persons, except in the circumstance mentioned above.

Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years after the last contact or the end of membership.

It is important to ensure that the personal information we hold is accurate and up-to-date, and Members are asked to let us know if anything changes, for example change in phone number or contact addresses.

Members have the following rights in relation to their personal information:

- the right to be informed about how personal information is used;
- the right to access the personal information held;
- the right to request the correction of inaccurate personal information;
- the right to request the erasure of your personal information in certain limited circumstances.

Whilst our privacy policy sets out a general summary of legal rights in respect of personal information, this is a complex area of law. More information about legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

Health and safety

We promote our Clubhouse and grounds as a safe and secure environment. Regular checks are carried out to identify potential hazards on or off the bowling green, Members are encouraged to report any issues as they arise that could cause trips, slippage or falls and to take remedial action to eliminate or draw attention to the hazard. E.g. to remove obstructions or trip hazards, mop up liquid spillages or ensure hazards are clearly marked

During the COVID pandemic in 2020 and 2021 we adhered to all the required regulations on keeping a two metres distance and spraying surfaces and equipment with disinfectant etc. We continue to advise any member who has a cold, fever or generally feeling unwell not to visit the Club. We continue to maintain hand gel dispensers at entry points to the Clubhouse and locker rooms. All toilets have hot water, soap and disposable hand towels. The cold water throughout the Club is mains supply and therefore drinkable although bottled water is available from the fridge in the Bowls House.

There are first aid kits available in both locker rooms and the Clubhouse. An accident record book is kept. We have installed a defibrillator with several Club Members trained in its use.

Members may if they wish to do so inform the Secretary of any life-threatening condition, (e.g. insulin dependent, epilepsy or severe allergy) so that appropriate care/first aid can be given in an emergency. Members may wish also to advise the Secretary of an emergency contact number. The Secretary would **only** share such information with the Club first-aiders on a need-to-know basis.

We have improved access for wheelchairs and those with restricted mobility by removing steps and completing ramping down to the clubhouse in November 2024. The ramp is lit after dark by mains powered motion sensitive lights. During winter months, a salt box is situated at the main gate for de-icing purposes.

Food preparation for Club events can be carried out at home or in the Clubhouse kitchen by Members who hold a Food Hygiene Certificate. They can also supervise other Members to prepare food in the Clubhouse. Any external caterer used will be asked to confirm that their staff hold the necessary hygiene certificates.

Fire prevention and precautions

The Club has a no smoking policy on its premises. In addition, candles or naked flames are not permitted in the Clubhouse. In accordance with regulations, smoke and heat alarms are fitted and tested annually as are the fire extinguishers located in the Clubhouse and locker rooms. Automatic door closing mechanisms are subject to regular checks. During the hours of darkness, emergency lighting comes on automatically in the Clubhouse, gents' toilet and locker rooms. In the event of fire and evacuation of the Clubhouse, the safe assembly point is designated as beside the Curling Rink and marked accordingly.

Gas and electricity safety

The gas boiler located in the gents' toilet is subject to an annual service after which we receive a gas safety certificate. There is a carbon monoxide alarm fitted. There is no gas supply to the main Clubhouse. All mains connected electrical equipment is subject to an annual PAT test with a certificate of compliance issued at the end of the inspection.

Child protection policy

For the purposes of this section, a child is defined as someone below the age of 18. The Club does not currently have any junior members. Members and visitors may bring their children and grandchildren to the Club. We recognise our responsibility to promote safe practice and to protect children from harm, abuse and exploitation whilst on our premises.

In accordance with our bar licence no person under 18 will be served alcohol nor receive alcohol in any raffle draws that the Club may run.

Insurance

Whitehouse & Grange Bowling Club has an insurance policy that provides cover for public and products liability. This policy protects legal liabilities to pay compensation and legal costs for accidental death or injury to any person and accidental damage to third party material property. The cover inter alia, cloakrooms, Consumer Protection & Food Safety Acts, Data Protection Act, Health & Safety and indemnity to other parties.

Communication of the Policy

All current Members will be sent a copy of this revised Policy with the 2025 AGM packs. New Members will receive a copy along with a copy of the Club Constitution once their application for membership has been processed. A copy will be placed on the Club Website and updated accordingly.

Adopted 21st January 2025 revised to add policy covering tripping hazards and spills as required by insurers 15th July 2025

Due date for next review 21st January 2027