

LARNE RUGBY FOOTBALL CLUB



Established 1912

Health and Safety Policy – July 2018

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as our activities change in nature and size. To ensure this the policy and the way in which it has operated will be reviewed annually.

Signed: _____

Office: Club President

Date: _____

Responsibilities

1. The overall and final responsibility for health and safety in the Club is that of the Club President.
2. The Bar Committee Chair will be responsible for safety in matters pertaining to the operation of the bar and kitchen including staff training.
3. The Property Committee Chair will be responsible to the physical condition of the premises inside and out, and matters pertaining to staff responsible for cleaning and volunteers carrying out maintenance activities including grass cutting.
4. The Chair of Selectors is responsible for overall safety matters involving adult rugby training and the use of the gym. At training sessions and matches the coaches will assume responsibility.

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5. The Rugby Development Chair is responsible for overall safety matters involving Mini and Youth teams below the Under 19 age group. At training sessions and matches the coaches will assume responsibility.
6. All employees have the responsibility to cooperate with supervisors and Committee Chairmen to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
7. Whenever an employee, supervisor or Committee member notices a health and safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.
8. Other people responsible for:

Safety Training: Appropriate Committee Chair
Carrying out safety inspections: Arthur James, Paul Johnston and Paul Montgomery
Investigating Accidents: Paul Montgomery
Monitoring maintenance of plant & equipment: Property Committee Chair.

General Arrangements

Accidents

First Aid Box is in the Bar Liquor Store.

Defibrillator is in the Coaches' Room.

Appointed person responsible for the First Aid Box and Defibrillator: Arthur James

Person responsible for reporting accidents: Paul Montgomery

Accident record documents are kept in the Health and Safety Manual in the Bar.

General Fire Safety

The Property Committee Chair or nominee will inspect:

- Escape Routes – clear and signposted
- Fire extinguishers
- Emergency lighting

These inspections will be completed once per month and details recorded in the Health and Safety Manual.

The Bar Committee Chair shall be responsible for staff awareness of action in the event of a fire.

Advice and Consultancy

Environmental Health
General Safety Matters
Emergency

0300 124 5000
Paul Montgomery 07803 968553
999

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Training

Committee Chair for appropriate area and staff as detailed above.

Competencies

The following people are deemed to be competent for the activities listed by way of experience, qualifications and/or training and are judged so by the appropriate Committee Chair or responsible person signing off.

Person	Contact Number	Approved by	Date
General property maintenance			
John Maybin	07810255548	P Montgomery	05.02.13
Arthur James	07778852922	P Montgomery	05.02.13
Ronnie Lough	07779105957	P Montgomery	05.02.13
William Nelson	07974934905	P Montgomery	05.02.13
Paul Johnston	07792221198	J Maybin	13.07.18
Philip McMurtry	07841866833	J Maybin	13.07.18
David McDowell	07753646618	J Maybin	13.07.18
Paul Montgomery	07803968553	J Maybin	13.07.18
Grass cutting and fertilising			
John Maybin	07810255548	P Montgomery	05.02.13
Arthur James	07778852922	P Montgomery	05.02.13
Ronnie Lough	07779105957	P Montgomery	05.02.13
Paul Johnston	07792221198	J Maybin	13.07.18
David McDowell	07753646618	J Maybin	13.07.18
Paul Montgomery	07803968553	J Maybin	13.07.18
Electrical Work			
Tom Porter	07716209241	J Maybin	13.07.18
Gas Work			
Calor Gas	02890458466	P Montgomery	05.02.13
Robert Bryans	07710619436	P Montgomery	05.02.13
Graham McAllister	07801813806	P Montgomery	05.02.13
Catering			
Derek Lough	07791714477	P Montgomery	13.07.18
Kylie Lough	Ref Derek L	P Montgomery	13.07.18
Karlyn Reid	07729600097	P Montgomery	13.07.18
General cleaning			
Leigh-Anne Henry	07889755665	J Maybin	13.07.18
Bar Staff			
Leigh-Anne Henry (Manager)	07889755665	J Maybin	05.02.13
Charley Mitchell		J Maybin	13.07.18

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Dale Graham		J Maybin	13.07.18
Cory Burleigh		J Maybin	13.07.18
Youth Rugby Coaching			
Gary McFarlane	07711158329	J Wilson	13.07.18
Pete Dallas	07900950636	G McFarlane	13.07.18
David McAleese	07862707106	G McFarlane	13.07.18
Ivor Armstrong	07814494436	G McFarlane	13.07.18
Mini Rugby Coaching			
Neil Clarke	07710003740	J Wilson	13.07.18
Matthew Agnew		J Wilson	13.07.18
Richard O'Neill		J Wilson	13.07.18
Pete Dallas	07900950636	J Wilson	13.07.18
Colin Halliday		J Wilson	13.07.18
Mervyn Bell		N Clarke	16.07.18
Willis Millar		J Wilson	13.07.18
Tom Ford		J Wilson	13.07.18
Stewart Boyd		N Clarke	16.07.18
Stewart Hoey		N Clarke	16.07.18
Roy Kennedy		J Wilson	13.07.18
Stephen Brownlees		N Clarke	16.07.18
Chris Erdis		J Wilson	13.07.18
Paul Castle		J Wilson	13.07.18
Ricky Adair	07962955918	J Wilson	13.07.18
Johnny McFetridge		N Clarke	16.07.18
Gary Caldwell		N Clarke	16.07.18
Eddie Hunter	07515572226	N Clarke	16.07.18

Hazards

Electrical Safety

We must maintain all electrical equipment regularly and an electrical engineer will check this each year. Employees should report any faulty equipment and remove it.

In particular they should look for:

- Loose wires.
- Trailing cables.
- Signs of overheating, for example, blackening around the plugs and socket outlets.

Gas Safety

We must maintain all gas appliances and equipment and maintain the storage area for the underground gas tanks. The tank storage area must remain free of combustible materials. The gas appliances will be inspected annually by a Gas Safe registered competent person. Employees should be familiar on the actions to take in an emergency or if they smell gas e.g. they should be aware of the location of emergency shut-off valves.

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Manual Handling

All employees will be instructed in lifting techniques. They should keep to the following rules:

- Stand close to the load.
- Bend your knees and keep your back straight.
- Grasp the load firmly.
- Lift with your legs and not your back.
- Never lift a load that is too heavy – get help.

Good Housekeeping

Good housekeeping is essential to an effective safety programme and everyone has a responsibility to keep workplaces and toilets clean and tidy.

Catering

Food will be stored at appropriate temperatures and the fridges and freezers will be routinely checked for correct temperature. No one will be permitted to prepare foodstuffs unless they are listed above. All those involved in catering will be aware of the operation of appliances.

Safe Storage

Any items which could constitute a hazard especially to young children will be stored in lockable containers / cupboards e.g. fertiliser, washing detergents. All such items for work use will be assessed for risk and appropriate training and personnel protective equipment will be provided by the Chair responsible for the work activity.

Children

No children involved with organised Club activities under the age of 11 should be on the premises without adequate adult supervision. On other occasions children should be supervised by their parent or guardian. All youth and mini coaches will be subject to our Child Protection Policy requirements.

New and Expectant Mothers

A specific risk assessment shall be made on each occasion in relation to the role of the employee and the current work environment. For example we will take account of any advice the employee has been given by their GP or midwife.

Disabled Workers

We will make reasonable adjustments within the workplace for disabled workers.

People Working Alone

We shall advise staff that they should not be working alone unless they have a means of communication at all times i.e. a mobile phone. They will be expected to

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summon assistance in the event of any untoward situation e.g. aggression from a person in the bar.

Temporary Workers

All temporary workers will be given induction instruction on their duties, this Health and Safety Policy and actions to take in an emergency.

Machinery

Each Committee Chair will ensure that any machinery under their responsibility is adequately maintained and in good working order.

Acknowledgement of reading and understanding this policy:

I the undersigned acknowledge that I have read and understand the content of this policy and accept my responsibilities towards health and safety on the property of Larne Rugby Football Club.

Name	Signature	Date	Name	Signature	Date