



Amersham & Chiltern RFC

Health & Safety Policy

This Health & Safety policy is applicable for all employees, club members and guests visiting the club grounds and facilities at Amersham & Chiltern RFC (A&C).

It is in conjunction with the Health and Safety at Work Act 1974 and ensures that the club will, as far as is reasonably practicable, safeguard the health, safety and welfare of all persons onsite. This policy provides a guide to the safe working practices and statutory requirements that must be followed whilst onsite at A&C. It also defines rules & procedures, which have been developed within the club to actively promote the highest standards of health, safety and welfare.

Updated: 10 Oct 2019

Club Health & Safety Commitment

The Committee of Amersham & Chiltern RFC (A&C) accept our responsibilities to our employees and members/visitors to ensure, so far as is reasonably practical, their health, safety and welfare and to:

- Provide and maintain within the framework of law and of good practice, safe and healthy working conditions, equipment and systems of work for all of our employees, contractors, visitors and others
- Make arrangements to ensure so far as is reasonably practical, safety and absence of risks to health in connection with the use of the clubhouse facilities and grounds for all our members
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practical the health and safety at work of our employees
- Maintain in a condition to be safe and without risks to health, so far as is reasonably practical, any areas under our control
- Provide and maintain for our employees a working environment that is, so far as is reasonably practical, safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work

The Executive committee accept their Health & Safety responsibilities but we depend on the co-operation of all employees and members, who should be aware that they too have responsibilities under this legislation. To comply with the Health & Safety policy at all times is the duty of all employees and club members who should act responsibly, work in a safe manner, and do everything they can so as to prevent accidents to both themselves and others.

We also accept that we have a responsibility for the health, safety and welfare of others that may be affected by the activities on our premises. Not only within the clubhouse, but on the grounds that are controlled by us. To ensure the success of our policy we will carefully monitor its effectiveness and review the content annually. Revisions to the policy will be implemented as a result of deficiencies highlighted by the review, by new legislation, or by club development.

Responsibilities

Executive Committee

The Committee are ultimately responsible for Health & Safety matters within the A&C clubhouse and grounds. They are also responsible for the implementation of the Health & Safety policy and monitoring that the standards and procedures defined within the document are being adhered to, ensuring a safe and healthy working environment for all.

The Club will also keep employees up to date with amendments on Health & Safety requirements, where to obtain advice and adequate training. A record of recommendations, implementations and training will also be kept

Employees (Full and Part-time)

Responsible for:

- Complying with all aspects of the Health & safety policy, ensuring that all procedures adhere to the legislation as set out in the current edition of the A&C Health & Safety policy and complies with statutory duties
- Reporting hazards & accidents and acting accordingly to minimise risks

- The maintenance of Health & Safety supplies and equipment, ensuring a written record of all accidents is kept
- The general upkeep of the clubhouse and grounds maintaining standards and procedures of Health & Safety as defined in the A&C Health & Safety Policy

Responsibility for the daily operational enforcement of the A&C Health & Safety policy is outlined below:

Role	Responsibility
Grounds Manager	Club grounds including playing grounds and car parks
Club House Manager	Clubhouse & containers
Catering Manager	Kitchen
Club House Manager	Bar & Cool Room
Head Coaches – inc. Head of Youth/Mini's	Ensuring that the playing areas are safe before training or playing matches.

Club Members / Visitors / Guests

All persons must abide by the club rules and by any instructions that they receive relating to health and safety matters. They should not misuse or interfere with anything provided in the interests of Health and Safety. Members, visitors and guests are encouraged to bring to the attention of the Club House Manager any matters of Health, Safety and Welfare that may arise during their activities in the clubhouse.

Contractors

It is essential that any persons working on site; e.g. cleaners, builders, caterers etc, work in a safe manner and that care is taken to ensure the safety of employees and club members. Before any work begins in the club house, or on the grounds, the club house manager will meet with the contractors to discuss safety implications and agree necessary safety arrangements. These meetings will continue at regular intervals throughout the term of the contract if it is deemed necessary.

POLICY DETAILS

Reducing the Risk of Hazards to Health & Safety

To comply with statutory duties and also in accordance with our own Health & Safety Policy we need to regularly conduct inspections of our premises to ensure that so far as is reasonably practicable we are maintaining conditions of safety and absence of risks to health.

A&C need to identify hazards in order to define safe preventative and protective measures to eliminate or minimize risks to which we are exposed in our working and playing environment. We also need to identify and minimise or eliminate risks to the health & safety of persons visiting our club.

In compliance with current legislation and in support of the A&C Health & Safety Policy, we mitigate our risks by clearly documenting how we will:

- Identify Hazards
- Assess Risks
- Implement appropriate measures to control/minimize identified risks

Hazard

Anything with the potential to cause harm e.g. materials, equipment, methods of work etc.

Assess the Risk

The likelihood that harm from a particular hazard is recognised and the consequences realised.

Measures to Control/Minimize Risks

Documented actions to be taken to minimise or eliminate the risk

Risk & Hazard Assessment

A Risk and Hazard Assessment for the clubhouse and the grounds will be carried out at A&C on a quarterly basis at our premises and recorded by the Clubhouse Manager. The identification of any new hazards and instructions of action required will be distributed to all staff and members where necessary. A documented record of the Quarterly assessment will be completed by the Clubhouse Manager, shared to the Committee and stored in the Health & Safety File.

When conducting a Risk Assessment check we must ensure the following points are taken into consideration.

- Stop at every hazard that you observe (anything that could cause harm) and consider the seriousness of the hazard and the risk it could cause:
 - o Could the hazard be changed or moved?
 - o What are the risks of anyone being harmed, take into consideration work methods, precautions, processes, materials & equipment to be utilised
 - o What is the worst-case scenario e.g. how many people are at risk in terms of employees, contractors, general public etc?
 - o What is the likelihood of the worst actually occurring?
 - o How often is the risk there?

Never dismiss a hazard by assuming that common sense will prevent harm from occurring, always assume that if it can be done, sooner or later someone will do it. This is particularly key for any hazards or risks that would be exposed to our younger club members.

This is the most important stage of the process and will determine the success or failure of the effort to minimise the risk or injury. A crucial consideration is ordering risk & hazard control. The following list shows the most effective, preferred method of dealing with hazards at the top through to the least effective methods at the bottom.

- Eliminate the hazard/risk
- Substitution by something less hazardous and risky
- Enclosure - Enclose it in a way that eliminates or controls the hazard or risk
- Guarding/Segregation of people
- Safe systems of work which minimise the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs
- Information (Instruction signs, handouts)
- Personal Protective Equipment

A combination of control methods may be necessary. The most risk & cost effective methods should be chosen where possible.

General Workplace Safety, Welfare & Legislation

In compliance with the legislation of the Workplace (Health, Safety & Welfare) Regulations 1992 It is the duty of A&C to ensure, so far as reasonably practicable, the health, safety and welfare at work of all our employees, members and visitors.

We will:

- Provide and maintain a safe workplace with the buildings being of good repair, handrails provided where staircases exist and any floor openings being fenced or covered when not in use and the edges of openings marked
- Provide and maintain safe access to our premises, and maintain all areas in a safe condition ensuring that pedestrian walkways, gangways, steps, kerbs and fixed obstacles are clearly marked
- Ensure that floors, corridors, doors and stairs etc. are clean and in a good state of repair, with level, even surfaces, of a non-slip nature without holes or broken materials and that they remain free of obstructions
- Provide a hygienic workplace with clean, well-ventilated toilets, washbasins with hot & cold running water, soap and towels/dryer
- Ensure that any power-operated apparatus include adequate safety measures to prevent injury and where necessary have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency
- Ensure that safe arrangements are made for the use, handling, storage and transport of articles and materials
- Provide safe lighting in the clubhouse and will ensure a good level of local lighting where necessary
- Ensure sufficient space in work areas is available to enable safe access and allow people to move about with ease
- Provide protective clothing and equipment free of charge if required in the interests of health & safety
- Provide information, instruction, training and supervision to ensure the health & safety at work of our employees and club members
- Provide a written statement of the company's Health & Safety policy and ensure that all employees read and understand it

Safety Representative: Operations Director

A&C recognise that prevention of accidents depends on a combination of attitude of management and employees to safety as well as design, operation and maintenance of equipment, therefore employees are encouraged to observe safe working practices. Employees are expected to recognise the importance of self-discipline and to do everything they can to prevent injury to themselves and others.

The Health & Safety at Work Act 1974 states that it shall be the duty of every employee while at work to take reasonable care for the Health & Safety of themselves and other persons who may be affected by their acts or omissions at work.

Staff are advised to ensure that they adopt an appropriate dress code, suitable for the environment in which they are working or to the task being carried out. Due consideration in particular is to be given to wearing appropriate footwear when at work.

As regards any duty or requirement imposed by their employer or any person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare

Many accidents are caused through trips and falls, knocking into objects, unsafe use of hand tools and the failure to wear protective equipment. By applying more forethought, care and attention we can prevent these accidents through an awareness of our working environment.

Contractors & Temporary Workers

Contractors and temporary workers/companies will be subject to assessment and approval to determine their competency to carry out work safely. It will be an absolute condition of contract that all contractors and temporary workers comply with all the relevant statutes concerned with health & safety at the time of operation, in particular the Health & Safety at Work Act 1974 and all relevant statutory provisions.

Contractors and temporary workers will be assessed to determine their competency to operate safely prior to commencing any work on the club premises.

Accidents & Emergencies

Recording all accidents and incidents which take place on the A&C premises, including minor accidents, and 'near misses', will ensure that we can develop and maintain a safer working environment. All employees are responsible for:

- Reporting all accidents and hazards, however minor, promptly to the Clubhouse Manager or supervisor in charge at the time
- Ensure an entry is made in the accident book
- Know who your First Aiders are

The accident book is located in the Bar, and is the responsibility of the Clubhouse Manager or any supervisor on shift in his/her absence. It is the responsibility of the Clubhouse Manager to ensure a written record of all accidents are logged and updated in the clubhouse accident book.

In Case of an Accident

- Call or send for help. Only attempt a rescue if you can do so without placing yourself in danger
- Protect the casualty from more harm
- Report to a member of staff/supervisor and/or First Aider promptly
- Employees are responsible for ensuring the Clubhouse Manager is informed of any accidents that they witness and/or are reported to them by a club member, guest, visitor

In Case of a Hazard

- Warn others and where possible take steps to prevent harm or reduce the risk
- Report the hazard to the clubhouse staff (member/guest/visitor) or to your Supervisor/Clubhouse Manager (employees)
- Don't make repairs/adjustments unless you have been trained and told to do so
- It is your legal duty to report any accident or hazard to your supervisor/Clubhouse Manager (employees)

R-I-D-D-O-R: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Reporting of Injuries/Diseases

Reporting accidents and ill health at work is a legal requirement but it is common sense to make sure we and our employees are safe by notifying the Health & Safety Executive of hazards that could be of relevance to others.

A&C are required to report to the Local Health & Safety Inspector in the event of a Death or Major Injury on the club premises.

Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence that must be reported immediately (e.g. by telephone) to the enforcing authority. Within ten days this must be followed up with a completed accident report form

IMPORTANT: Records of any reportable injury, disease or dangerous occurrence must be kept for three years from the date on which the event occurred by A&C.

First Aid

Under Health & Safety regulations it is the responsibility of A&C as an employer to provide First Aid facilities appropriate to the number of people employed and the particular risks associated with the activities undertaken on the premises.

Each A&C age group will be provided with 2 or more First Aid Kits, stocked in compliance with the RFU recommendation and general First Aid regulations. Each age group must ensure that there are at least 2 qualified/trained first aiders assigned for their group, and at least one person should be available during any training sessions/matches. It is the responsibility of the assigned age group First Aider and/or Age Group Manager to ensure that the kits remain stocked and are taken offsite when travelling to another club/location for training/matches.

The Clubhouse Manager is responsible for ensuring that access remains available for ambulances to the A&C premises at all times. All employees should make themselves familiar with where and how to obtain First Aid when on club premises. The A&C Health & Safety policy requires that:

- Qualified personnel should only administer First Aid, except in severe cases of bleeding or cessation of breathing
- Have all injuries properly treated, even minor wounds can lead to major surgery if not attended to properly
- Only move an injured person if it will prevent him from sustaining further injury
- Some injuries such as eye contamination need specialist treatment, advise any injured person to seek medical attention asap
- Report all injuries and ensure that all details are properly recorded in the A& first aid book

A&C has assigned a First Aid Officer for the club whose duties include either directly, or via delegation to a member of the management team:

- Taking Charge of the situation in the event of a serious injury/illness occurring
- Summoning the Emergency services when necessary

- Communication skills to any onsite employees/members/visitors/guests
- Maintaining First Aid Box contents

It is the direct responsibility of the First Aid Officer to ensure that the club has an adequate first aid box within the clubhouse that is maintained for contents and easily accessible at any time. All club employees and volunteers should be informed of the location of the First Aid box and able to access at any time. The club First Aid Officer is also responsible for ensuring adequate supplies are passed to the age group first aid resources, upon request, and in a timely fashion.

Fire Emergency Instructions & Prevention

If you discover a fire:

- Immediately raise the alarm
- Attack the fire if possible with appliances provided, if trained to do so
- Do not take personal risks

Once the Alarm has been raised:

- An appointed person will call the Fire Brigade
- Evacuate Building immediately ensuring nobody is left in any part of the clubhouse
- Use nearest available exit
- Do not stop to collect personal belongings
- Go straight to the designated assembly point
- Do not re-enter building until officially instructed to do so

The A&C Fire Assembly Point is *****. It is the responsibility of the Clubhouse Manager to ensure that the assembly point is clearly displayed throughout the club premises and visible to any employees, members, guests or visitors.

All employees should be aware of procedures regarding evacuation during a Fire or any other emergency situation.

Fire Prevention & Protection

In order to minimize the risk of fire and protect our clubhouse and any persons onsite, all employees are required to ensure the following is maintained at all times:

- Keep all fire exits clear - doors and access routes
- Keep fire extinguishers free from obstructions and available in their designated areas
- Ensure you know the location of fire extinguishers, how to identify the different types of extinguishers and their uses, and how to operate them
- Remember water extinguishers must never be used on electrical fires
- Familiarise yourself with the location of fire exits
- Ensure chains are not put on fire doors
- Do not prop open fire doors, they must always be closed
- Maintain good housekeeping habits by not allowing combustible materials and debris to accumulate. Empty waste bins regularly
- Do not use unofficial heating, lighting or cooking appliances
- Do not put clothing, tea towels and towels on or near heating appliances
- Ensure all electrical appliances are in good repair; remove any defective appliances from use until they have been correctly repaired
- At the end of each working shift, the last employee to leave the premises should ensure that they switch off all non-essential electrical equipment

- Close all doors & windows before leaving premises

Gas Safety

If there is suspicion of a gas leak turn off the supply and notify your gas supplier immediately if gas continues to escape. The following guidance also applies:

- Ensure a suspected gas leak is not checked with a naked flame
- Ensure NO SMOKING is allowed in the vicinity of any suspected leak
- If necessary, evacuate as required until leak is stabilized
- Ensure adequate ventilation- air inlets should not be blocked
- Use only competent fitters, CORGI registered gas installers are the only ones permitted by law to work on a gas appliance, fitting or storage vessel
- Do not use or allow the use of any appliance you know or suspect is unsafe
- A&C management will ensure that all gas appliances regularly serviced by a competent person

For all persons onsite in the club premises at A&C, please be sure to notify a member of staff/management immediately if you suspect a gas leak.

General Safety Rules & Procedures

The safety of the workplace is the responsibility of everyone, we all have a part to play in helping to provide and maintain an accident free working environment. In order to achieve this it is very important to follow the proper safety rules and common sense safety practices at all times.

- Treatment should be sought for all accidents, and incidents reported
- Report unsafe conditions, tools, equipment and practices
- Fighting or the use of illegal drugs is prohibited within the clubhouse grounds
- Any person who is unable to perform their duties satisfactorily as a result of consuming alcoholic liquor will be prohibited from working
- The misuse of legal drugs is prohibited, as is the possession, distribution or sale of illegal drugs
- Safety equipment for use on the job is not to be tampered with, misused or damaged
- Use only equipment in good repair, ensure it is the right equipment for the job; never try to make do with damaged or unsuitable equipment, report any concerns to a member of staff/management
- Employees should ensure any equipment and machinery is switched off when not attended and at the end of the working day
- Ensure that any unfinished jobs are left in a safe state with all tools put away correctly and any structures secured
- Do not walk or stand under loads carried by power operated equipment
- Ensure that all personnel working in your vicinity are aware of any obstructions or openings you create by the use of warning notices
- Ensure that pedestrian walkways, gangways steps, kerbs and fixed obstacles are clearly marked
- Ensure that all cable runs are tidy and covered anywhere they could potentially be a tripping hazard, paying particular attention to Fire exits and passageways
- Ensure that equipment is stacked correctly or that any rigging is secure and safe
- Keep floors free from debris and clean up any spillage promptly
- Any smoking restrictions within A&C premises are to be complied with at all times

Training & Supervision

Induction safety training will be given to every person at the commencement of employment and where entering the A&C premises for the first time. Job specific safety training in the use of equipment, hazard awareness and risk control measures will be provided to cater for identified needs.

Work activities will be properly supervised to ensure that employees at all levels are provided with appropriate information, materials tools/equipment and personal protective equipment to carry out the work safely.

Employees Working Alone

On occasion, there may be an employee of A&C working alone on the club premises. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required.

We must ensure that lone workers are not placed at more risk than other employees so each individual assignment must be examined to assess all risks by considering certain points and guidelines:

- Can one person handle all the equipment involved in the work safely and correctly?
- Is there safe access available for one person; if stairs are to be negotiated is one person still sufficient?
- Is there any excessive weight in the equipment to be used? There is a difference between being able to lift a piece of equipment and being able to carry it over a short distance or up a flight of stairs
- Is adequate security in place for the equipment, vehicle etc. if only one person is assigned to a task? They may be called away temporarily e.g. Bathroom necessities
- Is sufficient time available for the task or would one person be compromising safety by rushing to complete a task within a given time-scale?
- Is any risk of violence increased by the assignment of a solo worker?
- Are women and young workers especially at risk if they are working alone?
- Ensure that lone workers have no medical conditions, which make them unsuitable for working alone
- Ensure that all lone workers are responsible and have sufficient training, as there is limited supervision in situations of uncertainty
- If a job is not suitable for a lone worker then arrangements must be made for providing help. Safety must always be the first priority

Electrical Procedures

All electricity installations on A&C premises must comply with the Health & Safety requirements as outlined in the Electricity at Work Regulations 1989. It is extremely important that our use of electricity is done in a safe, responsible manner, defective plugs, sockets and leads cause more electrical accidents than the appliances themselves.

All electrical equipment and work on electrical equipment and services must comply with regulations. Do not allow anyone to work on or near live equipment, unless it is unavoidable and special precautions are taken.

Power cables to machines must be properly insulated, e.g. sheathed and armoured or installed in conduit. Earth connections must be in good condition. Any exposed metal parts of electrical tools and appliances must be adequately earthed.

All electrical equipment, wiring installations, generators or battery sets and everything connected to them, must be maintained to prevent danger. It is the responsibility of the A&C Clubhouse Manager to ensure that we are carrying out checks and inspections and repairing and testing as necessary. It is also their responsibility to ensure suspect or faulty equipment is taken out of use, labelled "Do not use" and kept secure until a competent person can check it.

Storage

We must store our equipment & tools safely so as not to cause a hazard to our employees or anyone visiting our premises. Equipment should be stored and stacked on a firm, level base so that they are not likely to fall. A&C requires use of a properly constructed rack when needed and secure it to the floor or wall if possible.

Hazardous Substances - COSHH

A&C will always comply with the requirements of current rules and regulations on all hazardous substances. Employees should always comply with these rules and follow the instructions of the Control of Substances Hazardous to Health (COSHH) Regulations.

- Always read labels & safety data sheets for hazards of substances or their ingredients before you use, transport or store any substances. If in doubt contact the supplier
- Follow the instructions on the label
- If a substance is transferred to smaller containers, ensure a label is used detailing the contents, composition, hazards, first aid and what to do in the event of an accident
- Do not store chemicals in open containers such as jam-jars or bottles
- Report any hazard or defect; don't assume someone else will do it
- Assess storage risks by considering the substances and amounts stored
- Keep dangerous chemicals locked away and in covered containers
- Never mix two substances together unless the instructions say it is safe to do so
- Report any leakage or spillage immediately
- Use personal protective equipment provided where necessary
- Do not smoke, eat or drink while using hazardous substances
- Follow good personal hygiene, remove protective clothing and always wash thoroughly before smoking or consuming food and drink
- Do not siphon or pipette hazardous chemicals by mouth- use a pump or hand operated siphon

Ensure to keep your skin clean, wash off any spills immediately and get prompt first aid treatment for minor cuts. Check your skin regularly and seek medical advice at once for any rashes though use of hazardous substances.

Smoking, Alcohol & Drug Abuse

SMOKING

It is against the law for anybody to smoke in the A&C clubhouse. All A&C buildings will be 'no-smoking' areas. Signs will be displayed at the entrance to our premises to indicate this situation, as required by the Health Act 2006.

Smoking is permitted outside of buildings except on or around equipment storage areas and places where explicitly prohibited. Signs will be posted outside these buildings as appropriate.

Staff and members smoking outside buildings should make every effort to avoid creating a nuisance to those working in adjacent areas. Consideration should be given to sportspersons using the facilities and/or staff working nearby, ensuring we do not obstruct exits.

ALCOHOL AND DRUG ABUSE

It is the policy of A&C that all employees will be free from the effects of the following during working hours:

- Consumption of Alcohol
- Substance Abuse / Drug Abuse
- The taking of illicit drugs or misuse of prescribed drugs

Any A&C Employee found participating in, or attending work under the influence of the above, shall be suspended immediately and disciplined accordingly.

The quality of the workplace and the health of our employees, members and anyone else who may be affected by our actions are always of paramount importance. Abuse of the above can impair judgement and alter perception creating hazardous risks, which are unnecessary and unacceptable.

Violence Risks

A&C must minimise the risk of violence so far as is reasonably practical to ensure the safety of our employees and members. Those employees in face-to-face contact with the public are normally the most vulnerable and we recommend that they watch for early signs of aggression or 'Trouble Brewing', and try to avoid the situation rather than be led into it. Make sure that your own attitude is of a non-confrontational nature.

Clubhouse Premises

We must be vigilant at A&C club premises to ensure that there are no increases in the risk of violence toward our employees or members. As we are open to visits from the general public we can never fully eliminate the risk of somebody of a violent nature walking through our door. The very nature of our premises makes us an attractive target for theft and with theft comes a risk of violence.

Be aware of all people traffic and be aware or inform staff if there are any unauthorised 'guests'. Ensure that the clubhouse video system is operating so that we can monitor arrivals and ensure that cash on the premises is kept in a secure area. Bank money frequently and vary the route taken to reduce the risk of robbery.

Playing/Training Areas & Equipment

It is the responsibility of the identified A&C manager to ensure that club premises and equipment are maintained and remain safe for our staff, members and visitors as outlined in the following guidelines:

- All areas for playing/training are checked regularly to ensure safe and free from dangers/hazards, e.g. pot holes, sharp objects, animal waste etc
- All training/playing equipment is fit for purpose and does not constitute a danger to anyone using it, e.g. scrum machines are maintained and serviced regularly and hold a current safety certificate
- Tackle bags, contact pads, post protectors are all in good condition and must be suited to a player's size and ability
- Marker flag poles should flex on impact with no sharp edges, goalposts are padded
- All equipment should be checked prior to training sessions and matches
- During training/matches, coaches should ensure that:
 - o Training/playing is carried out under RFU regulations, rules and directives
 - o Careful consideration is given to the age and ability of players when introducing new/developing existing contact skills

Employee Acceptance of A&C Health & Safety Policy

A copy of this Health & Safety policy will always be available via the Clubhouse Manager or the [club website](#) for easy reference should you ever have any queries. If you are ever any unsure of anything regarding the Health & Safety of yourself, your colleagues or club members, please do not hesitate to ask for assistance.

All A&C employees are required to sign the record sheet to acknowledge that they have read and understood the contents of this policy and accept your responsibility as a member of staff for A&C to support the maintenance of a Safe & Healthy working environment.



HEALTH & SAFETY POLICY ACKNOWLEDGEMENT

To be completed by A&C employees.

Employee Full Name:

Job Role & A&C:

Date of Acknowledgement:

I certify that I have read the Amersham & Chiltern RFC (A&C) Health and Safety Policy Document and I accept that I am required to understand and act on the contents of this policy whilst fulfilling my duties as a A&C employee.

Signature:
