



AFC EMLEY



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Health and Safety Policy

Health and safety policy

This section details the arrangements for the effective management of health and safety.

A copy of our current general statement of health and safety policy can be found in Part 1. This sets out our commitment to provide and maintain safe working conditions for our employees and volunteers who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees and volunteers. We will also monitor progress towards these objectives at Management Committee level and we will review them annually in consultation with our employees, volunteers and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety; see the organogram in Part 2.

We are aware that the Management Committee within the football club are collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the Safety Officer (see Part 2). We have appointed the Safety Officer as the person with overall responsibility for health and safety.

The Safety Officer is supported by the Chairman who is responsible for managing health and safety matters on a day to day basis; the Safety Officer may also be assisted by Committee Members as delegated. The Safety Officer will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees and volunteers; therefore, we have established clear lines of communication and encourage our employees and volunteers to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee and volunteer is competent to carry out their responsibilities.

Part 1 - General statement of health and safety policy

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees, volunteers and spectators and any other persons who may be directly affected by the activities of the football club.

• AFC Emley will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a *specific responsibility of the Management Committee* at all levels.
7. Ensure this policy is understood and implemented throughout the football club.
8. Involve employees and volunteers in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees and volunteers to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees and volunteers, where applicable receive appropriate training, and are competent to carry out their designated responsibilities.

Signed:

Chairman
On behalf of AFC Emley

Date: September 2013

Part 2 - Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

- Chairman - Day to Day Health and Safety Issues.
- Safety Officer - Match Day and specific Health and Safety Issues.
- First Aid Officer - Match Day first aid and accident attendance.
- Security Officer - Match Day security and crowd control.

Chairman

The Chairman has overall day to day responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that the Management Committee are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and volunteers and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Management Committee meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the football club, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.
8. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.

Signature: Date:

Chairman
On behalf of AFC Emley

Date: September 2013

Safety Officer

The Safety Officer is responsible for, in addition to any duties set out in this document or elsewhere, the match day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place, if necessary, so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
6. Ensuring suitable controls are in place for the effective management of contractors.
7. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
8. Monitoring performance in relation to health and safety and reporting to the Chairman and the Management Committee of progress against the objectives of the health and safety policy.
9. Reviewing accidents and other incidents in relation to health and safety and reporting to the Chairman and the Management Committee on the outcome of these investigations.
10. Informing the Chairman of any situation which may affect or incur adverse publicity for the football club.

Signature: Date:

Safety Officer
On behalf of AFC Emley

Date: September 2013

First Aid Officer

The First Aid Officer is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy and first aid activities relevant to on field activities.
2. Monitoring and reviewing the implementation of the health and safety policy and first aid activities relevant to off field activities and spectator areas.
3. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
4. Ensuring that relevant policies, procedures, and safe working practices are provided.
5. Ensuring personal protective equipment is provided, worn and maintained where applicable.
6. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
7. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Management Committee immediately of any significant failures.
8. Ensuring that first aid and accident records and documentation are complete and are systematically stored.

Signature: Date:

First Aid Officer
On behalf of AFC Emley

Date: September 2013

Security Officer

The Security Officer is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the fire emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Being familiar with and implementing crowd control and emergency egress procedures.
5. Ensuring that escape routes and doors are kept clear and are available for use.
6. Ensuring fire doors are kept closed.
7. Checking suitable and sufficient notices are displayed.
8. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
9. Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the Security Officer should:

10. Ensure that the alarm has been raised.
11. Evacuate employees, volunteers and spectators from the stadia and attendant buildings or area involved and check that any employees, volunteers or visitors with disabilities are assisted as planned.
12. Ensure the fire service has been called.
13. Go to the designated assembly point - Main stadia car park.

SECURITY OFFICERS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Signature: Date:

Security Officer
On behalf of AFC Emley

Date: September 2013

Employees/Volunteers

It is the duty of all employees and volunteers to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with the Management Committee and other employees and volunteers in fulfilling the football club objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they may have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provided for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to the Chairman/Safety Officer and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from the Management Committee.
7. Conduct themselves in a responsible manner while on football club business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with the Management Committee, colleagues, safety representatives and advisors.