



Crowborough RFC Health & Safety Policy

Updated: September 2019



HEALTH & SAFETY AT WORK ETC ACT 1974

HEALTH & SAFETY POLICY FOR:-

**Crowborough Rugby Football Club
Steel Cross (Boars Head Roundabout)
Crowborough
East Sussex
TN6 2XB**

1: General Statement Of Policy.

- 1.1 In compliance with the requirements of the Health and Safety at Work etc Act 1974 Section 2 (3), the Club will, as far as is reasonably practicable, safeguard the health, safety and welfare of all personnel employed, using or visiting the Club grounds and facilities. Therefore our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees (volunteers and paid workers) and to provide such information, training and supervision, as they need for this purpose. The club also undertakes, as far as is reasonably practicable, to safeguard the health and safety of other people who may be affected by our activities whilst on our premises.
- 1.2 This policy should be read in conjunction with the following documentation which can be found on the Crowborough RFC website under 'Information - Policies & Procedures':
 - Codes of Conduct for Coaches, Match Officials, Club Officials, Parents/Carers, Spectators and Players,
 - Responsibilities of Parents/Carers,
 - Safeguarding Policy,
 - Photographic Policy,
 - Equity Policy,
 - Equipment Guidelines,
 - Age Grade Policy,
 - Accident & Emergency Procedures,
 - Touring Policy.
 - Social Media Policy
- 1.3 The allocation of duties for safety matters and the particular arrangements to implement the policy are set out below.
- 1.4 The policy will be kept up to date and reviewed as required by business/community/sport/social changes.

Signed:

Name: Alex Hunn
Position: Chairman Crowborough RFC
Date: September 2019

2: Crowborough RFC's Commitment To Health & Safety.

- 2.1 The Club is committed to:
- assessing and providing adequate control of the health and safety risks arising from its activities,
 - consulting with its workers and users on matters affecting their health and safety,
 - providing and maintaining safe equipment for use in pursuance of club activities,
 - ensuring the safe handling and use of substances i.e. COSHH regulations,
 - providing information, instruction and supervision for workers and users where applicable,
 - ensuring all workers and users are competent to do their tasks and to give them adequate training,
 - providing/ensuring that suitable and sufficient PPE is used where required,
 - maintaining a safe and healthy operating environment; and
 - reviewing and revising this policy as necessary at regular intervals.

3: Responsibilities.

- 3.1 The Club Chairman, Executive Committee Members, CRFC Officials, Referees, Team Managers and Coaches are responsible for ensuring that;
- The Club's Health and Safety Policy is implemented and that, as far as is reasonably practicable, a safe working environment exists in their areas of operation,
 - The activities carried out in their areas of operation are conducted in such a manner as to minimize the risk to health and safety.
- 3.2 In compliance with Section 7 of the Act all workers, users and visitors have an obligation to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and co-operate with the Club to enable any such duty to be complied with.
- 3.3 All persons must;
- Observe all safety rules,
 - Abide by the instructions issued in the interests of minimizing risks to health and safety,
 - Report any hazardous situation to the Director of Facilities, the Director of Governance or the Health & Safety Manager who in turn shall advise the Committee,
 - Co-operate in suggesting to the Director of Facilities, the Director of Governance or the Health & Safety Manager any improvements that could minimize risks to health and safety.
- 3.4 Day to day responsibility for the implementation of the policy is detailed in the table below:

CRFC Manager	Responsibility
Director of Facilities	▪ Overall responsibility for Grounds, Parking Areas, Clubhouse, Equipment & Containers
Bar Manager	▪ Bar & Cellar
Catering Manager	▪ Kitchen
Coaches & Captains	▪ Ensuring that the playing areas are safe before training or playing matches.
Referees	▪ The referee has the final say when deciding that a pitch is, or is not fit to be played on.

- 3.5 All individuals have a responsibility to co-operate with the above named persons to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 3.6 Whenever any individual notices a health or safety problem that they cannot put right, they should inform the person named above without delay.
- 3.7 The CRFC Executive Committee meetings, or any other meeting specifically called to discuss Health & Safety issues, will be the forums for the Director of Facilities, the Director of Governance to raise any issues relating to Health & Safety. Where issues arise that need immediate resolution it will be the responsibility of the Chairman and the Director of Finance to authorise remedial action.

4: General Arrangements.

CRFC seeks to promote equity and equality through:

- 4.1 **Minor Injuries & Accidents involving Players:**
All minor injuries sustained by players must be handled in line with the CRFC Accident & Emergency Policy and recorded in the CRFC Accident Book that is held behind the bar in the Clubhouse.
See: [CRFC Accident & Emergency Procedure](#).

- 4.2 **Serious Injuries & Accidents involving Players:**
All serious injuries sustained by players must be handled in line with the CRFC Accident & Emergency Policy and recorded in the CRFC Accident Book that is held behind the bar in the Clubhouse.
See: CRFC Accident & Emergency Procedure.
If the injury results in a player being admitted to hospital, even if this is after the day of the accident, it must be reported to the CRFC Director of Governance:
See: CRFC Accident & Emergency Procedures. Section 4 details the process for reporting a serious injury.
- 4.3 **Minor Accidents not involving Players:**
All other accidents must be recorded in the Accident Book that is held behind the bar in the Clubhouse
- 4.4 **Serious Injuries not involving Players:**
All other accidents must be:
- Recorded in the Accident Book that is held behind the bar in the Clubhouse
 - Reported to the Director of Governance who will be responsible for completing, where required, the RIDDOR documentation as defined on www.hse.gov.uk.
- 4.5 **Medical Facilities:**
- Where a qualified First Aider is available they will be provided with a suitable First Aid kit.
 - First Aid kits will additionally be stored in the Clubhouse Office and the Treatment Room.
 - The Club will store foil blankets in the Treatment Room and ensure that each First Aid kit contains at least one foil blanket.
 - Other emergency equipment will be stored in the Treatment Room BUT this should only be used by a suitably qualified First Aid Staff.
 - Access to equipment and grounds should be available at all reasonable times.
 - Access for Ambulances must be available at all times.
 - Access to a telephone (landline and/or mobile) must be available at all times.
 - All relevant coaching and club management will be made aware of the Club's accident procedures
- 4.6 **Playing and Training Areas:**
- All means should be taken to ensure that all areas for playing/training etc are safe and free from dangers and hazards, i.e. pot holes, sharp objects (stones, glass), animal waste, uneven surfaces, puddles of water etc.
- 4.7 **Playing Equipment:**
- All training/playing equipment is fit for the purpose and does not constitute a danger to anyone using it, i.e. scrum machines are maintained and serviced regularly and hold a current safety certificate.
 - Tackle bags/contact pads & suits, 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 should be padded.
 - All equipment should be checked prior to training sessions and matches by coaches.
- 4.8 **Playing Development:**
- The teaching/coaching or playing development of players as well as the refereeing of the game of Rugby Football must be carried out under all RFU rules, regulations and directives. Careful consideration as to the age and ability of players must be taken when introducing or developing any contact skill or situation.
 - Coaches MUST NOT ASK OR ALLOW any adult or youth to take part in or help in training, playing or fun sessions of any kind, organized by the Club, who does not have the relevant qualification, training or club's authorization to do so.
- 4.9 **Ground Equipment:**
- All ground equipment (tractors, mowers etc) and ground supplies (seed fertilizer etc) are stored in a dedicated and secure area. Signs displaying " Hazard Keep Off" should also be displayed.
- 4.10 **Clubhouse and Storage Areas:**
- Any dangerous or hazardous areas identified, must be cordoned off and clearly signed and quickly rectified.
 - Emergency exits must be clearly identified and kept free, storage areas satisfactorily secured, fire extinguishers clearly visible and marked.
- 4.11 **General Fire Safety:**
- All escape routes will be checked on a regular basis by the Director of Facilities.
 - All fire extinguishers will be checked for availability and interference on a weekly basis by the Director of Facilities
 - All fire extinguishers will be checked and serviced by
M J Fire Protection
13 Redoak
Hawkhurst
Kent
TN8 4QN
 - Staff training in what to do in the event of fire will be carried out by the Director of Facilities

5: Advice.

5.1 Advice can be obtained from the Local Environmental Health Department

Wealden District Council: Email: foodandsafety@wealden.gov.uk

5.2 In house advice can be obtained from Linda Callard:

Tel No: 01892 663922

Mobile: 07786 255643

Email: Lindacallard@sky.com

6: Training.

6.1. All workers will receive training necessary to ensure that they are able to do their jobs safely.

6.2. The person responsible for such training is the Facilities Manager.

7: Contractors & Visitors.

7.1. All contractors and visitors must report to the Director of Facilities or nominated deputy before commencing any work.

7.2. Before any work is carried out the contractor/visitor will be vetted as to their competence and warned of any known hazards they are likely to encounter.

7.3. The contractor/visitor must warn the Director of Facilities or nominated deputy of any work that may pose a hazard to anyone else.

8: Hazards.

8.1. The workplace risk assessments identify the known hazards and control measures required to reduce, to an acceptable level, the risk of injury from those hazards. All staff must follow the measures laid down.

9: Review.

9.1. The Health and Safety Policy and relevant Risk Assessment will be reviewed as and when changes in policy or current situations pertaining to health and safety dictate such a review and at least annually.

Signed:

Name: Alex Hunn
Position: Chairman Crowborough RFC
Date: September 2019