



Policy Owner: Club Secretary
Policy Review Date: January 2022

Policy: Health & Safety at Work (1974 Health & Safety at Work Act)

The Memorial Ground, Kings Rd, Wilmslow SK9 5PZ

General Policy Statement

It is of prime importance to the Wilmslow RUFC (hence forth known as 'the Club') to carry out its business in such a way as to avoid harm to its staff, volunteers, players, contractors, supporters and all others who may be affected directly or indirectly by its activities.

In order to achieve this, our aim is to:

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all staff and volunteers.
- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work and the activities and events organised by the club.
- To ensure that volunteers who undertaking the various roles and activities for the club are provided with the appropriate training and support to ensure their safety
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures – evacuation in case of fire or other significant incident.
- To maintain safe and healthy working conditions, provide and maintain plant, equipment, machinery and infrastructure
- To ensure the safe storage and use of substances.

The allocation of responsibilities for safety matters and the particular arrangements which we will make to implement this policy are set out in this document.

This policy will regularly be reviewed and updated to take into account any changes in the nature of the business, the introduction of new working methods, practices and statutory requirements.

Health & Safety Responsibilities.

Executive Committee

The Committee have overall and final responsibility for health and safety. To assist the Board in ensuring that the Organisation complies with its obligations and duties the responsibility for ensuring that the provisions of this policy is implemented and put into practice are delegated to the persons nominated below.

The Committee are specifically responsible for: -

- strategic health and safety planning;
- ensuring that adequate resources are made available for the implementation of the policy and;
- undertaking an annual review of the health and safety policy.

Individuals appointed by the Committee as Chairmen, Secretaries or Coaches of the various functions are also required to assist in ensuring that the provisions of this Policy are implemented.

The House Chairman is responsible to the Committee for ensuring full implementation of this Health and Safety Policy.

House Chairman:

Overall responsibility for implementation of the Club's Health and Safety Policy and compliance with health and safety requirements.

Main responsibilities are to:

Be aware of the requirements of current legislation and establish systems to implement and monitor compliance.

Arrange for competent assistance to assist in complying with and implementing health and safety arrangements.

Ensure that the Committee are kept informed of any significant health and safety issues and changes to legislation and regulations.

And ensure that:

- the arrangements set out in the Club's health and safety policy are implemented and maintained;
- adequate and appropriate training, information, instruction and supervision is provided;
- employees are consulted on matters affecting their health and safety;
- accidents and incidents are investigated and action taken to prevent recurrence.
- Injuries, ill-health and dangerous occurrences are recorded and reported in accordance with statutory requirements;
- risk assessments are undertaken and that action is taken to eliminate or control the risks identified
- plant, equipment and the facilities are properly maintained and meets health and safety standards;

- contractors engaged are competent and have sufficient resources.
- Insist that safe working practices are regularly observed.
- Regularly monitor and review this policy to ensure that it is effective, continues to be relevant and takes into account changes in activities or circumstances.
- Set a personal example.

All Employees

All employees have duties under Section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. They must also co-operate with their employer on matters relating to health & safety.

Employees must not misuse, interfere with or intentionally damage any fixtures, fittings or equipment provided for the purpose of protecting their health & safety.

In particular employees should:

- familiarise themselves with the requirements of this policy and the emergency procedures applicable at their place of work;
- comply with the safety instructions and procedures;
- carry out work activities and correctly use work items and equipment in accordance with the training or instructions provided;
- wear the appropriate personal protective equipment specified for any particular task or activity;
- avoid improvising which entails unnecessary risk;
- suggest ways of improving health and safety;
- report any accidents, incidents and any defects found or obvious health risks.

Failure to comply with your responsibilities or the Centre's policies and safety procedures and requirements will be dealt with in accordance with the laid down disciplinary procedure.

Volunteers

All volunteers are required to comply with the Club's policies, procedures and safe working procedures.

General Arrangements for Health & Safety.

Health and Safety Assistance.

In order to ensure compliance with statutory Health, Safety and Fire Regulations competent advice and assistance will be sought where necessary from external organisations with the appropriate skills, knowledge and experience to support the Executive Committee and General Manager in fulfilling their responsibilities.

Accident recording, investigation and reporting.

All injuries and ill-health to employees, contractors, volunteers or the public arising from work activities will be recorded. Where required injuries, ill-health and dangerous occurrences will be reported to the appropriate enforcing authority. All reported accidents, and incidents will be investigated to determine the cause and whether the system of work needs to be revised.

Child Protection

The Club will take all reasonable steps to ensure that children and young persons undertaking activities are safe and not subject to any form of abuse or bullying by employees or other users.

All employees and volunteers in significant contact with children and young persons will be subject to DBS checks any complaints or allegations made will be thoroughly investigated and dealt with in accordance with our Safeguarding Policy.

Consultation with Employees.

Employees will be consulted on matters relating to health and safety and their views sought and considered by the Management. Consultation may be carried out on a face to face basis or in writing, with employees invited to submit their views. All employees are free to raise any health and safety concerns at any time with their Manager.

Contractors (Appointment and Management)

Prior to appointment, enquiries will be made to ensure that contractors have the necessary competence and resources to undertake the work required in a safe manner. Criteria may include knowledge of previous work carried out, satisfactory evidence of H&S performance, references from other employers, or membership of a professional association.

Electrical Safety

All electrical work and inspections will be undertaken by a competent person or contractor appointed by the centre. Portable electrical equipment and tools, associated cabling and leads will be subject to regular checks. Equipment found or suspected to be faulty or showing signs of damage will be withdrawn from use until checked, repaired and tested by a competent person.

Emergency Procedures

Written emergency procedures will be provided where necessary detailing the actions to be taken in the event of accidents and incidents including, fire, evacuation and accidents. These procedures will be brought to the attention of all concerned, training and instruction will be given where necessary.

Fire Precautions.

The assessment of fire risks and the precautions required will be recorded and reviewed regularly.

Firefighting equipment and alarms are maintained on the Club's premises and these are subject to regular inspection, test and maintenance by competent contractors. Fire instructions are displayed and the arrangements brought to the attention of all employees and volunteers who will be provided with appropriate training.

First Aid Arrangements.

A sufficient number of employees will be trained as Qualified First Aiders to ensure that a qualified person is always available to administer first aid and to take charge in an emergency. First aid boxes are located in various locations on the premises. All employees and volunteers are made aware of the identity of the First Aiders and location of first aid equipment.

Food Hygiene and Safety.

The provision of catering for events is contracted out using the facilities and equipment provided and maintained by the Club. Contracted providers involved with the handling, preparation and cooking of food will be required to ensure that high standards of hygiene are maintained in the storing, handling, preparation and cooking of foodstuffs and produce a specific food safety policy, HACCP analysis and details of the control measures required.

Hazardous Substances

The exposure of employees and volunteers to any hazardous substances in the workplace will be assessed to determine whether they may have an effect on their health or safety. These assessments will be recorded and reviewed as necessary. Employees and others who may be affected will be informed of the risks and the precautions to be taken.

Information to Employees.

The contents of this Policy and other safety related information will be made available to employees and volunteers to assist them in working safely. This will be by means of publications, written instructions, operating procedures, notices, signs, and where appropriate verbally.

Manual Handling

Where manual handling cannot be eliminated and the task is identified as involving a significant risk of injury, an assessment will be carried out and used to determine the

areas of risk and the steps necessary to reduce and control the risks identified. This

may include the provision of mechanical assistance, team lifting, information and / or suitable training.

Monitoring and Review of Safety Policies and Procedures.

The effectiveness of this safety policy will be monitored regularly by means of safety inspections, compliance with the Club's procedures, and a review of accident and sickness records. A formal review of the Health & Safety Policy and Procedures will be undertaken by the executive Committee annually.

Personal Health, Safety & Welfare.

No employees who is known to be under the influence of alcohol or illegal substances will be permitted to work. No employee or volunteer shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, disability or other cause that might expose themselves or others to danger.

Planned Maintenance, Inspection, Examination or Testing.

All plant, tools, machinery, equipment, fixtures and fittings requiring regular maintenance, inspection, thorough examination or testing will be identified and arrangements made to ensure that the appropriate procedures and frequencies are complied with.

Risk Assessment

The hazards to which employees, volunteers, public or others are exposed to by the Club's activities will be identified and the risks evaluated. Assessments indicating a significant risk will be recorded and used to identify whether any further measures need to be taken.

Employees and where appropriate volunteers will be made aware of the hazards identified and the appropriate precautions to be adopted. These assessments will be regularly reviewed and if necessary revised.

Safety Rules and Procedures.

In addition to statutory requirements, the procedures and practices detailed in this document are the Centre's policy and must be strictly adhered to by all employees, regardless of the nature of their position or specific duties.

Further or additional instructions or procedures will be introduced as necessary and brought to the attention of all employees.

Training.

Training for employees and volunteers will be given where in the interest of health and safety it is mandatory, considered good practice, identified in risk assessments, or as specified in this policy.

Employees and volunteers will not be expected to undertake tasks for which they do not have sufficient skill or knowledge and is likely to jeopardise the safety of themselves or others.

New employees and volunteers will receive induction training and information specifically in respect of the Fire and First Aid arrangements.

Work Equipment.

When purchasing equipment, the Club will specify that it should comply with current health and safety legislation and standards and be suitable for the purpose intended and the environment in which it will be used.

Equipment will be maintained in good working order and repair by means of regular checks, maintenance and where appropriate compliance with statutory requirements.

The Club will ensure that any person using or maintaining work equipment will receive adequate training in its use, the risks arising from its use and the precautions required.

