



## **Folkestone Rugby Football Club** **Health and Safety Policy Statement**

Folkestone Rugby Club takes the health safety and welfare of its rugby family seriously this includes our employees, our players of all ages and their parents, our volunteers' visitors and third parties who visit or use our Club facilities.

I am committed to health, safety and welfare and have provided adequate resources and funds to support the actions and initiatives that have been developed for improving our safety and welfare standards.

This policy states my intention to take all measures that are reasonably practicable to conduct our commercial business and playing activities in such a way to ensure the health, safety and welfare of all. This includes-

- ☐ Providing adequate control of the Health and Safety risks arising from our activities.
- ☐ Correctly protecting the safety and welfare of all young players
- ☐ Consulting with our employees, volunteers, coaches and managers.
- ☐ Provide and maintain safe workplace and playing equipment.
- ☐ Provide information, instruction and supervision for employee's volunteers and Coaches
- ☐ Prevent accidents and Incidents and maintain suitable reporting procedures
- ☐ Maintain a safe and healthy working and playing environment.
- ☐ Follow best Catering and Environmental practices
- ☐ Provide adequate resources for Health, Safety and Welfare across all levels of the Club.
- ☐ Promote a positive Health and Safety culture.
- ☐ Review and revise this policy as necessary at regular intervals.
- ☐ Comply fully with our legal requirements of the Health & Safety at Work Act 1974

Our Policy documents will be reviewed at least every 12 months. Everyone has a duty to recommend revisions to this Policy where they feel necessary to ensure continuous improvements in health, safety and welfare standards. Finally, I ask that everyone shares the responsibility in taking care of their own safety and that of colleagues and any third party who could be affected by our work or actions.

**The Executive Committee**  
**Folkestone RFC**  
**May 2021**



## **Folkestone Rugby Football Club** **Health & Safety Commitment**

### **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  
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.

### **Responsibilities**

The Club Chairman, Executive Committee Members, FRFC 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.

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.

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 any Club Officer or employee

### **Specific Responsibilities**

Director of Rugby (all senior playing issues coaches and players)

Bar and Facilities Manager (all building cleaning and refuse operations general bar and cellar operations)

Youth Chair (all junior rugby operations including DBS checks and Safeguarding issues coach recruitment and Accident reporting and monitoring)

Maintenance Manager (all grounds and maintenance works within the Club)

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.

Whenever any individual notices a health or safety problem that they cannot put right, they should inform the person named above without delay.

The FRFC Executive Committee meetings, or any other meeting specifically called to discuss Health & Safety issues, will be the forums for all matters relating to Health & Safety.

Where issues arise that need immediate resolution it will be the responsibility of the Chairman and Vice Chairman and the Director of Rugby to authorise remedial action.

### **General Arrangements**

Accidents & Injuries

Minor Injuries & Accidents involving Players:

All minor injuries sustained by players must be handled in line with the FRFC Accident & Emergency Policy and recorded in the FRFC Accident Book that is held behind the bar in the Clubhouse. See: FRFC Accident & Emergency Procedure.

**Serious Injuries & Accidents involving Players:**

All serious injuries sustained by players must be handled in line with the FRFC Accident & Emergency Policy and recorded in the FRFC Accident Book that is held behind the bar in the Clubhouse. See: FRFC 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 FRFC Director of Rugby and the Club Chairman.

**Minor Accidents not involving Players:**

All other accidents must be recorded in the Accident Book that is held behind the bar in the Clubhouse

Serious Injuries not involving Players:

All other accidents must be recorded in the Accident Book that is held behind the bar in the Clubhouse and reported to the Club Chairman who will be responsible for completing, where required, the RIDDOR documentation as defined at [www.hse.gov.uk](http://www.hse.gov.uk).

**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 for Ambulances must be maintained at all times.

Access to a telephone (landline and/or mobile) will be available at all times.

All relevant coaching and club management will be made aware of the Club's accident procedures.

**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.

All coaches must inspect their individual playing areas before and after training and matches to ensure the areas remain free of dangerous material that could cause injury to players and visiting public.

**Playing Equipment:**

The Club will ensure that all training/playing equipment is fit for the purpose and does not constitute a danger to anyone using it, this includes scrum machines in addition this type of equipment must be maintained and serviced regularly and hold a current safety certificate.

Tackle bags/contact pads & suits, post protectors must be kept 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 and goalposts should be padded.

All equipment should be checked prior to training sessions and matches by coaches.

**Ground Equipment:**

All ground equipment (tractors, mowers etc) and ground supplies (seed fertilizer etc) will be stored in a dedicated and secure area. Signs displaying "Hazard Keep Off" will also be displayed.

**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.

**General Fire Safety**

All escape routes will be checked on a regular basis

All fire extinguishers will be checked for availability and interference on a weekly

All fire extinguishers will correctly serviced

Fire notices and procedures will be displayed in all areas

Fire drills will be carried out annually

The Club will train appropriate numbers of Fire Marshals

### **All contractors and visitors**

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.

The contractor/visitor must provide any Health & Safety information as required

All work must be appointed and authorised by the appropriate Club Offices

All contractors on site who may by the nature of the work have or be in contact with children must always be supervised.

### **Risk Assessment**

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.

The risk assessment process is a continuous process and will be continually monitored to ensure its suitability for the operation of the Club

### **The Executive Committee**

**Folkestone RFC**

**May 2021**

