



HEALTH AND SAFETY POLICY

Last Updated – May 2021

VERSION CONTROL

A. 1 Adopted



Part 1: Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974
Safety at Sports Grounds Act 1975
Management of Health and Safety Regulations 1992

East Retford Rugby Union Football Club Ltd. (ERRUFC) aims to comply with all Health and Safety legislation by assessing risks and providing and maintaining adequate controls of risks arising from all our work activities. The priority shall be to protect our employees, volunteers and other people who are affected by our activities and the environment.

Through correct delegation of responsibilities, the policy shall:

Maintain a safe and healthy working environment.

Provide and maintain safe plant and equipment.

Provide information, instruction, training and supervision.

Ensure safe handling and use of substances.

Implement emergency procedures, including evacuation in case of fire or other significant incident.

Consult our employees and volunteers on matters affecting their health and safety.

ERRUFC offers their full support and commitment on all Health and Safety issues and will provide sufficient funds and resources to enable correct implementation of the policy.

The successful implementation of the policy relies on, all responsibilities being fulfilled and a general aim of continuous improvement through monitoring and an annual review.

Signed on behalf of the of East Retford Rugby Union Football Club Ltd.

Peter Lewis

General Committee Chairman

May 2021

Part 2: Responsibilities for Health and Safety

The overall and final responsibility for Health and Safety is that of the General Committee of East Retford Rugby Union Football Club Ltd.

The General Committee will appointment one or more competent persons to assist with the undertaking and to comply with its relevant statutory requirements under the Management of Health and Safety at Work Regulations 1999. To ensure Health and Safety standards are maintained and improved, it shall be the duty of designated Officers to implement the policy on a day-to-day basis.

All employees and volunteers also have clear legal responsibilities for their own health, safety and welfare and for others who may be affected by their acts or omissions. In addition, all employees and nominated volunteers are required by law to co-operate with the management of the club and any delegated officers regarding matters of Health and Safety.

Members of the General Committee are required to:

- Give appropriate priority to Health and Safety matters.
- Provide adequate resources and support to any appointed Health and Safety professional.
- Ensure that the objectives of the Health and Safety policy are being met.
- If applicable, provide necessary Health and Safety training

Designated Club Officers are required to:

- Ensure that all hazards and associated risks are identified and suitable control measures are implemented.
- Communicate information regarding Health and Safety Matters effectively.
- Identified and implement safe systems of work.
- Promote good housekeeping standards.
- Provide adequate provisions for the supply of suitable safety equipment.
- Ensure that all plant, equipment and tools are used correctly, maintained in a safe working condition and adequately stored. Where necessary, ensure any defective plant, machinery, tools or equipment is taken out of use until effectively repaired or replaced.
- Ensure that all hazardous and dangerous substances are identified and stored correctly in accordance with the COSHH assessments and COSHH data.

- Ensure all accidents are fully investigated.

Employees and Volunteers are required to:

- Carry out a pre-start visual inspection of area prior to the commencement of their duties. Report any issues immediately to a General Committee and any designated Club Officer.
- Co-operate with Members of the General Committee and any designated Club Officers on health and safety matters.
- Take reasonable care of their own Health and Safety.
- Comply with control measures that have been identified as part of the club Risk Assessment programme.
- Not interfere with anything provided to safeguard their Health and Safety.
- Use and store all plant, equipment and tools are safely
- Report any defective plant, machinery, tools or equipment are reported and ensure it not used until effectively repaired or replaced.
- Use all Personal Protective Equipment as directed.
- Use all Hazardous Substances in compliance with the COSHH Assessment and COSHH Datasheets.
- Understand and comply with the Fire and Emergency evacuation procedures.
- Understand and comply with the First Aid arrangements.
- Comply with all instructions given to ensure their personal safety and the safety of others.
- Dress appropriately for their particular working environment or undertaking.
- Conduct themselves in an orderly manner in the workplace.
- Ensure that all accidents are reported and liaise with the Health & Safety Representative during any investigation.
- At all times maintain good housekeeping standards.

1. Overall and final responsibility for health and safety

Chairman of the General Committee – Peter Lewis.

2. Day-to-day responsibility for ensuring this policy is put into practice.

Clubhouse sub-committee chairman – Richard South.

Bar sub-committee chairman – Stephen Henderson

Ground sub-committee chairman – Jonathan Matthews.

Head Coach –

Part 3: Arrangements for health and safety

Risk Assessment

As part of our on-going responsibilities, we will carry out regular risk assessments to ensure that all potential risks are identified and subsequently controlled. This will be in accordance with the following:

- The identification of all potential risks
- Evaluation of the adequacy of existing health and safety measures
- Implementation of action in areas of deficiency
- Regular review

Training

To carry out risk assessment correctly and appropriately all employees at East Retford Rugby Union Football Club Ltd. will undertake risk assessment training generally and specifically in relation to:

- Manual handling and lifting techniques
- Fire Prevention
- Control of Substances Hazardous to Health Regulations (COSH 1994)

In addition, all players and volunteers will be subject to periodic simulated fire alert procedures. This will ensure that all parties are aware of their roles and responsibilities in the event of such an occurrence.

This will be implemented in accordance with the following.

- when working practices change
- when job roles change
- when new equipment/technology is introduced

Consultation

We will consult employees and volunteers routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will ensure escape routes are well signed and kept clear at all times.
- Evacuation plans will be tested from time to time and updated if necessary.

Communicating the Health and Safety Policy

Players, spectators and visitors

Players, spectators and visitors will be provided with appropriate information on health and safety risks via the Health and Safety Policy which will be displayed in a prominent place.

Contractors

Contractors will be assessed against their ability to undertake specified tasks safely by interview and inspection of their own health and safety policy. Contractors will have the requirements of East Retford Rugby Union Football Club Ltd.'s. own health and safety policies incorporated into contractor agreements.

First Aid

Personnel

East Retford Rugby Union Football Club Ltd. will provide sufficiently qualified first aid personnel with the appropriate resources to enable first aid to be administered.

Reporting Accidents

It is East Retford Rugby Union Football Club Ltd.'s. policy that all accidents which conform to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) are reported in the accident record book. An accident book will also be completed for every accident involving personal injury.

East Retford Rugby Union Football Club Ltd. is committed to the Health and Safety of all who work, visit and take part in all activities at the club.