

# **BAWFC Health and Safety Policy**

## **1 INTRODUCTION**

A health and safety policy is not only a requirement under the Health and Safety at Work etc. Act 1974, but is fundamental to the management of health and safety at the Club. It is a written statement of intent of the Club to manage health and safety proactively, and the means by which this will be achieved. It identifies and analyses the health and safety implications associated with, and measures implemented for, all relevant work activities, work places, members of staff and spectators. To this end, the policy is therefore a unique document to the Club and is subject to regular revision, updating and modification in accordance with changes in duties and responsibilities, process and practices, systems of work and other aspects of the organisation's activities.

## **2 POLICY STATEMENT**

The Club is unequivocal in its commitment to high standards of health & safety, and to progressive improvements in health & safety performance. It regards the legal requirements as defining the minimum level required and recognises that high standards of health and safety contribute to Club performance, by reducing injuries and ill health.

The Club's Board and the Board acknowledge their duties under the Health and Safety at Work etc. Act 1974. They aim to provide and promote healthy and safe working environments for members of players, staff, spectator, visitors and contractors, so far as is reasonably practicable, while on Club premises or on external activities controlled by them. Within the Club, the Board has the ultimate responsibility to take all reasonably practicable measures to ensure that Club premises are safe and do not present risks to the health of staff, spectators or members of the public. The Chairman acts on behalf of the Club to ensure that the Policy is implemented.

In order to achieve these aims the Club has identified the following key objectives.

## **3 POLICY OBJECTIVES**

- 3.1** To take steps to ensure that the Club complies with the requirements of the relevant health and safety legislation and the contractual requirements of the FA;
- 3.2** To ensure that procedures and means of managing health and safety encourage a proactive and preventive approach to health and safety throughout the institution and its associated activities;
- 3.3** To ensure that all work undertaken by persons on Club premises or engaged in Club external activities shall be carried out, as far as is reasonably practicable, without risk to the health and safety of spectators, employee's or the general public;

### **BAWFC Health and Safety Policy (Cont)**

- 3.4** To provide safe and healthy working conditions and equipment for all employees and a safe, healthy and supportive learning environment for spectators, so far as is reasonably practical;

- 3.5 To ensure that adequate welfare facilities are provided for people at work so far as is reasonably practicable;
- 3.6 To make arrangements to ensure the occupational health and safety of its members of staff, spectators, visitors and contractors affected by its activities through risk assessments and the control of hazards;
- 3.7 To ensure that members of staff, spectators and others directly affected by our work are adequately informed of the identified risks and where appropriate receive information, instruction, training and supervision;
- 3.8 To appoint competent people to assist in meeting the statutory obligations;
- 3.9 To provide adequate facilities and arrangements to enable members of staff and their representatives to raise issues of health, safety and welfare through management and employee consultation;
- 3.10 To promote knowledge and understanding in respect of health and safety issues amongst spectators, by ensuring that, where appropriate, health and safety is an integral part of the learning experience;
- 3.11 To work in partnership with the FA to promote the safe learner model, ensuring spectators understand the importance of safety, develop the ability to identify hazards that may affect them and an understanding of the control measures used to minimise the associated risks;
- 3.12 To ensure that every member of staff co-operates to maintain safe working conditions through safe working practice, using safe systems of work and risk assessments, and by reporting accidents and incidents that have led to or may lead to injury or damage.

All members of staff must play their own part and are reminded of their obligations and responsibility to co-operate with their employer on health and safety matters. A copy of the Health and Safety Policy will be made available to all staff via the Club intranet. Spectators will be advised of relevant extracts of the policy at induction. The Club Directors and Senior Management Team will regularly monitor the health and safety policy and associated arrangements to ensure these aims are achieved. The Policy will be reviewed on an annual basis and if necessary revised in light of legislative or organisational changes. Procedures made under the Health and Safety Policy will be reviewed on a three yearly cycle or earlier as dictated by legislative changes or organisational changes.

#### **BAWFC Health and Safety Policy (cont)**

### **4 POLICY IMPLEMENTATION**

- 4.1 ALL STAFF AT THE CLUB MUST IMPLEMENT THE POLICY.

4.2 CLEAR RESPONSIBILITIES IN RESPECT OF ITS IMPLEMENTATION HAVE BEEN IDENTIFIED IN THE 'RESPONSIBILITIES' SECTION OF THIS POLICY.

4.3 AS THE HEALTH AND SAFETY POLICY OUTLINES THE OVERALL PHILOSOPHY IN RELATION TO THE MANAGEMENT OF HEALTH AND SAFETY AT THE CLUB SUPPORTING HEALTH AND SAFETY POLICIES, PROCEDURES AND GUIDELINES WILL BE DEVELOPED TO ENSURE ITS IMPLEMENTATION.

Current supporting policies and procedures include: -

- 4.3.1 Health and Safety Committee Constitution Procedure
- 4.3.2 Health and Safety on Educational Study Visits Procedure
- 4.3.3 Risk Assessment Health and Safety Procedure
- 4.3.4 Work based learning and placement Health and Safety Procedure
- 4.3.5 Fire Procedures
- 4.3.6 Personal protective equipment policy and procedure
- 4.3.7 First Aid Procedure
- 4.3.8 Display Screen Equipment Risk Assessment Procedure
- 4.3.9 Disaster Plan
- 4.3.10 Control of Substances Hazardous to Health (COSHH) Procedure
- 4.3.11 Portable Appliance Testing (PAT) Procedure
- 4.3.12 Manual handling policy/procedure
- 4.3.13 Work at height procedure

#### **BAWFC Health and Safety Policy (cont)**

4.4 An annual Club Health & Safety Plan of Work and programme of health and safety training supports the implementation of the health and safety policy.

4.5 The implementation of the health and safety policy is also actively monitored through a programme of health & safety inspections and periodic management system audits.

## **5 RESPONSIBILITIES**

IN ORDER TO ENSURE THAT HEALTH AND SAFETY IS SUCCESSFULLY MANAGED WITHIN THE CLUB, THE FOLLOWING RESPONSIBILITIES HAVE BEEN ALLOCATED.

## **5.1 The Board**

- 5.1.1 Will ensure that the Board decisions reflect their health and safety intentions.
- 5.1.2 Recognise the importance in engaging the participation of staff and spectators in improving health and safety.
- 5.1.3 Will ensure that they are kept informed of and alert to, relevant health and safety risk management issues at the Club.
- 5.1.4 Will ensure the appointment of a member of the Board to act as the 'health and safety champion' for the Club.
- 5.1.5 Will ensure that Club budgets reflect the funds necessary to implement health and safety measures.

## **5.2 The Chairman**

- 5.2.1 Has overall responsibility for ensuring the management of Health and Safety at the Club and for ensuring that the objectives of the Health and Safety Policy are achieved.
- 5.2.2 Will act as 'health and safety champion' for the Board.
- 5.2.3 Will ensure that an effective health and safety policy for the Club is prepared and that proper management procedures exist to secure its implementation and review.
- 5.2.4 Will ensure that the Board is informed of the budgetary requirements necessary to comply with statutory requirements or any difficulties that might arise if resources are not available.

### **BAWFC Health and Safety Policy (cont)**

- 5.2.5 Will ensure that adequate arrangements are in place for consultation with members of staff.
- 5.2.6 Will ensure that the Club's Health and Safety policy and the detailed arrangements concerning health, safety and welfare of all members of staff are made known, implemented and maintained.
- 5.2.7 Will ensure that all Club policies and procedures in respect of Health & Safety are reviewed at appropriate intervals or when organisational or legislative changes occur.
- 5.2.8 Will ensure that suitable and sufficient risk assessments have been carried out of risks to the health and safety of members of staff whilst they are at work.

- 5.2.9 Will ensure, as so far as is reasonably practical, that suitable and sufficient risk assessments have been carried out regarding the health and safety of spectators and others who may be affected by Club activities.
- 5.2.10 Will be proactive in stimulating interest and enthusiasm for health and safety throughout the institution.

### **5.3 Club Executive Team (CET)**

- 5.3.1 Under the direction of the Chairman, members of CET are responsible for achieving the objectives of the Club's Statement of Policy on Health and Safety in the areas under their control.
- 5.3.2 As an integral part of their management responsibilities the Club Executive Team aims to achieve a progressive reduction in accidents and incidents by:
- ensuring that they and all personnel under their control know through this policy document, and accept, their responsibilities regarding health and safety and that all personnel are adequately trained to discharge those responsibilities;
  - Ensuring the implementation of the Policy on Health and Safety by establishing in their own areas of responsibilities an adequate programme to ensure the elimination of accident potential.
- 5.3.3 As a further part of their management responsibilities members of the CET conform with health and safety statutes and codes of practice in all respects. In this respect, they formulate suitable procedures to identify report and eliminate hazards, and comply with risk management procedures.

### **BAWFC Health and Safety Policy (cont)**

- 5.3.4 CET ensure that health and safety arrangements are fully discussed with all relevant managers and advisers with regard to:
- current working programmes;
  - new operations or methods of work planned;
  - the design or acquisition of new buildings, plant and equipment.
- 5.3.5 CET arrange consultations with members of staff representatives in the Club to ensure that progressive and positive methods are adopted for promoting health, safety and welfare at work and that there are arrangements for the participation of members of staff representatives in the development of such measures.
- 5.3.6 CET provide such information, instruction, training and supervision as may be necessary to ensure the health, safety and welfare of those under their control.
- 5.3.7 CET will keep under review the effectiveness of the Statement of Policy on Health & Safety and bring to the attention of the Board any changes, which it is felt may be necessary.
- 5.3.8 Will be proactive in stimulating interest and enthusiasm for health and safety throughout the institution.

## **5.4 Heads of Departments**

- 5.4.1 Will ensure that the Health and Safety policy and the detailed arrangements concerning the health, safety and welfare of all members of staff are made known, implemented and maintained within their areas of responsibility.
- 5.4.2 Will be responsible, in line with current legislation and codes of practice, for the following:
- The provision of a working environment, which is safe, and without risks to health, and the provision of adequate facilities and arrangements for the welfare of member of staff at work;
  - Ensuring that all plant and equipment is maintained as far as reasonably practicable in a condition, which is safe, and without risk to health;
  - Ensuring suitable and sufficient risk assessments are carried out of risks to the health and safety of member of staff and others who may be affected. Where hazards are identified which cannot be eliminated, that safe systems of work are designed, implemented, recorded, monitored and reviewed as necessary;

### **BAWFC Health and Safety Policy (cont)**

- Ensuring that job safety requirements are established for all jobs and that these and other safety requirements are made known to members of staff by effective information, instruction, training and supervision.
- 5.4.3 Will participate in consultation with members of staff on matters of occupational health and safety.
- 5.4.4 Will be proactive in stimulating knowledge, interest and enthusiasm for health and safety amongst spectators and staff.

## **5.5 Supervisors**

- 5.5.1 Will ensure that the Health and Safety policy and the detailed arrangements concerning the health, safety and welfare of all members of staff are made known, implemented and maintained within their areas of responsibility.
- 5.5.2 Will carry out suitable and sufficient risk assessments of all risks to the health and safety of members of staff whilst at work, spectators and others who may be affected, within their areas of control.
- 5.5.3 Will ensure that all necessary safety instruction, training and retraining is carried out within their area of responsibility.
- 5.5.4 Will participate in consultation with members of staff on matters of occupational health and safety.

- 5.5.5 Will investigate all accidents, incidents or near misses concerning health and safety with the view to identifying the cause(s) and preventing a recurrence.
- 5.5.6 Will carry out regular inspections and audits of their areas on all factors, which could influence health and safety.
- 5.5.7 Will be proactive in stimulating knowledge, interest and enthusiasm for health and safety amongst spectators and staff.

#### **BAWFC Health and Safety Policy (cont)**

### **5.6 Responsibilities of all Employees in the Club**

- 5.6.1 All employees are responsible for ensuring they take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions whilst at work.
- 5.6.2 Will be responsible to co-operate with the Club and their colleagues to achieve a safe and healthy environment by following laid down policies, procedures and instructions.
- 5.6.3 Will make themselves familiar with the health and safety procedures and rules, and to observe these at all times.
- 5.6.4 Will ensure that all accidents, incidents, near misses or hazards found in the workplace are reported to their Line Manager and subsequently through the appropriate Club procedures.
- 5.6.5 Will make themselves aware of the provisions for first aid treatment and emergency procedures. (**N.B.** Only trained and qualified personnel may carry out such tasks).
- 5.6.6 Will not interfere with or misuse intentionally or recklessly anything provided in the interests of health and safety.

## **5.7 Health and Safety Adviser**

- 5.7.1 Responsible for monitoring the Club's health and safety policy.
- 5.7.2 Will assist management in complying with the requirements of health, safety and welfare legislation, codes of practice and guidance.
- 5.7.3 Promote a common concern for health, safety and welfare throughout the Club.
- 5.7.4 Will liaise with the Health and Safety Executive and other government and independent bodies on matters concerning health, safety and welfare.
- 5.7.5 Will maintain appropriate statistics for the measurement of the Club's health and safety performance.

### **BAWFC Health and Safety Policy (cont)**

## **5.8 Health and Safety Committee**

- 5.8.1 A Health and Safety Committee has been established in the Club. It has been constituted to: -
  - To promote co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees;
  - To study the Club's safety performance with particular reference to accidents and incidents reported, so that reports can be made to appropriate managers on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
  - To set and monitor targets and objectives to deal with any specific Health and Safety matters;
  - To disseminate information on all health and safety matters;
  - To consider reports and/or letters provided by the Enforcing Authority appointed under the Health and Safety at Work etc. Act 1974 and to provide a link with the appropriate enforcing authority;
  - To consider any reports submitted by Safety Representatives;
  - To assist in the development of safe systems of work and the Club's Health & Safety Policy;
  - To monitor the availability, content and effectiveness of health and safety training given to employees;
  - To monitor the adequacy of safety and health communication and publicity in the Club;
  - To provide a link with the appropriate enforcing authority.
  - To ensure Health and safety audits are undertaken at appropriate intervals.

## **6 POLICY REVIEW**

- 6.1 This policy will be monitored and reviewed by the Health & Safety Committee

