



Health and Safety Policy – Arrangements

This section of our policy sets out the health and safety responsibilities of the Board and of individuals. It also gives details of the arrangements required to maintain health and safety Standards.

The Board:

The Board is responsible for:

- demonstrating leadership on health and safety matters at all times both as a group and as individuals
- appointing a 'Health and Safety Director' to oversee fulfilment of the Board's health and safety responsibilities as listed below
- revising the health and safety policy at least annually, on the advice of H&S Officer
- reviewing health and safety performance at least 6 monthly by receiving reports of the annual health and safety audit and other performance measures
- agreeing health and safety targets and objectives for the company and monitoring their implementation
- receiving investigation reports of serious incidents/work related ill health and responding effectively to those reports
- reviewing the effectiveness of measures to consult with and involve the workforce in health and safety
- considering the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk
- ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively
- ensuring that there are arrangements in place for the Board to receive reports on the impact on health and safety performance following the introduction of significant changes
- ensuring that the company has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary
- considering health and safety needs when deciding senior management appointments
- ensuring board members receive a briefing on health and safety requirements from a competent health and safety advisor, on appointment as a Director
- receiving regular update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes.



The Chairman

The Chairman has final and overall responsibility for health and safety matters within the Club and in particular will:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- allocate adequate resources to implement the Health and Safety Policy
ensure that the Health and Safety content of Board meeting agendas meets the policy requirements detailed above
- review this policy at least annually and more frequently where appropriate eg as a result of changes within the company, the work activities or legislation and guidance
- appoint any specialist advisors as required;
- keep the Health and Safety Officer informed of:
 - accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health
 - any proposed changes to the premises, activities or management structure
 - any new hazards not already identified within risk assessments which have been brought to his attention
 - any visits by, or correspondence with, enforcing authorities
 - any difficulties or delays in implementing advice provided by the Specialist Advisors.
- review the health and safety standards and practices of the Club on an ongoing basis
- investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Health and Safety Officer where necessary and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- ensure that there is an effective mechanism for consulting with employees on health and safety matters through meetings or other means
- ensure that supervisory Staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves
- oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied.



The Secretary

The Club Secretary assists the Chairman in the management of the Club. His health and safety role is therefore to:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- consult with employees on health and safety
- plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the Working Time Regulations
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals
- ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks
- in the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied
- ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others
- work with the Health and Safety Advisor to ensure that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work or work experience involving under 18 year olds and the needs of new and expectant mothers at work
- ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities
- ensure that employers liability insurance is maintained and that the current certificate is displayed;
- retain training records for all skills and health and safety training undertaken in the business
- carry out an annual check of the original driving licence of all staff that drive on company business and the insurance arrangements for private cars used on company business



Director with responsibilities for the Club Facilities & Property

This Director has been allocated specific responsibilities to:

- every three years, arrange for the testing and inspection of the fixed electrical installation and highlight to the Chairman any remedial actions required.
- arrange for the testing of portable electrical equipment
- ensure the fire extinguishers are serviced annually by a specialist contractor
- monitor the standards of housekeeping and ensure they are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition
- test the fire alarm, record the outcome and instigate any remedial action required
- implement fire safety measures specified in the fire safety risk assessment
- ensure that the no smoking policy is strictly applied
- conduct a monthly activation test of emergency lighting and ensure that an electrician conducts an annual inspection of the lighting and full discharge test
- ensure that the building fabric and services are maintained in good condition and effective working order
- ensure that records are maintained of all of the above premises checks, testing and maintenance activities
- report to the Chairman any health and safety concerns which he/she is not able to resolve.

Safety Officer

The Safety Officer will;

- Ensure the Club's Health & Safety Policy is maintained
- monitor compliance with the Club's Health & Safety Policy
- be the first point of contact for dealing with identified hazards in the stadium grounds.
- establish and implement a system for reporting hazards.
- liaise regularly with the Board over health and safety issues
- undertake regular inspections of the stadium and surrounding areas to identify any potential hazards.
- conduct investigations into accidents that occur on the Club's premises and reporting as appropriate
- be responsible for conducting fire drills and monitoring their effectiveness.
- conduct and assist with risk assessments and co-ordinate follow up actions
- To attend Board meetings to report on Health & Safety issues



All Employees

All employees must take care of themselves and others affected by their work and in particular are expected to:

- familiarise themselves with this health and safety policy and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor
- follow the safety rules and their training for the work activity and the particular location
- know the emergency procedures for the ground
- use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the Club
- not use defective equipment or misuse equipment
- wear personal protective equipment issued appropriate to the job they are doing
- look after personal protective equipment and report loss or damage to their supervisor
- report any safety problems, accidents or near misses to their supervisor
- not work under the influence of alcohol or drugs.

First Aid

The Club will ensure that adequate first aid trained staff and adequate first aid equipment is provided to cover the Clubs activities. The level of training and the equipment may vary depending on the activities being undertaken and best practice. Where necessary a Doctor will be in attendance. Access and a designated area will be maintained for an ambulance should it be required.

Fire Safety

The Club will ensure that adequate steps are taken to ensure that the risk of fire is minimised. Appropriate fire fighting equipment will be provided and emergency arrangements prepared in the event of fire.



Spectator Safety

The Club will ensure that all reasonable steps are taken to ensure spectator safety. The ground will be maintained in a manner to ensure safe access and egress. Each game within Christie Park will be assessed and an appropriate number of stewards will be provided. Any safety measures identified in the risk assessment will be implemented to ensure the safety of all spectators. Contingency plans will be prepared to ensure Spectator Safety.

Incident / Accidents

The Club will ensure that any accidents or incidents are brought to the attention of the Safety Officer, and in serious cases, the Chairman. Each incident will be investigated and appropriate action taken to ensure safety and to prevent recurrence. All such incidents will be recorded and records maintained.

Communications

The Club recognises that communicating information on health and safety is key to good safety performance and undertakes to ensure good communication with staff and volunteers. This communication may take the form of meetings, written or electronic correspondence as well as verbal briefs.

Risk Assessments

The Club will ensure that it's activities are assessed and any significant risks identified are addressed and the findings of such risk assessments are communicated to staff. Risk Assessments will be reviewed and records maintained.

No Director, Manager, or employee of the Company may undertake or authorise any activity which places employees, or others, in danger, or is in breach of legal requirements with respect to health and safety.

Date: June 04 2018