

HEALTH AND SAFETY POLICY

BARTON JUNIOR FOOTBALL CLUB

Health and Safety at Work Act, 1974

Statement of Barton Junior Football Club

**Address: Pasture Road Playing Fields
Pasture Road
Barton on Humber
North Lincolnshire**

Post Code DN18 5RB.....

PART ONE

General Statement of Policy, Duties and Responsibilities

1.1 Policy Statement

Barton Junior Football Club recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981

Throughout this Statement, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers.

It is the policy of the Organisation to promote the health and safety of the staff and of all visitors to the Organisation's premises ('the Premises') and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Display the HSE poster entitled 'Health and Safety Law'

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- Encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Organisation's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Organisation arising out of or in connection with the Organisation's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employers' workers may be exposed to when on the Organisation's premises.

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation's Management Committeeⁱ ('the Committee'). The statement and the procedures will be reviewed annually by the Committee or other persons appointed by the Committee.

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1.2 Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;

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- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
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- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of the Organisation's Workers

Organisation strongly requests non-employed (voluntary) workers to observe legal duties. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.

1.4 Policy for Visitors and Contractors

All visitors should be directed, on arrival, to the Committee member responsible for the visit who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

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PART TWO:

Organisation of Health and Safety

2.1 Health and Safety Sub-committee.

The Management Committee as the employer has overall and final responsibility for health and safety matters at Barton Junior Football Club, and for ensuring health and safety legislation is complied with.

The Management Committee will appoint a Health and Safety Sub-Committee, including representation for both themselves and for staff (both paid and volunteer) to:

- have a broad overview of Health and Safety matters;
- keep the Organisation's Health and Safety policy and procedures under review;
- conduct safety tours of the premises;
- ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled; and
- report to the Committee on their performance of these responsibilities.

The Health and Safety Committee shall carry out annual safety tours and inspections of the premises and make a report to the next ordinary meeting of the Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

a) Accident Book

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident bookⁱⁱ maintained by the Organisation.

b) Fire Procedures

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

c) Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

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d) Safety Clearways

Doorways must be kept free of obstructions and properly lit.

e) Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

f) Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

g) Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after using the toilet;
- Tell your supervisor of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor if you cannot follow the rules;
- Advise your supervisor of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces.

i) Alcohol, Drugs and Tobaccoiii

Smoking within the premises and the use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants is prohibited on site and no employee may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision.

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PART THREE:

Arrangements and Procedures

Barton Junior Football Club committee are responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- The First Aiders are all Team Managers
- First Aid Boxes are provided in the following locations
Managers training equipment and Dressing Rooms
- 3.1.2 Accidents
- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 and ask for 'ambulance'.
- All accidents must be reported to Child Welfare Officer immediately or as soon as practicable.
- All accidents must be entered in the accident book situated with the Child Welfare Officer The procedures for 'notifiable' accidents as shown in Appendix A below must be followed.
- The Club Secretary will investigate incidents and accidents, writing a detailed report for the Organisation's Committee and Health and Safety Sub-committee and to consider the actions necessary to prevent a recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.

3.2.2 In the event of fire

- Person(s) discovering a fire should dial 999
- The first duty of all workers is to evacuate all people from the site by the nearest exit immediately after the fire is discovered.
- All people should evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point is outside the front gate.
- No-one should leave the assembly point without the permission of Club members
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

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3.4 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.5 General

- All thoroughfares, exits and gates must be left clear at all times.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

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PART FOUR: APPENDICES

Appendix A - Accident Reporting

A.1. Accidents

All accidents which occur during work for the Organisation or on premises under the control of the Organisation must be recorded.

A.2. Accidents to Workers or Contractors' Staff

(a) For **all** accidents

Complete the Accident Book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

If accident results in incapacity for work for more than 7 calendar days then complete form F2508 with copies to:

Health & Safety Executive, [add local address / phone no. from Yellow Pages] and [the Organisation's Building Manager or Chair or other named person].

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately notify:

Health & Safety Executive and the Club Secretary.

Follow up within seven days with completed F2508 with copies to:

Health & Safety Executive and the Club Secretary

(c) Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf that is responsible for reporting the accident.

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A.3. Accidents involving Members of the Public

(a) For **all** accidents

Complete the Accident Book.

(b) For Accidents reportable to the Health & Safety Executive

If accident results in fatality, fracture, amputation or other specified injury (see Section A4 below) then immediately notify:

Health & Safety Executive and the Club Secretary

Follow up within 7 days with complete F2508, copies to:

Health & Safety Executive and the Club Secretary

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

A.4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT

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A.5.Dangerous Occurrences

In the event of any of the following:

- Collapse/overturning of machinery;
- Electrical explosion/fire:

Notify the following immediately:

Health & Safety Executive and the Club Secretary

Full details of Dangerous Occurrences can be found in the HSE Guide to RIDDOR.

IF IN DOUBT REPORT IT

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Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

B.1. Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006

B.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is **prevented** or, if this is not reasonably practicable, **adequately controlled**. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean **preventing** exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, **controlling** exposure by, for example:
 - totally enclosing the process;
 - using partial enclosure and extraction equipment;
 - general ventilation;
 - using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

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Appendix C Fire Prevention

C.1. Has the Fire Brigade been consulted on:

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- The maximum number of people who should be allowed on the premises at any one time?
- Are the escape routes kept usable?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?

C.2. Is Fire Equipment properly looked after?

- Are fire extinguishers regularly maintained by specialist fire engineering firms?
- Are staff trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

C.3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires or cigarettes left burning?
- Heaters and cookers turned off?
- Electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

C.4. Are all reasonable steps taken to prevent fires?

- Smoking not allowed in any enclosed spaces, including in the building?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- All parts of the premises kept clear of waste and rubbish, particularly store rooms

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We request that our staff, members and visitors respect this Policy, a copy of which will be available on demand.

Approved by the Management Committee

Signed:

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John Oxley
Chairman

Vaughan Foster
Secretary/Treasurer

Date

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