

The Wallingford Sports Trust

Policies and procedures

17. Health and Safety Policy

Introduction

Wallingford Sports Park is committed to maximising the safety and welfare of all its staff and members including visitors and guests. All our staff, members, guests or visitors have a responsibility to inform the Sports Park Manager in the case of accidents whilst undertaking any tasks whilst on Club premises.

The Trust is committed to the Health & Safety at Work Act 1974, and bases its policy on the, Safe Person, Safe Place, Safe practice concept. Our systems and policies will be reviewed using the model detailed in HSG65 (shown as appendix 1 of this policy).

Commitments.

We undertake to:

1. Discuss Health & Safety at every Executive Cabinet meeting.
2. Appoint a Health & Safety Officer (The Sports Park Manager, assisted by an advisor) .
3. Ensure the environment is safe and free from unreasonable risk.
4. Ensure safe entry and exit to our clubhouse, sports pitches, and site, including providing appropriate signage and instructions.
5. Provide appropriate First Aid facilities.
6. Provide appropriate safety equipment/kit to enable employees/volunteers to carry out their work.
7. Provide safe and adequate welfare facilities.

Risk Assessments.

We shall carry out risk assessments to assess and deal with all areas of our operation:

1. Manual handling
2. Slips and trips
3. Electricity
4. Noise
5. Fire
6. Violence

By:

1. Identifying any hazards.
2. Identifying any person who might be at risk from hazards.
3. Evaluating the risk and decide on precautions (eliminate/ control).
4. Recording the findings and implementing them.
5. Reviewing and updaing procedures.

Version 1:

Date: 26 June 2017

The Wallingford Sports Trust

Policies and procedures

Organisational Arrangements

The ultimate responsibility for Health & Safety rests with the board of trustees. On an operational level, responsibility to ensure that we deliver on the above responsibilities is set out as follows:

Overall responsibility for Health and Safety will be with the chairman of the trustees, who will be responsible for the maintenance of safety standards set by the club and by legislation.

On a day to day basis responsibility for ensuring the safe operation and enforcement of the health and safety requirements will be with the Sports Park Manager.

Manager's Responsibilities

Every Manager or delegate of the manager has the responsibility to ensure, so far as is reasonably practicable, the following:

- The health, safety and welfare of all staff and other relevant persons working in that area for which that manager or delegate has responsibility.
- That risk assessments are carried out in order to comply with current legislation.
- Effective emergency arrangements are in place to deal with incidents, accidents, emergencies or evacuations.
- Management of fire precautions and safety of staff under their control in relation to fire risk.
- Implementation of policy requirements, training, and safety instructions for areas of which they are responsible.
- The security, both personal and physical, relating to the premises areas for which they have control, as well as staff, visitors, contractors, customers and members of the public as appropriate.
- That contractors working within areas of the clubs control, abide by our health and safety policy requirements and demonstrate safe systems of work.
- That equipment and systems are provided, maintained, safe, and that information and instruction on their safe use is provided to employees.
- All substances stored or used that come under the control of substances hazardous to health (CoSHH) are assessed for safe use and training, instruction, and information are provided to employees.
- That all injuries, near misses or dangerous occurrences are reported and investigated as soon as reasonably practical.
- That all necessary information, training and instruction is provided to employees of outside organisations where required.
- That the place of work is maintained in a safe condition without known risk to persons therein.

Employees Responsibilities

All employees (temporary, volunteer or otherwise) must:

- Take reasonable care for the health and safety of themselves, their fellow staff and other relevant persons attending the club.

Version 1:

Date: 26 June 2017

The Wallingford Sports Trust

Policies and procedures

- Co-operate with the management and board of trustees in the performance of their duties and work, in accordance with the health and safety policy, instruction, information and training provided.
- Avoid intentionally or recklessly tampering with or damaging anything provided in the interests of health and safety.
- Call attention to any potential hazard relating to health and safety standards of which they become aware.
- Only carry out tasks or work for which they have been trained (when appropriate) and have authorisation.
- Notify the Sports Park Manager (or delegate) of any accidents, injuries, near misses or dangerous occurrences, as soon as reasonably practical, and fully co-operate with any subsequent investigation arising.

Contractors and Visitors responsibilities

Contractors whether self-employed or employed by another organisation, and visitors to the club, must:

- Take reasonable care for the health and safety of themselves, their fellow staff and other relevant persons.
- Co-operate with the management of the club in the performance of their duties.
- Avoid intentionally or recklessly tampering with or damaging anything provided in the interests of health and safety.
- Notify the Sports Park Manager (or delegate) of any accidents, injuries, near misses or dangerous occurrences, as soon as reasonably practical, and fully co-operate with any subsequent investigation arising.
- Before beginning any works, contractors may be required to produce a method statement detailing safe systems of work. In this case no work is to be commenced until this document has been provided and approved by the manager or his delegate.

Health Surveillance

Where identified through risk assessment, preconditions, pregnancy or other medical conditions health surveillance is required under statutory provision or where it may assist in the health, safety or welfare of an employee, the club will make all necessary provisions.

Information, Instruction, Training and Communication.

The club will ensure that all appropriate information regarding health, safety and welfare is provided to all staff. Statutory notices will be displayed as appropriate and any minutes of meeting containing information pertaining to health, safety and welfare will be displayed on the notice board.

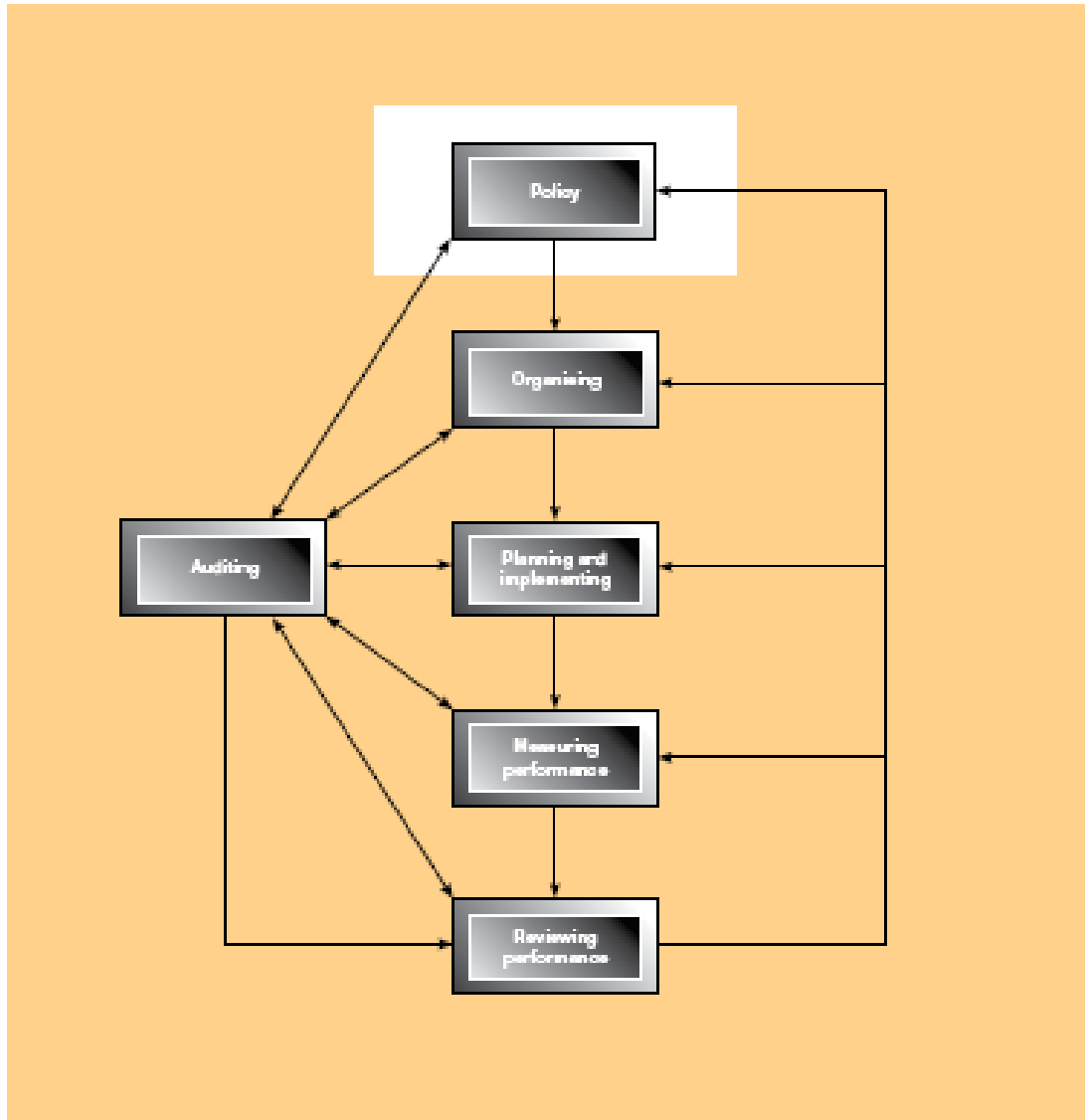
Version 1:

Date: 26 June 2017

The Wallingford Sports Trust Policies and procedures

Appendix 1

HSG 65 model for effective management of health and safety policies



Version 1:

Date: 26 June 2017

The Wallingford Sports Trust

Policies and procedures

Appendix 2

This policy has been formally adopted by the Trustees of Wallingford Sports Park who will ensure its implementation and adherence.

The persons responsible identified in the above are currently:

Chairman of the Wallingford Sports Trust (controlling body of Wallingford Sports Park)

John Atkins Signed Dated

Sports Park Manager

Dave Greedy Signed Dated

Health and Safety Advisor (trustee)

Fon Leigh Signed Dated

Policy agreed and approved on Date

Policy review due on Date