**Bracknell Rugby Football Club**



Health & Safety Policy Statement

*Health & Safety at Work Act 1974*

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# Organisation

This is the Health and Safety Policy Statement of Bracknell Rugby Football Club (the “Club”).

# Statement of General Policy

Our statement of general policy is to:

* Provide adequate control of the health and safety risks arising from our working activities;
* Consult with our employees on matters affecting their health and safety;
* Provide and maintain safe plant, equipment and working environment;
* Ensure safe handling and use of substances;
* Provide information, instruction and supervision as appropriate for employees;
* Ensure that all employees are competent to do their tasks, and to give them adequate training;
* Prevent accidents and cases of work‐related ill health;
* Maintain safe and healthy working conditions; and
* Review and revise this policy as necessary at regular intervals.

Signed: ....................................................................................

Print Name: Ian Wilson. Position: Chairman

Date: .................................................................

Review Date: ......................................................

(or First Executive Committee Meeting following the AGM and election of new committee, whichever is the later.)

# Responsibilities

The overall and final responsibility for Health and Safety is that of the Chairman of the Executive Committee as elected from time to time.

Day‐to‐day responsibility for ensuring this policy is put into practice is delegated to the Vice Chairman of the Executive Committee as elected from time to time.

* All facilities used at the club are delegated to the Chairman of Facilities
* All operational aspects of Bar, Kitchen and associated areas including the bar and kitchen staff are delegated to the Operations Manager
* All areas related to player/employees, coaching staff and amateur players are delegated to the Director of Rugby
* For a full list of who fulfils these roles then please look at www.bracknellrugbyclub.com/contact

All employees are required to:

* + Co‐operate with supervisors and managers on Health and Safety matters;
* Not interfere with anything provided to safeguard their and others’ Health and Safety;
* Take reasonable care of their own health and safety; and
* Report all Health and Safety concerns to an appropriate person as detailed in this Policy Statement.

# Assessment of Health and Safety Risks Arising from Work Activities

* + Risk assessments will be undertaken by the Vice Chairman of the Executive Committee as elected from time to time.
  + The findings of the risk assessments will be reported to the Chairman of the Executive Committee as elected from time to time.
  + Action required to remove/control risks will be approved by the Vice Chairman of the Executive Committee as elected from time to time.
  + The Vice Chairman of the Executive Committee as elected from time to time will be responsible for ensuring the action required is implemented.
  + The Chairman of the Executive Committee as elected from time to time will be responsible for checking that the implemented actions have removed/reduced the risks to an acceptable level.
  + Risk assessments will be reviewed annually by the newly elected Executive Committee or when the work activity changes, whichever is the soonest.

# Consultation with Employees

Employee representatives are:

Operations Manager and Director of Rugby

Consultation with employees is provided through regular dialogue between the Executive Committee (through its members) and the employee representatives and by meetings held as required from time to time.

# Safe Plant and Equipment

The Chairman of Facilities of the Executive Committee as elected from time to time will be responsible for:

* Identifying all equipment/plant needing maintenance;
* Ensuring that effective maintenance procedures are drawn up;
* Ensuring that all identified maintenance is implemented;
* Checking that new plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant or equipment should be reported to the Chairman of Facilities of the Executive Committee as elected from time to time.

# Safe Handling and Use of Substances

The Chairman of Facilities of the Executive Committee as elected from time to time will be responsible for:

* + Identifying all substances which need a COSHH assessment;
  + Undertaking COSHH assessments;
  + Ensuring that all actions identified in the COSHH assessments are implemented;
  + Ensuring that all relevant employees and contractors are informed about the COSHH assessments;
  + Checking that new substances can be used safely before they are purchased.

COSHH assessments will be reviewed annually by the newly elected Executive Committee or when the work activity changes, whichever is the soonest.

# Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the clubhouse.

* Health and Safety advice is available from the Chairman or the Vice Chairman of the Executive Committee as elected from time to time.
* Supervision of young workers/trainees will be monitored as appropriate either by the Director of Rugby or the Operations Manager as appointed from time to time.
* The Director of Rugby is responsible for ensuring that our employees working at locations under control of other employers are given relevant health and safety information.

# Competency for Tasks and Training

Induction training will be provided for all employees as appropriate by the Director of Rugby and the Operations Manager as appointed from time to time.

Job‐specific training will be provided by the employee’s line manager.

Specific jobs requiring special training will be identified in the Risk Assessments.

Training records are kept at the Club’s offices with personnel files.

Training will be identified, arranged and monitored by the employee’s line manager.

# Accidents, First Aid and Work-related Ill Health

There are no jobs requiring health surveillance.

A First Aid box is located in the Kitchen in the clubhouse.

The appointed First Aider is the Operations Manager.

All accidents and cases of work‐related ill health are to be recorded in the Accident Book which is kept in the Bar in the clubhouse.

The Vice Chairman of the Executive Committee as elected from time to time will be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

# Monitoring

We will actively and reactively monitor our working conditions and ensure that safe working practices are being followed. Active monitoring will generally be undertaken by members of the Executive Committee through *ad hoc* inspections and spot checks.

The Vice Chairman of the Executive Committee as elected from time to time will be responsible for investigating accidents.

The Chairman of the Executive Committee as elected from time to time will be responsible for investigating work‐related causes of sickness absences.

The Vice Chairman of the Executive Committee as elected from time to time will be responsible for acting on investigation findings to prevent a recurrence.

# Emergency Procedures – Fire and Evacuation

The Chairman of Facilities of the Executive Committee as elected from time to time will be responsible for ensuring that the fire risk assessment is undertaken and implemented.

The Chairman of Facilities of the Executive Committee as elected from time to time will be responsible for:

* + Ensuring that escape routes are checked weekly;
  + Ensuring that fire extinguishers are maintained and checked as required;
  + Ensuring that fire alarms are tested monthly;
  + Ensuring that emergency evacuation will be tested at least once per quarter.

**Other Useful Contact Details and Telephone Numbers:-**

Bracknell RFC - 01344 424013

Lily Hill Park, Lily Hill Drive, Bracknell, Berkshire, RG12 2UG

www.bracknellrugbyclub.com/contact