

Health and Safety Policy

Implemented: 9 October 2015

Review Date: 9 October 2016



ABOUT THIS POLICY

- 1.1 The Board is committed to continually ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises whether on match days, for business or any other purpose.
- 1.2 This policy sets out our arrangements in relation to:
- (a) assessment and control of health and safety risks arising from work activities;
 - (b) preventing accidents and work-related ill health;
 - (c) consultation with employees on matters affecting their health and safety;
 - (d) provision and maintenance of a safe workplace and equipment;
 - (e) information, instruction, training and supervision in safe working methods and procedures;
 - (f) emergency procedures in cases of fire or other major incident.
- 1.3 This policy does not form part of any employee's contract of employment and the Board may amend it at any time. The Board will continue to review this policy to ensure it is achieving its aims.
- 1.4 This policy applies to the Club and its parent company and all subsidiary companies. It applies to all locations owned or operated by the Club including satellite academies.

2. RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

- 2.1 Gareth Rogers (the Chief Executive Officer) has overall responsibility for health and safety and the operation of this policy. The Director of Operations reports directly to the Chief Executive Officer and will report regularly to the Board on any key health and safety issues. The Health and Safety Officer and Venue Safety Manager both report directly to the Director of Operations. The Health and Safety Officer has day-to-day responsibility for health and safety matters and the Venue Safety Manager has responsibility for safety at the Stadium on match and event days and will ensure the directive of Operational Plan of Safety Certificate is adhered to.
- 2.2 The Health and Safety Officer will ensure that this policy is reviewed as a minimum annually and more frequently if deemed necessary in consultation with the internal health and safety committee. Recommendations for any amendments are reported to the Board and/or Director of Operations.

3. YOUR RESPONSIBILITIES

- 3.1 Staff at all levels of the organisation share responsibility for achieving safe working conditions and individually. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns immediately to your line manager or the Health and Safety Officer.
- 3.3 You must co-operate with managers on health and safety matters, including the reporting and investigation of any incident including near misses.
- 3.4 You should be involved in implementing solutions and adhere to the rules and procedures.
- 3.5 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

4. INFORMATION AND CONSULTATION

- 4.1 The Club will inform and consult with the health and safety committee or directly with all staff (as appropriate) regarding health and safety matters. A key element of health and safety management is sharing best practice with other clubs and lessons learnt from incidents in order to prevent recurrence.
- 4.2 The Club will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 4.3 The Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

5. TRAINING

- 5.1 The Club will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 5.2 Staff will be given a fire induction and provided with appropriate safety training, including as applicable, control of substances hazardous to health (COSHH), and the use of personal protective equipment (PPE).

6. EQUIPMENT

- 6.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.

- 6.2 No member of staff should attempt to repair equipment unless trained to do so.
- 6.3 The Facilities Officer and the Facilities Manager are responsible for ensuring equipment safety and maintenance.

7. ACCIDENTS AND FIRST AID

- 7.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 7.2 All accidents and injuries at work, however minor, should be reported to the Health and Safety Officer and recorded in the Accident Book which is kept with Security.
- 7.3 The Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

8. FIRE SAFETY

- 8.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace. The Club has in place a separate Fire Policy and Procedures.
- 8.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
- 8.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 8.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 8.5 You should notify your manager or the Health and Safety Officer if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.
- 8.6 Fire drills will be held at least every 12 months and must be taken seriously.

- 8.7 The Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

9. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

- 9.1 The Club carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- 9.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 9.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 9.4 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.
- 9.5 The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

10. COMPUTERS AND DISPLAY SCREEN EQUIPMENT

- 10.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
- (a) You should try and organise your activity so that you take frequent short breaks from looking at the screen.
 - (b) You are entitled to a workstation assessment.
 - (c) You are entitled to an eyesight test by an optician at our expense.
- 10.2 You should contact your line manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 10.3 The Club will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases the Club will pay the cost of basic corrective appliances only.

10.4 Further information on the use of DSE can also be obtained from the Health and Safety Officer.

11. QUERIES

If you have any queries in relation to this policy please direct them to the Health and Safety Officer and/or the Director of Operations.