



## Health & Safety Policy

### Responsibilities

Overall and final responsibility for health and safety is that of:

- Ken Richardson - **Club President** (Chair of Board)  
(The Club's Health & Safety Policy Statement will be displayed prominently around the Clubhouse - a copy is appended to this Policy)

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

- Iain Martin - **Risk Management Consultant, GS Group** - Competent Person
- Colin Watson – **Director of Clubhouse Operations** – daily responsibility for compliance

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and that of others e.g. fellow employees; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### Health and Safety Risks arising from Club Activities

Risk assessments will be carried for the areas detailed below. In each case, the following process will be followed:

- Risk assessment will be undertaken by **Iain Martin**,
- The findings of the risk assessment will be reported to **Ken Richardson**
- Action required to remove/control risks will be approved by **Ken Richardson**
- Responsibility for ensuring the action required is implemented rests with **Ken Richardson**
- Checking that the implemented actions have removed/reduced the risks will be done by **Iain Martin**
- The risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

## **Main Areas Covered by Risk Assessments**

### **1. General Health and Safety**

The Company will comply with the requirements of the Management of Health & Safety at Work Regulations 1999 and all our employees will receive appropriate instruction, training, equipment and monitoring to ensure they are competent to carry out any task which they are required to carry out.

### **2. Fire Risk Assessment**

The Company will comply with the requirements of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 we will undertake a risk assessment of our own premises and any site we will work upon, we will ensure our employees receive training in fire safety procedures, we will ensure our premises and sites have appropriate fire extinguishing appliances and means for raising the alarm and we will carry out regular fire safety testing and maintenance to ensure continued compliance with current regulations.

### **3. Manual handling risk assessment**

The Company will comply with the requirements of Manual Handling Operations Regulations 1992 (as amended) and we will reduce the requirement for manual handling as far as reasonably practicable. Where possible we will use mechanical handling aids and only carry out manual handling activities when mechanical aids are not reasonably practicable to use. We will carry out a manual handling risk assessment for all tasks which require manual handling to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

All employees will receive appropriate training on correct manual handling techniques and how to avoid injury from manual handling.

## **Other Areas Covered by Risk Assessments**

Other areas covered by risk assessments will include:

- **Working at Height**
- **Display Screen Equipment**
- **Noise**
- **Hazardous Substances (COSHH)**

## Personal Protective Equipment

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.

## Consultation with Employees

Consultation with employees is provided by an annual staff meeting where health and safety is a standing item and weekly meetings which conclude with an open discussion on health & safety.

## Safe Plant and Equipment

The Company will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by **Colin Watson** in order to ascertain that the equipment is suitable for its intended use. Electrical equipment will receive testing on a regular basis by a competent person and the findings of these tests will be recorded.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk. All employees will be expected to carry out daily visual checks prior to using any piece of equipment. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

**Colin Watson** will ensure that:

- Equipment/plant needing maintenance is identified,
- Effective maintenance procedures are drawn up,
- All identified maintenance is implemented,
- New plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant/equipment should be reported to **Colin Watson**.

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed both in the Club Office and on the main Club Notice Board.

Health and safety advice is available from: Health & Safety Poster, Health & Safety Executive website, Ken Richardson, Colin Watson, Iain Martin.

## Training

Induction training will be provided for all employees by the Clubhouse Manager, who will also maintain all training records, which will be kept in the Club Office.

Training will be identified, arranged and monitored by the Director responsible for the given area of operation, this includes job specific training.

## Accidents, First Aid and work-related Ill Health

The first aid box(es) are kept in the following locations:

Club Office, Bar Area, Gym, First Aid Room

The first aider(s) are all employees or volunteers who have been trained as Appointed Persons.

All accidents MUST be reported to the Clubhouse Manager and the details recorded in the accident book (held in the Club Office). Serious accidents where hospital treatment is required must be reported to the relevant Director as soon as possible after the incident.

The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with the relevant Director.

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 consecutive days
- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by a Director of the Club with the following objectives:

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive.

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions:

WHAT caused the accident?

WHO was involved?

WHEN did it occur?

WHY did it occur?

HOW could it have been prevented?

HOW can a recurrence be prevented?

## Monitoring

To check our working conditions, and ensure our safe working practices are being followed, weekly checks will be carried out and recorded - see attached checklist.

The responsibility for investigating accidents rests with the relevant Club Director.

## Emergency Procedures: Fire and Evacuation

Escape routes are:

- Fire exit doors to the front, rear and side of the Clubhouse
- Various fire escapes located throughout the site

These are checked weekly (see checklist)

Fire extinguishers are located at various Fire Points throughout the facilities. Visual checks are made weekly and full checks are made annually.

## Emergencies

It is the Company's policy to take account of fire hazards in our own workplace and on work sites. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Clubhouse Operations is responsible for keeping the operating areas safe from fire and in ensuring that staff are trained in proper fire prevention practices and emergency procedures.

### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given.

### **ACTION UPON HEARING THE FIRE ALARM**

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not leave the muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given.

First Issued: September 2017

Last Reviewed: December 2018



## Health and Safety Policy Statement

This is the Health and Safety Policy Statement of Linlithgow Rugby Football Club and covers the premises at **Mains Park, Mains Road, LINLITHGOW EH49 6DB** and work at various sites throughout the United Kingdom.

### Our statement of general policy is:

- to comply with all current applicable health and safety legislation and all other relevant legal requirements;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to reduce our accident/incident rate to zero (zero harm); and
- to review and revise this policy as necessary at regular intervals.

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date 1<sup>st</sup> September 2017