



This Health & Safety Policy sets out how Canvey Island Rugby Union Football Club is committed to providing a safe and healthy environment, for any person that may be present in or around our premises. This document outlines the role of the club's Health & Safety officer and acts as a guide to completing the club's Risk Assessment.

Health & Safety Policy

28th March 2018

Breeding, Alex (A.P.)

Statement from Canvey Island Rugby Union Football Club

General Policy:

Canvey Island RUFC is committed to providing a safe and healthy environment that will protect the well-being of members, patrons, volunteers, contracted and other personnel, which may be present in and around our premises.

Specifically, we are committed to complying with all applicable Health & Safety legislation. When developing this policy for Canvey Island Rugby Union Football Club, we have focused on:

- Health and safety at work act (1974)
- Personal protective equipment (PPE, 2002)
- Control of substances hazardous to health (COSHH, 2002)
- Health and safety first aid (1981)

Health and Safety at Work Act (1974)

The health and safety at work act was established in 1974 and it is a legislation that states employers, employee's and other staff have different duties they must all abide by. This act prevents injuries and dangerous activity to occur while at work.

Personal protective equipment (PPE, 2002)

Personal protective equipment, or PPE, is a legislation put into place to make sure that all work places have the correct equipment. This legislation also makes sure that people in the work place are safe. An example of PPE equipment is suitable and correct footwear, safety mats etc.

Control of substances hazardous to health (COSHH, 2002)

Control of substances hazardous to health is a legislation that makes employers in a work place different substances that can be hazardous to their staff if not controlled properly. COSHH can be prevented in various ways. An employer can conduct risk assessment of the workplace area, or make sure employees are following controlled measures when dealing with these substances etc.

Health and Safety first aid (1981)

The Health and Safety first aid 1981 legislation is important legislation that all work places follow. This legislation makes sure that all work places you go to, there is suitable first aid for any injuries that occur and a first aider on hand in serious injuries occur.

We will provide safe premises and equipment, as well as information and supervision as necessary to protect the health and well-being of personnel.

The regulatory body for rugby in England is the RFU. This body makes sure that all clubs, at all levels, abide by each RFU regulation and each legal requirement. The RFU officer for our area, will oversee the implementation of these laws and regulations. The RFU is responsible for the implementation of the legal factors and regulations in our sport. Legal factors are set by the government and every club needs to follow these requirements by law. As a club also have our own set of regulations which we follow.

We realise that the most important element of any safety management programme is our members, patrons, volunteers, contracted and other personnel and therefore a positive attitude towards safety is a must for anyone within our club.

We are committed to the principle that all accidents are avoidable and resources will be provided in order to ensure that all the risks in the workplace are adequately addressed.

It is club policy that safety is given priority over all other operations and if a job cannot be done safely then alternative means of doing the job in a safe manner will be employed.

We acknowledge there are various, specific legal factors that influence health and safety in our sport. These include:

- Loco Parentis
- Duty of Care
- Risk Assessing
- Testing Equipment

Loco Parentis: Loco Parentis in rugby is when a coach is responsible for all of his players during his session. This means that he is responsible for each of his player's safety on the pitch, when the parents are not present.

Duty of Care: Duty of Care is a law that applies to all clubs in rugby. This includes DBS checks on coaches and volunteers, proper first aiders available and first aid kits available at all times. Duty of Care is very important as the safety and wellbeing of all players in rugby is paramount.

Risk Assessing: Risk assessing has to be legally done and is vital in our environment. A selected person from our club, will assess the risks and dangers possible to all players & members. By doing this risk assessment, the risks and dangers can be prevented and reduce the risk.

Regulatory bodies, such as the RFU influence health and safety greatly. They do this by providing laws and rules of the game, provide us with procedures for controlling risks, and provide health and safety statements and insurance of clubs and players.

We expect all members, patrons, volunteers, contracted and all other personnel visiting our premises to co-operate fully in the implementation of this policy.

Everyone is encouraged to put forward suggestions for improvement to this statement.

This document is available to our members, patrons, employees, contracted and other personnel, visitors and inspectors of the Health and Safety Authorities.

We will update it as necessary and it will be reviewed regularly.

Signed:

Club Chairman

Risk Assessment – Definitions & Process

Canvey Island RUFC subscribe to the philosophy that all accidents are avoidable if managed correctly.

When constructing our risk assessment we have thought about the hazard, the consequences, the likelihood and from this derived the risk. This is how we have defined each one:

Hazard – is anything that has the potential to cause harm

Hazardous Event – takes place when someone or something interacts with the hazard and harm results

Likelihood - is the measure of the chance that the hazardous event will occur

Consequence - is the outcome of the hazardous event

Risk = Likelihood x Consequence

Our risk assessment will include:

- Identification of any unsafe conditions
- Outlined action required to resolve
- Identifying the person responsible to resolve
- Reassess to ensure corrective action was successful

Recorded risk assessments will be a regular check and not a once a year chore. How often will depend on a number of factors.

The RFU may recommend what is best practice. In any event, we will carry out routine checks at each training or competitive session.

Any risks will be recorded and addressed. If the risk cannot be sorted in time for the session to begin then this may require the session to be cancelled, if the risk is deemed quite likely.

If the risk is addressed or the likelihood is minor, then it will be the judgement of the coach to decide whether the session can run safely if participants are made aware of the risk.

Carrying out risk assessments is part of our club's Health and Safety responsibility to our members, players and volunteers.

Guide for Risk Assessment

- Make a list of all club activities.
- Identify all hazards for each activity and decide if they are minor or major risks.
- Decide whether existing precautions are enough or more needs to be done to make the risk as small as possible.
- Record findings for future reference, it can help if there is an issue. It can also prompt to monitor particular hazards and precautions.

- Identify whether each risk that remains is high, medium or low, depending on the harm and number of people it could affect.
- Carry out any further precautions necessary to reduce risk of injury. If you need to, prioritise based upon the level of risk and consequence.
- Implement agreed measures from the Risk Action Plan to reduce risk.
- Monitor to ensure that standards are maintained.
- Review assessment regularly to ensure precautions are working effectively

All aspects of club operations are subjected to risk assessment and the necessary precautions put into place.

The playing surface and spectator areas

- Ensure the playing surface is in good repair
- Reduce the risk of players being injured if they accidentally collide with anything that may be located at the edge of the playing surface.
- Depending on the number of spectators we have, manage entrances, exits and crowd barrier
- Keep pedestrian walkways free from slip and trip hazards
- Take steps to ensure pedestrians and vehicles can circulate safely

Sports Equipment

- Check the sports equipment we provide or have control over is safe to use (stored safely when not in use)
- Protect people from electric shock or burn. For instance, if we use mains voltage outside use a 'trip device' to ensure that the current is promptly cut off if contact is made with any live part

Clubhouse & Changing Rooms

- This will cover fire precautions and emergency evacuation arrangement, safe movement around the building, electrical equipment, gas appliances, asbestos management and legionnaire's disease. This checklist will apply to places like community halls
- Deal with any catering related risks.

Emergency & Contingencies

- A plan for what to do if there is an emergency or something not going according to plan
- Have a means of raising the alarm if there is an emergency
- Have adequately trained first-aiders
- Ensure an ambulance and/or fire engine can gain access to your venue
- Ensure everyone knows about the emergency arrangements

The risk assessment shall be carried out by all committee members, brought to review and a group decision made on final risk rating. This exercise will be led by the clubs Health & Safety officer.

Responsibility

The club Health & Safety officer is responsible for setting and maintaining the overall safety standards within the club. Each member is responsible for their own safety and for the safety of those who may be affected by their actions.

It is the responsibility of each member to report any hazards, unsafe practices and procedures, or defective equipment to the committee.

The club Health & Safety officer is responsible for overseeing the safety provisions on behalf of the Club. They will consult regularly with members, patrons, volunteers, contracted and other personnel and is available for consultation if anyone has queries or concerns regarding any of the safety provisions mentioned in this statement.

Their main duties and responsibilities are as follows:-

- To guide and advise on all Health, Safety and Welfare matters.
- To ensure that the Club fulfils all statutory requirements in respect of the relevant Acts and Regulations.
- To ensure that appropriate safety education and training are co-ordinated and carried out using both in-Club and external sources where necessary

Co-Operation

In order to assist the committee in safeguarding Health and Safety while on the premises, we need:

- Members, patrons, volunteers, contracted and other personnel must take reasonable care for their own safety and health and that of any other persons who may be affected by their actions or omissions.
- Members, patrons, volunteers, contracted and other personnel are obliged to cooperate with the Club in the application of the related Regulations.
- Members, patrons, volunteers, contracted and other personnel must not intentionally interfere with or misuse any means, appliance, convenience or equipment provided in compliance with the Acts or otherwise for securing the health, safety and welfare of members, patrons, volunteers, contracted and other personnel, occupying the same work area.
- Members, patrons, volunteers, contracted and other personnel must report any defects they notice in the club which might be dangerous to safety and health.
- Members, patrons, volunteers, contracted and other personnel must use any protective clothing, equipment or appliance supplied to secure their Safety, Health and Welfare.
- If Club transport is provided for the conveyance of members, patrons, volunteers, contracted and other personnel on Club business, they must be aware that their responsibilities are very explicit under the Road Traffic Act and must operate the vehicle in accordance with the law as laid down.

Revisions

This Health & Safety statement will be updated as necessary and the revisions brought to the attention of the members, patrons, volunteers, contracted and other personnel.