



PADDINGTON SPORTS CLUB

HEALTH AND SAFETY POLICY

1. STATEMENT OF GENERAL POLICY

1.1. The Club fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Club requires its General Manager to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2.1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers and employees through the normal line management processes.

3. MANAGEMENT AND EMPLOYEE RESPONSIBILITIES

General Manager

3.1. The General Manager has overall responsibility for the implementation of the Club's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Employees

3.2. These employees are wholly accountable to the General Manager for the implementation and monitoring of the policy within the area of their specified responsibility.

4. HEALTH AND SAFETY MANAGEMENT PROCESS

4.1. The Club believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Club. Responsibility for health and safety matters shall

be explicitly stated in management job descriptions.

4.2. The Club requires all managers and employees to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met as part of day-to-day management.

4.3. For major additional expenditure, cases of need will be submitted to the General Manager.

4.4. If unpredictable health and safety issues arise during the year, the General Manager must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

5.1. It is the policy of the Club to require the general manager to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

5.2. It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

- regulations governing the work of the department;
- clear reference to safe methods of working;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- the role and identity of the Health and Safety Representative;
- accident reporting procedures;
- safety rules;
- fire procedures;
- policies agreed by the Club.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

6.1. It is the policy of the Club to require a thorough examination of health and safety performance against established standards **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;

- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

6.2. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the General Manager. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

6.3. In addition to carrying out Safety Audits, it is the responsibility of all employees to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

6.4. Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

7. TRAINING

7.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

7.2. Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;

- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

8. RECORDS AND MONITORING HEALTH AND SAFETY

8.1. The Club will operate systems for recording hazard situations in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments

8.2. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the General Manager as delegated to other employees.

9. FIRST AID

9.1. It is the policy of the Club to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The manager is responsible for ensuring the Regulations are implemented and for identifying training needs.

10. FIRE

10.1. The General Manager is responsible for ensuring that staffs receives adequate fire training, and that nominated fire officers are designated in all Club premises. The General Manager delegates these responsibilities to other employees.

- report and advise on the standard of fire safety in the Club's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Club's premises and to submit reports of such incidents.

11. CONDEMNATION AND DISPOSAL OF EQUIPMENT

11.1. Procedures for the, condemnation and disposal of equipment are set out in the Club's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Safety Officer.

12. LIFTING AND HANDLING

12.1. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. Ensure training in lifting and handling is provided to staff that require it.

13. NON-SMOKING ON CLUB PREMISES

13.1. The Club has agreed that there will be no smoking in any enclosed area of its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

14.1. The Control of Substances Hazardous to Health Regulations (COSHH) requires the Club to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Club must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters.

15. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

15.1. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

16. CONTROL OF WORKING TIME

16.1. The Club is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

17. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

17.1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Club for Health and Safety at Work.

17.2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. With a continuing problem, or where

an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

18. PEOPLE WORKING ON CLUB PREMISES NOT EMPLOYED BY THE CLUB

18.1. Persons working in the Club premises who are employed by other organisations are expected to follow Club Health and Safety Policies with regard to the safety of Club employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Club employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

19. VISITORS AND MEMBERS OF THE PUBLIC

19.1. The Club wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Club establishments will be of the highest standard.

19.2. Any member of staff, who notices persons acting in a way which would endanger other staff, should normally inform the manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

20. CONTRACTORS

20.1. The Club wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Club's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

20.2. Contractors must also observe the Club's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Club Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their Manager immediately.

20.3. In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Club's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.