

STAMFORD STRIDERS HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Although The Health and Safety at Work Act 1974 exempts Volunteer Sports Clubs from a statutory duty on employers in so far as the act does not cover safety matters arising out of the sport or activity in itself eg. damaging a wrist during a boxing match or being injured following a bad tackle during football training. However, a duty of care under the common (civil) law may still apply. Therefore Stamford Striders H&S Policy details this acknowledged duty where it is reasonable to foresee that Club Members and their activities may impact upon this civil duty of care and damage the good name and standing of the club. This duty also extends to others who may be affected by the club's activities, such as marshals or those attending functions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

1. **We will, so far as is reasonably practicable, ensure that:**
 - Risk assessments are carried out and periodically reviewed for all club activities.
 - All Club Members are provided with such information, instruction, training and supervision as is necessary to secure their safety and the safety of others who may be affected by their actions.
 - The place of work is safe and that there is safe access to and egress from the work place.
 - Monitoring activities are undertaken to maintain agreed standards.
2. **It is the duty of all Club Members:**
 - To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and co-operate with us in fulfilling our statutory duties.
 - To comply with anything provided in the interest of health and safety.
3. **General:**
 - This Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all Club Members.
 - There are established and maintained effective procedures for consultation and communication between all levels of Club Management and Club Members on all matters relating to health, safety and welfare.

This Policy Statement will be displayed in a prominent position and it will also be issued to all Club Members upon joining.

All Club Members are expected to familiarise themselves with the contents of this Policy and take a pro-active role to ensure the highest health and safety standards are achieved in practice.

This policy statement is to be reviewed by annually by the Committee

Organisation & Responsibilities

1. Club Chairman

- The Club Chairman has overall responsibility for H&S and in particular for:
 - Informing all club members of the H&S Policy.
 - Reviewing the H&S Policy annually.

2. Club Head Coach

- The Head Coach is responsible for the strategic management of health and safety and is referenced to undertake the following responsibilities:
 - Monitoring the effectiveness of the Health and Safety Policy.
 - Administering the accident investigation and reporting procedure.
 - Providing or sourcing health and safety training to existing and new staff.
 - Preparing and submitting progress reports on an annual health and safety action programme.
 - Sourcing additional specialist health and safety assistance when necessary.

3. H&S Advisor

- Competent to undertake responsibilities which, generally, are to:
 - Provide support for the control of risk and conduct annual audits & reviews, including information and advice.
 - Contribute to the drafting and communication of the organisation's Health and Safety policy and associated documentation.
 - Evaluate, develop, promote and support the establishment and maintenance of Health and Safety systems.
 - Assess requirements for risk control.
 - Promote and support the continuing development of a culture of Health and Safety awareness.
 - Identify the implications of changes in legislation or HSE guidance.

4. Appointed Project Leaders/Running Leaders

- Appointed Project Leaders are responsible for the effective management of health and safety within their respective teams. In particular this includes:
 - Delegating specific health and safety responsibilities to others.
 - Monitoring the effectiveness of those carrying out those responsibilities.
 - Ensuring that safe systems of work are established within their areas of responsibility.
 - Ensuring the premises and equipment are adequately maintained.
 - Ensuring risk assessments are carried out.
 - Enforcing any PPE requirements where necessary.
 - Ensuring that his/her team are competent for the tasks they perform.
 - Monitoring the premises/training site and work equipment, reporting faults where necessary.
 - Identifying and reporting health and safety related problems and issues to the Head Coach.
 - Identifying training needs of the team they are responsible for.
 - Investigating and reporting accidents and incidents if requested by the Head Coach.
 - Administering the risk assessment programme.
 - Setting a good example on health and safety matters.
 - Consult with all persons/Club Members on all H&S matters.

5. All Club Members

- All Club Members have an obligation to take reasonable care of their own health and safety and for that of others who may be affected by their actions eg. fellow club members and members of the public. Club Members are responsible for:
 - Complying with club procedures and health and safety rules.
 - Behaving in a responsible manner.
 - Identifying and reporting H&S concerns.
 - Understand reporting procedures and to report all major H&S incidents to the Head Coach & H&S Advisor.
 - Reporting accidents and near miss incidents to Competent Persons.
 - Co-operating on H&S matters.

6. Club Safety Management Structure & Organisation

- All managers and Club Members all have health and safety duties specified in this document and these should be considered as an integral part of their role. In addition to the safety rules, the procedures and the practices detailed in this document are club policy and must be strictly adhered to by all Club Members, regardless of the nature of their specific duties.
- Within the organisation arrangements are included for:
 - Safe Systems of work, identification of risks & adequate risk assessments produced procedures for documenting method statements to enable safe working environments.
 - Emergency procedures, named individuals at Bordrville are identified to deal with emergency situations and when outside there will be a reliance on emergency services.
 - Records, accident, health and training records maintained and monitored
 - Monitoring the effectiveness of the policy, regular and continuous reviews through inspections, audits and Health & Safety meetings

Stamford Striders Health & Safety Arrangements

- A Club Health & Safety Policy Statement is set out on Page 1.
- Arrangements for carrying out Risk Assessments for planned work are commenced at the earliest stage possible; this procedure is under direction of the Head Coach.

7. Reporting of a “Near Miss”

- All Club Members and Associates are to be aware that “Near Miss” incidents are to be reported in the following way:
- Immediately after the “Near Miss” the incident is to be reported to Head Coach.
- A written report is to be made by Head Coach so that trends can be monitored and where necessary action taken.

8. Accident Investigation

- The Club will keep records of all accidents and will also investigate and report on them.
- The Chairman will require a comprehensive report to be undertaken by a suitably qualified person/organisation nominated by the Chairman and the Club shall take responsibility to heed recommendations which may be forthcoming as a result of accident investigation.
- As part of the ongoing accident investigation process regular monitoring and inspection reports shall be undertaken.

9. Method of Reporting

- Accident Book kept by Head Coach.
- Record kept copies, dated, persons spoken to etc.

10. Risk Assessments

The club fulfils its duty of care by recording the significant findings of suitable and sufficient risk assessments by having all reasonably foreseeable risk assessed by a competent person.

11. Co-operation & Care

- Disciplinary action may be taken against any club member who violates safety rules or who fails to perform their duties under this policy.

12. Monitoring the Policy

- The objective of the monitoring process is to:
 - Examine incidents, accidents and near misses in order to identify trends, contributory factors and inadequate workplace precautions.
 - Provide a qualitative measure of health and safety performance to the Committee on an annual basis.

13. Manual Handling

- The Head Coach is responsible for ensuring that where the possibility of risks to the health and safety of Club Members or delegates from manual handling activities exists, the following hierarchy of control measures exists:
 - Avoid the activity so far as is reasonably practicable.

- Make suitable and sufficient risk assessments for those activities that cannot be avoided.
- Reduce the risk from injury from those operations so far as is reasonably practicable by making improvements to the task, the load and the working environment.
- Provide information, instruction, training and supervision to those Club Members and delegates exposed to manual handling hazards

14.General Competence

All Club Members must ensure they are familiar with the following before undertaking any activity:

- Club H&S Policy
- Their own ability and level of Competence to partake in such activities.

Signed
Club Chairman
Agreed at Committee Meeting
Dated