



HEALTH AND SAFETY POLICY

2009

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1.0 Health and Safety Policy Statement

In accordance with the regulations detailed under the Management of Health and Safety Regulations 1992 and the Health and Safety at Work Act 1974, Maidstone Football Club is making a positive commitment to achieving the highest standards of health, safety and welfare for all those who may be affected by the activities of its operations.

It is the duty of every individual under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions.

As a result all individuals are actively encouraged by Maidstone Football Club to communicate any Health and Safety matters which may affect themselves or others.

Maidstone Football Club as a Rugby Club will as far as is reasonably practicable also meet its statutory obligations in the maintenance and provision of the following:

- Risk assessment activities
- Effective lines of communication for all those affected by the operating practices for Maidstone Football Club
- Regular monitoring and review of all health and safety practices
- Safe equipment and safe systems of work in their operation
- Regular servicing and checking of all machinery and equipment.
- Safe arrangements for use, handling, storage and transportation of all equipment, materials and substances for use at work.
- Adequate facilities and arrangements with regard to welfare

2.0 Processes and Procedures

2.1 Management

The Executive Committee of Maidstone Football Club will be responsible for the implementation of the Health and Safety Policy in accordance with the responsibilities prescribed by the Management of Health and Safety at Work Act 1992.

2.2 Risk Assessment

2.2.1 As part of our on-going responsibilities, we will carry out regular risk assessments to ensure that all potential risks are identified and subsequently controlled. This will be in accordance with the following:

- the identification of all potential risks
- evaluation of the adequacy of existing health and safety measures
- implementation of action in areas of deficiency
- regular review

2.3 Training

2.3.1 To carry out risk assessment correctly and appropriately all staff employed at Maidstone Football Club will undertake risk assessment training generally and specifically in relation to:

- Manual handling and lifting techniques
- Fire Prevention
- Control of Substances Hazardous to Health Regulations (COSH 1994)

In addition, all players will be subject to periodic simulated fire and bomb alert procedures. This will ensure that all parties are aware of their roles and responsibilities in the event of such an occurrence.

2.3.2 This will be implemented in accordance with the following

- when working practices change
- when job roles change
- when new equipment/technology is introduced

2.4 Health and Safety Representative

A nominated member of Maidstone Football Club staff will be responsible for overall health and safety in the workplace. They will be the point of contact for anyone as detailed in **1.0** who identifies a

potential health and safety risk or any area where there may be cause for concern.

2.5 Safe equipment and systems for their use in operation

As part of their responsibilities, the Health and Safety Representative will carry out regular inspections to the Maidstone Football Club premises against a specified checklist which will include items such as access and egress, fixtures and fittings etc. Any irregularities or concerns will then be reported to the Health and Safety representative.

Regular servicing and checking of machinery will be carried out by those who installed the equipment and against their own operating guidelines. The Health and Safety Representative will have a copy of servicing intervals and will monitor these for action.

2.7 Monitoring and Review

The Health and Safety Policy will be monitored by regular inspections of areas by the Health and Safety Representative. Health and Safety Policy and Procedures will be reviewed by the Health and Safety representative on an annual basis. Any changes to the health and Safety Policy will be brought to the attention of all parties.

2.8 Communicating the Health and Safety Policy

2.8.1 Players, spectators and visitors

Players, spectators and visitors will be provided with appropriate information on health and safety risks via the Health and Safety Policy which will be displayed in a prominent place.

2.8.2 Contractors

Contractors will be assessed against their ability to undertake specified tasks safely by interview and inspection of their own health and safety policy. Contractors will have the requirements of Maidstone Football Club's own health and safety policies incorporated into contractor agreements.

3.0 General Health and Safety Procedures

3.1 Fire and Bomb Alert Procedures

3.1.1 Fire

The following fire procedures should be adhered to by all parties:

a) ON HEARING THE ALARM

1. Administrative staff will establish location of the fire
2. Telephone the Fire Brigade by dialling 999
3. Upon answering by the operator, give them your telephone number:
01622 754 159 and ask for FIRE
4. Upon request by the operator, give the address of Maidstone Football Club clearly and audibly-

FIRE AT:
Maidstone Football Club
The Mote
Willow way
Maidstone
ME15 7RN

5. Identify exact location of fire and wait for the operator to repeat the address before replacing receiver.

b) ALL THOSE IN THE MAIDSTONE FOOTBALL CLUB BUILDING MUST.*

1. Leave the building immediately by the nearest available exit point
2. The Health and Safety Representative or senior member of staff will then check all areas of the building to make sure that everyone has been evacuated.
3. On leaving the building, where safe to do so, windows and doors should be closed.
4. All instructions will be relayed by loud hailer
 - *In the event of a fire drill only b) will apply*

3.1.2 Bomb

The same evacuation procedure will apply as for the fire alert, with the

exception that individuals will be required to move as far away from the building as possible in the event of an explosion.

3.2 Emergency Access and Egress procedures

In the event of an emergency and an ambulance being required it is the responsibility of the individual Team Captain or Vice-Captain to ensure that an adult is sent to the Club main gate or Leisure Centre main gate to direct the driver to the appropriate pitch.

A nominated member of Maidstone Football Club will be responsible for ensuring that cones are placed each week to ensure that adequate access is available to the 3rd Team pitch.

Maidstone Football Club will ensure that appropriate signs are placed adjacent to the 1st XV pitch to ensure adequate access.

3.3 First Aid

3.3.1 Personnel

Maidstone Football Club will provide sufficiently qualified first aid personnel with the appropriate resources to enable first aid to be administered.

3.3.2 Reporting Accidents

It is the Maidstone Football Club policy that all accidents which conform to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) are reported on the accident record book. Maidstone Football Club using form AR1 as attached. An accident book will also be completed for every accident involving personal injury.

Diseases

It is the duty of Maidstone Football Club to report any occupational disease to the Health and Safety Executive (HSE). This will need to be accompanied by a doctor's certificate relating to the specified condition.

Process at Hearing

Make the individual as comfortable as possible – remember this is not a court of law

A designated member of the Disciplinary Committee must take notes at the hearing as a true and accurate record.

The Chair of the Disciplinary Panel must read out the alleged offence and ask the player for admission or non-admission.

Read out the written report of the incident.

Provide the individual with the chance to explain what happened in their own words.

Ask any representatives present to make any mitigating or supporting comments.

Ask the individual to withdraw whilst they discuss and agree sanctions as appropriate.

2.3.3 Sanctions

The Disciplinary Panel will have the powers to carry out the following:

Make the sanctions in accordance with the recommended sanctions of the IRB as contained in Appendix 2 of the RFU Handbook. Youth Rugby recommended sanctions can be found in Appendix 3 of the RFU Handbook.

Take no further action

To take no action but refer to the Kent RFU Discipline Sub-Committee

Issue a caution

Suspend any individual for an agreed period of time

Terminate membership

Any other penalties as deemed suitable to the offence committed.

2.3.4 Appeals

All individuals should be given the option to appeal against any sanctions given.

The Appellant shall serve notice of appeal in writing, stating the grounds of the appeal. The Chair shall appoint two other Officers of the club to serve on the Appeal Panel (none of whom served on the original Disciplinary Committee) and shall advise the Appellant of the appeal hearing, which should be no more than 14 days after the original hearing. A member of the original panel that heard the case may attend the appeal hearing as an observer. The Appeal Panel has the power to quash a finding and any sanction imposed by the original Disciplinary Committee. It may also substitute an alternative finding and/or reduce or increase the original sanction. There shall be no further right of appeal from this appeal.

The Appellant shall remain under suspension pending the outcome of the appeal hearing.