

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Westcliff Rugby Football Club

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

Review of this polict shall be completed by the Executive Committee annually.

A handwritten signature in black ink, appearing to read 'James Evans', enclosed within a rectangular box.

**Signed**

James Evans

**Print name**

01/03/2023

**Date**

01/03/2024

**Review date**

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

James Evans, Club Chairman

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

Richard Johnson, Club Secretary

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

James Evans - Ultimately responsible for the organisation, top level monitoring and resourcing  
Richard Johnson - Safety, day-to-day monitoring and reporting to the committee, risk assessment and administrative assistance to staff/volunteers with H&S responsibilities, document management and archiving.  
Darren Marrant - Clubhouse, Facilities including security and maintenance,  
Ty Harris - Operations, emergency procedures, fire and evacuation  
James Beaumont - Bar & Kitchen  
Trevor Keys - First aid and medical provisions  
Tim Ablethorpe - Rugby Equipment including Condition & Storeage

### 4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).



## Part 3: Arrangements for health and safety

### *Risk assessment*

Workplace risk assessments shall take place for all main areas initially identified to identify hazards and required control methods to reduce, to an acceptable level, the risk of injury from those hazards. All new areas, areas of major work, new hazards identified must have a risk assessment completed. A risk assessment register will be kept, and all risk assessments must be reviewed on a yearly basis.

All staff must follow the measures/mitigations identified and introduced.

### *Training*

All workers and volunteers will receive training necessary to ensure that they are able to do their jobs/tasks safely. Training will be recorded in staff/volunteer records and kept securely on the England Rugby's GMS database.

### *Consultation*

Lines of consultation are open between Club Representatives and:

Paul Whiting G I Fire E, NEBOSH

Richard Johnson NEBOSH National General Certificate in Occupational Health & Safety, National Certificate in Fire Safety & Risk Management, and National Certificate in Construction Health & Safety

England Rugby: Club Support Centre, legal and Administration.

### *Evacuation*

An evacuation procedure shall be developed, published and implemented. Evacuation shall be practiced at least twice a year. Feedback regarding the evacuation will be gathered and given to the procedure owner to capture lessons learnt and help identify improvements in the procedure. The procedure shall be reviewed on an annual basis.