



Health and Safety Policy

Updated April 2017

Stevenage FC has a duty of care to all its staff, volunteers and service users. We accept that this is a duty imposed by law on all individuals and organisations to avoid carelessly causing injury to persons.

We are committed to a safe working environment for all employees, volunteers and service users and will promote good practice in health and safety within the work environment and will ensure compliance with all relevant statutory provisions.

We will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all improvements will be sought through regular audits and reviews.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as The Stevenage FC changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Workplace (Health, Safety & Welfare) Regulations (1992)
- Management of Health and Safety at work Regulations (1999)
- Other relevant current legislation.

Our Commitment

- We will provide and maintain a healthy working environment at all times and endeavours to ensure that the safety and personal security considerations form an integral part of the way our organisation operates.
- To undertake regular, recorded risk assessment of our premises and any other premises where our activities take place
- Create a safe environment by putting health and safety measures in place as identified by the risk assessments that satisfies health, safety and welfare requirements
- Provide adequate training, information, instruction and supervision to enable all staff employed by the Stevenage FC staff to perform their work safely and efficiently
- Ensure that all employees are competent in the work activities they are engaged in so they are aware of the hazards and risk arising from their activities.
- To safeguard the health, safety and well-being of our service users who access our provisions and any member of the general public who can be affected by our activities
- We will check that all equipment we use is suitable and fit for the purpose intended and properly maintained and used in a safe manner.

Arrangement and Safety procedures

Risk Assessments

A risk assessment is a technique for identifying and controlling hazards.

- a hazard is anything that has the potential to cause harm -such as a faulty electric socket
- risk is the likelihood of it causing harm and the degree of harm it could cause, such as an electric shock

Risk assessment involves identifying all hazards, assessing risks and putting measures in place to control any risk that is unacceptable. There are five steps to any risk assessment

- Identify the hazard
- Decide who might be harmed by them and how
- Evaluate the risk and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary

We will undertake risk assessments prior to delivery of sport activities and events taking place to help minimise the possibility of risk and dangers to participants

First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered if there are injuries or accidents.

All Stevenage FC First Team, Youth and Academy coaches delivering football sessions have to undertake Emergency First Aid as part of their training. All teams are to be given a first aid kitbag to be used for all training/ matches.

The first aid bag should be carried by the coaches to each activity and training session being delivered. First Aid bags to be checked regularly and contents replaced as required

Reporting Accidents

- All staff have a duty to report any injury or accidents sustained during delivery of activities.
- In the event of an accident resulting in injury a report will be drawn detailing:

- The circumstances of the accident including diagrams and photographs where possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report

The completed report will then be submitted to and analysed by the Head of Player Development who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem

Working Environment

Anyone controlling non-domestic premises must take reasonable steps to provide employees and volunteers with equipment and premises that are safe.

- Work sites must be kept clean and tidy
- Any spillages must be cleaned up immediately
- Waste material and rubbish must be removed routinely
- Walkways and passageways must be kept clear from obstructions at all times
- Trailing cables are a trip hazards and should not be left in any passageway

Responsibilities of Staff and Volunteers

In carrying out the activities to adhere to the health and safety policy and procedures

- Take reasonable care for own health and safety and that of others who may be affected by their actions
- Report any accident and injury to the Club Secretary (Lamex & Bragbury End) or Welfare Officer (Shepalbury) as soon as practicable
- To co-operate with Stevenage FC on health and safety issues
- To correctly and safely use equipment when delivering activities
- To undertake health and safety training as required
- Report any unsafe practices and conditions to the Club Secretary (Lamex & Bragbury End) or Welfare Officer (Shepalbury) immediately

Responsibility of the Employer

The employer will ensure policies and procedures adopted by Stevenage FC on health and safety including risk assessments are in compliance with the statutory legal requirements

- We will endeavour to communicate to employees our commitment to safety and to ensure that employees and volunteers are familiar with the contents of the organisations health and safety policy.
- All employees and volunteers will be provided with adequate information and training to enable them to work safely
- We have nominated a person to be responsible for health and safety to whom risks shall be reported to in the first instances
- The Stevenage FC will review and monitor the effectiveness of the health and safety policy through appropriate and adequate reporting mechanisms on regular intervals

Any further information can be accessed via the Health and Safety Executive website www.hse.gov.uk

Risk Assessment Record

Location/Site					
Activity					
Risk assessor				Date	
Hazard Description	Cause and Consequence (what causes the hazard and why is it harmful)	Control Measures in Place (preventive action)	Recovery Measures in Place (corrective action)	Severity/level of risk (low/medium/high based on evaluation of likelihood and impact)	Action Completion Details (date and nominated staff)
Signed			Time risk assessment completed		

Health and Safety – Stevenage Football Club

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

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

STEVENAGE FOOTBALL CLUB

Name of organisation

PHILIP WALLACE

Name of employer

ROBERT MAKIN

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Bob Makin	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Bob Makin	Staff will be given necessary health and safety induction and provided with appropriate training We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site, specifically Bragbury End Training Ground and Shepalbury Academy.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Bob Makin	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at:	Bob Makin	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Full fire risk assessments are conducted annually.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Bob Makin	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Health and safety law poster is displayed:	Yes.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Lames Stadium: Accident Book – Located in the Cash Office. First Aid Boxes – Located in Club Offices, Physio Room, Broadhall Suite and 1 st Floor Kitchen. Shephalbury Academy: Accident Book – Located in Reception. First Aid Boxes – Located in Reception.		
Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	months or sooner if work activity changes

