



Westcliff RFC

Health and Safety Policy Document

Version: April 2014

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1. HEALTH AND SAFETY POLICY STATEMENT

Westcliff Rugby Football Club (WRFC) is strongly committed to encouraging our members to take part in all club activities, but the health, well-being and safety of each individual (whether a club member, visitor, or member of staff) is always our paramount concern.

We recommend levels of training dependent on age and ability, and expect our junior and senior players to participate within these boundaries.

Likewise we expect all participants in the social activities of the club to exercise a responsible attitude to their own and others safety and well-being.

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all playing members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all volunteers and members of staff are given the appropriate level of training commensurate with the tasks that they have to undertake.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members, guests and visitors.
- Provide access to adequate first aid facilities, and qualified first aiders at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises to our insurers and health and safety advisors.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness at least annually.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

FIRST AID:

- Location of first aid facilities: WRFC have tiered first aid facilities - make contact at the bar to be directed to the available facility.



- Location of telephones: Behind the bar and mobile phones are also carried by all Club officers.

CLUB HEALTH AND SAFETY OFFICER:

Bar Manager: Rick Compton

2. HEALTH & SAFETY ARRANGEMENTS

WRFC policy aim is to provide and maintain safe and healthy playing and social conditions for all players, volunteers, members and staff and to accept responsibilities for the safety of visitors whilst on our premises.

It is the duty of all members to familiarise themselves with the arrangements detailed below and to play their part to effectively implement our Health and Safety Policy. The definitive version of our Health & Safety Policy is published on the website

3. RESPONSIBILITY

- The Executive Committee has overall and final responsibility for Health and Safety.
- All members and staff have the responsibility to co-operate and achieve a healthy and safe environment and to take reasonable care of themselves and all other members, staff, and visitors.

4. ACCIDENTS

- First Aid boxes are kept in the clubhouse as well as in the food prep area. There is a dedicated First Aid room, which will be staffed as events dictate. To supplement this each team has its own first aid kit.
- Any member who uses the first aid Kit and notices a discrepancy should report it to the any Committee member.
- Captains, Coaches &/or Team Mangers will co-ordinate first aid for their teams. WRFC will provide additional first aid capability as events dictate and will keep a register of qualified first aiders.
- All accidents must be reported and recorded in the Accident Book kept behind the bar.

5. FIRE SAFETY

- All members must familiarise themselves with the location of fire extinguishers, and exits.
- Should a serious fire develop, members should not tackle the blaze themselves, you must immediately call the Fire Brigade, vacate the premises, and do not return to the premises. (vacate to the car-park)
- All members have a duty to ensure that all passageways and escape routes be kept clear.
- Equipment must be tested and maintained in accordance with our Fire Risk Assessment.

6. HOUSEKEEPING AND CLEANING

- Whilst there are designated committee members, it is everyone's duty to play their part by keeping the premises clean, neat and tidy.
- Anyone noticing damage to either building or equipment should report the matter immediately to a Committee Member.



- Faulty electrical appliances can be particularly dangerous. Broken plugs, frayed wires etc. should be reported immediately to the Committee.
- Chemicals should always be kept in original labelled containers; any containers for decanted chemicals should be clearly marked

7. BAR AND CELLAR

- Only trained and competent volunteers or members of staff can work behind the bar.
- Regular glass collection will take place and glass washing areas kept clear of accumulation
- WRFC operate a 'glass policy', where disposable glasses are used which will be implemented for very busy events or as appropriate.
- Kegs, casks, bottles and cylinders should only be stored in designated areas.
- Only trained and competent staff can make adjustments and connections to lines, cylinders, kegs and casks.
- Staff attend to their own skin care when washing glasses, handling dishwasher chemicals etc

8. FOOD PREPARATION

- Members should not generally enter the Kitchen and use it for personal food preparation. This is a working kitchen in which the highest level of cleanliness and food safety is required.
- All sessions involving preparation and service of food must be supervised by an individual with an applicable food hygiene certificate.
- Care should be taken when using all equipment which should be cleaned before, and must be cleaned after use.
- All spillages should be dealt with immediately and all floors swept at the end of each session.
- Please also read the instructions on Food Hygiene on display in the Kitchen

9. PORTABLE ELECTRICAL EQUIPMENT

- All members, staff, and volunteers must look critically at the electrical equipment which they use and look for damage to the outside of the equipment and it's lead and plug before they use it.
- Any damage should be reported to the Committee and the equipment should be labelled as faulty and taken out of use to be repaired.
- All maintenance records should be kept up to date and readily available.

10. TRAFFIC ROUTES AND CAR PARK AREAS

- The Car park is a traffic route and as such care must be taken when exiting the building and car park.
- WRFC will use fencing and traffic cones to promote safe entry and exit when required and it is paramount that these are respected.
- During some events traffic will be controlled by volunteers who must wear High Visibility Vests and their directions must be followed.
- Vehicles should not be parked on verges
- Club members and visitors must not block or cause to be blocked any Traffic route at any time.



11. WORKING AT HEIGHTS IN THE CLUBHOUSE OR ON THE GROUNDS

- When members are working on ladders and steps, they must ensure the equipment
 - Suitable for purpose
 - Is safe and not damaged in any way.
 - Set up on a firm surface
 - Correctly supported
- Do not over reach; always climb to a height so as to avoid reaching for anything above shoulder height.
- Always behave in a sensible manner.

12. MANUAL HANDLING

Before attempting to lift a load, assess its size and shape, obtain assistance if required.

- Check there is sufficient space to make the lift and space to reposition the load as required.
- Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift. Your feet should be apart with one foot in front of the other facing the intended direction of travel.
- Lift with your knees bent and use your legs, not your back, as the lifting power. Make sure you have a good grip on the load before lifting and don't change your grip once carrying.
- Don't allow the load to obstruct your field of view if it is too large seek assistance. Set the load down gently – again keep your back straight and knees bent.

13. GROUNDS, EQUIPMENT & CONTAINER

- All areas should be checked before use for obstructions, or anything that could cause harm, which should be removed and disposed of safely.
- All static equipment should be checked for defects and suitable safety protections added.
- Scrum machines and sledges should be manoeuvred with care and set up to allow for safe usage to reflect the level and skill of the players involved.
- Care must be taken in opening and closing container doors.
- Equipment must be appropriately and safely stored within the containers.