



# West Warwickshire Sports Complex Health and Safety



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| Last updated | 4 <sup>th</sup> July 2022 |
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## PART 1:

### STATEMENT OF INTENT

#### Health and Safety Policy Statement

1. West Warwickshire Sports Club (The Club) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Board of trustees and General Manager recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Club, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances, and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
  - f) Appointing [Club Insure Risk Management](#) to secure compliance with statutory duties
3. In duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Club or anyone else concerned, to ensure that their obligations are performed or complied with.
4. The Club will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training, and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Club and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. The Club is also committed to the continuous development and improvement of the Club's Health and Safety Management System. The Club will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.

6. All employees of the Club agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Club to enable it to carry out its duties towards them. The attention of all employees is drawn to the safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

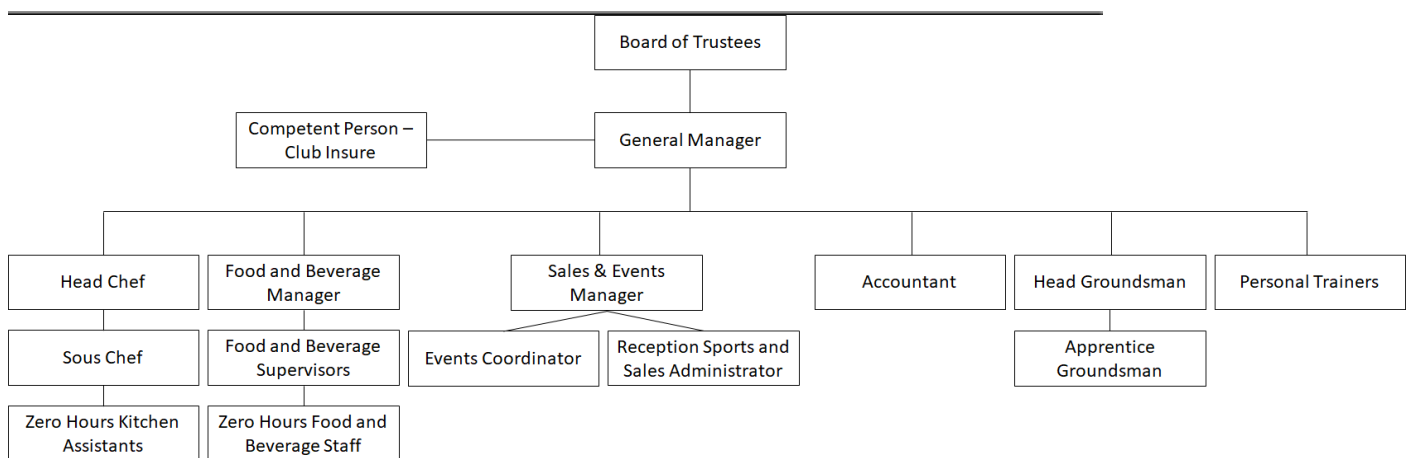
Signed:

Sarah Harrison  
Customer Service Manager Responsible for Health & Safety June 2022

## PART 2:

### COMPANY ORGANISATION AND RESPONSIBILITIES

#### Company organisational chart – management structure



### RESPONSIBILITIES

The Club has responsibilities under health and safety legislation towards:

- Employees
- Customers, visitors, and the local community
- Members of the public
- Contractors/sub-contractors

#### All employees (general overview)

The Club's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

#### Every employee must:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management regarding agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work, and report to their immediate manager or supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety, and welfare
- Report details to their immediate manager or supervisor, as soon as possible, if involved in an accident resulting in, or which may have resulted in, injury and in all cases before the end of the shift on which the incident occurs
- Arrange for any spillage of dangerous substances or flammable liquid to be dealt with immediately, having due regard to the nature of such spillage
- Use machinery and equipment only when authorised and properly trained to do so
- Wear or correctly use all protective clothing and equipment issued to them and get replacements for lost damaged or defective items

## **Board of Trustees**

The Board of Trustees who have overall responsibility for health and safety are responsible for ensuring that the policy enables The Club to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. General Manager will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

### **The Board of Trustees Responsible for Health and Safety are responsible for ensuring that:**

- Safe systems of work are in operation, and staff receive adequate and appropriate training
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
- All work carried out, and all plant, machinery and equipment comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998
- All plant, machinery and equipment is maintained in good working order, and any registered plant and small equipment carries valid certification
- Information on safety, health and welfare matters is effectively communicated to all employees
- All staff are conversant with The Club and Health and Safety Executive accident reporting procedures (RIDDOR)
- Adequate first-aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained
- Fire precautions and portable appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements
- All staff are acquainted with the Emergency Evacuation Procedures and Emergency Plan
- Suitable Personal Protective Equipment (PPE) is available, issued and in use
- Staff are competent to carry out their work safely, and have received adequate information, instruction, and training
- A personal example is set by the wearing of appropriate protective clothing
- All potential hazards, or reported hazards, are examined, and evaluated and then eliminated or adequately controlled
- The following statutory notices are displayed:
  - A signed copy of the Health and Safety Policy Statement of Intent
  - Employer's liability insurance certificate
  - Health and Safety Law poster
  - First Aid (notifying the names and locations of the First Aiders)
  - Fire Exit signs (with directional signs and running person)
- The following documentation is held:
  - Accident Incident Book (BI510)
  - Health and safety improvement suggestions received from staff are given due consideration

## **General Manager's Responsibilities**

Responsibility for ensuring that the policy enables The Club to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

### **It will be the General Managers responsibility to ensure that:**

- Systems are in place to review and update this policy annually, when major staffing changes occur, or when new equipment is introduced
- Health and safety objectives for The Club are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this policy
- Safe systems of work are in operation, and staff receive adequate and appropriate training
- Appropriate financial requirements for The Club's health and safety function are contained within the legal resources
- The legal implications of relevant legislation are raised with, and understood by relevant employees
- Adequate resources are made available to allow the effective implementation of The Club's Health and Safety Policy

### **Nominated Person for Health and Safety**

**Sarah Harrison, Customer Services Manager**

### **The Nominated Person for Health and Safety is responsible for:**

- Health and safety on a day-to-day basis – implementation of health and safety procedures, precautions, and controls
- Undertaking risk assessments within their department (give guidance)
- Encouraging the highest possible standards of health and safety within their department by effective communication and consultation with employees
- Monitoring standards of health and safety within their areas of concern
- Ensuring good standards of housekeeping
- Ensuring COSHH Risk Assessments are carried out within the area of their responsibility
- The provision and maintenance of suitable personal protective equipment
- Ensuring staff attend fire training sessions
- Carrying out hazard spotting checks of their department
- Assessing and meeting health and safety training needs

### **Company Competent Person**

As required by Regulation 7 of The Management of Health and Safety at Work Regulations, [Club Insure Risk Management](#) have been appointed to advise and assist all related health, safety and welfare issues related specifically to our business undertakings. [Club Insure Risk Management](#) will be responsible directly to the General Manager and will also maintain a close relationship with all other employees.

### **Specifically, they will perform the following functions:**

- Advise on the application and maintenance of our Company Health and Safety Policy arrangements
- Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect The Club and its Health and Safety Policy
- Advise the General Manager on any related safety matters
- Monitor the Club's health and safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards
- Maintain a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking
- Advise the General Manager on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation
- Advice on interpretation of legal requirements
- Assistance with strategy for implementation of the policy

- Provide investigations of serious accidents
- Revise the policy in the light of experience or legal change
- Advice upon the visit of an Enforcement Officer

## **Managers and Supervisors**

- All managers and supervisors are expected to demonstrate by example their total commitment to health and safety matters.
- Each manager or supervisor is responsible for his personal safety and that of all personnel under his or her authority, including others who may be affected by The Club's activities.

### **They will:**

- Understand and implement The Club Safety Policy
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibilities and are equipped to play their part
- Conduct risk assessments on activities within their department, ensuring that the methods and systems of work are safe and ensure that the necessary procedures, rules, and regulations designed to achieve this are formulated, published, and applied
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of appointed First Aiders are displayed and maintained in prominent locations
- Ensure that all new employees in The Club are provided with a copy of the Policy Statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual
- Reprimand any employee for failing to discharge their health and safety responsibilities
- Set a personal example with regard to health and safety matters

## **Employees**

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, The Club reminds employees of their duties under Section 7 of the act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with The Club to enable it to discharge its own responsibilities successfully.

### **Furthermore, all employees are expected to:**

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice
- Consult their manager or supervisor if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged
- Store all tools, equipment, and personal protective equipment in the approved place after use
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used
- Not operate any plant or equipment unless authorised

- Report any accident, near-miss, dangerous occurrence, or dangerous condition to their line management
- Switch off and secure unattended plant or equipment
- Avoid improvised arrangements and suggest safe ways of eliminating hazards
- Not participate in horseplay or place fellow employees in danger by their actions

## **PART 3:**

### **GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)**

#### **Systems and Procedures**

The Club recognises the importance of health, safety, and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Board of Trustees and General Manager Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

**It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:**

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between The Club and employees in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
  - Abide by safe working systems
  - Make use of facilities and equipment provided for their protection
  - Refrain from any act which could endanger themselves or others
  - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare
  - Report any known defect, which could endanger the health or safety of themselves or others
  - Co-operate as far as is necessary to ensure that we meet our legal requirements

#### **Consultation with employees**

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for us to consult with our employees in all matters relating to health and safety.

The Club will convene regular meetings, to discuss all relevant issues relating to health and safety.

We will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training



- Health and safety of implications of introducing new technology, tooling, or work activities

The meetings will be formal, and the minutes of the meeting will be documented and displayed on company health and safety notice boards.

## **Arrangements for implementing the procedures**

### **Communication with employees.**

We will ensure all employees are briefed on The Club Health and Safety Policy and other relevant health and safety information, firstly during their new starter induction when joining The Club, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety, and wellbeing.

All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by our external health and safety advisors. Employees will also be briefed by their manager or supervisor in the form of toolbox talks as required by the management team or advised by our external health and safety consultants.

If an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, The Club will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, we will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that The Club operates an open-door policy, and all employees are free to contact any member of the management team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety, and welfare of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

### **Fire Safety**

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff. Equipment checks and evacuation drills will be held at regular intervals. A Fire Warden will be appointed, and another member of staff will act as an evacuation 'Roll Caller'.

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

### **Risk Assessment**

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified.

Written assessments and safety procedures will be carried out in all the production and administration areas and communicated to all affected employees.

Specific risk assessments will include:

- Manual Handling/PPE/COSHH/Risk
- Fire
- Machinery and Equipment, including grounds keeping equipment, power and hand tools

## **First Aid**

The Health and Safety (First Aid) Regulations 1981 will be complied with, and a suitable number of persons will be nominated and trained and certificated to the necessary standard, as per the findings of a First Aid Risk Assessment to allow sufficient cover for all working hours and shift patterns.

Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Company premises.

The Board of Trustees and General Manager Responsible for Health and Safety will maintain a register of certificated First Aiders and will ensure that a minimum level of cover is always provided.

## **Accident Procedures**

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by [Club Insure Risk Management](#). Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence.

## **Statutory Notification of Accidents/Dangerous Occurrences**

When a specified injury or dangerous occurrence has occurred, the HSE will be notified via, either the Incident Control Centre, or by the online notification form F2508 which will be completed without delay, and not exceeding 10 days of the incident. Others to be notified as soon as possible are [Club Insure Risk Management](#) and The Club's insurers.

Notifiable occupational diseases will be reported to the HSE via the online notification form. Where a person is absent from work or unable to perform their normal working duties because of a work-related incident/accident over seven consecutive days, the HSE will be informed within 15 working days from the day of the accident, by use of the HSE's online report form, F2508.

We will still record all over-three-day accidents, just no longer report them to the HSE. The entry into The Club Accident Book of over-three-day accidents will be a sufficient means of recording them. All reportable accidents or dangerous occurrences will be investigated, and a report issued. In their role as The Club's safety advisors, [Club Insure Risk Management](#) will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

## **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set below:

## Accidents which require immediate reporting to the local HSE:

### Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Please note not all accidents need to be reported, a RIDDOR report is required only when:

- The accident is **work-related**
- It results in an injury of a type which is **reportable** (as listed under 'Types of reportable injury')

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- The way the work was organised, carried out or supervised
- Any machinery, plant, substances, or equipment used for work
- The condition of the site or premises where the accident happened

If none of these factors are relevant to the incident, it is likely that a report will not be required.

### Types of reportable injury

#### Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

#### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system, or other vital organs)
- Scalping (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
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#### Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

#### Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work will be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified "near miss" events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment encountering overhead power lines
- Explosions or fires causing work to be stopped for more than 24 hours

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces, and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **Reportable occupational diseases**

We will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by an employees' work. These diseases include (Regulations 8 and 9):

- Carpal Tunnel Syndrome
- Severe cramp of the hand or forearm
- Occupational Dermatitis
- Hand-arm vibration syndrome
- Occupational Asthma
- Tendonitis or Tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

### **Exemptions**

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- Medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist
- The duties carried out by a member of the armed forces while on duty
- Road traffic accidents, unless the accident involved the loading or unloading of a vehicle
- Work alongside the road, e.g., construction or maintenance work
- The escape of a substance being conveyed by the vehicle, or a train **Recording requirements**

Records of incidents covered by RIDDOR are also important. They ensure that we (The Club) have collected sufficient information to allow us to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

## Records of the following will be maintained:

- Any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR
- Any other occupational accident-causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). We do not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days. Entries into The Club accident book will be a sufficient means of recording all over-three-day injuries

When requested, we produce RIDDOR and accident book entry records when asked by the HSE, the local authority or any other statutory inspectors.

## Violence and Aggression

The risks from violence and aggression will be included as part of risk assessment and communicated to employees.

Where an employee feels that they may be at risk from violence or aggression they should immediately withdraw to a place of safety and inform their immediate manager.

Incidents of violence or aggression towards employees will be recorded and investigated as a near miss using the appropriate form.

## Safeguarding

The Club acknowledges their duty of care to safeguard and promote the welfare of children and are committed to ensuring safeguarding practice, reflecting statutory responsibilities, government guidance and compliance with best practice within our own Company.

All our employees endeavour to comply with all the safeguarding policies and procedures set out by any client we may work for whilst working on their site and place of work.

Our employees shall, always ensure they are doing everything they can with regards to their behaviour and work to keep every child or vulnerable person safe.

The Club will ensure that employees:

- Shall not, under any circumstance, engage in any conversation that may offend, be submissive, discriminatory, offensive, or insulting in any other way.
- Will not take any form of photograph that may include a child or vulnerable person.
- Will not come into physical contact with any child or vulnerable person whilst working and we, as a Company, promise to liaise with any client throughout work to ensure that the needs of ourselves, the client and any vulnerable person are met.
- Under the age of 18 will not be left unsupervised on site and no employees will ever be in a 1 on 1 situation with a child or vulnerable person.
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The policy and procedures will be widely promoted and are mandatory for everyone involved in The Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from The Club.

## **Young Workers**

We recognise the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety, and welfare of young persons. A young person is anyone under the age of eighteen. A child is a young person who has not yet reached the minimum school leaving age.

It is our policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or because of their being not yet fully matured
- Carry out specific risk assessments on the work activities of young people when the assessment process is carried out we will consider the young workers':
- Physical and psychological capacity
- Potential of exposure to cold, heat, noise, and vibration
- Potential of exposure to harmful agents
- Need for greater supervision of their activities

Need for additional training for them to carry out their work activities safely

## **2 Demonstrating Equipment to the End User**

The Club will provide clear instructions and information, and adequate training, for the employees. This should include:

- What hazards and risks they may face
- What measures are in place to deal with those hazards and risks, if necessary
- How to follow any emergency procedures

The Club will ensure that the training is relevant and effective.

We will ensure that all persons who demonstrate work equipment to the end user, have received adequate training for the purposes of health and safety. This will include training in the methods which may be adopted when using work equipment, and risks which may be present and the precautions to be taken.

"Adequate training" requirements will vary depending on:

- The complexity of the equipment.
  - The prior knowledge of the "trainee"
  - The job or activity
  - The circumstances of the work (eg degree of supervision)
- The training standard required will be adequate in ensuring the health and safety of the workers and any people who may be affected by the work, so far as reasonably practicable.

## **Workplace Equipment Maintenance**

All new and existing equipment and facilities will be sufficiently designed, constructed, and installed, to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained. Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer, and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

## **Personal Protective Equipment (PPE)**

**Responsibilities:** The Board of Trustees and General Manager will be responsible for ensuring that only PPE to the correct standards has been issued and used.

The Board of Trustees and General Manager will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

**PPE assessment:** In accordance with the Personal Protective Equipment at Work Regulations 1992, an assessment of the PPE requirements of each employee will be made using the PPE Issue Record Form. For the purposes of co-ordinating safety management, the PPE assessment will be included in The Club's general assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure.

Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

**PPE correct standards:** All personal protective equipment purchased by The Club will be used to the correct BS or EN standard, equipment which is not CE marked will not be used.

The Board of Trustees and General Manager, in liaison with The Club safety advisers, will ensure that the correct standard equipment is being purchased, issued, and signed for on the appropriate form.

**Issue of PPE:** Employees will be issued with all necessary PPE relating to the hazards from their work activity, or because of the findings of any risk assessment which relates to their work environment.

Where an employee makes a reasonable request for additional equipment, this will be reviewed by their manager or supervisor and where appropriate the equipment will be supplied.

**Replacement of equipment:** All PPE will be replaced on a new for old basis. Re-issue or replacement of worn-out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection will be replaced before the employee is allowed to continue work.

PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

**Training – correct use:** Employees who are required to use PPE to ensure their safety will be given training in its correct use. All training will be provided in accordance with the manufacturers' guidance.

**Personal preference:** Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, The Club cannot guarantee to satisfy an individual's preferences. Once issued, PPE must be worn. It will not be left to the employee's discretion.

**Damage/misuse:** It will be the responsibility of the employee to report any faulty or damaged safety equipment to their manager or supervisor. It must then be exchanged as soon as possible. Employees will not alter, deface, or otherwise misuse any safety equipment supplied to them.

**Maintenance:** It will be the responsibility of each employee to ensure that PPE is maintained in good order. In order that employees can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office.

## **Electricity**

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded, and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a 'Competent Person' in accordance with the timescales laid down in the regulations.

## **Premises and Welfare**

Environment, welfare, and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences, and noise.

## **Control of Substances Hazardous to Health (COSHH)**

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

**Responsibilities:** The Board of Trustees and General Manager will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

The Board of Trustees and General Manager will ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all employees who will be exposed to the substances.



Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH Assessment or the relevant training, then they will cease use immediately and contact the General Manager.

**Hazardous Substances Register:** The General Manager will create and maintain a Hazardous Substance Register. The register will contain Hazardous Data Sheets for every substance purchased by The Club. These data sheets will be supplied by the supplier of the substance and will be formatted to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

**COSHH Assessment:** A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e., solvent based paints grouped onto one assessment. All COSHH Assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance
- Work location/environment
- Work duration
- 

All assessments will be in writing and will be always held available for inspection at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the employee
- In any case every 12 months

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

**Substance Substitution:** Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the General Manager to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from [Club Insure Risk Management](#) shall be sought where applicable.

**Safety Precaution Advice:** Any safety precautions recommended as a consequence of a COSHH Assessment will be adhered to at all times while the substance is in use.

**Handling and Storage:** All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept always locked and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out.

Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.

The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility. Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances.

All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse.

The General Manager will be informed of any substantial spill immediately.

**Information and Training:** All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their safety induction.

They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

### **Contractors/Sub-contractors**

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules regarding health and safety whilst working for The Club.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of The Club's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are always adhered to.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by The Club's person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of The Club's employees at risk.

### **Alcohol and Drug Abuse**

In industry generally there has been a move to greater controls and, in keeping with this, The Club has adopted a policy in relation to the consumption of alcohol and drugs.

The Club's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of everyone.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the General Manager Responsible for Health and Safety. This information will be treated in the strictest confidence. The Club will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the General Manager Responsible for Health and Safety or their immediate manager or supervisor, so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs.

Employees must not consume alcohol or illegal non-prescription drugs on the premises. Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

**CONSUMPTION OF ALCOHOL OR ILLEGAL NON-PRESCRIPTION DRUGS IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.**

## **Company Smoke-Free Policy**

### **Purpose**

This policy has been developed to protect all employees, contractors, customers, and visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy**

It is the policy of The Club that all our workplaces, including vehicles, are completely smoke free and all employees have a right to work in a smoke free environment. This policy shall be reviewed on an annual basis.

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including vehicles, with no exceptions. This policy applies to all employees, consultants, contractors, customers, and visitors.

### **Implementation**

Overall responsibility for policy implementation and review rests with the General Manager of The Club. All employees are obliged to adhere to and facilitate the implementation of the policy.

The General Manager shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The General Manager, or the person delegated to, will inform, during induction, all new personnel of the No Smoking Policy. Appropriate

'No Smoking' signs will be clearly displayed at the entrances to, and within the premises.

### **Non-compliance**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

### **Working at Height**

The Club recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible
- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999

- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures

The Club will produce safe working procedures for all work at height activities.

## **Workplace Noise Control**

**Responsibilities:** The General Manager Responsible for Health and Safety will ensure that this procedure is implemented and complied with in all areas of work where a hazard is identified.

The General Manager will ensure that the persons under their control are aware of the requirements of this procedure and that they are always complied with. They will also ensure that the correct protective equipment is provided as required.

All employees will be required to co-operate with The Club in its attempts to reduce or control noise exposure.

**Noise Surveys:** In accordance with the Control of Noise at Work Regulations 2005, The Club will take all reasonable steps to identify workplace noise levels. The list, once created, will form part of this procedure.

Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels.

Noise surveys will be reviewed at the following times:

- If work patterns change significantly
- If machinery is moved or if new machinery is installed
- At any other time, it is believed that the survey is no longer valid

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

**Risk Assessment:** Wherever possible, noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

**Noise Action Levels:** The Control of Noise at Work Regulations 2005 have established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day.

The action levels are expressed as dB(A):

- First Action Level – 80 dB(A)
- Second Action Level – 85dB(A)

Where the Club operates a permanent workshop, the following actions will apply:  
If the First Action Level (80 dB(A)) is reached or exceeded the General Manager will:

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection
- Provide hearing protection at the employee's request

If the Second Action Level (85dB(A)) is reached or exceeded the General Manager will:

- Reduce the exposure to noise to the lowest level possible other than issuing PPE

- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory
- Post notices on all machinery which creates noise at or above the Second Action Level
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN
- Issue hearing protection to all persons in less noisy areas at their request
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A)

All site equipment having a noise level at or above the First Action Level will have a warning notice affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

Where, because of a risk assessment, the general site is deemed to be a noise hazard, the General Manager will ensure that all persons who always enter or remain on site wear hearing protection.

**Personal Protective Equipment:** Where the need for PPE is identified because of any noise survey or risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

**Training:** All employees will receive general noise awareness training as part of The Club's safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

### **Vibration Control**

Under the Control of Vibration Regulations 2005 we will look to eliminate or control the exposure to vibration in the workplace to the lowest level that is reasonably practicable (Regulation 6). Hand Arm Vibration (HAV) and Whole-Body Vibration (WBV) can be a significant health risk wherever powered hand equipment is used for significant lengths of time.

The Club will look to eliminate vibration risk where possible at the planning stage by engineering out the risk at source. Where this is not possible the risk will be reduced to as low as is reasonably practicable with regular monitoring of exposure levels and risk to employees. Health surveillance will be carried out on employees where regular and frequent exposure to vibration risk is evident using the Tier System Questionnaires.

The aim will always be to be PROACTIVE rather than REACTIVE when addressing vibration risk.

The Club will follow good practice controls, currently promoted by the HSE, to help to eliminate or reduce vibration risk in our industry which are:

### **Selection of Work Equipment**

Tool selection can make a substantial difference to the vibration level, but the equipment must be suitable for the task and used correctly

We will demonstrate a sound procurement policy for power equipment considering the following:

- There is no reasonably practicable alternative method with no (or less) vibration exposure
- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.)
- Reduced vibration designs are selected provided the equipment is otherwise suitable

- Declared vibration emission is not high compared with competing machines of similar capacity to do the job
- Information on likely vibration emission is available (e.g., from manufacturer, hire company, databases)
- Available information from the manufacturer or elsewhere on control of vibration risks through:
  - Maintenance (e.g., servicing grounds keeping equipment)
  - Correct operation and operator training (see below)
  - Maximum daily trigger times or maximum daily work done with the equipment

### **Limiting Exposure Time**

Restricting exposure time will be carried out to ensure exposure remains below the Exposure Limit Value (ELV), even after all reasonably practicable measures to reduce vibration levels are in place.

The Club will determine the maximum times using the exposure points system or supplier's "traffic lights" equipment category. Regular testing and monitoring using HAVI Meters will be carried out to ensure the ELV is not exceeded.

The Club will ensure that the exposure will be reduced to the lowest level that is reasonably practicable (Reg 6(2)), so the ELV will not be used as a target, if a lower exposure is reasonably practicable.

### **Other Risk Controls**

The Club, where possible, will look to control HAV and WBV risk by means other than reducing vibration exposure, this will be done by:

- The use of ergonomic aids, such as better seat suspension which reduce forces felt by operator
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves
- Regular breaks from work involving vibration and encourage operators to exercise and stretch

### **Information, Instruction and Training**

The Club will ensure employees at risk from vibration shall have received information on:

- The risks from HAV and WBV and how to help reduce them (see above)
- Arrangements for health surveillance and their duty to cooperate

Managers and Supervisors will look for evidence that tools are being used correctly, as recommended by the manufacturer. This may require operators to receive specified training which will be provided.

### **Health Surveillance**

The Club will provide health surveillance where the Exposure Action Value (EAV) is likely to be exceeded. As a minimum we shall:

- Use of a periodic health screening questionnaire, both annually and for new employees (TIER system)
- Have arrangements in place for referral of relevant cases to an occupational health provider with HAV and WBV expertise for diagnosis and ongoing monitoring
- Have arrangements in place to receive medical advice on management of affected employees
- Have arrangements in place for RIDDOR reporting of HAV and WBV cases

## **Personal Protective Equipment**

Where the need for PPE is identified because of any vibration survey or risk assessment, it will be issued as soon as possible.

## **Stress**

The Club is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and wellbeing are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable The Club will:

- Provide manager and supervisors with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employees

## **Asbestos on the Premises**

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction, and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

In respect of our duties under Regulation 4, CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises. Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how we will effectively manage the risks for the identified asbestos containing materials.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.

## Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Office Manager. The Office Manager shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, footrests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by The Club.

## Safety Training

### Basic Training Considerations

The Club recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

We will undertake an annual training needs analysis for all our employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake. The General Manager is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

### Managerial Training

The Board of Trustees recognise, as fundamental to the success of The Club Safety Policy, that management should have received the training necessary to effectively control the areas for which they are responsible.

### Safety Advisor Training

It is essential that the Safety Advisor's training needs are regularly appraised. They will be encouraged to seek such professional qualifications as befits The Club's needs.

## Health Surveillance

**Responsibility:** The General Manager Responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by The Club. To monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken if an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

**Procedure:** Where known occupational health risks exist within The Club's scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.



The General Manager shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls, or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by The Club's scope of works.

Should any person have a health problem which could affect their health, safety, and welfare while at the workplace, they shall inform their immediate manager or supervisor.

### **Leptospirosis (Weil's Disease)**

The Club recognises the seriousness of the disease and will take all precautions to prevent exposure to its employees.

The Club is aware that symptoms may include severe headaches, fever, vomiting, jaundice, and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure. It is therefore important that The Club ensures personal hygiene is of a high standard. Hands and arms will be washed before eating, drinking, or smoking

### **Legionella**

To comply with legal duties, the Club will identify and assess sources of. This includes checking whether conditions will encourage bacteria to multiply. For example, if the water temperature is between 20–45 °C, if there is a means of creating and disseminating breathable droplets, such as the aerosol created, e.g., by cooling towers, showers, and spa pools; and if there are 'at risk' susceptible people who may be exposed to the contaminated aerosols. This should also include an up-to-date schematic diagram showing the layout of the plant or system, including parts temporarily out of use. Inadequate management, lack of training and poor communication are all contributory factors in outbreaks of legionnaires' disease. It is therefore important that the people involved in assessing risk and applying precautions are competent, trained, and aware of their responsibilities i.e., a specialist Legionella Consultant or Water Treatment Company.

If appropriate, the Club will:

- Prepare a written scheme for preventing or controlling the risk.
- Implement, manage, and monitor precautions – if control measures are to remain effective, regular monitoring of the systems and control measures is essential. Monitoring general bacterial numbers can indicate whether you are achieving microbiological control and sampling for legionella is another means of checking that a system is under control.
- Keep records of the precautions for at least two years afterwards.
- Appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.

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There is a reasonably foreseeable risk of exposure to legionella bacteria in:

- cooling systems with cooling towers, evaporative condensers or dry/wet cooling systems.
- hot and cold-water systems.
- spa pools.
- other plant and systems containing water that can create and increase the risk from legionella during operation or when being maintained

A water system includes all plant/equipment and components associated with that system, e.g., all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, water softeners, chillers etc. The system must be assessed including any isolated or infrequently / intermittently used areas, dead legs, test loops in engineering factories and injection moulding machines as they may create problems with microbial growth going unnoticed. Once brought back

online these can cause heavy contamination, which could disrupt the efficiency of the water treatment regime.

Testing of water quality is an essential part of the treatment regime, particularly in cooling systems. It may be carried out by a service provider, such as a water treatment company or consultant, or by the operator, provided they have been trained to do so and are properly supervised. The type of tests required will depend on the nature of the water system.

The following items should be recorded:

- names and positions of people responsible, and their deputies, for carrying out the various tasks under the written scheme.
- a risk assessment and a written scheme of actions and control measures.
- schematic diagrams of the water systems.
- details of precautionary measures that have been applied/implemented including enough detail to show that they were applied/implemented correctly, and the dates on which they were carried out.
- remedial work required and carried out, and the date of completion.
- a log detailing visits by contractors, consultants, and other personnel.
- cleaning and disinfection procedures and associated reports and certificates.
- results of the chemical analysis of the water.
- results of any biological monitoring.
- information on other hazards, e.g., treatment chemicals.
- cooling tower and evaporative condenser notification.
- training records of personnel.
- the name and position of the person or people who have responsibilities for implementing the written scheme, their respective responsibilities, and their lines of communication.
- records showing the current state of operation of the water system, e.g., when the system or plant is in use and, if not in use, whether it is drained down.
- either the signature of the person carrying out the work, or other form of authentication where appropriate.

## **Manual Handling**

### **Responsibilities**

The General Manager Responsible for Health and Safety will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work. Managers and Supervisors are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by The Club. Once trained, employees must use correct handling techniques to avoid injury. Where an employee is injured because of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

### **Manual Handling Risk Assessment**

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

To risk assess and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

## **Handling and Stacking**

When handling, employees must use mechanical devices wherever possible.

Managers and Supervisors will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities
- The weight of the load being known
- Heavy items being positioned so that they can be slid rather than lifted
- Employees not being allowed to manually handle any materials which are too heavy
- Workstations being designed to avoid the necessity to bend down or twist the torso repeatedly or overreach when carrying out any operation
- All materials being free from burrs or sharp edges where possible
- Wherever possible, materials being stacked to avoid handling them twice and avoid creating any additional hazards
- The use of PPE to avoid hand injuries

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) will be issued because of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled

## **Manual Handling Training**

Manual Handling Training will be provided to all employees who are required to carry out manual handling operations. All training provided will be in accordance with The Club's Safety Training and Information Procedure.

# **FOOD HYGIENE POLICY**

## **Introduction**

The Club is committed to consistently serve high quality food to customers. The Club accept the aims and provisions of the 'Food Safety Act 1990' and this is fully reflected in all of our business practices.

The Club have a commitment to maintaining a high standard of good practices in all areas of the business and applying HACCP Principles to control food safety risks to meet all conditions set down in the 'Food Hygiene (England) Regulations 2013'.

West Warwickshire Sports Club acknowledges our responsibilities under the Food Safety Act 1990, Regulation (EC) N0178/2002 General Principles of Food Law and The Food Safety Hygiene (England) Regulations 2013, EU Food Information for Consumers Regulation NO 1169/2011 Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs and The Food Information Regulations 2014 (S12014/1855).

To demonstrate this commitment, The Club have identified potential hazards and implemented effective control and monitoring procedures at those points critical to food safety.

The Board of Trustees, General Manager and employees are responsible for following and maintaining the food safety procedures and policies documented in The Club 'Food Safety and Hygiene Policy'.

Management will ensure that the Food Safety Policy is reviewed annually and audited every year. A key part of our commitment to Food Safety is training. All employees are instructed, supervised and trained in line with their work activities.

## **Personnel**

### **Hygiene Training**

Food hygiene training is a legal requirement for any food business. All personnel who work within the food handling areas must be trained in 'Basic Food Hygiene'. The training ensures that staffs have the knowledge and skills to work in a hygienic manner within food handling areas, thus minimising the risk of a food poisoning outbreak.

### **Protective Clothing**

To reduce the risk of contamination & protect the food, all food handlers, visitors and maintenance personnel must wear clean protective clothing before entering food handling areas.

### **Personnel Hygiene**

All persons entering the food handling areas of the business are required to maintain a high degree of personal hygiene and cleanliness.

### **Staff Selection & Medical Screening & Visitors**

All Club staff will be required to complete a 'Medical Health Questionnaire' prior to interview. The 'Medical Health Questionnaire' will record details of the interviewee's medical history, which particularly relates to food borne illnesses and food poisoning.

Visitors to the food handling areas should also complete a short 'Health Questionnaire'. The information requested assesses whether the individual is of a healthy disposition and will not pose a microbiological risk to the products.

## **Hand Washing**

Hands are one of the main ways of transferring pathogenic microorganisms to food. Hand washing must be carried out by everyone prior to entering the factory food handling areas and frequently during the working day. Hands must be washed in warm water (45-49°C) with a non-perfumed bactericidal soap, stored on a wall mounted dispenser. Hands must then be dried using a paper disposable towel or an 'air dry' hand dryer. An alcohol sanitiser may be applied to the hands once they have been dried.

The following also applies, hands must be washed:

- After visiting the toilet
- After touching ears, nose, mouth, or any other parts of the body
- After smoking
- After handling refuse

Nails must be kept short so that they are easy to clean and nail polish must not be worn.

## **Jewellery & Perfume**

Jewellery can contain bacteria and presents a foreign body risk. The only item of jewellery allowed to be worn in the food handling area should be a 'plain wedding band' type ring. No other jewellery is allowed to be worn in the food handling areas. Strong smelling Perfume or perfumed deodorants must not be worn as the smell may taint the food.

## **Exclusion of Food Handlers**

All staff associated with the Club must report the following to their manager:

- If they know/suspect that they are suffering from or are a carrier of a food borne disease.
- If they suffer from any skin infections, wounds, and sores.

Club staff must not be allowed back into any food handling area until they have been 48 hours clear of all food borne disease symptoms.

Any member of staff that has returned from holiday where there has been a warm climate and poor sanitary conditions must complete a short health questionnaire. Staff must be excluded from the food handling areas if they have suffered from a food borne disease while they were away on holiday and can only be allowed to enter the food handling areas when they have provided a negative stool test. Staff will also be excluded from the food handling areas if they suffer from the following.

- Eczema
- Boils & septic cuts
- Eye infections
- Discharge from the ears/eyes or nose Dental sepsis

## **FOOD Storage**

Adequate and suitable storage facilities and conditions must be provided to store raw materials, premixes, and products to maintain product quality and prevent spoilage and deterioration.

## **Raw Materials**

The following storage conditions will apply:

- Dry Ingredients & Canned/Bottled Products – These must be stored in an ambient store which provides a cool well-lit and ventilated area. They must be stored off the ground.
- “High-Risk” products – These must be stored in cool well ventilated refrigerated chillers operating at temperatures of 0 to 5°C to delay spoilage and prevent the growth of pathogenic micro-organisms
- Frozen products – These must be stored between -18 to -25°C.

## **Final Products**

This includes wrapped products, products waiting to be wrapped and any final wrapped/boxed products made by the factory or their suppliers. These must be stored as per the above instructions.

## **Stock Rotation**

This applies to all stored raw materials and final products. Stock must be regularly examined and a “First In, First Out” policy must always be used to ensure older raw materials is used before new raw materials and that older final products are sold to the customer before new final products.

## **Packaging**

All raw materials and food products must be wrapped in ‘food grade’ quality packing. This must be nontoxic to the products and in some cases must be able to withstand chilled storage. Packaging must be covered and stored off the ground on clean shelving in a storage area.

## **Sales / Service**

Food products must only be sold and served on/in clean crockery. Final process must be constantly checked for physical contamination or temperature abuse.

## **Premises & Equipment**

### **Premises Layout**

The layout of the kitchen ensures that “cross contamination” does not occur i.e., clean areas are not contaminated by dirty activities and that any final products do not meet raw materials.

The kitchen has been arranged in such a way that a positive & logical flow of food and service takes place through the premises.

All raw materials must enter via the service entrance where they are checked and stored. (See Storage & Temperature Controls)

## **Refuse Storage.**

General refuse must be stored in appropriate receptacles (box/bags) and stored in enclosed designated areas in closed bins with tight fitting lids. Lids must be kept shut to prevent rubbish being blown around in the wind.

Food refuse must be stored in the appropriate receptacle (box/bag) and stored in enclosed designated area in bins with tight fitting lids. This area must be kept clean and tidy to deter and prevent pest activity and infestation.

An adequate number of bins will be provided for refuse.

## **Drainage**

The premises drains will be designed and constructed to avoid the contamination of foodstuffs. They will be properly trapped to avoid the entry of sewer gases and smells or access for rodents into the premises. They will be regularly cleaned and sanitised.

## **Provision of Facilities**

### **Toilet/ Cloakroom Facilities**

The Club will provide adequate facilities for staff. Toilets will be well ventilated and kept in a clean and orderly fashion.

Accommodation/lockers will be provided for staff to change from their own clothing to work attire. No outdoor clothing or bags are allowed in the food preparation areas.

### **Smoking Facilities**

The Club operates a **NO SMOKING** policy on the premises. Smoking is only allowed in designated areas only away from food handling areas.

### **Water Supply**

The water that is used as a raw material and for drinking is drawn directly from the mains water supply and not from storage tanks. The water that is supplied to the premises must be constant and of a clean and wholesome quality.

### **Washing Facilities**

#### **Wash Hand Basins**

All food handling areas must have at least one wash hand sink provided in the food preparation area. The sinks will have trapped drainage, instantaneous hot water supply, bactericidal hand soap and a means of hand drying.

The hand wash sink must only be used for hand washing purposes.

#### **Sinks**

Sinks must be provided for the sole purpose of cleaning or sanitising food preparation utensils and cleaning equipment. These must be separate from each other.

## **Water Supply**

Hot water supply must be monitored to provide a continuous and sufficient supply. All pipe work to and from the sink must be concealed.

## **Equipment**

All food preparation equipment on the premises will be simply constructed, durable, moveable and easily cleaned and sanitised.

## **Cleaning & Disinfecting**

It is important that the premises, equipment etc, undergo thorough cleaning at appropriate intervals to avoid the build-up of dirt, grease, food waste etc which may provide a breeding ground for bacteria and attract insects and other pests.

The premises must have in place, cleaning schedules that identify:

- Areas/Equipment requiring cleaning
- Frequency of cleaning
- Method of Cleaning and the chemicals/materials and equipment to be used.
- Who is responsible for cleaning?

The premises will only use 'Food Safe' sanitisers for cleaning equipment and surfaces.

All cleaning equipment must be colour coded so that areas depicted as high and low risk will have their own coded equipment for cleaning.

Disposable cloths must be used for cleaning and wastewater from cleaning operations must be emptied down the drains and not down any of the sinks used for hand washing or in food preparation areas.

## **Pest Control**

The premises must ensure that it has effective pest control to prevent spread of disease, waste of food and damage to the premises.

The Club will use a suitably experienced 'Pest Control' contractor to ensure that the premises are free from pest infestations.

The Pest Contractor will regularly monitor bait traps and insect traps and will regularly inspect the premises as part of the contract.

## **Further Food Safety Control Measures**

Any further policy control measures can be found in the separate Food Safety / Hygiene Policy

## **Environmental Policy Statement**

1. West Warwickshire Sports Club recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The Board of Trustees and General Manager Responsible for Health, Safety and Environmental issues recognise that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Club, so far as is reasonably practicable, proposes to pay particular attention to:



1. Minimise disturbance to the local and global environment, and to the local communities and wildlife.
2. Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Club will follow the hierarchy outlined below.
  1. Prevention
  2. Preparing for re-use
  3. Recycling
  4. Recovery
  5. Disposal
3. Minimise use of energy and raw materials and to adhere to the principles of sustainability.
4. Consider the environment in the design of processes and products and the maintenance of equipment.
5. Provide information on the use and final disposal of products.
6. Ensure that all employees and suppliers are adequately informed about the Club's environmental policy.
7. Minimise the use of product related materials and services such as packaging or transport.

In duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Club or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Sarah Harrison Customer Services Manager  
Responsible for Health, Safety & Environmental issues June 2021

