



# OLD RUTLISHIANS HEALTH & SAFETY POLICY STATEMENT

July 2020





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## **AMENDMENTS**

### **Review record**

Date	Purpose of review	Reviewed by
Feb 2020	Annual review	Steve White
March 2020	Change Executive Committee to Board of Trustees	Steve White
July 2020	Covid specific section	

## **SECTION 1**

### **STATEMENT of INTENT**

The Old Rutlishians Association recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the



Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Association to promote the health and safety of the volunteers, staff and of all visitors to the Association premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the Association in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities.
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Association’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Association arising out of or in connection with the Association activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the Association’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Association’s Management. The statement and the procedures are to be reviewed each year by the Health and Safety Person.

### **Board of Trustees**

Print Name – Peter Stokes

Signature -

Date:



## SECTION 2

### ORGANISATION OF HEALTH & SAFETY RESPONSIBILITIES

For the effective management and adherence of our Health & Safety Risk Management based system, everyone must take responsibility for themselves and for the people and activities they manage. This does not mean that everyone has to carry out Health & Safety tasks themselves, but they should ensure that all tasks carried out in their work areas are performed with the utmost regard for Health & Safety.

This includes a duty and responsibility owed to the Old Rutlishians Association by its Employees/Volunteers in reporting faults and hazards in a timely fashion, so that the Grounds and working environment is properly maintained and any repairs which affect Health & Safety are carried out as soon as possible.

In order to organise and manage matters of Health & Safety it is necessary to assign persons to undertake the same and, in this respect, the following arrangements have been undertaken.

#### **Board of Trustees**

Managing Health and Safety risk is a key issue for the Board of Trustees, who have a collective role in providing committed leadership in the continuous improvement in Health and Safety. The Board is responsible for committing resources as an investment to improve staff health, safety and welfare and subsequently monitoring the impact of committing resources. Board decisions and actions will support The Old Rutlishians Association's Health and Safety responsibilities.

#### **THE BOARD OF TRUSTEES**

The Board of Trustees has overall and final responsibility for Health and Safety.

Specific Health and Safety duties include:

- a) Provision of an Association which has clearly defined responsibilities leading to effective and comprehensive Health and Safety management
- b) Allocation of resources to comply with Health and Safety legislation and best practice so far as is reasonably practicable
- c) Ensuring that systems are in place so that all employees/volunteers are fully aware of their statutory responsibilities by the inclusion of Health and Safety in all job descriptions and through the Associations Induction
- d) Assigning an individual with special responsibility for Health and Safety who is responsible for the overall coordination of health safety and welfare issues within the Association and for monitoring the implementation and upkeep of Health and Safety policies



- e) Reviewing the health and safety performance of the Association through regular Health and Safety reports and ensuring appropriate action plans are developed to facilitate continuous improvement

#### **STEVE WHITE – THE APPOINTED HEALTH AND SAFETY ADVISOR**

Has day-to-day responsibility for ensuring this policy is put into practice and Health and Safety standards are met throughout the Association.

#### **Appointed Health & Safety Advisor**

- (a) Applying and enforcing Health & Safety standards, in accordance with legislation, official guidance and approved codes of practice.
- (b) co-ordinating and initiating Health & Safety activities, including the review of all Health & Safety Risk Assessments, by way of periodic Audits as required under the relevant Acts and/ or Regulations, together with routine Health & Safety inspections within the environment;
- (c) providing practical guidance, advice and assistance to all persons in the proper implementation of Health & Safety procedures;
- (d) Monitoring for accidents and incidents within the environment and ensuring any accidents are fully investigated with a view to preventing a recurrence; reporting to the Environmental Health Officer or the Health & Safety Executive as required in accordance with RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences) Regulation 2013, where applicable.
- (e) To ensure adequate communications between staff and the Association in accordance with regulatory requirements.
- (f) Applying and enforcing Health & Safety standards within the Association environment.
- (g) Carrying out periodic inspections of Manual Handling Aids so as to ensure their suitability and safe use/application.
- (h) Making recommendations in respect of Manual Handling Risk Assessments, training and refresher training where appropriate and required, in accordance with The Manual Handling Operations Regulations 1992 (as amended 2002)
- (i) To ensure that all workplace equipment is suitable and sufficient for its purpose and used in accordance with The Provision and Use of Work Equipment Regulations 1998, such as ride on mowers, tractors etc, this including matters of maintenance/repairs and servicing.
- (j) Co-ordinating and initiating Health & Safety activities, including periodic reviews of all Health & Safety Risk Assessments (the environment) as required under the relevant Acts and/ or Regulations, together with routine Health & Safety inspections.

#### **Managers/Sports Team Managers**

Each Manager is responsible for his/her personal safety and that of all personnel under his or her authority, including others who may be affected by the Associations activities.

In particular they will:

- a) Understand and implement the Associations safety policy.



- b) Appreciate the responsibilities of personnel under their authority and ensure that each employee/volunteer knows his/her responsibility and are equipped to play their part.
- c) Ensure accident and near-miss reporting procedures are understood and complied with and assist with accident investigations where appropriate.
- d) Ensure all contractors are suitably trained/competent to carry out the prescribed task and that the necessary training certificates are in force and appropriate. Also Method Statements and Risk Assessments are submitted before works commence.
- e) Ensure that all new employees/volunteers 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, where applicable, as required and they adhere to personal responsibilities set out in this Policy.
- f) Reprimand any employee/volunteer for failing to discharge their health and safety responsibilities.
- g) Set a personal example with regard to health and safety matters.

### **Staff /Volunteers Responsibilities**

All staff are required to take reasonable care and steps for their own Health & Safety and for that of other persons who may be affected by their actions. In accordance with the Health & Safety at Work etc Act 1974, all staff have a legal duty to co-operate with the Association to enable the Association to fulfil its legal obligations. This is further substantiated and supported by the Management of Health & Safety at Work Regulations 1999. All staff, volunteers, contractors and others have a legal duty to report Health & Safety concerns and hazards as soon as practicable. Further, staff may not do anything that may adversely affect their own Health, Safety & Welfare.

Staff are responsible for:

- (a) taking reasonable care of the Health & Safety of themselves and of any other persons who may be affected by your acts and or omissions at work;
- (b) co-operating with the Association as far as is necessary to enable the Association to discharge any duty or requirement imposed on it by any relevant statutory provisions;
- (c) not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare in pursuance of any statutory provision or safe system of work;
- (d) reporting any Health & Safety concerns to the Associations Board;
- (e) Following our Health & Safety Standards, as set down by the Association.
- (f) Ensure accident and near-miss are reported.



## SECTION 3

### ARRANGEMENTS OF HEALTH & SAFETY

#### **Consultation with Staff**

We will consult all staff on Health & Safety matters, either directly or through the Health and Safety Committee.

The Health & Safety Chair and the Health and Safety Committee are responsible for ensuring regular communication with all staff in respect of matters of Health & Safety.

#### **Compliance**

Failure to adhere to any Health & Safety policies and/or procedures contained herein and as varied from time to time, may result in disciplinary and or legal action being taken against an employee/volunteer, including summary dismissal and criminal prosecution.

#### **Work Areas**

The following standards should be applied to all work areas:

- Floor areas, passageways and corridors are kept free of obstructions.
- Fire exit routes, doors and firefighting equipment are always kept free of obstructions. All fire doors should remain closed and not wedged open unless approved openers are fitted.
- Papers, files, nor any other objects or materials should not be stored on top of or around electrical equipment so as to obstruct or reduce necessary ventilation requirements.
- The tops of high cupboards or filing units are to be free from heavy items so as not to cause a manual handling or fall/collapse hazard.
- Absolutely no running in or on the premises unless on one of the approved training surfaces or pitches
- Faults and hazards are to be reported to the Associations Health and Safety Representative or Manager as soon as reasonably possible.

### EMERGENCY & ACCIDENT PROCEDURES

#### **Introduction**

Under the Management of Health & Safety at Work Regulations 1999, the Association has a duty to provide procedures to be followed in the event of serious or imminent danger.

All employees, volunteers, workers and contractors should remain conversant with the current procedures in the event of an emergency.

#### **Fire**

Under the Regulatory Reform (Fire Safety) Order 2005, the Organisation has a duty to provide a safe place of work.





The Association or appointed person are responsible for ensuring that instructions and information on actions that should be taken in the event of an emergency are given to staff/volunteers and displayed throughout the building, including:

- (a) Making new member of staff/volunteers aware of the contents of the Health & Safety Policy; to be included on their initial Induction.
- (b) ensuring that the fire drill and evacuation procedures are clearly displayed on the notice board and behind the bar;
- (c) assessing the fire risks in the workplace as required under the Regulatory Reform (Fire Safety) Order 2005

**It is most important to remember that if you discover a fire, you should get everyone out as soon as possible and raise the alarm. Please follow the Fire Drill instructions.**

Should a fire be discovered in its early stages, you may think that you can deal with it yourself. The first thing to remember is that even small fires spread very quickly, producing smoke and fumes which can kill in minutes. Always sound the fire alarm and report to the designated assembly point.

Everyone is responsible for ensuring that fire routes and escapes together with portable firefighting equipment are kept free from obstructions at all times.

## **FIRE DRILL & EVACUATION PROCEDURES**

Action to be taken on discovering a Fire

### **FIRST RAISE THE ALARM BY:**

- On discovering a fire, raise the alarm by shouting FIRE! (This will alert anyone in the immediate vicinity) and then activate the nearest Fire Alarm Call Point Break glass (small red box, close to major exits).
- Dial 999 stating you are calling from [The Clubhouse, Poplar Rd, Merton Park, London SW19 3JS](#) You MUST inform the Clubs Manager you have called the Emergency services as soon as possible
- If safe to do so and are trained to do so, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear, there are no canisters nearby and the fire can be easily controlled.
- Please ensure all doors are closed where a fire is present, this will prevent the fire spreading to other parts of the building. However only attempt this if it is safe to do so, **DO NOT PUT YOURSELF IN DANGER.**
- Leave the building by the nearest exit.



- Do not go back for any personal belongings.

**DO NOT** take any personal risk and remember Fire extinguishers are only for dealing with small fires

**ACTION TO BE TAKEN ON HEARING A FIRE ALARM**

- Leave the area; do not wait to collect your belongings. Keep calm; leave quickly and quietly – **DO NOT RUN.**
- Strictly adhere to the evacuation procedure given by the fire warden without question.
- Report to the Assembly point
- **DO NOT** attempt to re-enter any area once you have left unless it is safe to do so and only when instructed by Emergency services.
- If for any reason it is not possible to return to your work, staff will advise at the assembly point.

**ALL EMPLOYEES/VOLUNTEERS MUST**

- Familiarise themselves and any visitors to the site, with the following safety matters.
- Identify the sound of the fire alarm and the correct procedures to be followed.
- Know the means of escape in case of fire, from the Club house and adjacent buildings.
- Identify the location of the nearest building fire alarm call point.
- Know the location, type and method of operation of the nearest firefighting equipment.
- Remember the nominated fire assembly points as stated above.
- Report accidental damage to Safety equipment immediately to the Association.

**Fire Facilities**

Number of escape routes/exits: (e.g.) As Recorded.....  
 Number of fire extinguishers: As recorded in extinguisher audit  
 Sufficient number of fire alarm call points throughout.  
 Fire alarm tests carried out: Regularly, records held by security  
 Equipment checked by:  
 Frequency: Annually

**Fire Drills**

Held: At 6 Monthly intervals

**First Aid**



The Association has a duty to ensure that first aid provisions are provided in accordance with the Health & Safety (First Aid) Regulations 1981 as amended 2009. Appointed certificated First Aiders are displayed upon notice boards.

After October 1<sup>st</sup> 2013 the HSE will no longer approve training and qualifications for the purposes of the Health and Safety (First-Aid) Regulations 1981

The Appointed Health & Safety Person is responsible for ensuring that staff are aware of arrangements for first aid.

- A first aid kit is situated in nominated locations.
- In the event of a serious accident, injury or ill health where the casualty requires admission to a hospital Accident and Emergency Department, you should contact the ambulance service:
- Dial 999 ask for the Ambulance service and give your name, the building address, floor and condition of the emergency case.
- Inform the nearest First Aider on site.

The Association is responsible for replenishing the first aid supplies. The first aid kits are checked every month and restocked as required.

The Association is responsible for keeping a list of First Aiders and arranging first aid training and refresher courses and maintaining training records.

### **Nearest hospital with A&E department**

**St Helier Hospital - 020 8296 2000**

**St Georges Hospital - 020 8725 2666**

### **Nearest Police Stations**

**Mitcham - 020 7230 1212**

### **Fire Station**

**Tel: 999**

### **Gas**

**Gas Escape calls – Tel: 0800 111 999**

### **Electricity**

**Emergency Tel : 0800 111 999**



## **Water**

**Emergency Tel : 01737 772 000**

### **Reporting Accidents**

Under the Reporting of Accidents, Diseases and Dangerous Occurrences Regulations 2013, the Organisation has a duty to report certain categories of accident, dangerous occurrences and diseases to the Local Authority Environmental Health Department.

On the 1st October 2013 changes were introduced to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) that has simplified the mandatory reporting of workplace injuries for businesses, while ensuring that the data collected gives an accurate and useful picture of workplace incidents.

The main changes are to simplify the reporting requirements in the following areas:

- The classification of ‘major injuries’ to workers has been replaced with a shorter list of ‘specified injuries’;
  - The existing schedule detailing 47 types of industrial disease has been replaced with eight categories of reportable work-related illness;
  - Fewer types of ‘dangerous occurrence’ will require reporting.
- (a) All staff/volunteers must report all accidents, injuries, work-related diseases and dangerous occurrences, however small, to the Health & Safety Manager within one working day of the event. Near misses (i.e., a narrow escape from an accident, a dangerous occurrence or a potential hazard) must also be reported to the Health & Safety Manager.
- (b) If you are absent from work for more than 7 days following a work-related accident or injury you must inform the Association.
- (c) The Health & Safety Appointed person is responsible for monitoring and analysing records in the Accident Book and notifying the relevant Enforcing Authority by the quickest practicable means. Notification is usually done by Email or telephone and confirmed on the approved forms.
- (d) The Accident Book should be reviewed on a regular basis.

### **Display Screen Equipment Workstation Assessment**

To meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992, the Association is responsible for assessing display screen equipment workstations and reducing risks to Health & Safety of Users and Home Workers.

The Association is responsible for co-ordinating the workstation assessment programme. All staff have legal obligation to participate in the workstation assessment.



- (a) Users of display screen equipment (DSE) will be asked to participate in a Risk Assessment which will be reviewed periodically to ensure conformity.
- (b) Completed Assessments will be retained by the Association
- (c) If you report problems or require assistance, action will be generated by the Association, although some issues may need to be referred to an outside consultant or ergonomist.
- (d) If you are a DSE user, you are responsible for ensuring that display screen work is planned to include regular breaks or changes of activity in order to prevent intensive periods of on-screen activity.

The Association is responsible for ensuring that workstation furniture meets the minimum requirements set out in the Schedule to the Regulations and all new furniture meets current International Standards.

The Association will keep records of all Risk Assessments.

### **Electrical Safety**

All electrical equipment and systems and any work involving electricity or proximity to electricity must meet the requirements of the Electricity at Work Regulations 1989, Memorandum of Guidance and current Standards.

Electrical systems must, so far as is reasonably practicable, be constructed and maintained so as to be safe. Appointed persons responsible for the installation of new electrical systems will ensure that the requirements of the Regulations, Memorandum of Guidance and current standards are met. The requirements include provisions relating to insulation, protection, placing and earthing conductors and installing switches or other devices as neutral conductors. Excess current production must be efficient and suitably located and there must be provision for cutting off the supply and isolating it.

The Health & Safety Appointed person is responsible for ensuring that every work activity, including operation, use and maintenance of a system or any work near a system, shall be carried out in a manner so as not to give rise to danger.

Work on or near live exposed parts of equipment is not permitted unless it is absolutely unavoidable and the following three conditions are satisfied:

- (a) It is unreasonable in all the circumstances for the system to be dead.
- (b) It is reasonable in all the circumstances for the work to be carried out live.
- (c) Suitable precautions are taken to prevent injury.
- (d) A Permit to Work system is applied.



The Health & Safety Appointed person is responsible for ensuring that contractors who work with electricity must be competent to do the job and have the required technical knowledge and experience to prevent danger and avoid injury.

The Health & Safety Appointed person is responsible for ensuring that all electrical systems and equipment are examined and maintained in accordance with the Regulations, Memorandum of Guidance and current standards. The schedule and records for inspection and maintenance are kept by the Association

Managers responsible for purchasing electrical equipment must provide safe and suitable equipment that is manufactured to current standards. The construction and/or protection of electrical equipment must be appropriate for the type of working environment.

You may only use electrical equipment purchased by the Association on its premises. It is not permissible and an offence to bring domestic electrical appliances into the Club unless a PAT test has been completed by a competent person or company.

All defective equipment should be removed from service immediately and reported to the Association. Only staff or contractors qualified to maintain or repair electrical equipment will be permitted to do so.

All portable appliances are tested on a regular basis by an outside contractor and the results of the examination will be recorded in the electrical register kept by the Association.

### **Work Equipment**

The Association is responsible for ensuring that work equipment meets the requirements of the Provision and Use of Work Regulations 1998.

Staff responsible for the purchasing of equipment must ensure that the equipment meets relevant Health & Safety requirements and current standards and has been designed for the purpose for which it is to be used. They are also responsible for ensuring that inspections are carried out after installation and before the equipment is put into use, after assembly at a new site and at suitable intervals and after any exceptional circumstances.

Any item of work equipment must comply with European Directives. This applies to all equipment bought since 1992. Manufacturers commonly fix a “CE” mark to the equipment as a sign of compliance to European requirements.

Any work undertaken using the equipment should be in accordance with manufacturers’ specifications and instructions.

Work equipment should be maintained in an efficient state, in efficient working order and in good repair. All defects should be reported without delay.

Maintenance of equipment will be recorded. Records are kept by the Association

The Health & Safety Appointed person is responsible for ensuring that staff receives training in the use of work equipment and have Health & Safety information available to them and written instructions where appropriate. Where specific risks have been identified these will be reduced or controlled.



Safe Systems of Work are required for the maintenance and operation of work equipment that is identified as potentially hazardous.

All defective equipment should be taken out of service immediately and reported to the Association.

### **Storage & Handling**

Under the Health & Safety at Work Act and Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Organisation has a duty to ensure safe storage and handling of dangerous substances.

All staff are responsible for ensuring that safe storage is provided for any flammable, corrosive or toxic substances identified following Risk Assessments. Locked storage will be provided for any hazardous substances.

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

To meet the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Organisation is required to ensure that wherever possible the use of any hazardous materials will be eliminated or substituted with a safer product. If use of a hazardous material is unavoidable, a COSHH Assessment will be carried out and appropriate control measures implemented. All COSHH substances stored and used will be accompanied by a COSHH Data Sheet.

Changes in the CLP Regulations (June 2015) the existing orange hazard pictograms have been replaced with new international diamond shaped ones.

Staff responsible for purchasing hazardous substances are required to ensure that such substances are suitable for the task. They will ensure that the suppliers of materials provide full information on hazards of use and the appropriate precautions to take.

The Association is required to ensure that you receive information about the hazards associated with the materials used or encountered and instructions for safe working methods and training to enable you to carry out the instructions. You must comply with the instructions issued.

Where contractors are employed, the contractor is required to provide Risk Assessments for substances hazardous to health that they use. Copies of Risk Assessments will be kept in each area where the substances are used.

The appointed Health & Safety Person is responsible for preparing safe systems of work and controlling measures for any process or activity involving hazardous or dangerous substances.

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



In accordance with Personal Protective Equipment Regulations 1992, the Association is responsible for ensuring that where risks cannot be controlled by other means, an assessment will be carried out to ensure that the appropriate personal protective equipment is provided to staff that may be exposed to a risk to their Health & Safety.

The Association will provide training, where applicable, to all staff/volunteers if applicable.

Every member of staff is required to use the personal protective equipment provided for them properly, in accordance with training and information and to use the accommodation provided for it.

### **Lifting and Carrying**

To meet the requirements of the Manual Handling Operations Regulations 1992 (as amended 2002) the Organisation is responsible for ensuring that staff/volunteers avoid hazardous manual handling operations so far as is reasonably practicable.

Where hazardous manual handling operations cannot be avoided, the appointed Health & Safety Advisor or the Association will carry out a Manual Handling Risk Assessment in order to reduce as reasonably as practicable any risks of injury.

Assessments will be reviewed or repeated whenever there is a significant change to the manual handling operation, if an injury occurs, or if an employee indicates that they may be experiencing problems.

Risk Assessments will be kept at the site where the tasks are conducted, and the Association is responsible for ensuring that the necessary modifications are made to reduce identified risks.

Where a problem arises relating to a manual handling operation or in the case of an adverse health or medical condition, the staff is required to inform the Association immediately.

The Association will provide training in respect of Manual Handling for all staff engaged in such activity and outline the risks to Health & Safety and how they may be avoided. Only staff trained in manual handling techniques should carry out manual handling tasks.





### **Cleaning and Waste Disposal**

The Workplace Health, Safety and Welfare Regulations 1992 state that the workplace and furniture, furnishings and fittings will be kept sufficiently clean. The workplace should be kept free from waste materials wherever possible.

The Manager is responsible for ensuring that the premises are kept clean and tidy.

Disposal of materials must be carried out under the terms of the Environmental Protection Act 1990. An approved or licensed carrier must dispose of mixed waste.

### **Stress in the Workplace**

In accordance with the Health & Safety at Work Act Etc 1974 and the Management of Health & Safety at Work Regulations 1999, it is accepted that stress in the workplace is an acknowledged hazard and accordingly monitoring for excessive stress is a pro-active and integral part of the Association's arrangements of Health & Safety. It is incumbent upon the members of staff to draw to the attention of the Association any work related stress issues, including discrimination, bullying and Harassment.

### **Young People at Work**

Young Persons at Work Guidance require the Association to assess the risks to young person's working on the premises. All people under the age of 18 years are considered to be "young people" for the purpose of this Guidance.

The Regulations also prohibit certain types of work and extend the duty of the employer to provide parents of school age children (under 16 years of age) with information on the risks they face at work and the control measures in place. Children under 13 years of age are generally prohibited from any form of employment.

All staff intending to employ a young person should inform the Health & Safety Manager to ensure that appropriate Risk Assessments are conducted before the employee starts work. In all cases, supervision by competent persons must be provided.

### **Health & Safety of Contractors**

Under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, the Association has a duty to contractors working on its Site.

Before hiring contractors, the Association should review the contractor's competence to carry out the work. The level of questioning and detail required from contractors prior to their engagement should be proportionate and appropriate to the level of risk involved in the nature of the work that the contractors will be undertaking. Only authorised contractors are allowed on the premises, subject to the satisfactory receipt of the Contractors Method of Work Statement and Risk assessment.

Staff authorised for hiring contractors for construction projects are responsible for ensuring that the requirements of the Construction (Design and Management) Regulations 2015 are met for all Notifiable Construction work where applicable. They will:

- (a) Appoint a competent person as principal designer and principal contractor.



- (b) Provide the supervisor and designers with information relevant to the Health & Safety of the project.
- (c) Be reasonably satisfied that any designers/contractors are competent and have made adequate provisions for Health & Safety.
- (d) Ensure that work does not begin until adequate provisions have been made for Health & Safety.

The contractor is required to take all reasonable steps to inform the Association about the risks to Health & Safety arising out of, or in connection with, the contractor's activity on the Association's premises. The Association will provide Health & Safety information to temporary workers as appropriate. All contractors whether falling within CDM Regulations or not will provide a full Method of Work Statement and Risk Assessment appropriate to the hazards involved.

After the 15 October 2015 all projects will need to transfer to The Construction (Design and Management) Regulations 2015.

### **Health & Safety of Visitors**

Under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, the Association has a duty to visitors on its premises.

### **Working Alone**

The Association will ensure, so far as is reasonably practicable, that employees, workers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their Health & Safety. Appropriate Risk Assessments will be carried out to ensure that there are sufficient control measures to reduce risks to their Health & Safety.

### **Health & Safety Training and Information**

Training and information contributes directly to the Association's Health & Safety culture.

The Association is responsible for ensuring that new employees/volunteers receive Health & Safety information, including arrangements for first aid and emergency procedures on arrival. He or she must also ensure that job-specific training and information is provided where required. Additional training will be necessary if an employee takes on new responsibilities, or where there is a change in work activity or the work environment.

The Association will keep records of the Health & Safety training that has been provided and is responsible for organising and maintaining records for the training of First Aiders.

Training and information needs will also be identified through the Risk Assessment procedure conducted by the Association.



## **Risk Assessment**

Under the Management of Health & Safety at Work Regulations, the Association is required to carry out Risk Assessments and monitor Health & Safety.

It is the Old Rutlishians Association's intention to eliminate/reduce risks from hazards or, where elimination is not possible, to reduce them to an acceptable level.

The Association is responsible for carrying out periodic Risk Assessments of any risks to the Health & Safety of staff and other persons affected by the Association's activities. This process may be contracted out to external competent persons.

Records are kept and managed by the appointed Health & Safety Advisor and the Association. Any defects or hazardous situations and recommendations are recorded and then notified to the relevant staff. The appointed Health & Safety Advisor or the Association must record the actions taken as a result of the Risk Assessment. Risk Assessments will be reviewed if there is a significant change in the matter to which it relates, or if there is reason to suspect that it is no longer valid.

## **Inspections**

The Manager is responsible for routine inspections of the premises on a bi-monthly basis and recording any faults. Upon staff identifying any hazards in the workplace, hazards should be reported to the Health & Safety appointed person for immediate attention.

## **Monitoring and Improving Health & Safety**

The Management of Health & Safety at Work Regulations 1999 requires the effective management of Health & Safety. The Association has a commitment to controlling Health & Safety risks and improving Health & Safety. The Association is required to carry out a regular Audit and review of its Health & Safety arrangements.

## **Safeguarding**

The Old Rutlishians Association are committed to safeguarding and protecting children and young people. They fully accept responsibility for the wellbeing and safety of all children and young people who are under their care.

All children have the right to protection from all forms of abuse and exploitation and it is the duty of all staff and volunteers, paid or unpaid at the Association to safeguard children and young people by creating an environment that protects them from harm. The wellbeing of children and young people is paramount for all staff/Volunteers and accordingly, they must make themselves aware of the Associations Safeguarding Children Policy. Where appropriate, the policy will be supplemented by in-service training and additional guidance. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

## **Covid 19**

The Old Rutlishians will continue its obligations to comply with health and safety at work legislation and requirements to manage and control workplace risks, including protecting workers, volunteers and others from the risk of COVID-19 infection throughout the Association



This Policy has been reviewed to consider Government guidelines relating to the Covid 19 epidemic. All Association staff, volunteers, Trustees and members of the board will comply with The Old Rutlishians Associations procedures and Risk Assessments in place to prevent exposure and transmission of the Covid virus. To enable the Association to reopen to members a number of restrictions has been imposed, including Red, Amber and Green zones, one way systems, drinking zone, restricted access to the club house, contactless payments and a capacity calculation of maximum 250 members at one time .

Staff, Volunteers, Members, Trustees and Contractors will follow the Associations safety advice relating to Personal Protective Equipment, Social distancing and designated one-way systems whilst attending the Old Ruts site.

## **Legislation**

- Health and Safety at Work act 1975
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First Aid) Regulations 2013
- Control of Substances Hazardous to Health (COSHH) 2015
- Electricity at Work Regulations 1989
- Provision and use of Work Equipment Regulations (PUWER) 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Work at Height Regulations 2005