



# RCC Health and safety statement and policy

## Introduction

Health and safety laws are in place to protect RCC, our employees, volunteers, contractors and the public from workplace dangers. The approach RCC take will be proportionate to the size of our business and the nature of our business activity. For small, low-risk businesses such as ours the steps we need to take are straightforward.

## Who will help with RCC's duties

As an employer, RCC must appoint someone competent to help us meet our health and safety duties. RCC's Club Chairman has overall responsibility and is the designated responsible person. The volunteer General Cricket Secretary has the day to day duty for management of RCC's health and safety and is appointed as RCC's competent person. RCC is considered a low-risk business, health and safety is something RCC should be able to manage without needing to buy in expert help. Where RCC may require additional advice we can consult members of the club or other clubs within the league. Advice is also available, on the HSE Website [www.hse.gov.uk](http://www.hse.gov.uk)

## RCC's health and safety policy

Describing how RCC will manage health and safety will let our staff and others know about our commitment to health and safety. Our Policy is located the end of this document. Our policy will only be effective if RCC and our staff follow it and review it regularly.

## Controlling RCC's risks

RCC must control the health and safety risks in our workplace. To do this we need to think about what, in our business, might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. Risk assessments have been undertaken on site including Clubmark, asbestos, water quality (including coliform and legionella risks), fire and general health and safety risk assessments. These are regularly reviewed. On review any recommendations are brought to the Management Committee and action taken as appropriate.

## Consultation with RCC's employees

RCC' have to consult with our employees on health and safety issues. This is achieved through the Management and Cricket Committees.

## Provision of training and information

Everyone who works or volunteers for RCC needs to know how to work safely and without risks to health. RCC must provide clear instructions and information, and adequate training, for our employees and our volunteers.

A proportionate approach is needed, providing simple information or instructions is most likely to be sufficient in RCC's low risk environment. Posters on hazards such as manual handling and use of domestic chemicals are provided in risk areas and staff are reminded of safe systems of work at the start of the cricket season and following an incident.

## Provision of workplace facilities

RCC must provide the right workplace facilities for everyone in our workplace, including people with disabilities, basic things RCC need to consider are outlined below.

## Welfare facilities

For our employees' well-being RCC need to provide:

- ∥ toilets and hand basins, with soap and towels or a hand-dryer;
- ∥ drinking water;
- ∥ a place to store clothing (and somewhere to change if special clothing is worn for work);
- ∥ somewhere to rest and eat meals.

## Health issues

To have a healthy working environment, RCC make sure there is:

- || good ventilation – a supply of fresh, clean air drawn from outside;
- || a reasonable working temperature (usually at least 16 °C, or 13 °C for strenuous work, unless other laws require lower temperatures);
- || lighting suitable for the work being carried out;
- || enough room space and suitable workstations and seating;
- || a clean workplace with appropriate waste containers.

## Safety issues

To keep our workplace safe RCC will:

- || properly maintain our premises and work equipment;
- || keep floors and traffic routes free from obstruction;
- || have windows that can be opened and also cleaned safely;
- || make sure that any transparent (e.g. glass) doors or walls are protected or made of safety material.

## RCC's arrangements for first aid, accidents and ill health

### First aid

RCC have first-aid arrangements in our workplace. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones. As a minimum, RCC have:

- || a suitably stocked first-aid box in the Pavilion and with Coaches if playing cricket elsewhere;
- || trained first aiders- all coaches are trained as first aiders;
- || information/posters for giving details of first-aid arrangements.

The Health and Safety (First-Aid) Regulations 1981 do not require RCC to provide first aid for members of the public. However, RCC have assessed the risk and will provide a service for others such as volunteers, visitors, Club members and members of the public.

### Accidents and ill health

Under health and safety law, RCC must report and keep a record of certain injuries, incidents and cases of work-related disease. A list of which ones must be reported and how to report them is on the HSE website ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)). Keeping records will help RCC to identify patterns of accidents and injuries, and will help when reviewing our risk assessment. Our insurance company may also want to see our records if there is a work-related claim.

- ! RCC make sure we protect people's personal details by storing records confidentially in a secure place.
- ! RCC keeps an accident book.

### The health and safety law poster

RCC must display the health and safety law poster this is currently displayed in the bar area.

### Insurance for RCC's business

RCC has, among other insurances, vehicle, public and products liability and employers' liability insurance.

### Keeping RCC up to date

The General Secretary will review news and events impacting on sport and in particular cricket and keep RCC's health and safety policies and risk assessments up to date.

## **Examples of general legislation applicable to RCC:**

1. Health and Safety at Work Act 1974 (HSWA)
2. Management of Health and Safety at Work Regulations (MHSW)
3. Control of Substances Hazardous to Health Regulations (COSHH)
4. The Health and Safety (Display Screen Equipment) Regulations
5. Noise at Work Regulations (NAWR)
6. The Control of Asbestos Regulations
7. Provision and Use of Work Equipment & The Lifting Operations Lifting Equipment Regulations
8. Personal Protective Equipment at Work Regulations
9. Manual Handling Operations Regulations
10. Pressure Systems Safety Regulations
11. Electricity at Work Regulations
12. Fire Precautions Act
13. The Health and Safety (First-Aid) Regulations
14. Workplace Health Safety and Welfare (WHSW) Regulations
15. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
16. Health and Safety: Consultation with Employees Regulations
17. Safety Representatives and Safety Committees Regulations

# RCC Health and Safety Policy – source <http://www.hse.gov.uk/simple-health-safety/write.htm> Open Document Format

**This is the statement of general policy and arrangements for:**

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

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

Rowledge Cricket Club
Club Chairman
General Secretary

Statement of general policy	Responsible person <i>(Name / Title)</i>	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities <b>including cricket related activities</b>	General Secretary Cricket Secretary Facilities Manager	Risk assessments in place both H&S, Fire, Asbestos, Water Quality and Clubmark Annual review of risk assessments Risk assessments reviewed following an incident
To provide adequate training to ensure employees or volunteers are competent to do their work or tasks as assigned	General Secretary Facilities manager	Manual Handling poster in bar area where kegs and medium risk items moved by staff - see also COSHH below
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Management Committee Cricket Committee	Ongoing consultation
To implement emergency procedures - evacuation in case of fire or other significant incident.	Facilities Manager General Secretary	Procedure in place for Pavilion and Grounds, displayed in Pavilion and Coach folders
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Facilities Manager	Regular maintenance of equipment Pavilion cleaned regularly and items/waste stored appropriately <b>COSHH</b> –assessments available and controls in place. <b>COSHH</b> - Licenced contractor brought in for any grounds maintenance involving chemicals
Health and safety law poster is displayed:	Facilities manager	Displayed in Pavilion
First-aid box and accident book are located:	Junior Manager	Pavilion and Coach Kit Bags
First- aid staff can be contacted on :	Junior Manager	See Poster in Pavilion for information on contacting a first aider
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)	General Secretary	To be advised of Major Injuries on occurrence
Management of new and expectant mothers	General Secretary	Risk assessment will be required on receipt of information from new or expectant mothers
Management of young persons working or volunteering on site – under the age of 18	General Secretary Junior Manager	Low risk work or voluntary work undertaken

Signed: (Employer) – Club Chairman	Carl Baker	Date:	7 March 2016	Rev Mar 17
Subject to review, monitoring and revision by:	General Sec. and Management Committee	Every:	12	months or sooner following an incident or if work activity changes

# Risk assessment

## H&S

- General H&S assessments were initially completed in 2014 and are reviewed at least annually by the Facilities Manager and General Secretary.
- Review findings are reported to the Management Committee and recorded in their minutes
- Copies of the assessments are available on the General Secretary's files.

## Clubmark

- RCC Clubmark assessment have been completed annually since accreditation – a period in excess of 10 years
- Clubmark policies and procedures are in the policy file in the Pavilion and are reviewed annually – including child protection policies
- Copies of Clubmark assessments are available on the Junior manager and General Secretary's files and include information on Child Protection risks

## Water Quality Management

- Water Quality risk assessments are undertaken by a specialist external contractor (Hydrotech) and controls implemented as recommended in the assessments
- Copies of the assessment is available on the General Secretary's files, water temperature, maintenance and quality reports are accessed through the provider Hydrotech's website.
- The provider informs RCC of any results outside the safe parameters for bacterial management (including Legionella) and action is taken to reduce the risks
- The Management Committee are advised of any action recommended/taken on review, this is recorded in their minutes

## Asbestos

- An asbestos survey has been undertaken on site and asbestos containing materials were removed in 2015.
- There remains one area not covered by the survey (behind the kitchen cupboards). Staff, volunteers, contractors who may work in the area and may disturb the asbestos/be exposed are informed of this and sign the asbestos register on receipt of the information – work in this area behind the cupboards is very rare.
- Copies of the assessment is available on the General Secretary's files and the policy folder in the Pavilion.

## Fire

- A fire risk assessment was completed in 2015 and action taken to reduce risks – copy filed with RCC's landlord WBC
- On review the Management Committee are advised of any action recommended/taken, this is recorded in their minutes
- Copies of the assessment is available on the General Secretary's files.

## Chemicals and COSHH

- COSHH assessment available for cleaning chemicals and compressed gas cylinders used in bar and displayed in area of use – staff sign H&S policy copy
- Licenced contractor undertakes grounds maintenance involving use of hazardous chemicals
- Copies of the assessment is available on the General Secretary's files and the area of use in the Pavilion.