



MILLBROOK RUGBY FOOTBALL CLUB

Health and Safety Policy
Health and safety at work Act 1974



1. General Statement of Policy

- 1.1 In compliance with the requirements of the Health and Safety at Work etc Act 1974 Section 2 (3), the Club will, as far as is reasonably practicable, safeguard the health, safety and welfare of all personnel employed, using or visiting the Club grounds and facilities. Therefore our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees (volunteers and paid workers) and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
- 1.2 This policy should be read in conjunction with our existing (web site) documentation on the Millbrook RFC:
- Codes of Conduct for Coaches, Match Officials, Club Officials, Parents/ Carers, Spectators and Players,
 - Responsibilities of Parents/Carers,
 - Welfare Policy,
 - Photographic Policy,
 - Equity Policy,
 - Equipment Guidelines,
 - Age Grade Policy,
 - Accident / Incident Procedures
- 1.3 The allocation of duties for safety matters and the particular arrangements to implement the policy are set out below.
- 1.4 The policy will be kept up to date and reviewed as required by business/ community/sport/social changes.

Signed:
Name:
Position:
Date:



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2. Millbrook RFC's Commitment to Health and Safety

- 2.1 The Club is committed to:
- Assessing and providing adequate control of the health and safety risks arising from its activities,
 - Consulting with its workers and users on matters affecting their health and safety,
 - Providing and maintaining safe equipment for use in pursuance of club activities,
 - Ensuring the safe handling and use of substances i.e. COSHH regulations,
 - Providing information, instruction and supervision for workers and users where applicable,
 - Ensuring all workers and users are competent to do their tasks and to give them adequate training,
 - Providing/ensuring that suitable and sufficient PPE is used where required,
 - Maintaining a safe and healthy operating environment; and
 - Reviewing and revising this policy as necessary at regular intervals.

3. Roles and Responsibilities

- 3.1 The Club Chairman, Committee Members, ARFC Officials and all Team Managers and Coaches are responsible for ensuring that;
- The Club's Health and Safety Policy is implemented and that, as far as is reasonably practicable a safe working environment exists in their areas of operation,
 - The activities carried out in their areas of operation are conducted in such a manner as to minimize the risk to health and safety.
- 3.2 In compliance with Section 7 of the Act all workers, users and visitors have an obligation to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and co-operate with the Club to enable any such duty to be complied with.
- 3.3 All persons must;
- Observe all relevant safety rules,
 - Abide by the instructions issued in the interests of minimizing risks to health and safety,
 - Report any hazardous situation to the Club secretary or Welfare Officer who in turn shall advise the Committee,
 - Co-operate in suggesting to the Club Secretary or Welfare Officer any improvements that could minimize risks to health and safety.



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3.4 Day to day responsibility for the implementation of the policy is detailed in the table below:

Role	Name	Responsibility
		Grounds & Parking Areas
		Clubhouse & Containers
		Kitchen
		Bar & Cellar
		Ensuring that the playing areas are safe before training or playing matches.
Match Officials	Referees	The referee has the final say when deciding that a pitch is fit to be played on.

- 3.5 All individuals have a responsibility to co-operate with the above named persons to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 3.6 Whenever any individual notices a health or safety problem that they cannot put right, they should inform the person named above without delay.
- 3.7 T The monthly Millbrook RFC Committee meetings, or any other meeting specifically called to discuss Health & Safety issues, will be the forums for any issues relating to Health & Safety to be raised. Where issues arise that need immediate resolution it will be the responsibility of the Chairman, Welfare Officer and the Treasurer to authorise remedial action.

4: General Arrangements.

Millbrook RFC seeks to promote equity and equality through:

- 4.1 Injuries & Accidents:
All injuries sustained by players must be handled in line with the MRFC Accident Policy.
All other accidents must be recorded in the Accident Book that is held behind the bar in the Clubhouse and reported to the Welfare Officer who will be responsible for informing the Local Environmental Health Department where necessary.



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- 4.2 Medical Facilities:
- Each Millbrook RFC Squad will be provided with a First Aid Kit as recommended by the RFU and required under current first aid regulations.
 - Each First Aid Kit should be regularly checked and restocked as necessary, at a minimum of every three months.
 - The following First Aid Equipment will be stored in the Millbrook RFC Clubhouse:
 - Emergency Foil Blankets.
 - Stretcher.
 - Free access to these facilities and the playing area should be available at all reasonable times.
 - Qualified first aid/medical/medical personnel must be available during training/playing of games/club house opening times and functions.
 - Access for Ambulances must be available at all times.
 - Access to a telephone (landline and/or mobile) must be available at all times.
- 4.3 Playing and Training Areas:
- All means should be taken to ensure that all areas for playing/training etc are safe and free from dangers and hazards, i.e. pot holes, sharp objects (stones glass), animal waste, uneven surfaces, puddles of water etc
- 4.4 Playing Equipment:
- All training/playing equipment is fit for the purpose and does not constitute a danger to anyone using it, i.e. scrum machines are maintained and serviced regularly and hold a current safety certificate.
 - Tackle bags/contact pads & suits, post protectors are all in good condition and must be suited to a player's size and ability.
 - Marker flag poles should flex on impact with no sharp edges, goalposts should be padded.
 - All equipment should be checked prior to training sessions and matches.
- 4.5a Playing Development:
- The teaching/coaching or playing development of players as well as the refereeing of the game of Rugby Football must be carried out under all RFU rules, regulations and directives. Careful consideration as to the age and ability of players must be taken when introducing or developing any contact skill or situation.
- 4.5b Coaches **MUST NOT ASK OR ALLOW** any adult or youth to take part in or help in training, playing or fun sessions of any kind, organized by the Club, who does not have the relevant qualification, training or club's authorization to do so.
- 4.6 Ground Equipment:
- All ground equipment (tractors, mowers etc) and ground supplies (seed fertilizer etc) are stored in a dedicated and secure area. Signs displaying "Hazard Keep Of" should also be displayed.



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- 4.7 Clubhouse and Storage Areas:
- Any dangerous or hazardous areas identified, must be cordoned off and clearly signed and quickly rectified.
 - Emergency exits clearly identified and kept free, storage areas satisfactorily secured, fire extinguishers clearly visible and marked.
- 4.8 General Fire Safety:
- In the event of a fire alarm all persons should make their way to the nearest fire exit; these are clearly identified as per Hampshire Fire Brigade advice.
 - All escape routes will be checked on a weekly basis All fire extinguishers will be checked for availability and interference on a weekly basis.
 - All fire extinguishers will be serviced as recommended by supplier
 - Staff training in what to do in the event of fire will be carried out on a bi-monthly basis.
 - The fire assembly point should be clearly identified and checked weekly for obstructions or hazards. This is the turning point along the driveway from the club to the car park.
5. Advice
- 5.1 Advice can be obtained from the Local Environmental Health Department
General Enquiries
Civic Centre
SO15 7LY
Telephone No: 02380 803000
Email: enquiries@southampton.gov.uk
- 6. Training**
- 6.1. All staff will receive training necessary to ensure that they are able to do their jobs safely.
- 6.2. The person responsible for such training is 'The Committee'
- 6.3 Training needs should be regularly reviewed and relevant training provided
- 7. Contractors and Visitors**
- 7.1. All contractors and visitors must report to the Chairman or nominated deputy before commencing any work.
- 7.2. Before any work is carried out the contractor/visitor will be warned of any known hazards they are likely to encounter.

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- 7.3. The contractor/visitor must warn the Chairman or nominated deputy of any work that may pose a hazard to anyone else
- 7.4. On completion of any work the Chairman or nominated deputy must be notified before the contractor leaves the premises.

8. Hazards

- 8.1. The workplace risk assessments identify the known hazards and control measures required to reduce, to an acceptable level, the risk of injury from those hazards. All staff must follow the measures laid down

The Health and Safety Policy and relevant Risk Assessment will be reviewed as and when changes in policy or current situations pertaining to health and safety dictate.

Signed:

Name:

Position:

Date: