



**OPM RUGBY**  
FOUNDED 1926

# **HEALTH AND SAFETY POLICY**



## **Contents**

1. Overview of responsibilities
2. Premises & Housekeeping
3. First Aid
4. Reporting Accidents
5. Risk Assessment
6. Playing Rugby
7. Appendices

Appendix A - Risk Assessment for Showers, Changing Rooms, Social Areas

Appendix B - Risk Assessment for Kitchen Safety

Appendix C - Risk Assessment for External areas of Club

Appendix D - Risk Assessment for General Safety (Internal Areas)

Appendix E - Risk Assessment for External Floodlights KGV



This Health & Safety policy has been adopted by **OPM Rugby Football Club** (hereafter referred to as “**the club**”) and is available for all senior players, mini/junior players, volunteers, members and guests. It is a guide to the safe working practices and statutory requirements that must be followed. It also defines rules & procedures, which have been developed within the club to actively promote the highest standards of health, safety and welfare.

The club recognises that Health & Safety is everyone's responsibility and consequently forms an integral part of the duties of all volunteers. The Club is committed to obtaining the highest achievable standards of health and safety.

### **Executive Committee**

The Executive Committee are ultimately responsible for all Health & Safety matters within the club. They are also responsible for the implementation of the Health & Safety Policy and monitoring that the standards and procedures defined within the document are being adhered to. They aim to provide a safe and healthy environment for all adults and children and to eliminate the use of practises that are found to have an adverse effect on people, equipment or the environment.

Both the Executive and Junior Committee members note the provisions of the Health and Safety at Work etc., Act 1974 and associated Regulations and Codes of Practice and agree to adhere to the following:

- Ensure arrangements are made, so far as is reasonably practical, safe and absent of risks to health in connection with the use of the clubhouse facilities and grounds for all members, players, volunteers and visitors.
- Provide information, instruction, training and supervision as is deemed necessary to ensure so far as is reasonably practical the health and safety at work of our members, players and visitors.
- Maintain in a condition to be safe and without risks to health, so far as is reasonably practical, any areas under control of the club.
- The club will ensure that all risks are properly assessed and controlled and that all accidents are properly investigated and appropriate corrective actions are taken.
- Provide and maintain for our members, players, volunteers and visitors a working environment that is, so far as is reasonably practical, safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.
- The club accepts their Health & Safety responsibilities but the club depends on the co-operation of all members, players, volunteers and visitors, who should be aware that they too have responsibilities under this legislation.



- To comply with the Health & Safety policy at all times is the duty of all members, players, volunteers and visitors, who should act responsibly, work in a safe manner and do everything they can so as to prevent accidents to both themselves and others.
- The club also accepts that they have a responsibility for the health, safety and welfare of others that may be affected by the activities on our premises. Not only within the facilities at KGV Elburton, but also on the grounds that are controlled by the club.
- To ensure the success of this policy the club will carefully monitor its effectiveness and review its content annually. Revisions to the policy will be implemented as a result of deficiencies highlighted by the review, by new legislation, or by club development.
- This club is strongly committed to encouraging its members to train hard and compete, but the health, wellbeing and safety of each individual is always our paramount concern.

### **Premises & Housekeeping**

The club will ensure that everyone adopts a “clean up as you go” rule, so that it doesn’t become a burden and a hazard. All fire exit routes, corridors, aisles, passageways and doors will be kept free from obstruction and floors will be kept free from debris.

Toilets and shower facilities are provided for everyone’s use and the club asks that everyone helps to keep these facilities in a clean and tidy order.

When the premises are used in hours of darkness such as evening training sessions the club will ensure that the lighting is adequate and well maintained.

### **First Aid**

Only persons qualified and holding a valid certificate will administer First Aid.

The club will provide sufficiently qualified first aid personnel with the appropriate resources to enable first aid to be administered. The club will ensure that each Junior Team is issued with their own First Aid Kit.

An Accident/Injury Record Book will be maintained in which any accident reported is entered and its location will be publicised accordingly. This will be monitored, and reports will be made to the Executive Committee. Anyone who experiences an accident or near miss (no matter how trivial) either at KGV Elburton premises, playing fields or in the course of performing his/her duties, even if that occurs elsewhere, should report it.

### **Reporting Accidents**

It is the responsibility of the club to ensure that all accidents which conform to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) are recorded in the Accident/Injury Record Book.

In considering the issue of equipment used by the club, it has to be recognized that the local council is responsible for all pitch maintenance as such the club has no responsibility for the equipment used to maintain the grounds.



## **Risk Assessment**

As part of the club's on-going responsibilities they are committed to carrying out regular Risk Assessments to ensure that all potential risks are identified and subsequently controlled.

This will be in accordance with the following - the identification of all potential risks, evaluation of the adequacy of existing health and safety measures, implementation of action in areas of deficiency and a regular review of all personnel.

(Refer appendix A to E for Risk Assessment procedures).

## **Playing Rugby**

Before each event the club will consider factors such as crowd management (including communication in the event of an emergency) provide clear directions as to where spectators may stand (distance from the touchline or away from any identified hazards such as machinery on site) as appropriate. The club will ensure that there is sufficient First Aid provision and adequate Emergency Service access.

The club recognizes the need to ensure that all players are playing and training in a safe environment. As such, the Club takes the following measures to ensure the maximum safety of all players and coaches:

- All coaches are supported and encouraged to undertake a relevant RFU accreditation.
- All coaches and other adults are supported and encouraged to undertake a First Aid certification.
- The club supports referees and potential referees to attend relevant courses.
- The club has a Child Protection Policy and a designated Child Protection Officer and Safeguarding Officer.
- All relevant people undertake an Enhanced DBS Disclosure.

Players, spectators and visitors will be provided with appropriate information on health and safety risks via the Health and Safety Policy, which will be displayed in a prominent place at KGV Elburton.

If you are ever any unsure of anything regarding Health & Safety do not hesitate to ask for assistance.

[Risk Assessment Template Showers-Changing Rooms-Social Areas APP A.doc](#)

[Risk Assessment Template Kitchen APP B.doc](#)

[Risk Assessment Template External areas APP C.doc](#)

[Risk Assessment Template General Internal Areas APP D.doc](#)

[Risk Assessment Template Setting up of External Floodlights APP E.doc](#)