ROTHERHAM UNITED COMMUNITY TRUST

POLICY / PROCEDURE

NAME: Health and Safety Policy
VERSION: V4

Written by	Jamie Noble
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Signed by trustee	
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Introduction

Rotherham United Community Trust (RUCT) is committed to providing a safe working, coaching, teaching and learning environment for all personnel, participants and any related third parties. It is a registered charity delivering programmes across five main themes: Health & Wellbeing, Education & Learning, School Sport, Football Development and Inclusive Sport. The Trust is an influential partner in all aspects of the local community and surrounding areas of Rotherham. RUCST operates from its main office at AESSEAL New York Stadium, Rotherham, S60 1AH & Parkgate Astro, Rotherham S62 6HQ.

This policy has been prepared to reflect the continuing growth of RUCT and to define the way it intends to manage Health & Safety in order to meet the requirements of Section 2(3) of the Health & Safety at Work Act 1974.

This section of the Act requires an employer to prepare a statement of general policy with respect to Health & Safety at Work and the arrangements set up to carry out the policy. The policy with associated documents apply as defined to all personnel; employees, volunteers, participants and any related third parties. It is the duty of all personnel so defined to apply these arrangements to their work and do everything practicable to prevent an accident or injury to themselves and to fellow learners or personnel.

A copy of this document and all subsequent updates will be communicated by the Managers for each area who are responsible for ensuring this information is fully understood by their team and by the participants who commence courses/programmes in their area. RUCT staff are encouraged to make suggestions for improvement to this policy but are reminded that this is a controlled document and amendment or substitution are not permissible without RUCT Board approval.

The RUCT Board of Trustees are responsible for ensuring the policy is the subject of regular review and that performance against the policy is monitored.

Health & Safety Policy Statement of Intent

The Chairman of RUCT, along with the Board and the Head of Community are committed to the health safety and well-being of all employees, volunteers', participants and partners. The Trust will so far as reasonably possible provide adequate control of health and safety risks arising from the
Trusts work and this includes taking reasonably practicable steps to prevent accidents , the transmission of infection and work related ill health.

RUCT fully accepts these obligations and responsibilities which will be achieved by

- The provision and maintenance of safe equipment that poses no risk to health.
- The provision of relevant information to participants, personnel and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety.
- Maintenance of safe environments, including a means of access in a condition that is safe and without risk to health, which will include appropriate government guidance on the transmission of infections such as Covid 19 and maintaining a safe working environment .
- Progressive identification and assessment of all risk, taking measures to eliminate or control it.
- Compliance with statutory regulation on health and safety and welfare of learners, personnel and any related third parties to include the latest government guidelines on Covid 19
- The health and safety and welfare of vulnerable learners is addressed through positive action.
- All required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments including handling of hazardous substances.

- Effective measures, such as fire alarms, are in place to deal with emergencies.
- Investigate all accidents and incidents to identify underlying causes as well as direct causes recognising that all work related accidents are generally a result of failure of management control.
- Consult with employees on matters affecting their Health & Safety through both direct and indirect means, to include the nominated Health & Safety representative for the staff workforce as an impartial member.

It is our intention and mission that all personnel feel valued and should be encouraged to actively look for and report all accidents, near misses, potential hazards or shortcomings in the Trust's Health & Safety arrangements.

The Board will undertake an annual review of RUCT's health & Safety performance, including the review of this policy and risk assessment procedures

Chairman of RUCST…… Dated ……

Head of Community…….. Dated ……

Roles & Responsibilities

Board of Trustees

The Board will operate in accordance with the principles set out in the IoD/HSE Guidance "Leading Health & Safety at Work" and will ensure that all government guidance relating to Covid 19 is followed in accordance with the programs being delivered.

The Board has overall responsibility for devising the H&S policy and setting the structure for effective implementation of the policy.

The Board will ensure that the requirements of the policy are communicated to all personnel.

Ensure adequate resources in terms of finance, training and time are made available to fulfil the legal requirements of the policy.

Ensure that disciplinary procedures are in place for anyone contravening the policy.

The Head of Community

The Head of Community has overall responsibility for the day to day management of Health & Safety and will ensure that all Managers and the Community Administrator are committed to the Policy and arrangements for its implementation.

The Head of Community will ensure that the Managers have adopted adequate systems for the undertaking of risk assessments and the implementation of safe working practices within their areas.

The Head of Community will ensure that there are systems in place across the Trust for monitoring the effectiveness of the Health & Safety systems and driving improvements, with appropriate continuous clarification of changes for amendments made under the Covid 19 Government guidance

The Head of Community will keep up to date with changes and developments in Health & Safety legislation and government guidance on areas such as Covid 19.

The Managers

The Managers are responsible for the day to day management of Health & Safety within their areas and consider Health and Safety implications when planning activities.

Managers are responsible for ensuring that all employees within their area receive a Health & Safety Induction from a suitable qualified person.

Managers will ensure that risk assessments are undertaken; control measures are put in place and performance standards are met.

Managers will keep up to date with changes and development in Health & Safety legislation and best practice.

Managers must ensure all risk assessments and procedures for all outdoor and residential activities are up to date, stored correctly and complete at all times

Managers should ensure any contractors, where appropriate, are compliant have a permit to work and complete relevant checks and track and trace documentation prior to work commencing or accessing the site.

General responsibilities of all employees and Volunteers

All employees are expected to:

- Read and understand the H&S Policy.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interests of safety.
- Make suggestions where current working arrangements can be improved.
- Set a personal standard and take reasonable care for the health safety and welfare of both themselves and others that may be affected by their acts and/or omissions in working practices.
- That all personnel they are responsible for have adequate training and information with regard to Health & Safety. This includes ensuring that all new personnel receive the H&S induction.
- All those working with young people, the elderly, those with disabilities and vulnerable adults should see the Safeguarding Policy when dealing with situations around safe practice, safeguarding and safety at work place for these groups.
- Report all injuries / accidents / near misses and enter on to the My Concern incident log system. Be aware of the organisation's incident reporting procedures and ensure that these are followed.
- Be aware of the Trusts policy on aggressive behaviour and weapons as detailed in the staff handbook.
- Be aware of the Fire and Emergency procedures and emergency exit routes and assembly areas.
- Be aware of hazardous substances for which a COSHH assessment is required.
- Be aware of the location of the First Aid Box and the nominated First Aider.
- Be aware of all emergency procedures and how these are actioned, implemented and reported back.
- Be aware of the government guidelines relating to Covid 19 and working safely in the work place / facilitating activity / educaton sessions

Operational Standards

The following sections summarise RUCT's organisational arrangements for managing Health & Safety.

When RUCT is operating within New York Stadium it adopts the Health & Safety organisation Arrangements set down in Rotherham United Football Club's Health & Safety Policy. Where this is the case it is highlighted in this policy.

Risk Assessments

Generic and specific risk assessments are completed and signed off before every sessional activity irrespective of the location of the activity. Any risks identified will be controlled. Where the risk assessments identify flaws within existing procedures then these procedures will be modified in consultation with staff. The risk assessments are stored within a central risk assessment folder.

All risk assessments are reviewed annually.

Health & Safety Training and Competence

All staff receive Health & Safety induction training when they first begin working for RUCT. A record of this will be maintained in the individual's personnel file. This information must be provided to all new personnel as part of their induction.

This will include:

- RUCST Health & Safety
- HSE Poster and Information Leaflet
- Employees liability Insurance
- Fire Safety Instructions
- Names of First Aiders
- Details of accident/incident reporting

Training will be constantly monitored by the Head of Community through information from managers discussing individual's needs though line management 1:1 meetings. Training will be provided to individual staff relative to the tasks they are expected to undertake.

Training records shall be maintained in the Staff Personnel files.

Any manual handling tasks must only be undertaken by employees who have completed adequate training and there is a clear risk assessment completed

Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the organisation's work procedures and arrangements for health, safety, and welfare of the employees.

Consultation will commence with the Induction of any new employee and be
Followed up directly with individual employees or with a group of employees.

Consultation will normally be led by the Head of Community and formally recorded in the Personnel File of the Individuals involved.

Means of communication within RUCST may include, but not be limited to:

- Conversation
- E mail
- Staff Meetings
- Notice Boards
- Letters

Any employee in consultation should feel free to raise areas of concern regarding any proposed changes to Safety, Health and Welfare Policies and Procedures to enable such views can be considered by the Board of Trustees and Senior Managers of RUCST prior to implementation.

Accident Reporting, Recording and Investigation

The accident reporting procedure and my concern reporting system is enclosed in the staff handbook and is also supported by the safeguarding officer.

Accident reporting procedures are discussed with new employees as part of their induction.

Managers are responsible for investigating accidents receive the appropriate training. All accident / incidents will be also be monitored by the Safeguarding officer through the My Concern incident management system.

Serious incidents resulting in fatality or specified major injuries shall be reported to the Health & Safety Adviser (employed by BAFC) and advice taken accordingly.

First Aid

The nominated / appointed individuals are:	
RUCST, AESSEAL New York Stadium	RUCST, Parkgate Astro
Jamie Noble, James & Mahoney	Jamie Noble & James Mahoney

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of who their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

The first aid box(es) are located:	
RUCST, AESSEAL New York Stadium	RUCST, Parkgate Astro
3rd floor in the kitchen	Kitchen area & main office

Fire & Safety Procedures

RUCT operate from two facilities and have Fire Safety procedures in place as part of the completed Fire Risk Assessment done at both sites.

Fire risk assessments are carried out in accordance with the Regulatory Reform (Fire Safety Order 2005)

Fire Safety procedures have been developed within RUCT, AESSEAL New York Stadium & Parkgate Astro in line with these risk assessments.

Fire protection and prevention methods have been installed and maintained in accordance with the findings of these assessments.

Emergency evacuation instructions are relayed to all new starters during induction and posted on notice boards in each building. Visitors and participants are provided with the appropriate instructions.

RUCST carries out 2 fire drills per year in the office premises and Parkgate Astro to ensure that the fire evacuation procedures are effective. The evacuations are scrutinised to identify measures which will improve the system and provide feedback to staff.

Emergency Evacuation

In the event of any work place emergency or incident requiring the evacuation of the Stadium, Training ground or Parkgate Astro, the recognised Fire Procedure will be immediately activated, ensuring that all staff leaves the site in a safe, controlled manner and report to their designated RVP.

If employees are off site for example at educational establishments or residential accommodation, employees must follow the evacuation procedures of the venue. It is the responsibility of the employee to familiarize themselves with the evacuation procedures at those sites.

Electrical Safety

RUCT will ensure fixed installations are tested every five years and portable appliances are tested every two years. Staff are responsible for carrying out their own visual inspections of electrical equipment prior to use and must not use their own personal equipment for work without authorisation.

Display Screen Users

The arrangements for ensuring the safe use of Display Screen equipment are detailed in the policy included in the Rotherham United Football Club Health & Safety policy.

RUCT has adopted this policy and risk assessments are carried out in line with it.

Asbestos

The New York Stadium Stadium was constructed in 2012, therefore it is envisaged that asbestos was not used in the construction of the building. Parkgate Astro Football Centre was constructed in 2017 and no asbestos was used.

Smoking

RUCT operates a no-smoking policy. This policy is clearly visible to all visitors via signage.

Stress and Well-Being

All practicable steps will be taken to monitor and respond to situations in which mental or physical or well-being is being adversely affected, either through unreasonable pressure or by a personal issue that affects individual's ability to cope with the pressures of job or workplace.

All staff will have regular 1:1 meetings with their line manager and will have the opportunity to raise concerns.

Working at Height

Staff who work at height as part of their job are required to receive working at height training. Access equipment is made available to all staff who need access above shoulder height in the form of kick step or step ladder. Where equipment is not immediately available staff must not stand on tables or chairs. Access equipment is checked every 6 months and a record kept.

Outside contractors are responsible for their own Health & Safety and for providing their own equipment.

Health & Safety Advice

RUCT has access to a professional Health & Safety Adviser employed by RUFC.

Maintenance/ Inspection of Equipment is done by qualified RUCST employee

Systems for the periodic inspection, testing of equipment used by RUCST, is in place. (e.g fitness equipment, fire extinguishers)

Manual handling

Manual handling can be defined as "any transporting or supporting of a load, including lifting, putting down, pushing, pulling carrying or moving by hand or bodily force".

Under the Manual Handling Operations Regulations 1992 (as amended), the Club is required to:

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided; • reduce the risk of injury so far as is reasonably practicable.

Consequently, the Club will try to eliminate activities involving hazardous manual handling or will provide appropriate equipment. Where these steps are not practicable, risk assessments will be completed, and procedures defined to minimise the risk of injuries.

Training forms an integral part of safe lifting technique; therefore, all employees whose duties involve hazardous manual handling, will be trained in the principles of safe lifting and handling.

It is normal for the Club and Foundation to support local senior schools by giving access to "Work Experience" students for up to six weeks duration. Work experience students under the age of 16 years, and all students/volunteers who have not been adequately trained will not be expected or allowed to be involved with any manual handling.

Alcohol and Drug Abuse

RUCT prohibits the use of alcohol or illegal drugs in the workplace.

RUCT will take all reasonable steps to prevent staff and volunteers carrying out work related activities if they are considered to be unfit or unsafe to undertake work due to drug or alcohol consumption.

Occupational Driving

RUCT operate a mini bus for transporting learners which is covered by an appropriate vehicle policy.

It is an offence to use a hand held mobile phone or similar device when driving. RUCT therefore strictly prohibits the use of mobile phones whilst driving on RUCT business.

Where staff use their own vehicle to transport participants they are instructed to ensure that they have the appropriate cover on their insurance policy.

V**isitors**

Visitors to any of the club's or Communities facilities are required to report to the relevant reception, this may be through an intercom process or by direct access to the reception area. The receptionist will advise the visitor of the Football Club's Health, Safety & Environment Policy. Reception will follow the "sign in" procedure and issue a visitor pass pointing out that Health and Safety information is printed on the reverse of the pass. Reception will contact the member of staff they are visiting. Visitors must always be accompanied whilst on the premises. On leaving the premises, visitors will be required to sign out and return the visitors pass to reception.

Where access is through an intercom process then the member of staff whom the visitor is there to see will go to reception to greet the person and ensure they have signed in and received their visitors ID.

Covid 19

RUCST operate from two facilities and have Covid 19 procedures in place as part of the completed Covid 19 Risk Assessment

Covid 19 assessments are carried out in accordance with the following Government guidance:
https://www.nhs.uk/conditions/coronavirus-covid-19/
http://www.thefa.com/news/2020/jun/01/grassroots-football-covid-19-guidance-update-010620
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

Covid 19 procedures have been developed within RUCST, AESSEAL New York Stadium & Parkgate Astro in line with these risk assessments.

Covid 19 prevention methods have been installed and maintained in accordance with the findings of these assessments.

Covid 19 Inductions are given to all new or returning staff during induction or return to work and guidelines are also present on all notice boards and entry points to the building. Visitors and participants are provided with the appropriate instructions.

RUCT will continuously update the Coronavirus policies and procedures as government guidelines change

Monitoring the Implementation of the Policy

The Head of Community ensures that a self-audit is carried out annually and an action plan created that is reported and monitored by the Trustees.