

DERWENTSIDE ATHLETICS CLUB

HEALTH AND SAFETY POLICY

Derwentside Athletics Club through its management committee, recognises that it has a duty of care under the health and safety at work act 1974 and the management of Health and Safety at work 1999 for the Club's employees, volunteers and members of the public who attend events organised by the club.

Responsibilities of the Management Committee

The Management Committee will :

- Designate a member of the committee to be the responsible person for health and safety matters;
- Ensure that it fulfils its responsibilities as described in this policy;
- Comply with all relevant legislation designed to secure good standards of health and safety at work.
- Ensure, so far as is reasonably practical, safe and healthy working conditions; safe equipment and systems at work by the provision of practical equipment and/ or clothing to minimise unavoidable risks;
- Provide such information, training and supervision as is necessary to ensure health and safety in all aspects of its work
- Delegate the day to day responsibility for organisation and administration of health and safety to designated employees or volunteers and to ensure that they carry out their responsibilities (see responsibilities of the designated persons below);
- Monitor and discuss all accidents and hazard reports and record any action taken in the minutes of its meetings;
- Take immediate action to rectify any accident or hazard reported to it and to enter details of the action taken on the original report form;
- Conduct a thorough investigation into the cause of any accident or illness

reported to it and take all necessary corrective action to avoid any similar occurrences;

- Ensure that employees and volunteers are trained in safe working practices and that a copy of this policy is given to all existing employees, volunteers and to new employees and volunteers as part of their induction;
- Ensure that copies of this document are made available, for reference, to the club's employees and volunteers
- Undertake an annual review of this policy

Duty of Care

The management committee will:-

- Conduct its undertakings in such a way as to ensure, so far as is reasonably practical, that no-one involved in any way in any activity organised by the club is exposed to risks to their health and safety.
- Ensure that all new and existing equipment is properly maintained and inspected regularly, that all plugs and fuses are applicable to the product and that wherever possible that when new equipment is purchased it is fitted with non-removable plugs which comply with the British safety standards.
- Encourage employees and volunteers and users to have a corresponding duty of care by looking after their own health and safety and that of others that may be affected by their acts or omissions.
- Ensure that all employees and volunteers are aware of any safety hazards in or on the premises used by the club in order to ensure safe systems of work.

Responsibilities of designated persons

The management committee will designate and train employees and /or volunteers who will:

- Ensure a safe working environment for all employees, volunteers and users in accordance with the club's policy and procedures.
- Keep a record of hazards, accidents and / or incidents reported to them.
- Report unresolved health and safety problems and concerns to the management committee.
- Conduct or organise regular safety examinations of premises used.

Responsibilities of employees, volunteers and users.

Employees, volunteers and users will be expected to:-

- Take care of their own health and safety and that of others who may be affected by their acts and omissions;
- Co-operate fully with the management committee in implementing health and safety procedures;
- Raise concerns about health and safety with a designated person in the first instance and if these are unresolved to the Chair of the management committee.
- Take immediate action, if a hazard can easily be rectified to a officer of the management committee and enter the details on a hazard report form;
- Report any hazard that cannot easily be rectified to an officer of the management committee and enter the details on a hazard report form;
- Ensure that they do not act in a manner which is likely to endanger or jeopardise their own health or that of a colleague or user of the service provided by the club.

Wilful neglect

The wilful neglect of health and safety precautions or misuse of or interference with safety or other equipment by an employee will result in

disciplinary action and in the case of a volunteer a review of his/ her placement.

Accidents or illness

Employees of the club are required to

- Seek immediate medical assistance for anyone volunteering, working in or using the services of the club.
- Complete, as soon as possible, a work-place accident/ incident report after any accident/ incident has been dealt with.
- Present to the management committee all accidents/ report forms following a reported incident.

Health and Safety Regulations require all groups using premises belonging to or managed by another organisation to comply with its health and safety regulations- a copy of which is displayed by the organisations in..... (details to be checked when the room is hired).

Whilst the host organisation has full liability cover, other organisations/ groups using the premises must ensure that they are covered by their own insurance if they will be providing any articles or equipment to be used by the organisation/ group during its activities.

In the interests of fire safety, the person in charge of the activity or a nominated member of the group should read the fire notice displayed in the building before any activity or session commences. He or She

- Is required to note the presence of everyone attending the meeting/ activity/ session;

- Must, before the meeting/ activity/ session begins, indicate to all those attending the meeting/ activity/ session the correct procedure to follow in case of a fire in the vicinity of the room, or if the fire alarm should sound, the position of the nearest fire exits and assembly points;
- Is required to ensure that any fire exits in the room are kept clear of obstructions at all times;
- Should be made aware, when an alarm is sounded, the names of anyone who left the room before the fire alarm was sounded.

In the Event of a fire or a fire alarm

In the event of a fire in the room being used or if the fire alarm is set off elsewhere the person in charge of the activity or the nominated person should follow the instructions given on the fire notice previously mentioned. He/ she should ensure the nearest fire exit is used and that everyone goes directly to the designated assembly point listed on the instructions so that they can be checked against the list of attendees.

If it is safe to do so, the person in charge of the activity or the nominated person should contact the person in charge of the building to ensure that the fire brigade has been contacted.

No-one should be allowed to leave the assembly point until the

attendance list has been checked.

No-one should be allowed to re-enter the premises until a fire officer or the person in charge of the premises gives permission.

This policy was approved at a meeting of the management committee held on 10th May 2017

Signed.....Brian Buckley..... (Chair of the meeting)

Policy reviewed May 2019

This policy will be reviewed in May 2021