



CARSHALTON ATHLETIC FC

Health and Safety Policy

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1. AIMS

The purpose of this policy is to provide a framework whereby the company can promote and deliver:

- a safe and healthy working and learning environment for staff, children, apprentices and learners, visitors, and any other person using the premises or facilities
- an organisational structure and a culture in which risk assessment and control become routine, where concerns are raised so they can be addressed, and where staff, children, apprentices, learners and visitors have access to the information they need to keep themselves safe.
- regular monitoring and review of the company's provision for, and record on, Health and Safety and thereby improve performance.
- The policy forms an integral part of staff and apprentice Inductions where the policy is promoted and discussed.

N.B. For the purposes of this policy the term staff is used to refer to all full and part time staff (teaching and non-teaching) and includes helpers/volunteers and staff on temporary or fixed term contracts.

2. RELEVANT LEGISLATION

The Directors are aware of the legal requirements for employers as set out in the Health and Safety at Work Act 1974 (HSW Act) and subsequent regulations made under the Act. A brief summary can be found in Appendix A.



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3. RESPONSIBILITIES

Management systems for Health & Safety are clearly documented and understood by all staff (documented in the staff handbook). The Company has adopted appropriate and consistent terminology in its safety documentation as recommended by the Health and Safety Executive. The Directors recognise that achieving and maintaining high standards of safety requires that the Company's management, staff, apprentices and learners, visitors and contractors are aware of and discharge their respective responsibilities.

3.1 The Directors, in consultation with the area managers, will make arrangements for:

Producing and maintaining effective policies concerning the organisation and arrangements for the provision of a safe and healthy working/teaching/learning environment.

Providing, monitoring and reviewing the management framework and safe systems of working to provide for the health and safety of all staff/apprentices and learners/children and other persons on site by ensuring:

- Health and safety issues are included on each meeting agenda
- Risk assessments are undertaken, and any risks/ hazards are identified and addressed. All risks should be identified and evaluated, particularly those related to
 - o Accidents
 - o Health, safety and security of children, apprentices and learners, staff
 - o The security of property and premises
 - o Company sponsored activities (including matches, work experience, off site visits)
 - o Children/ Apprentices and learners' behaviour
- Reviewing information provision and reporting arrangements to ensure that they provide effective command, control, co-ordination and communication systems. N.B. such systems should also enable out of hours reporting of accidents/near misses and facilitate the summoning of assistance.

Providing adequate information and training on Health and Safety at work, ensuring that all employees, children, apprentices and learners, hirers, contractors, visitors and others are informed of and able to follow the Company safety procedures and are able to carry out their duties in a safe manner without placing themselves or others at risk.

Staff are given training and information by e.g.:

- the inclusion of the Health and Safety guidelines in the staff handbook
- the display of general Health and Safety notices around the site in visible places. Health and Safety notices relating to specific activities are displayed in appropriate areas of the grounds.
- Liaising with the Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work establishing, practising and maintaining effective emergency procedures. This includes clear procedures for variations to emergency procedures.
- Health and safety training is carried out annually and in addition if there is a need arising from an incident or near miss



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The Directors also have the responsibility for the provision and maintenance of the company's buildings and their services, including:

- maintaining the cleanliness and state of repair of the buildings
- providing for safe equipment installation and maintenance systems of work
- providing safe means of entry and exit to the premises for all
- providing for safe arrangements and facilities for the handling, storage and transport of hazardous articles and substances – including the management and maintenance of the use of personal protective equipment
- providing for the required safety and protective equipment and clothing together with associated guidance, instruction and supervision
- providing adequate statutory first aid facilities
- providing consultative measures to monitor and review the effectiveness of Health and Safety measures
- carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence. This includes notifying the Health and Safety Executive of any major accident or dangerous occurrence
- providing adequate welfare and support facilities for staff and apprentices and learners.

3.2 Employees

There are three different levels for the allocation of functions and the responsibility of employees with respect to Health and Safety – and these functions and responsibilities are referenced in an employee's contract.

In addition to these three employee levels there are other people with responsibilities who are not employees, e.g., the Directors and Safety advisers.

Levels (Level 1 also includes responsibilities for levels 2 and 3; level 2 also includes level 3)

Level 1 Club Chairman - the Company's Key Manager for Health and Safety and as such takes day-to-day responsibility for all Health & Safety matters in the Company.

N.B. The Chairman may appoint another Director as the Company's Health and Safety Officer. However, the Chairman retains an overall legal responsibility for the implementation of the Company's Health and Safety policy.

Level 2: Supervisory staff - Senior Leadership/Health and Safety Consultant/Team Leaders and premises staff. These are defined as those with senior or team leadership responsibilities or representing non-teaching staff or those who have buildings responsibilities and who manage safety in those areas on a day-to-day basis.



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The Health and Safety Consultant, assisted by the Premises Manager is responsible for ensuring the day-to-day co-ordination of the Company's Health and Safety Policy to include:

- Regular inspections and risk assessments.
- Liaising with contractors.
- Initiating action on reported hazards and accidents.
- Fire and emergency procedures.
- Maintaining an accurate record of completed training on Health and Safety issues for current staff.

Temporary, part-time and supply staff must be informed of their responsibilities and the company's agreed policy prior to the commencement of their duties.

- Providing for the safety of visitors and other persons using the company
- Maintaining necessary records and documentation (eg regulations documents)

Level 3: Staff/cleaners/maintenance staff/support staff

All staff must be familiar with the requirements of the Health & Safety legislation and Codes of Practice, which are relevant to their work. All staff must take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work. To this end staff should practice, maintain and develop working practices, procedures and conditions which ensure the health and safety of other staff, apprentices and learners, visitors and any other person in their charge.

Level 1 responsibilities: The Chairman has specific legal responsibilities to:

- a) ensure that the Company displays the Health and Safety Executive's (HSE) statutory notice (ISBN 0 7176 2493 5) detailing Health and Safety Law and local HSE contact numbers in several appropriate locations
- b) monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health and Safety of all staff, children, apprentices, learners, visitors and any other person using the premises or engaged in activities sponsored by the company (including visits)
- c) monitor the provisions for first-aid and the effectiveness of the safety management communication structure in conjunction with the Directors
- d) take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times
- e) encourage staff, volunteers, players, apprentices and learners, and others to promote Health & Safety and to suggest and implement practices and procedures which reduce risk and discipline those who consistently fail to consider their own Health and Safety or that of others
- f) Ensure that any defects on the premises, its plant, equipment or facilities that relate to or may affect the Health & Safety of staff, apprentices and learners and others are made safe without delay. This may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.



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- g) Report regularly on Health and Safety to the Directors and to liaise with the Directors on Health and Safety issues, e.g. the Chairman must inform the Directors if there are problems in implementing the Health and Safety policies.
- h) Ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards. Risk assessments should be regular and relate to premises, methods of work and all company sponsored activities. It is particularly important that following changes in circumstances or in personnel, risk assessments be conducted out of the regular cycle at least annually.
- i) Carry out periodic reviews and safety audits on findings of the risk assessments.
- j) Ensure collation of accident information and instigate an accident and/or incident investigation where appropriate. Monthly data collected reviews any Health and safety concerns
- k) Assign clear safety functions to senior members of staff, managers, staff and others (levels 2 and 3) as appropriate.
- l) Act on reports received from level 2 staff and Safety Representatives within agreed timescales and report problems to the Directors.
- m) consult with members of staff, including the safety representatives, on Health & Safety issues
- n) Identify the training needs of staff and apprentices and learners and make recommendations to the Directors on the required resources for implementing a suitable training programme.
- o) Ensure that the Premises Manager and Director of Education will maintain an accurate record of completed training on Health and Safety issues for current staff.
- p) Ensure that temporary and/or supply staff are informed of their responsibilities and the Company's agreed policy prior to the commencement of their duties.

Supervisory staff (level 2) have responsibility for:

- a) the overall day-to-day responsibility for the correct implementation and operation of the Company's Health & Safety Policy and other regulations, rules, procedures and Codes of Practice in their specific area of responsibility;
- b) instigating, monitoring, maintaining and developing working practices, procedures and conditions which ensure the health and safety of all staff, volunteers, players, apprentices and learners, visitors and any other person using their area of responsibility;
- c) drawing up a Health and Safety statement for their area which:
 - requires planning and risk assessment before a lesson or session starts
 - controls the Health and Safety by regular checks
 - monitors and reviews Health and Safety, eg procedures for reviewing risk assessment and safety;
 - is reviewed regularly;
 - Arranges for staff, volunteers, players, apprentices and learners and others under their management to receive appropriate information and training regarding health and safety. N.B. this is particularly important when staff & volunteers join the setting
 - creates an atmosphere which encourages staff, volunteers, players, apprentices and learners and others to achieve the highest possible standards of health and safety and to suggest and implement practices and procedures which reduce risks;

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d) Disciplining those who consistently fail to consider their own health and safety or that of others, referring this to their line managers as required.

e) Ensuring that:

- safety inspections are regularly made of their area of responsibility
- appropriate remedial action is taken whenever necessary to ensure the health and safety of all staff, children, apprentices and learners and others
- all machinery and equipment in their working area is in good and safe working order and adequately guarded.
- supervision, and end of day/lesson procedures prevent the unauthorised and improper use of all machinery and equipment in their area of responsibility;
- appropriate protective clothing and equipment (staff, players, apprentices and learners), first-aid and firefighting appliances are present, maintained and regularly checked for their area of responsibility;
- ensure that all chemicals and substances are correctly used, stored and labelled – especially toxic, hazardous and/or highly flammable substances;
- all Health and Safety signs in their area of responsibility meet appropriate statutory requirements;
- all appropriate Health & Safety information is communicated to their staff;
- Concerns relating to Health & Safety are reported to the Chairman (level 1) and/or the safety representative.
- They act on reports received from level 3 staff and report problems to level 1 staff and the safety representative
- Accident and incidents of ill health of apprentices/learners are to be reported to the Director of Education. Monitoring monthly of such data to be carried out to assess areas of risk or concern

All staff (level 3) must:

- check that work areas and machinery, equipment are adequately guarded and in good/safe working order before, during and after activities.
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that potentially hazardous equipment is carefully counted back at the end of the session or lesson, e.g. scissors, goals
- Ensure safe procedures are followed by all – including players, spectators, apprentices and learners and visitors
- ensure the correct equipment or tool is used for the job and that protective equipment and safety devices are used by staff, players and apprentices and learners whenever appropriate

In addition, all staff must co-operate with the employer in all matters concerning Health and Safety. In particular:

- Staff must not interfere with or misuse anything provided for their health and safety.
- Staff must not make unauthorised or improper use of machinery or equipment.
- Staff must report all accidents and near misses using the established accident reporting procedure.
- Staff should take an active interest in promoting Health & Safety and suggest ways of reducing risks.



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- Staff must report hazards or defects in the premises, plant, equipment or facilities initially to their level 2 manager and the Health and Safety Officer.

4. OTHER ROLES AND ASSOCIATED RESPONSIBILITIES

4.1 Health and Safety Representatives (no legal responsibilities at all).

Any Safety Representative has the right to carry out inspections, investigations, and to make reports to the Chairman. Facilities and resources should be made available to a safety representative in order that s/he can effectively perform the role.

4.2 Hirers, contractors and others

This section refers to use of the company premises/facilities for activities not under the direction of the Chairman, e.g. for activities outside of normal company hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee.

The Directors will carry out its responsibility for the provision of premises and/or facilities complying with Health and Safety legislation and requiring that such persons hiring etc. are competent and will comply with statutory and advisory safety requirements and this Policy.

a) All hirers and contractors must have sufficient Third Party Liability insurance.

b) All hirers, contractors and others using the premises/facilities, must:

- be familiar and comply with this Policy and all company safety directives. N.B. A statement pertaining to relevant health & safety issues accompanies any application for a letting and forms part of the contract documentation of any contractor required to work on the company site
- take care of their own health & safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the company's staff, players, spectators, or apprentices and learners
- ensure that contractors engaged in construction or maintenance works on the site shall provide a copy of their Health and Safety Policy to the company before starting work and confirm in writing that all their work equipment complies with it
- respect any capacity figures detailed on the letting's documentation, confirm that they are competent to perform the tasks being undertaken and give written confirmation that the company has supplied them with adequate information about the work and the environment they will be working in;
- respect the requirements of others who may be using other areas of the company and not cause any nuisance by noise, parking, loading/unloading etc.
- work on and access only those areas for which they are contracted and park where directed if accessing the company site



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The Chairman (or the company Health and Safety Officer) must take immediate appropriate action if the contractor or hirer creates a hazard and refuses to eliminate it or reduce it to a safe level or breaks any of the requirements of item 3.8 above. This may require the suspension of the work/contract or hire and an instruction for the contractors or hirers to leave the premises.

5. HEALTH AND SAFETY PROCEDURES

There is a three-stage process in the management of Health and Safety in the company.

STAGE A Risk Assessment

STAGE B Control/take action.

STAGE C Monitor and evaluate

5.1. STAGE A Risk Assessment

Players, students and staff should be safe in company and when undertaking off-site company activities. The risk management to keep them safe should be proportionate to the nature of the activities. There is a separate trips policy that sets out requirements for company trips and visits.

Risk assessments can not necessarily eliminate risk, but manage these to an acceptable level. Where risks cannot be removed, measures must be taken to protect persons from possible consequences.

The Directors receive reports on the premises status of the company, accidents and any reporting or other action required. They also liaise with external professionals when necessary.

The following are examples of risk assessment:

- After any Health and Safety Audit where action needs to be taken
- For predictable concerns e.g. pregnant women and exposures to chemicals in cleaning
- Analysis of hazards as reported by members of staff followed by risk assessment and action as appropriate.
- Assessment of any substance or material to be introduced into the Company and company site to ensure compliance with COSHH regulations
- Assessment of any new activity or procedure introduced into the Company that could form a risk.
- Annual testing of electrical equipment

The results of significant near misses or risks that require urgent action are reported to the Directors together with action taken. In addition, the Directors nominates a Health and Safety Specialist who inspects the site and associated risk assessments as part of the role.

The Process of Risk Assessment

There is a five stage management process in risk assessment that is summarised as follows:

1. Identifying hazards
2. Identify who might be harmed, and how
3. Evaluate the risk. i.e check the existing arrangements in order to establish whether the current precautions are adequate. If risk cannot be removed completely, then consider how the risk can be controlled so that harm is unlikely.



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4. Establish the level of risk ie at one of High, Medium or Low. It is always better to remove or reduce the risk source, rather than apply general protective measures where this is possible

5. Record the findings for future reference. A written record of all risk assessment is kept and this provides a working document for both managers and employees. Once a risk analysis has been carried out, any findings must be acted upon and the necessary persons informed. All relevant employees are to be told about the risks and what precautions are to be taken. This is done by briefings or bulletins and clear signs or notices in an appropriate place.

Specific training may be necessary.

Procedure for Circulating Safety Information.

On receipt of a safety document from an external source, the contents are analysed and categorised by the Health and Safety Consultant or the member of staff with relevant responsibility under one of three headings:

a) Immediate action required -staff are informed by their line manager and provided with the relevant information. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate.

b) Medium/long term action required - the information is provided to all relevant staff Departmental practical requirement sheets and associated risk assessments are then altered as appropriate.

c) No action required eg practices already reflect this

5.2 STAGE B Control/Taking Action

N.B. Whenever training is statutory, or considered a necessity for the safety of staff, apprentices and learners and others, the Directors will ensure that such training is provided. Apprentices and learners receive training appropriate to the learning activities in which they participate. Records will be kept of all training and staff/ student training will be regularly updated.

Identifying, Reporting and Recording Hazards

The following procedure for identifying, reporting and recording hazards and other safety matters should be followed:

a) Where possible, initial action should be taken to minimise or eliminate risk

b) Line managers should be informed as soon as possible (verbally) and, if appropriate, immediate colleagues.

c) Line managers should take appropriate action if risk can be minimised further

d) A written referral should be completed using the Health and Safety hazard forms and submitted to the Health and Safety Consultant as soon as possible by the person reporting the concern.

e) Assessment of risk will be undertaken by the Health and Safety Officer; action taken is noted for future reference together with a note of when the matter is closed.

In addition, Team leaders will ensure that appropriate risk assessments are in place to support training, schemes of work and storage of any hazardous materials and these are available to the health and safety consultant.

5.3. STAGE C Monitor and Evaluate:

The Directors receive regular reports of health and safety matters and any action needed to be taken as a result of near misses or accidents.

This includes:

- The frequency and nature of accidents on site
- Spend of the maintenance budget and completion of regular premises matters eg deep cleans, PAT testing, legionella's testing etc



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- The outcomes of external Health and Safety reviews and from where advice sought;
 - Overview of any recent significant incidents, e.g. assaults on staff or apprentices and learners, theft, vandalism, arson, etc.
- N.B. Staff, volunteers, players, spectators and apprentices and learners are encouraged to report incidents of crime and violence, which they have experienced.
- Action taken by the Company to improve Health and Safety or proposals for capital spend for this purpose

6 SPECIAL AREAS FOR CONSIDERATION

The company has procedures to support the following areas. These are part of the staff handbook or within a separate policy, or both.

- Staff/Players/Children/Apprentices and learners taking medicines and illness– there is a separate policy, which covers medical needs including taking medicines.
- Company trips and visits - see separate policy

Emergency Plans are in place including:

- Evacuation including notices, exit routes and regular practice for players and learners and staff
- Lockdown procedures
- Extreme weather e.g. snow or extreme heat
- Critical incident policy
- Company closure

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APPENDIX A: Relevant legislation

The Directors are aware of the legal requirements for employers as set out in The Health and Safety at Work Act 1974 (HSW Act) and subsequent regulations made under the act. In particular:

The Health and Safety at Work Act 1974 (HSW Act)	gave employers a legal duty to ensure the health, safety and welfare of their employees at work and also required all staff and other adult workers to ensure they acted in a way which posed no risk to their own or any other person's Health and Safety.
Management of Health and Safety at Work Amendment Regulations 2006	required employers to assess the risks to employees and to make arrangements for their health and safety by effective: Planning; Organisation; Control; Monitoring and review including the need to protect employees from exposure to reasonably foreseeable violence. This document also covers specific requirements for Health and Safety requirements for company apprentices and learners in work placements and expectant mothers.
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	requires employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.
The Workplace (Health, Safety and Welfare) Regulations 2007 equipment,	give details of the provision of minimum facilities for the health, safety and welfare of persons in the workplace in terms of general objectives. The requirements range from heating, lighting and ventilation to, where necessary, changing facilities and accommodation for clothing.
The Electricity at Work Regulations, 2007(amended 2015)	provide a statutory framework for the safe use of electricity in the workplace and cover both fixed installations and electrical equipment. They require (as the PUWER regulations) that electrical installations and equipment be maintained in a safe condition. (eg PAT testing) A nominated person is required to be identified as being in control of the site electrical installation.
The Provision and Use of Work Equipment Regulations 1998 (PUWER)	provide requirements for the safe operation and use of work regulated equipment and machinery and require, along with the Electricity at Work Regulation, that the equipment and machinery be maintained in a safe condition.



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<p>The Health and Safety (Display Screen Equipment) Regulations 1992, including the 2002 amendment</p>	<p>require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed through general objectives. Employers have to analyse workstations and assess and reduce risks, ensure that workstations meet minimum requirements, plan work so there are breaks or changes of activity and provide health and safety training and information. Where a member of staff (who can be said to be a display screen user as defined by the 1992 Regulations) requires an eye test, the Company will reimburse reasonable costs, to a maximum of £20, on presentation of a signed expenses claim and supporting receipts. The Company will also reimburse the cost of a basic pair of glasses (frames plus lenses) where required solely for display screen use, up to a maximum of £25 on presentation of a form signed by the prescribing optician and supporting receipt.</p>
<p>The Construction (Design and Management) Regulations 2015 (CDM regulations)</p>	<p>require the production and maintenance of building construction information throughout the life of the building to provide for the safety of construction workers in the construction, any possible alteration, extension or refurbishment and final demolition of the building. These regulations, however, do not apply to the user of the building. A new building or extension to, or refurbishment of, an existing building must have a Health and Safety file, part of which is the Operation and Maintenance Manuals and "As-built" record of drawings. The client for whom the building work has been carried out then has a statutory duty to retain this information and make it available for reference for any future construction or maintenance works.</p>
<p>The Fire Precautions (Workplace) Regulations 1999 (superseded by the Regulatory Reform Fire Safety Order 2005)</p>	<p>provide a requirement for fire safety risk analysis in the workplace. These regulations place the onus of responsibility and consequently liability onto the employer rather than the local fire service that has previously certified buildings</p>
<p>The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)</p>	<p>required employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent</p>



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The control of Substances Hazardous to Health Regulations 1994 (as amended 2004) (COSHH Regulations)	detail requirements for the safe storage, handling and use of materials in the workplace
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