



HEALTH & SAFETY POLICY

Club Policy Statement

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Amendments List

Amendment No	Version No	Date	Details
0	0.1	12 th Mar 2024	Initial Draft
1	0.2	16 th Mar 2024	Post QA Check Revisions
2	1.0	20 th Mar 2024	Document Released

**THIS DOCUMENT IS ISSUED ON
THE AUTHORITY OF THE
CHAIRMAN OF THE BOARD OF
LEDBURY RUGBY FOOTBALL CLUB**

Throughout this document, all references to ‘Ledbury RFC’ and ‘The Club’ should be interpreted as representing Ledbury Rugby Football Club Ltd, including its subsidiary company, The Pavilion Rooms (Ledbury) Ltd, unless specified otherwise.

Please notify the document author of any errors, omissions, or suggested amendments by e-mail to gm@ledburyrfc.co.uk

General Policy Statement:

This policy statement, objectives, organisational statement, and rules are provided so that all our employees and volunteers understand our commitment to health, safety, and welfare at work and how that commitment applies and is to be achieved.

Ledbury RFC recognises its responsibilities under The Health and Safety at Work Act 1974 to ensure its employees' health, safety, and welfare as far as is reasonably practicable. The Club's Health and Safety is essential and ranks equally with other management priorities and functions within the Organisation.

Our policy is to take all reasonably practicable steps to prevent accidents and dangerous occurrences and to create working conditions that safeguard our employees, volunteers, and members. We will allocate necessary resources and enlist the support of all our employees, who also have duties imposed on them under The Health and Safety at Work Act 1974.

The Club regards the standards set by legislation as the minimum desirable standard and will seek to improve on these standards where reasonably practical and appropriate.

This policy, our Organisation, rules, and other safety arrangements will be regularly reviewed and updated whenever necessary.

Objectives of this policy:

- To promote good health, safety, and welfare standards within Ledbury RFC and ensure compliance with relevant legislation.
- To provide and maintain a safe and healthy workplace for all our employees and others affected by our work activities.
- To provide all employees with suitable training, instruction, supervision, and safety equipment.
- To promote awareness and a responsible attitude to safety in all our employees.
- To promote a joint consultation approach to all health, safety, and welfare matters.
- To provide a practical framework for managing and monitoring safety within Ledbury RFC.

Organisation:

Ledbury RFC's Organisation and responsibilities for managing Health and Safety are defined as follows:

The Club Chairman is responsible for implementing our policy, implementing our safety arrangements and rules, ensuring that they are applied effectively, and providing adequate training, supervision, and instruction.

The Facilities Director is accountable to the Chairman for all aspects of the buildings and estate condition. He is responsible for ensuring that the facilities and grounds meet Health and Safety and associated standards.

The General Manager is responsible for applying safety arrangements and rules, ensuring compliance, providing supervision, and instructing and training employees in safety regulations and arrangements. This responsibility is also delegated to the Events Coordinator and Bar Supervisors, who manage the Club's operations.

General Responsibilities:

The following people have specific responsibilities in the following areas:

- Fire Procedures - General Manager
- Safety Training - General Manager
- Hazardous Substances – General Manager
- Personal Protective Equipment (PPE) – General Manager
- First Aid Provision - General Manager/ Director of Rugby
- Safety Inspections – Facilities Director
- Risk Assessments – Facilities Director
- Estate, Buildings & Equipment Maintenance – Facilities Director
- Portable Appliance Testing (PAT) - Facilities Director
- Office Safety – General Manager

All employees and volunteers, regardless of their position in Ledbury RFC, have a duty imposed on them by The Health & Safety at Work Act to:

- Take responsible care for their health and safety and others affected by their acts or omissions.
- Cooperate with Ledbury RFC on all measures to safeguard health and safety at work.
- Report any defects that affect Health and Safety at work to a person in authority.
- Be aware of Ledbury RFC's safety arrangements, statutory provisions, and Club safety rules related to their work activity.

It is a serious offence which could lead to prosecution of an individual by the enforcing authority to:

- Disregard Ledbury RFC safety regulations.
- Interfere with or misuse anything provided by Ledbury RFC in the interest of health, safety or welfare.
- Operate any electrical, mechanical, or other equipment unless they have been authorised to do so.
- Disregard the Fire precautions, particularly those related to smoking in prohibited areas.

Disciplinary action may be taken against employees who disregard or flout the requirements placed upon them by the statutory provisions or Club rules relating to safety. Where an

employee's action or disregard endangers the safety of another employee or person, the Club views such action or disregard as an act of gross misconduct and may result in dismissal.

Responsibilities of Directors:

Directors are ultimately responsible for the Company's Health, Welfare and Safety performance. To this end, they will:

- Ensure that the Company Statement for Health and Safety is kept up to date, signed by the Chairman each year, prominently displayed, and that Health and Safety matters are reviewed.
- Ensure that wherever the Chairman is absent and cannot be directly responsible for Health and safety, another Club Director is appointed to carry out that role.
- Ensure that all Risk Assessments are carried out and reviewed at least annually. In the case of new operations, ensure that all risk assessments and safety precautions have been taken before work starts.
- Ensure a system is in place for the effective planning, organisation, control, monitoring, and review of preventive and protective measures.
- Ensure all levels of management have a positive approach to safety and that Health and Safety arrangements are being applied effectively.
- Ensure funds and facilities are available to implement the Company Safety Policy.
- Ensure that all work is planned and carried out with due regard to statutory provisions and good working practices.
- Exclude all risks [so far as reasonably practicable] within the Company relating to accidents at work, health hazards, loss or damage to Company property and risks to the public caused through Company activities.
- Ensure all liabilities are covered by insurance and advise on the acceptability of risks, whether insured or not.
- Ensure that all staff under their control are fully aware of any hazards involved and are trained and competent to undertake work assigned to them without risk to themselves or others.
- Ensure that external Contractors employed by the Company are fully aware of the safety precautions required to protect Company employees and themselves.
- Ensure that the officers meet the statutory health, safety, and welfare standards.
- Provide and distribute the Statutory Notices, forms, books, etc., relevant to the Act, and arrange for the distribution of safety information and educational leaflets among the workforce as necessary.
- Ensure that accidents, incidents, and other relevant reports are recorded and reported correctly.
- Ensure that a system exists to discipline employees who contravene the relevant statutory provisions or the requirements of the Safety Policy.
- Ensure that employees are consulted through Toolbox talks or site meetings concerning any measure at the workplace that may substantially affect their health and safety.
- Ensure that, when on-site, they wear the appropriate safety equipment and promote safety through their actions.

Responsibilities of the General Manager and Other Supervisors:

Managers have a similar role to Directors in encouraging a safe working environment through their actions. It is vital that they take safety rules seriously. Visiting an area where equipment such as PPE or safety footwear has been made mandatory without the correct equipment can undermine the safety system. Personal actions are of paramount importance in establishing an effective safety culture.

They should ensure that:

- The Company Statement for Health and Safety remains displayed in a prominent area.
- Each staff member under their control is aware of their responsibilities regarding health and safety and consults with the staff on issues affecting their safety as they arise.
- Appropriate Safety Induction Training is carried out with new members of Staff, and thereafter, proper training and periodic retraining for staff within their control and keeping a record of that training. (Use safety Induction Checklist)
- Appropriate Fire, Workplace, COSHH, and Manual Handling Risk Assessments are carried out, and those who use Display Screen Equipment carry out workstation assessments.
- All necessary safety devices and protective equipment, including fire and emergency equipment, are available, maintained, and supervised for use.
- All maintenance and other work activities under their control are planned and carried out in accordance with statutory provisions and good working practices.
- Any external contractors selected to carry out work on behalf of the Company are fully aware of and can satisfy their responsibilities regarding health, safety, and welfare, as well as are aware of restrictions affecting their operations (use the questionnaire provided to assist this assessment).
- The uptake of safe actions through safety conversations and personal interventions in circumstances where the principles of the Policy are not being followed.
- The procedure for recording, reporting, and investigating accidents, near misses, injuries, diseases, and dangerous occurrences is carried out, and Directors are informed of the conclusions from such activities.
- An adequate supply of all necessary protective clothing or equipment is available and issued as required. When issued to employees, a record is kept in the employee's Safety Equipment and Protective Clothing Issue Register.
- Employees are provided with any necessary protective clothing before they are set to work. As far as is reasonably practicable, such equipment is always worn.
- The Workplace (Health, Safety & Welfare) Regulations 1992 requirements are complied with.
- All office machinery is safe, and only competent employees use the equipment.
- Adequate First Aid facilities and persons are always available.
- Welfare provisions are provided.
- Fire exits are kept clear.

And that they:

- Read and understand the Company Health and Safety Policy and ensure that it is brought to the attention of employees under your control. Carry out all work according to its requirements.
- Know the Regulations applicable to the work your employees are engaged in and insist that they be observed.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Do not allow operatives to take unnecessary risks.
- Ensure that young employees (under 18 years) do not operate any type of equipment except under direct supervision.
- Commend operatives who, by their action or initiative, eliminate hazards.
- Do not allow "horseplay" or dangerous practical jokes, and reprimand those who consistently fail to consider their own or others' safety.
- Report immediately any defective equipment.
- Look for and suggest ways of eliminating hazards. Bring to the notice of Senior Management or safety reps any improvements or additions to the Company Safety Policy that you feel should be made.

Responsibilities of Employees and Volunteers:

All employees and volunteers are responsible for complying with the Club's Health & Safety policies and standards. To this end, they should:

- Read and understand the Company Health and Safety Policy and carry out work in accordance with its requirements.
- Do not try to use, repair or maintain equipment or machinery unless training has been provided.
- Use the correct tools and equipment for the job. Ensure that tools are never used in a way that could endanger themselves or others.
- Keep tools in good condition and store them correctly.
- Wear safety footwear and PPE at all times in designated areas.
- Report any defect[s] in equipment to management immediately.
- Work safely at all times, not taking unnecessary risks that could endanger themselves or others. Where possible, they should attempt to reduce hazards by their own actions, such as removing tripping hazards.
- Not use equipment for purposes for which it is not designed or if they are not trained or experienced in its use.
- Warn other employees, particularly new employees and young people, of known hazards and possible dangers, where passing on their experience would help make the site safer.
- Not play dangerous practical jokes or "horseplay", which may cause danger to others.
- Report to their Manager any person seen abusing any welfare facilities provided.
- When lifting objects, consider the weight, height and position of the load in accordance with the Manual Handling Regulations.
- Report any injury from an accident at work, even if the injury does not stop them from working.
- Fully cooperate with any reasonable request from Managers.
- Suggest safer methods of working.

- Familiarise themselves with the Emergency Evacuation Procedure.
- Familiarise themselves with First Aid Boxes' positions and the First Aider's identity.
- Ensure that all walkways are clear and free from obstruction.
- Smoking cigarettes, cigars, pipes, and vaping devices may only occur in the designated area.
- Fire exits are kept clear.

Health and Safety Arrangements:

This section demonstrates how the General Policy Statement is implemented in practice. Together with the Organisation, it shows how everyone is involved in Risk Management.

Selection and Hiring:

A standard procedure will be followed to check potential new hires' work and accident history. Information will be obtained through an employment medical questionnaire.

Information, Instruction and Supervision:

The Health and Safety Law poster will be displayed on the appropriate storage doors. This policy document will also be displayed prominently in relevant Club areas.

Supervision of young workers and trainees is undertaken and monitored by the General Manager.

The Club's General Manager's duties include instructing workers in safe working methods and maintaining these methods. On occasion, they may have to initiate steps to stop unsafe actions and improve conditions.

Competence for Tasks and Training:

All new employees will receive initial hazard communication. This will include information on hazardous substances, manual handling, equipment, noise, transport safety, electricity, emergency procedures, fire, and first aid arrangements.

Within one month of initial training, each new employee will receive a follow-up review of items on the induction checklist. Documentation of the review, including the date of review, the supervisor's signature, and the employee's signature, will be maintained in the employee's file.

A training matrix will be used to identify safety and other training to be given to all employees. The programme will outline topics to be covered when training is to be given and who conducts the training. An annual schedule of training, including refresher training, will be established.

Management will review the training programmes at least annually to ensure they meet Ledbury RFC standards. A documented review will periodically be conducted to ensure that induction training meets the Club's standards.

Records and training certificates are kept in a training log.

Risk Assessments:

Risk Assessments have been carried out to comply with Regulation 3 of the Management of Health and Safety at Work Regulations 1999. They will be used for all training purposes and made available at any reasonable time for information.

Our general risk assessments cover the following areas:

- Workplace Risk.
- Fire.
- Use of Display Screen Equipment.
- Control of Substances Hazardous to Health (COSHH).
- Workplace Transport Arrangements.
- Manual Handling.
- Working at Height.

Risk Assessments for Young People and Pregnant Workers will be specific for the individual and will be carried out when the need is identified.

Risk assessments will be reviewed at least annually or whenever the work activity changes, or new plant or workers are introduced. Risk assessments relating to training and playing rugby are the responsibility of the Director of Rugby and fall outside the scope of this policy.

Fire and Evacuation Procedures:

Escape routes in the event of a fire are clearly marked. The fire assembly point is in the North Car Park.

All employees must be familiar with the instructions "In Case of Fire," which will be posted at nominated points on the site.

The General Manager (Deputy: Bar Supervisors or Events Coordinator) is responsible for alerting the emergency services. The General Manager (Deputy: Bar Supervisors or Events Coordinator) is responsible for the roll call of staff and persons entered in the Visitors' book, which is kept in Reception. The General Manager checks fire extinguishers monthly. Inspections are recorded in the inspection record log, which is held in the office. The approved extinguisher contractor is notified of any extinguisher that requires replacement due to discharge.

The approved extinguisher contractor, Herefordshire Fire Protection Ltd, will fully inspect all extinguishers annually. The General Manager is responsible for implementing the annual fire evacuation drill, which will be recorded.

First Aid Provision:

Ledbury RFC recognises its duty of care and legal responsibilities to provide adequate First Aid for dealing with emergency situations that could foreseeably occur within the Club. The main First Aid kit is kept at the bar side of the kitchen entrance. There is one employed senior first aider in the Club, and team managers, coaching staff, and several players are first aid trained. On match and training days, there is a first aid room available for use by coaching staff, first aiders, and physiotherapists. The person who treats an injured party should ensure that the incident is reported using the online reporting system.

Accident and Incident Reporting:

All accidents or near misses that occur on Club premises must be reported immediately to Management and registered using the digital reporting system. The person reporting the accident/near miss shall complete an incident report or ensure that the report has been completed and submitted.

Management will investigate the cause of the accident, comment on the Accident Report System, and initiate corrective action as necessary. All incident reports/investigations shall be retained on file.

The General Manager will report any reportable incidents or dangerous occurrences (under the RIDDOR regulations) to the enforcing authority. Reporting may be done via the HSE website, www.riddor.gov.uk.

Detailed information related to accident reporting and investigation is found in Section 10 of the Health and Safety Manual.

Display Screen Equipment:

Ledbury RFC recognises that working with display screen equipment can lead to a number of chronic health problems, including repetitive strain injury and eye strain, which can lead to headaches and stress. It is committed to carrying out periodic assessments of workstations to ensure that they do not pose a risk to the Health and Safety of employees. Employees working with computers can ask Ledbury RFC to provide and pay for an eyesight test, anti-glare screens, footrests, wrist supports, etc., to minimise the risk of injury.

Employees are encouraged to fully use the equipment provided and adjust it to get the best out of it and avoid potential health problems. The Club will incorporate these items in training and address them in Ledbury RFC Safe Working Procedures.

Further, detailed information is provided on pages 10-13 of the Safe Working Procedures Section of this Health and Safety Manual.

Manual Handling:

The Club recognises that manual handling is a serious hazard to the health and safety of its workforce and will take all necessary steps to prevent reasonably foreseeable injury to employees from handling loads at work, where practicable manual handling will be avoided and mechanical handling equipment provided. Due to the nature of the business, situations may arise whereby manual handling tasks become unavoidable, and in these situations, the company will instigate control measures. An assessment of the handling operations shall be made, and appropriate safe systems of work adopted as determined by these assessments.

The Club will ensure that all employees are trained in the safe handling of loads, safe working procedures, equipment and use of PPE. Periodic retraining will be given in safe handling techniques. Nobody should attempt to lift any object that is beyond their personal capacity, regardless of the weight. The responsibility for implementing control measures is delegated to line managers. Further detailed information is provided on pages 8-9 of the Safe Working Procedures Section of this Health and Safety Manual.

Safe Handling and Use of Substances:

Ledbury RFC recognises its duty of care with regard to the hazardous substances employees and others may come into contact with. Due to the inherent risks, the Club will ensure that these substances' storage, handling and use are appropriately controlled. These control measures will include;

- Identification of all purchased materials in a COSHH Log to determine whether they pose a significant risk of harm.
- Acquisition of each substance's relevant Material Safety Data Sheet (MSDS).
- Identifying the activities where hazardous materials are generated as the result of the process and require control measures.
- Carrying out COSHH assessments and determining the control measures required.
- Ensuring that all relevant people receive information and training concerning the hazards and controls.
- Ensuring that substances are correctly labelled to the recognised standard.
- Hazardous materials will be appropriately stored in accordance with supplier recommendations and statutory requirements.
- Implementation of control measures, including ensuring that the COSHH assessments are available at the point of use.

- Ensure that safe working procedures are implemented and that, where provided, Local Exhaust Ventilation Systems (e.g., dust extractors) are switched on and operating.
- Ensuring PPE is provided and used where no other solution is available.
- Instigating a health surveillance programme as and when the hazardous substance requires it.
- Ensure that hazardous substances, including residual substances left in used containers, are disposed of safely and responsibly. Hazardous materials will be disposed of through a waste disposal company with an appropriate hazardous waste licence.
- The responsibility for undertaking these measures has been delegated to the General Manager.

Occupational Noise:

Ledbury RFC recognises that exposure to noise causes hearing damage and shall take all reasonable steps to ensure compliance with the requirements of the Noise at Work Regulations. Noise measurement has determined that some areas of the premises exceed the First Action Level. Where noise exceeds the first action level (80dbA), information and training on the dangers of noise exposure will be given, and appropriate PPE will be provided. Where the second action level (85dbA) is exceeded, mandatory signs will be displayed, and wearing of hearing protection will be compulsory. The Club will provide information and training on the long-term effects of noise on hearing and will provide appropriate hearing protection. Wearing PPE will be mandatory when noise levels are above the second action level. Where practicable, steps will be taken to reduce noise at the source.

Personal Protective Equipment (PPE):

Whilst recognising that the use of Personal Protective Equipment (PPE) should form the last resort as a control measure, due to the nature of the business situations may arise where the use of PPE is necessary. When this is the case, appropriate control measures will be instigated, and these include:

- Ensuring PPE is purchased to the appropriate EN standard and;
- Ensure that PPE is suitable for the job and comfortable for the wearer. PPE is usually issued during induction and replaced free of charge when it is no longer serviceable.
- In addition to recording the issue of personal protective equipment (PPE), it is also necessary to inspect it regularly. A check sheet is used as part of the workplace inspection regime to check PPE so that in the event of an accident/injury, etc., it can be proven that at a given date, the PPE issued was still present and fit for purpose.
- Provision of information and training on the correct use and maintenance of PPE.
- Provision of suitable storage facilities for PPE.
- Employees are required by law to cooperate with the Club in wearing personal protective equipment when necessary. Failure to comply with Club rules on wearing PPE could lead to disciplinary action.
- The responsibility for implementing control measures is delegated to the General Manager.

Provision and Maintenance of Safe Plant and Equipment:

Ledbury RFC owns and uses a significant amount of equipment and recognises that due to the inherent hazards involved there is a requirement to control the use of this equipment. The Club recognises its obligation to comply with relevant regulatory requirements that may apply to issues such as guarding, applications and training, and we will instigate control measures which include:

- Any new or second-hand plant and equipment that is purchased will be checked to ensure that it complies with the Supply of Machinery (Safety) Regulations and is correctly certified and marked in accordance with the EC Standards.
- The Club will ensure that the machinery and equipment used in the work process conform to the Provision and Use of Work Equipment Regulations (PUWER) requirements.
- All employees are responsible for identifying all equipment that needs maintenance and for ensuring that this is completed. Any problems with any equipment should be reported verbally and immediately to the Club Management.

There are arrangements for:

- Ensuring that the equipment is suitable and sufficient for the intended task(s)
- Examination and testing of lifting equipment with the safe working load marked.
- Regular examination and testing of electrical apparatus and electrical equipment installation.
- A list of Appliances is kept, and regular testing of portable electric appliances is scheduled.
- Racking will be subject to regular in-house inspection and periodic inspection by a competent third party.
- All maintenance and testing of machinery will be recorded in a maintenance log.

Electrical Safety:

The Club recognises that it has a legal and moral duty to ensure that all electrical systems and equipment are safe, and their use is appropriately controlled. The control measures will include:

- Ensuring that all installations and wiring conform to established legal standards.
- Ensure that fixed electrical installations undergo periodic inspection and testing in accordance with BS7671, Fixed Electrical Installation Inspection and Testing, to ensure their electrical integrity.
- Ensuring that all electrical supply isolation cabinets/circuit breakers are adequately controlled and access to the circuits is restricted to personnel with relevant competency.
- Ensure that external providers involved in maintaining, testing, or modifying the supply have reached the required level of competence, e.g., NICEIC, ECA, or similar certification. The General Manager will keep records of certification and current Public and Employer Liability insurance.

- Ensure that electrical repairs/maintenance are only carried out upon the general manager's written, verbal, or e-mail request.
- Ensuring that suitable and sufficient control measures are put in place when appropriate. These controls may include lock-out procedures and permits to work; information related to these controls can be found in the Electrical Safety section of Ledbury RFC Health and Safety Manual.
- Ensure that the requirement for controls is established through risk assessment; this can be found in the Risk Assessment section of the Ledbury RFC health and safety manual.
- Ensuring that the General Manager keeps records of fixed installation inspection and testing.

Portable Appliances:

Ledbury RFC will use cordless, low-voltage (e.g., 12 or 18v), or double-insulated portable appliances where practicable. Where this is not possible, the Club will ensure that all qualifying portable appliances are tested for electrical safety by a competent person in accordance with a schedule. Specifically, the Club will:

- Ensure the competent person attaches a label of conformity to each appliance to confirm its electrical integrity.
- Ensure appliances that do not pass the electrical safety check will be withdrawn from use.
- Ensure all new appliances are tested for electrical safety before being put into service.
- Ensure that records of Portable Appliance inspection and testing are kept by the General Manager.
- Ensure that all contractors' portable equipment brought onto the site carries a current test certificate. Equipment not carrying a current test certificate will not be permitted on site.
- Ensure that personal equipment brought onto the site is not used unless it is cordless, low voltage (e.g. 12v), or double insulated until tested by a competent person. If such equipment is removed from the site, it will not be re-used on site until it is retested by a competent person.
- Residual Current Devices (RCD) may be used to protect portable equipment used on the premises.

On-site Vehicle Movement:

Ledbury RFC recognises that the movement of vehicles, which is a basic requirement of conducting its business, gives rise to particular hazards. Due to these inherent risks, the Club will, as far as is reasonably practicable, ensure that vehicle movement is appropriately controlled. These control measures will include:

- Keeping vehicle movement separate from pedestrian areas.
- Imposing a site speed limit of 10 mph.
- Warning personnel and visitors of the dangers of vehicles striking people.
- Ensure disciplines such as the use of lights and horns along with speed limits are used to further reduce risk.

- Ensure that all appropriate staff, visitors, contractors, and HGV drivers wear high-visibility clothing when moving about the external areas.

Lifting Equipment:

The General Manager will maintain a current record of all Lifting Plant and Equipment on site to which the Lifting Operations and Lifting Equipment Regulations (LOLER), Regulations 9, 10 and 11 apply.

The record shall clearly indicate:

- The distinguishing mark or number.
- Description of the equipment.
- Date of test and examination.
- Safe working load.
- The proof load applied.
- The name and signature of the competent person who conducted the test and examination.

The General Manager will ensure that such checks are conducted at least every six months under contract. Should a check indicate that repairs, refurbishment, or recalibration are necessary, the equipment will be taken out of use and deactivated until such repairs, refurbishment, or recalibration have been completed, as demonstrated by documentary records.

Driving and Vehicle Safety:

All Club vehicle driving activities will be assessed for risk to ensure control measures are adequate.

All Club vehicle drivers will periodically be checked to establish their continuing suitability for Club driving activities. These checks will include Driving Licences and penalty points, appropriate insurance for the use of private vehicles on Club business, and, where appropriate, vehicle servicing records. Photocopies of relevant documents will be kept in the employee's personnel file. Club vehicle drivers are responsible for reporting any circumstances that may affect their ability to drive, such as medical conditions, insurance refusal, and driving or criminal offences. Driving licences will be checked annually, and records will be kept. Where appropriate, all Club vehicles will be regularly maintained as per vehicle manuals and manufacturer's recommendations.

Use Of Mobile Telephones Whilst Driving:

Ledbury RFC recognises that using a mobile phone while driving is both inherently unsafe and illegal. Club policy is that employees should not use mobile telephones when driving, even with hands-free equipment. Drivers should:

- Keep mobile phones switched off when driving - use voicemail or call diversion so that messages can be left when the phone is switched off.
- Drivers should only use mobile phones after they have stopped in a safe place. They should never stop on the hard shoulder of a motorway except in an emergency.
- Avoid taking calls on a hands-free phone. If they must, they should say that they are driving and end the conversation quickly.

Emergency Procedures:

Potential emergency situations will be analysed, and procedures will be implemented to handle fire, explosion, serious injury, plant evacuation, natural occurrences, emergency shutdown, and other emergencies, including loss of power, water, gas services, or hazards from nearby plants.

The written programme will assign employees, supervisors, and managers to specific emergency tasks. All employees, supervisors, and managers will receive training in emergency procedures at least annually. A documented record of the training showing the date, topic, and who attended will be maintained.

At least annually, a documented emergency drill will be conducted in each emergency situation. After each drill, a written critique or evaluation will be completed to assess employees' knowledge and readiness and determine what changes in procedures are necessary.

The Club Board will review organisation arrangements, emergency plans and procedures at least annually.

Asbestos:

Ledbury RFC acknowledges that asbestos is a specific substance hazardous to health, which their employees or contractors may come in contact with. The Club's policy is to take all reasonably practicable steps to protect its employees from exposure to this hazard.

Under the Control of Asbestos in the Workplace Regulations 2006, the Club has a duty to carry out Asbestos Surveys and make information about asbestos on its premises available to contractors. Where the presence of asbestos is detected, the Club will take reasonable steps to eliminate the risk following the advice given by the Asbestos Surveyor.

Slips, Trips and Falls:

Ledbury RFC recognises its duty to ensure the premises are maintained to an acceptable standard to prevent slips, trips and falls. This will involve good housekeeping, and the organisational controls employed include:

- Monitoring the premises to identify any actions necessary.
- Ensuring safe working procedures are developed and implemented.
- Provision of information, instruction and training to all relevant personnel.
- Provision of signage to indicate the presence of the potential hazards.

The responsibility for undertaking these measures has been delegated to the General Manager.

Working at Height:

Ledbury RFC recognises its duties under the Working at Height Regulations to identify tasks involving working at heights, carry out risk assessments, and apply the hierarchy of controls as appropriate.

- Whenever practicable, working at heights will be avoided.
- The area beneath the overhead working will be cordoned off, and non-essential personnel will be excluded.
- Before use, ladders will be regularly checked for defects or damage.
- Wherever possible, A-frame ladders with platforms will be used.
- When single or extending ladders are used, these are to be secured top and bottom before use.
- When securing the bottom of the ladder is impractical, a second person will foot the ladder.
- Scaffolds other than interlocking tower scaffolding will be provided by a scaffold contractor.
- All free scaffolding will be erected by a qualified Scaffolder.
- Scaffolding will be fitted with kickboards and will be appropriately fixed in position.
- The Contractor will be responsible for keeping the scaffolding register and for carrying out safety checks.
- Where MEWPs are required, they will only be operated by suitably trained and licensed personnel.
- Where identified by risk assessments, suitable restraint or fall arrest equipment will be deployed.

Access and Egress:

Ledbury RFC is committed to providing a safe means of access and egress to all parts of the workplace, including movement in and out of the workplace and safe access within the workplace.

All Managers are responsible for implementing this policy which covers:

- Access to and egress from the workplace, including any temporary arrangements for access.
- Routes through working areas.
- Accessibility of storage areas.
- Access to and egress from an individual's workplace.
- Emergency exit routes.
- Use of access equipment, such as ladders and lifts.
- Limitation of access to hazardous/security areas.
- External pathways and roadways around the workplace.
- Common parts of the building, e.g. reception, staircases, etc.

Visitors' Safety:

Ledbury RFC recognises its duty of care to visitors to their premises and has instigated appropriate control measures. These measures include:

- All visitors and deliveries must report to the Club staff when they come on-site.
- Visitors will be shown a summary of the Club Visitor Health and Safety Rules and will sign the appropriate Visitor book to signify that they have read and understood them.
- Visitors are the responsibility of the person they are visiting, for the duration of their visit and are not permitted to wander around the premises by themselves.
- If the premises are evacuated, the General Manager will be responsible for the Visitors' book.
- The responsibility for implementing control measures is delegated to the General Manager.

Contractor Safety:

All contractors must report to the Club staff when they come on-site. The General Manager will issue contractors work permits before commencing on-site work. Contractors are required to follow their statutory obligations to:

- Provide and maintain satisfactory plant, equipment and working systems.
- Avoid risks to health and safety when using, storing, handling, and transferring materials, plants, equipment, and other articles or substances.
- Provide and maintain appropriate and protective clothing and safety equipment.
- Provide adequate safeguards for the well-being of their employees and other people affected by their activity.
- Provide all necessary instructions, training and supervision.

Contractors are required to ensure that:

- The safety requirements of every job are fully carried out.
- Instruction and training in job safety are provided to all their employees.

- All their employees are aware of and follow the safety requirements of both the contractor and Ledbury RFC, including policies and permits to work.
- Check regularly that their statutory obligations and Ledbury RFC's health and safety rules are being complied with.
- All injuries, damage accidents and near misses are reported immediately to Ledbury RFC and effective remedial action is taken.

It is the duty of all Contractors employees to:

- Wear the protective clothing and safety equipment provided to take reasonable care of the health and safety of themselves and other people who may be affected by their acts and omissions at work.
- Report all injuries, damage, accidents, and near misses to a supervisor as soon as possible after they occur.
- Report to their own management and to Ledbury RFC management any potential hazards that they find.
- Work in accordance with established safe systems of work and adhere to good practice at all times.
- Cooperate with their own and Ledbury RFC management in implementing statutory duties regarding health and safety.

It is a serious offence which could lead to prosecution for the contractor or his employees to:

- Disregard Ledbury RFC safety requirements.
- Interfere with or misuse anything provided by Ledbury RFC or the Contractor in the interests of health, safety or welfare.
- Operate any electrical, mechanical or other equipment unless they have been authorised to do so.
- Disregard the fire precautions, particularly those related to smoke in prohibited areas.

Welfare Facilities:

Adequate provision shall be made for the Welfare needs of employees whilst carrying out their tasks and duties.

Appropriate toilets will be provided. Handwashing facilities with adequate hot water and soap supplies and drying facilities will be made available. Bar and catering facilities will allow employees to prepare drinks, reheat food, etc., and eat away from the workplace.

Lone Working:

Due to the nature of the business, employees may have to work alone on occasions. We discourage this practice where possible, but when it is unavoidable, controls will be instigated.

Employees who are likely to be in a lone working situation will be given information and training on the hazards and procedures to be adopted.

Where specific lone working situations are identified, a procedure for monitoring the well-being of lone workers will be implemented. This will include:

- Ensuring regular contact is made with the lone worker.
- Emergency contact procedures are in place.
- Safe working procedures are followed.

The individual worker's line supervisor or manager will be responsible for implementing these measures.

Young Persons:

Ledbury RFC recognises that young people are an especially vulnerable group. It is committed to assessing the risks to which young people may be susceptible and providing a safe working environment.

Where appropriate, this will include:

- Restricting the work activities of young people where failure to do so is likely to result in injury.
- Ensuring that all relevant people are informed of the activity and risks involved.
- Ensuring that young persons are managed and supervised by trained and competent persons.
- Provision of information, instruction and training to all relevant personnel.

Specific responsibility for supervising a young person will be allocated to their line supervisor or manager on a case-by-case basis. The appropriate age group coaching staff will be responsible for young rugby players, and they will provide adequate instruction and training on safety matters. Children visiting on match or practice days must be accompanied and supervised by an appropriate parent or another adult.

New and Expectant Mothers:

Ledbury RFC is aware of the statutory requirements imposed on and relating to work undertaken by new and expectant mothers and will comply with them. Ledbury RFC assesses all risks to new or expectant mothers arising from their work activities and takes appropriate preventive or control measures.

Ledbury RFC will take all reasonable steps to safeguard the health, safety, and welfare of new or expectant mothers and their unborn children. New and expectant mothers will be given all the information, instruction, and training necessary to enable them to work safely and without risks to their health.

Ledbury RFC undertakes to regularly monitor the work undertaken by new or expectant mothers, especially during pregnancy, and to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed so far as is reasonably practicable, and all risks will be adequately controlled and safe systems of work established.

Ledbury RFC will also arrange reasonable and appropriate health programmes for pregnant women and determine whether limitations or special arrangements based on medical grounds will be necessary.

The risk assessment should identify any inadequacies which will need to be addressed in accordance with the particular circumstances for women. In determining what safe systems of work are required for new and expectant mothers, the following factors need to be considered:

- Avoid or minimise exposure to physical agents such as vibration, noise, temperature extremes, poor or prolonged working postures and repetitive movements.
- Manual handling activities should be assessed and monitored; this is particularly important as these abilities will alter as the pregnancy develops.
- Exposure to biological agents and chemical agents such as mercury, lead, substances absorbed through the skin, cytotoxic drugs, and carbon dioxide should be avoided.
- Substances carrying labels indicating any possible harmful effects to the mother and/or child must also be avoided.

Pregnancy is not a static condition, and the nature and degree of risk will change as the pregnancy develops. These physiological changes must be taken into account when assessing the risks. The physiological aspects of pregnancy which need to be considered are as follows:

- Morning sickness.
- Backache - this will become increasingly significant as the pregnancy advances.
- Haemorrhoids and varicose veins.
- The increasing physical size of pregnant women can reduce the effectiveness of any personal protective equipment and affect a woman's coordination, mobility, and dexterity. There are obvious ramifications on manual handling ability, the amount of workspace necessary for her to work comfortably, and balance on slippery or uneven surfaces.
- Increasing toilet requirements.
- Increasing tiredness - particularly important for shift workers and those operating machinery.

The responsibility for undertaking these measures has been delegated to the line supervisor or manager of the individual concerned.

Stress:

Ledbury RFC considers it important to ensure a healthy working environment for its employees and has a duty to see that no one should become ill because of their work. It is also recognised

that personal pressures outside work can cause stress-related illness, which can affect performance at work. If employees feel that an aspect of their work is causing pressure adversely affecting their health, they should discuss this confidently with the General Manager.

Managers will be aware of and look out for signs of stress among employees. The following may be indicative:

- Behavioural change or moodiness.
- Absenteeism.
- Irritability.
- Inability to make clear decisions.
- Declining performance.
- Deteriorating working relationships.
- Increased smoking and/or alcohol consumption.
- Disciplinary problems.

Work stress factors may include:

- Negative work culture (e.g. poor communication, favouritism, nepotism, expectation to work long hours, blame culture).
- Too much to do and too little time to do it
- Understaffing
- Lack of individual control over work activity
- Relationship problems (bullying, antagonism, harassment, inappropriate behaviour)
- A sudden, radical change in the working environment
- Lack of job security
- Indifferent and unresponsive management

A risk assessment for stress management might involve:

- Identification of work pressures and, of these, those which might produce high and or prolonged levels of stress.
- Identifying Individuals who may be harmed.
- Deciding what can be done to minimise that harm.
- Periodically reviewing the assessment.
- Involving employees or their representatives.

Health and Safety Advice:

The Club acknowledges that it has a legal and moral duty to ensure it gets appropriate professional advice on Health and Safety. To this end, it has secured the services of an external advisor who has carried out a risk assessment and prepared a documented health and safety management system in conjunction with the company. The advisor, in conjunction with company senior management, carries out periodic reviews of the management system, which shall be conducted at least once per annum. The advisor also provides ad hoc advice on request.

Smoke-Free Policy:

This policy has been developed to protect employees and visitors from exposure to second-hand smoke and to assist in compliance with The Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely prevent potentially damaging exposure.

The Club's policy is that all workplaces are free from smoke, and all employees have the right to work in a smoke-free environment. Smoking and vaping are strictly prohibited in all enclosed and substantially enclosed spaces at the workplace, including Club Vehicles. This policy applies to all employees, contractors, customers, and visitors.

The General Manager has overall responsibility for implementing and reviewing the policy. However, all employees are obliged to adhere to and support its implementation. The responsible person shall inform all existing employees, contractors, customers, and visitors of the policy and their role in implementing and monitoring it. All new employees will be informed of the policy as part of their induction training.

Failure to comply with this policy is deemed as misconduct and, as such, will be dealt with through the Club's Disciplinary Procedure. Those who fail to comply with the Smoke-Free laws may also be liable to a fixed penalty fine and possible criminal prosecution.

Alcohol & Drug Abuse:

The use of alcohol is not appropriate in the workplace, and drug abuse is a criminal offence as well as a serious risk to Health and Safety.

Employees **MUST NOT** bring alcohol or controlled substances onto Club premises, nor must they attend work, be on-site or be in charge of a Club vehicle while in an intoxicated or drugged condition. Under the Misuse of Drugs Act 1971, the term 'misuse' covers the supply, possession and use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Supply or possession of an illegal drug is unlawful. It is an offence for an employer, an occupier of premises or persons concerned in the management of premises to allow the supply, use or production of drugs to take place on their premises. The penalties for offences involving controlled drugs depend on the classification of the drug.

The Health and Safety at Work Act 1974 imposes a duty on employers to ensure the health, safety, and welfare of employees and other users of their premises at work, as far as is reasonably practicable. The Road Traffic Act 1988 states that a person is guilty of an offence if driving or attempting to drive a motor vehicle in a public place while unfit through drink or drugs.

The misuse of alcohol or drugs can affect health, performance, conduct and relationships at work to such a degree that the health and safety of employees can be put at risk. Any person who

misuses alcohol or drugs may be in breach of Section 7 of the HASAWA, which requires employees to take reasonable care of themselves or others who may be affected by their acts or omissions.

Drug and Alcohol abuse is considered gross misconduct, which may result in dismissal from Ledbury RFC. However, it does recognise that alcohol and drug abuse may be an illness. Employees suffering from illnesses of this kind will be encouraged to seek help and be given the opportunity to be rehabilitated. Normal disciplinary procedures will be applied to employees with diagnosed drink or drug abuse problems if they demonstrate unsatisfactory behaviour or work standards, decline to accept assessment or treatment or fail to complete treatment satisfactorily.

Employees undertaking activities identified as hazardous on a risk assessment and who are taking prescribed drugs must consult their doctor to determine whether the drug(s) could affect safety (e.g., cause drowsiness, or affect judgment or coordination). If so they must inform their Line Manager or other person responsible for health and safety in the area and refrain from safety-critical activities.

Ledbury RFC reserves the right, at the workplace, to search an employee's person, possessions, or vehicle to find potential evidence of alcohol or drug abuse.

Consultation with Employees:

All employees will be invited to half-yearly meetings to consult on Health and Safety arrangements and consider continual Health and Safety improvements. Topics will include reviewing risk assessments, inspection results, accident reports, and investigations. These meetings will be minuted.

Senior Management has an open-door policy on Health and Safety issues and encourages employees to identify hazards and raise their concerns.

The Standing Agenda for a Safety Meeting will include:

1. Apologies.
2. Matters/actions arising from previous meeting.
3. Review of previous period accidents.
4. Review of H & S reports and statistics (Inspections, Audits, etc).
5. Review any changes to materials, equipment, practices, or documentation that require revision of Risk Assessments, the H&S Manual, appendices, etc.
6. H&S training issues.
7. Issues raised by employees (to be notified in advance).
8. Issues raised by managers (to be notified in advance).

Monitoring & Review:

All employees will be expected to notify the General Manager or the Board of Directors of any area where the Policy appears to be inadequate.

The Directors will inspect the works and site operations regularly and alert employees to any hazards, defects or breaches of regulations observed during the inspection process.

The Directors and nominated Managers and Supervisors will undertake periodic reviews of the Health and Safety Management system in conjunction with the Health and Safety Advisor. A formal review will take place at least annually. These reviews will include the continued suitability of Policy, Organisation and Arrangements along with analysis of accident statistics, inspection reports and audits. The output from the review process will be revisions of Club Policy, procedures and working practices where appropriate.

Signature Page:

This policy document has been approved for issue by the Board of Ledbury Rugby Football Club Ltd

Hard Copy Signed

J Wilesmith
Club Chairman

Date: 20th March 2024

Date for next formal review: 20th September 2024