

E.F.F.C. January 2016

EAST FIFE FOOTBALL CLUB

NEW BAYVIEW STADIUM

METHIL

HEALTH AND SAFETY POLICY



Health and Safety Policy

Policy Statement

East Fife Football Club, through the Board of Directors, is committed to maintaining the Health and Safety of its staff and to conducting its business in ways that will not adversely affect the Health and Safety of non-employees, e.g. members of the public, contractors etc.

It is the Policy of East Fife Football Club Ltd to:

Comply fully with the requirements of the Health & Safety at Work Act etc. 1974, and with all other relevant statutory provisions and recognised codes of practice as a minimum level of achievement. The Club will ensure, so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work, and will provide the associated resources, information, training, supervision and all necessary expert safety advice for its employees as is required to enable them to carry out their work safely and effectively.

The Club acknowledges that accidents, ill health and incidents may result from failings in management control and not necessarily the fault of individual employees. Through regular safety inspections, all levels of management are expected to actively initiate and pursue ways and means of making the working environment as safe and as healthy as possible where hazards will be systematically identified and risks will be assessed and controlled.

The Club recognises the importance of safe management systems and the need to ensure the competence of employees and has therefore set up effective systems of communication with employees to manage and develop safe systems of work. The Club is committed to ensuring improvements in health and safety management, minimising injuries and ill health and ensuring, in the process, that risk management is embedded as a core business practice.

In return the Club expects all members of staff and contractors working on behalf of the Club to co-operate fully in the achievement of this policy and to understand that they have a duty to take reasonable care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work.

Signed Jim Stevenson Date 03/03/16

Chairman

Duties and Responsibilities

Chairman

As the Policy maker, the Chairman, on behalf of the Board, has overall and final responsibility for Health and Safety within the Club.

Stadium Controller

The Stadium Controller is responsible to the Chairman for the overall implementation of Policy within the Club. In particular the post holder will:

- Ensure that all members of staff are aware of their responsibilities and specific duties and have the necessary training and authority to carry them out.
- Ensure that all statutory Health and Safety requirements are met and Codes of Practice are observed.
- Monitor the effectiveness of the Health and Safety Policy using available information presented.
- Provide suitable equipment and materials as required to meet the expectations of this policy.

Club Safety Officer

The Club Safety Officer is responsible to the Chairman for the implementation of the Club Health and Safety Policy. In this capacity he/she will:

- Advise the Stadium Controller on situations and activities that are potentially hazardous to the Health and Safety of employees or others.
- Foster and maintain a safe working environment and safe systems of work.
- Endeavour to ensure the effective implementation of this policy and monitor its effectiveness.
- Ensure regular safety inspections are carried out to examine workplace safety and fire protection and, where possible, serious accidents and dangerous occurrences are investigated and that action is taken to prevent a recurrence.
- Develop, monitor and review policies and make reports to the relevant persons.
- Be responsible for all planning and assessment of risks associated with S.F.L., S.F.A. or S.P.L. fixtures (including any pre-season fixtures).
- Supervising and monitoring standards of Health and Safety within his/her sphere of operations.
- Provide C.O.S.H.H. assessments as required
- Ensure Club buildings and grounds are free from debris, structural or other 'faults' and that they are clean, safe and without risk to health and safety.
- Ensure that all access and egress is free from obstruction
- Where maintenance issues are beyond his/her remit, draw any defects to the attention of the Stadium Controller immediately

- Liaise with the Local Authority, service providers and/or contractors to ensure an appropriate resolution.
- Ensure the adequacy of utilities and services are provided to the buildings users.
- Ensure all electrical equipment has been PAT's tested annually and has a sticker or tag on the equipment with the date of the last test.
- Ensure that in conjunction with the club safety officer a Legionellosis Risk Assessment has been carried out.

Director of Youths

- The Academy Director will be responsible on a day to day basis for the supervision of safety standards as they relate to the training, match participation and travelling arrangements of all members of the Youth Academy Staff and Players. This includes the use of vehicles.

Head of Commercial Department

The Head of the Commercial Department will:

- Ensure that all facilities required for providing hospitality within the stadium are fit for purpose and free from defect
- Ensure that all persons engaged to provide meals and refreshments are competent and trained in Food Health and Hygiene
- Ensure all guests are briefed on Fire Alarm response and evacuation procedures.

All members of Staff

The general duties set out in the ***Health & Safety at Work etc. Act 1974*** legally requires all members of staff to take reasonable care of their own health and safety and that of other persons who may be affected by what they do, or fail to do, at work.

All members of staff are legally obliged to co-operate with the Chairman to comply with any relevant statutory provisions relating to health and safety. It is essential therefore, that everyone in the Club understands clearly what this involves and should familiarise themselves with the Club Health and Safety Policy.

Induction Training

Legal Requirements

Section 2 of the ***Health and Safety at Work etc. Act 1974***, places a responsibility on the Club, as an employer, to ensure, so far as is reasonably practicable, to provide information, instruction and training as necessary to ensure the health and safety at work of employees. New members of staff require adequate instruction to enable them to work safely as soon as they start work.

Regulation 11(2) of the ***Management of Health and Safety at Work Regulations 1992*** requires the Club to ensure that all members of staff are provided with adequate health and safety training on joining the Club.

Training Records

A record of training focussed on delivering safe systems of work will be maintained by the Club to include the details of the member of staff, job description, subjects covered and date /location of training. Records will also be maintained of all Health and Safety courses attended and qualifications obtained. All records will be available for inspection by the Health and Safety Executive on demand.

Health and Safety Training

The components of the induction and any 'refresher' training will include:

- Duties and Responsibilities
- Functions and Principal Hazards
- Employees duties under Health and Safety
- Workplace Safety and Welfare
- Risk Assessments
- Working at Heights
- COSHH Assessments
- PUWER Assessments and
- Accident Management procedures
- Environmental Management

Function of East Fife Football Club Ltd

The function of 'the Club' is to provide entertainment¹ associated Professional Football and assist the future development of the sport at a local and national level.

Hazards/Risks

A *hazard* is anything which has the potential to cause harm while
A *risk* is the likelihood of harm resulting from the hazard.

Principal Hazards

In an office environment, some of the principal hazards include but are not limited to:

- Fire
- Failures in general housekeeping

¹ Entertainment includes hospitality and licensed refreshment.

- Computer related issues and
- Moving and Handling
- Slips, trips and falls

Ground staff work in many areas using a variety of equipment and products. Some of the principal hazards include:

- Working at heights (Appendix 1)
- Using substances hazardous to health and
- Working with machinery (Appendix 2)

During professional football fixtures, Club Staff and Contractors operate within specific guidelines² and under the command of the Club Safety Officer. Some of the principal hazards include:

- Spectator Disorder
- Suspect Packages
- Failure of Safety Systems and
- Inclement weather

(Football fixtures' hazards and risks are identified and control measures applied to minimise the risks³).

Arrangements and Procedures

Employees Duties

Health and Safety legislation requires all Club employees to take reasonable care of their own safety and others (public, contractors, visitors' etc). Employees are also required to co-operate with the Chairman and responsible persons to comply with Health and Safety legislation.

In practice this means employees:

- Making themselves aware of safety measures (rules, codes of practice, safe systems of work, event contingency plans etc.) and put them into practice.
- Thinking about how they can minimise risks before entering a dangerous situation.
- Wearing and using all protective equipment and clothing when required to do so.
- Taking preventative action to deal with Hazards encountered to minimise the potential for recurrence. This includes bringing health and safety hazards to the attention of supervisors and those who may be affected by associated risks.
- Report **ALL** injuries, accidents and dangerous occurrences.

² Guidance to Safety at Sports Grounds – Green Guide

³ Contingency Plan, Spectator Safety Policy and Event Risk Assessment

Workplace Safety and Welfare

Legislation has established minimum standards for workplace Safety and Welfare. The following provided guidance on standards expected to be maintained on Club premises.

Temperature

All rooms, which are workplaces, must be maintained at a minimum temperature of 16 degrees centigrade. Where physical work is involved the temperature in the workplace should be at least 13 degrees. Should the temperature fall below these levels the Club Secretary should be informed to enable a proportionate response.

Space

All offices should provide adequate space to move about freely without risk to safety. If the space provided appears inadequate this should be brought to the attention of the Club Secretary.

Cleanliness and Housekeeping

All workplaces must be maintained in a clean and safe condition at all times. Premises should be cleaned regularly and all refuse disposed of properly. Offices, lounges and workstations should be clean and tidy at all times and equipment, boxes etc. should be stored safely in approved cupboards, shelving units and stores. All spillages should be cleaned up immediately. All walkways and Fire Exits must be free from obstruction. Floors, steps, stairs, passageways etc. will be of sound construction and be properly maintained and kept free from any obstruction or substance likely to cause anyone to slip or trip.

Employees should be alive to the risks posed by work stair treads, uneven surfaces, holes in carpets etc. and report such matters so that repairs can be effected. **The stadium manager is responsible for maintaining a works and maintenance record of all works identified and carried out.**

Care should be taken to ensure that cupboard doors and desk drawers are not left open and that no fittings or items of furniture are left projecting in a manner that could cause an accident.

All signs and notices erected around the building must be kept clean, unobstructed and not defaced. An adequate number of waste bins will be provided and emptied on a regular basis.

Lighting

All stations/offices should have suitable and sufficient lighting. External areas should be illuminated during hours of darkness to prevent the risk of injury from slips, trips and falls.

Walkways, Corridors and Traffic Routes

All walkways and traffic routes should be maintained free from obstruction at all times. Floor coverings should be dry and free from slipping and tripping hazards; in particular you should avoid trailing cables across walkways, which may become a tripping hazard. Any damage or defects to internal or external flooring/walkways (e.g. torn carpets, pot holes etc.) should be reported and the damage remedied as soon as possible.

Warning signs should be used where necessary to highlight hazards especially during cleaning or maintenance operations. Any obvious hazards should be immediately reported to the relevant supervisor.

Lounges/Rest Rooms

All lounges, rest rooms and equipment such as cookers, fridges, microwaves and utensils should be kept clean and tidy. Refuse should be disposed off daily.

Health and Safety (First Aid)

Given the variety of working arrangements in place at the Stadium and the limited number of employees, The **Club Secretary** is the nominated person to take control of a situation if a serious injury or illness should occur involving employees on the premises.

In addition, a suitable number of staff will be trained in First Aid to ensure that at all times an adequate number of staff are available to provide first aid.

A First Aid kit can be found in the Main Office.

Fire Response

The action to be taken on discovery of a Fire is sign posted throughout the building and call points, fire extinguishers and signage have been updated in response to the findings of the Clubs' Fire Risk Assessment. In general on hearing a fire alarm all person should move as quickly as possible (closing doors behind them) to the muster point situated at the Club Shop, so a check may be made for missing persons.

There are however **general fire precautions** that can be taken:

- All Fire Doors must be kept closed and must not be wedged open; exits and corridors providing access/egress from buildings must be maintained free from obstruction; combustible waste materials should not be permitted to accumulate in buildings except in proper storage facilities.
- Where possible, electric plugs should be removed from electrical sockets when not in use and prior to vacating the premises.
- Faulty electrical equipment or wiring should be reported to supervisors and repairs to or replacement of equipment/wiring should be progressed as soon as possible. Such equipment should be disconnected and must not be used until made safe.
- Flammable liquids should be stored properly and bottles and containers holding same should be adequately sealed to prevent escape of flammable vapours. Combustible materials must be properly stored.
- Articles should not be placed on top of electrical or storage heaters. Clothing and other combustible materials should be kept away from heaters. Wet clothes should not be dried on heaters but rather drying room facilities should be used.
- Care should be taken with cigarettes and matches in all external designated smoking areas. All staff should be aware of the location and use of all fire fighting equipment in the stadium and vehicles.

How to reduce the risk of Injury

- Awareness of the Fire Evacuation routes and procedures
- Ensure Fire Exits are free from obstruction
- Ensure electrical sockets are not overloaded
- Store flammable liquids securely
- Do not permit smoking other than in designated areas
- Be vigilant.

Fire extinguishers

There are 3 types of fire extinguisher within the stadium

- Water
- CO2
- Chemical

These should only be used if it is felt safe to do so and you have been given instruction in their use.

- Water extinguishers should be used on carbonaceous materials (Paper, wood, free burning material etc). **Do not use on electrical installations**
- CO2 can be used on electrical installations.
- The chemical extinguisher should only be used in the kitchen if a fire should occur on the deep fat fryers.

Moving and Handling

The manual moving and handling of loads in the work place is a major cause of injury. The following guidelines are aimed at reducing that risk however the default position is always to avoid manual handling wherever possible and use lifting or handling aids when they are present.

Manual Handling is the handling of loads by human effort i.e.:

- Lifting
- Pushing
- Pulling
- Carrying

Always assess

- The load
- The individual
- The Task
- The Environment

Considerations

- Does the load need to be moved or handled?
- Can a lifting aid be used?
- What is the purpose of the task?
- Where is the centre of gravity of the load?
- Is the load an awkward shape?
- Is the working environment/movement safe?
- How fit is the handler?
- Is the handler's clothing/equipment suitable for the purpose?
- Is the intended package broken or leaking?

Preparing for Moving and Handling

- Clear the area before starting to lift
- Clear the route you intend to take
- Make sure before you lift where the item is to be left
- Use your whole hand to strengthen the lift
- If two or more people are involved agree who is giving the instructions
- Wear gloves
- Break the lift into stages
- If using lifting equipment do so in accordance with manufacturers instructions
- If the intended route is up or down stairs always use two persons.

Moving and Handling

- Keep your back straight
- Bend knees and hips
- Tuck your chin in
- Make sure your grip is no wider than your shoulders
- Stand with your feet apart
- Stand close to the object

Factors which increase **risk of injury** include: working in an awkward, crouched position; moving or handling at arms length; moving or handling an uneven load.

Display Screen Guidelines

The following guidelines have been developed to maximise comfort and reduce the chance of injury.

A keyboard and monitor should be directly in front of you, with your mouse next to it. The top of the monitor screen should be at eye level while the keyboard and mouse should be at or below elbow height. Adjust the mechanism of the chair, the position of the keyboard and monitor to accommodate your body.

Have materials available on the desk in accordance to their frequency of use and avoid clutter. Avoid stretching or twisting to reach things and where possible use a telephone headset to reduce strain on the neck and back. Place documents that are being typed close to the monitor to reduce frequent head turning and change of eye focus.

An important part of working with computer screens and keyboards is to relax and in particular: relax shoulders, wrists and hands, let them hang loosely for a moment and take deep breaths. Do this occasionally throughout the working day.

If a wrist or palm rest is available use it between keying tasks **and NOT while typing.**

Good working Habits

- Take frequent short breaks and walk around a couple of time an hour
- Try and vary tasks during the day
- Use a light touch on the keyboard
- Use software features to automate tasks
- Stretch wrists before typing.

Be alert to signs of discomfort: If at any time during or after using a keyboard pain develops: numbness, tingling or weakness, swelling, burning, cramping or stiffness in hands is experienced, wrists, arms, neck or back pain develops

or any other ailment develops which appears to be linked to computer use, notification must be made to the Club Secretary.

Verbal Abuse

Managing Conflict

It is not easy to remain calm when being subject to verbal abuse and the matters will deteriorate if met with the wrong response.

Remaining calm can diffuse the most irate circumstances, ensure focus remains on the issue at hand, reduces stress levels and prevents the loss of temper which otherwise would give cause for complaint.

When faced with an angry or irate individual, staff should:

- Be as relaxed as possible
- Let the individual let off steam and don't interrupt
- Speak in a friendly helpful tone and maintain eye contact
- Listen and empathize with individual
- Never respond by saying 'it is not my fault' etc., as this is not important and all staff represent the Club. Try and find a resolution immediately or undertake to do so within as short a timescale as possible.
- Press the panic button If the aggression continues and is likely to lead to physical violence
- Retreat to a place of safety
- Phone the Police

Risk Assessments

Regulation 3 of the ***Management of Health and Safety Regulations, 1992*** requires that a formalised risk assessment be carried out to determine the risks associated with working practices. These assessments identify risks to members of staff and any other person who may be affected by the environment they work in.

Work is ongoing to meet the minimum standard expected and will be developed further as part of business as usual across the organisation.

Working at Heights

The Work at Height Regulations 2005 requires every employer to ensure that work at height is:

- properly planned;
- appropriately supervised;

- and carried out in a manner which is so far as is reasonably practicable and safe, that its planning includes the selection of appropriate work equipment as well as an assessment of the risks posed.

Where contractors attend the stadium to undertake works of this type, the **Stadium Manager/General Manager or Safety Officer** will ensure the contractor provides details of the system of work being employed to ensure as far as practicable that it is safe. The amended 2005 Regulations **NOW** apply to **ALL** work at height where there is a risk of a fall liable to cause personal injury.

COSHH

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 applies in relation to the way the organisation works with substances which are hazardous to health. Substances can have dangerous properties i.e. flammable liquids or vapours, or can be harmful i.e. paints, ink, glue and detergents. Ill health caused by using harmful substances can be avoided if used properly and in accordance with manufacturers' recommendations. Substances which are regarded as dangerous at point of supply must be provided with a data sheet which identify the types of hazards and the control measures to be taken (This includes the use of the personal protective equipment stated on the data sheet).

Where this type of product is obtained or exists within the organisation, **the Safety Officer must be advised so that a COSHH assessment can be undertaken and control measures conveyed to all who may be exposed to risk.**

In relation to other products which may present risk to health, staff must advise the stadium manager so that product information can be obtained and any risks assessed.

The Provision and Use of Work Equipment

The Provision and Use of Work Equipment Regulations 1998 covers the purchase, use, maintenance and training associated with mechanical and electrical equipment the organisation provides to its employees. All existing and new equipment will be subjected to an assessment of the requirements of these regulations to ensure they are suitable for purpose and that employees and others are protected from risk. **The Safety Officer will, with relevant staff, undertake a PUWER and Risk Assessment associated with such equipment and its use.**

Accident Management Process

An Accident is an unexpected, unplanned event, including a violent assault, in a sequence of events, that occur through a combination of causes; and

A Dangerous Occurrence is something which does not result in an injury, but which clearly could have done, commonly called a Near Miss (All near misses should be reported in the same manner as accidents would). Some of these accidents and dangerous occurrences are reportable to the Health and Safety Executive.

Accidents and dangerous occurrences do not generally happen through chance but are often attributable to poor safety management. Club managers should aim to eliminate or minimise such events.

This requires employees to identify hazards associated with the Clubs activities, determining the risks those hazards deliver and identifying control measures to minimise those risks.

Where accidents or dangerous occurrences happen, responsible persons must examine whether there is a need to revise any existing measures imposed by the Club.

As part of the Clubs' commitment to Health and Safety and its duty of care to employees, an effective procedure for the accurate and timely reporting of 'certain' accidents and dangerous occurrences to the Health and Safety Executive under the ***Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995***.

RIDDOR requires a responsible person (the General Manager/Safety Officer) to provide the Health and Safety Executive with the information it needs to improve health and safety at work.

Where **Major Injury or Fatality** results from an accident to a member of staff or other person affected by the Clubs' acts or omissions, a responsible person will report the incident to a Health and Safety Inspector at the HSE by telephone at the earliest opportunity and take instructions. A form **F2508P must be completed by the General Manager/Safety Officer and transmitted to the HSE within 10 days of the occurrence.**

Accidents involving vehicles on public roads are not reportable even if used solely for club business.

- Where injuries suffered at work result in an employee being away from work or who is unable to do their normal work for **more than 3 days** form F2508P will again be submitted to the HSE within the 10 day period.
- Similarly the same reporting procedures apply to Specified Dangerous Occurrences.

- If a Doctor notifies the Club that an employee is suffering from a reportable work-related disease, a completed **disease report form** will be completed and forwarded to the HSE area office.
- A record of all such events will be held internally using the Accident at Work Book.

Environmental Management

Environmental impacts from our day to day activities such as waste generation, excess use of electricity, excess use of paper, ground contamination & excess use of water etc. must now form part of our safety policy, not only because of the dangers but the monetary cost savings. To lessen the impact these factors cause we can adopt a number of simple controls.

- Only print emails when really necessary
- When printing use both sides of the paper
- Switch of all office lights before leaving the premises daily
- Switch off computers and printers before leaving the premises daily
- All diesel, petrol or oil containers should be stored upright in bunded areas
- All machinery should be switched off when unattended
- Dispose of waste oil and chemicals correctly
- Drip trays should be used when refuelling plant
- Switch of all taps when unattended, repair when leaking
- Segregate as much waste as possible before disposal

In providing a safe working environment, systems, processes and practices must be developed in a way which, not only takes account of but promotes and integrates health and safety into day to day working.

This Policy should be read in conjunction with the Clubs':

- Contingency Plan
- Emergency Response Plan
- Medical Risk Assessment
- Fire Risk Assessment and
- Spectator Safety Policy

This Policy must be seen as a living document, which constantly evolves, taking account of internal and external drivers for change.