

HEALTH AND SAFETY

PLEASE READ THIS POST FIRE DOCUMENT

The ORRFC committee is generating Policy, Documentation and Processes to ensure that the club complies with its legal responsibilities under the various Health and Safety Legislation. This documentation is currently being worked up and members are invited to review it and offer constructive criticism, particularly if any omissions are found, to the Club's H&S Officer – Marcus Harriott -by email Marcus@harriott.net or by phone 07770453334

PLEASE DO NOT REMOVE THIS DOCUMENT FROM THE BOARD.

HEALTH & SAFETY (H&S) POLICY STATEMENT:

The Old Reigatian Rugby Football Club is strongly committed to H&S and the implementation of requirements of all current relevant legislation listed below;

***Health & Safety at Work Act (HSAW) 1974
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
Control of Substances Hazardous to Health (COSHH) Regulations 2002***

To support our Health & Safety policy statement we are committed to the following actions and duties:

- To undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club. The log of assessments, inspections and actions taken is available from the H&S Officer.
- To create a safe environment by putting H&S measures in place as identified by the assessment detailed above.
- To ensure that all staff members are given the appropriate level of induction, familiarisation and training.
- Ensure that all Club members are aware of, understand and follow the club's H&S policy by displaying prominent guidance notices where appropriate at the club premises.

- To appoint a competent club member to be Health and Safety Officer to manage H&S responsibilities.
- To appoint and train First Aiders and Fire Marshals. The H&S appointed persons list is at Annex 1 to this document.
- *Ensure that normal operating procedures and emergency operating procedures are in place and disseminated to all members.*
- Provide access to adequate first aid facilities and emergency telephone.
- The correct maintenance of equipment, using certified contractors where appropriate, in accordance with manufacturer's guidelines.
- Maintaining records of safety checks, including electrical and gas equipment.
- Provide Personal Protective Equipment (PPE) where necessary.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of this policy is reviewed regularly, monitored for effectiveness and kept up to date.

Every single member has a responsibility for Health & Safety.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own H&S and that of others, who may be affected by what you do or not do.
- Co-operate with the club on H&S issues.
- Read and understand H&S notices posted on Club premises.
- Correctly use all equipment provided by the club, as directed in the operating manual. Operation Manuals are available on request.
- Not interfere with safety equipment or misuse anything provided for your health, safety or welfare.

M J Harriot
 Club H&S Officer
 For the Old Reigatian RFC
 August 24th 2017

FIRST AID:

Location of first aid facilities: See Bar Manager
Location of telephones: See Bar Manager