

SCUNTHORPE UNITED FOOTBALL CLUB



HEALTH & SAFETY POLICY

Reviewed July 2018

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HEALTH AND SAFETY POLICY

Scunthorpe United FC is committed to ensuring the health, safety and welfare of its employees, and it will, as so far as is reasonable practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

It is the responsibility of each employee to familiarise themselves and comply with Scunthorpe United Football Clubs procedures and systems on health and safety.

Whilst Scunthorpe United will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, the Safety Officer or the Operations Manager. Alternatively, an employee may, if they prefer, invoke SUFC's formal grievance procedure or they may make a complaint under SUFC's provisions on Disclosures in the Public interest.

Disciplinary action under Scunthorpe United's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

Scunthorpe United will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses.

Scunthorpe United will pay particular attention to:-

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- Providing a safe means of access to and egress from the workplace
- Minimising the use of hazardous and dangerous substances and where their use cannot be eliminated, implementing suitable controls.
- Ensuring safety and health in connection with the use, handling, storage and transport of articles
- Maintaining arrangements for emergency response including fire and medical emergencies

- The provision and maintenance of equipment and systems of work that are safe
- Undertaking risk assessments in order to review the health and safety of our activities and premises and implementing safe systems of work as a result
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

Scunthorpe United also recognises its duty to protect the health and safety of all visitors to Glanford Park Stadium, including contractors and temporary workers, as well as any members of the public who might be affected by Scunthorpe United's work operations.

Organisation

The Board of Scunthorpe United has overall responsibility for Health and Safety at the Stadium.

Pete Wallace is the Operations Manager and has overall responsibility for maintaining safe conditions at the Stadium, as well as all premises used by Scunthorpe United. He will report back to the Board on Health and Safety matters in report form prior to each Board Meeting.

Phil Jacklin is the Safety Officer and has responsibility for overseeing, implementing and monitoring all Match Day Health and Safety procedures at the Stadium reporting to the Operations Manager.

The Safety Officer will conduct regular inspections of the work place relating to match day, maintain safety records and investigate and report on accidents at work.

All staff must receive a Health and Safety Induction upon starting at the premises.

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is aware how to perform their job safely. All employees will be offered training in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. Updates on any changes that effect Health and Safety will be passed to all staff.

Employees at Special Risk

Scunthorpe United recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. Scunthorpe United therefore requires that all employees advise their line manager if they

become aware of any change in their personal conditions, permanent or temporary disability, taking medication and pregnancy.

First Aid and Reporting Accidents at Work

First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.

All injuries, however small, sustained by a person at work must be reported to their line manager, Safety Officer or Operations Manager and recorded on the accident form. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Safety Officer and Operations Manager will receive all accident reports and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem. All reports will be kept under the Data Protection Act.

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The Safety Officer is responsible for pre match testing of fire alarms and fire fighting, prevention and detection equipment. He is also responsible for producing a Fire Risk Assessment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or a fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves **only if it would pose no threat** to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exit doors and corridors must never be locked, blocked or used as storage spaces, unless the premises are closed. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures. All Fire Activation and Fire Drills will be recorded on a log.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure.

Scunthorpe United FC Safety Rules

General

- All employees should be aware of and adhere to Scunthorpe United's rules and procedures on health and safety.
- All employees must immediately report any unsafe working practices or conditions to their line manager, Safety Officer or Operations Manager. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person(s) are forbidden.
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person.
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties.
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- No employees should undertake a job which appears to be unsafe
- No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be reported to the employee's line manager, Safety Officer or Operations Manager.
- All materials must be properly and safely used and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager, Safety Officer or Operations Manager.
- Suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- Work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinets when not in use and must keep all floor areas free of obstruction.

Access and Egress

- Walkways and passages must be kept clear and free from obstructions at all times

- If a walkway or passage becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no sharp edges jut out into the passageway
- Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

Tools and Equipment

- Scunthorpe United's machinery, tools and equipment are only to be used by qualified and authorised personnel.
- It is the responsibility of all employees to ensure that any tools or equipment that they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager, Safety Officer or Operations Manager.
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturer's recommended shields, guards and attachments
- Approved personal protective equipment must be properly used where appropriate
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- Employees are prohibited from using any tool or piece of equipment for any other purpose than its intended purpose.

Manual Handling

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonable practicable. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger or strain
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.
- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used.

Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.