



# HEALTH AND SAFETY

South Shields FC Foundation  
Charity Number 1176894

## PURPOSE

To ensure South Shields FC Foundation is a healthy and safe place

## VERSION

Jan 2019

## Accountability

1. Overall and final responsibility for health and safety rests with the Board of Directors of South Shields FC Foundation Limited.
2. In discharging their responsibilities the Board of Directors/Trustees will have regard to the Health and Safety Executive publication 'Directors Responsibilities for Health and Safety' INDG 343.

## Review

3. It is the responsibility of the Chairman to ensure that the health and safety policy and arrangements are reviewed at least annually.

## Health and Safety Assistance

4. The Foundation Manager is responsible for providing/obtaining health and safety assistance and advice having regard to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.



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## Day-to-day responsibility

5. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Foundation Manager and, via her/him to those employees named at 5 below.
6. In discharging his/her duty the Manager/Chief Executive shall have regard to the Health and Safety Executive publication 'Managing Health and Safety – 5 Steps to Success INDG 275'.

## Areas of responsibility

7. To ensure that standards of health, safety and welfare are maintained and improved the following people have responsibility for the following areas.

1	Offices and meeting rooms.	Landlord
2	Public areas.	Landlord
3	Kitchen area and catering.	Landlord
4	Welfare facilities, cleaning and cleaning materials	Landlord
5	Building and equipment	Landlord/ CEO
6	Fire Safety	Landlord/ CEO
7	Co-operation with other employers when necessary under Regulation 11 of the Management of Health and Safety at Work Regulations 1999.	CEO

8. Responsibilities outlined in this document embrace all employees/volunteers irrespective of their work location.

## **Employees' responsibilities.**

9. All employees have to (in law):

- co-operate with South Shields FC Foundation, and those acting on behalf of the South Shields FC Foundation as named above, on health and safety matters;
- not interfere with anything provided to safeguard their health and safety and the health and safety of others who may be affected;
- take reasonable care of their own health and safety and the health and safety of others;
- report all health and safety concerns to the appropriate person as named in this document; and
- report all accidents and incidents at work to the South Shields FC Foundation CEO.

10. There are additional responsibilities placed on employees elsewhere in this document.

11. The Foundation Manager is charged with ensuring adherence to the above.

## **Volunteers' responsibilities.**

12. South Shields FC Foundation requires all volunteers, be they serving as Board Members or member volunteers, to act responsibly as set out in respect of employees in paragraph 6 above. The South Shields FC Foundation Manager is charged with ensuring adherence to this requirement.

## **Risk Assessments**

13. The carrying out of Risk Assessments is the responsibility of those persons named in paragraph 5 above as appropriate. They will involve one other employee or volunteer regularly involved in those areas as necessary.

14. Risk Assessments will be carried out using the Health and Safety Executive downloadable publication 'five steps to risk assessment' INDG 163.
15. The findings of Risk Assessments, and the actions arising therefrom, will be reported to the South Shields FC Foundation Manager.
16. Any action required to control, manage or remove, risks will be approved by the South Shields FC Foundation Manager. In an emergency approval may be by the appropriate Manager.
17. The South Shields FC Foundation Manager will ensure that the actions approved are implemented and in doing so he will be supported and assisted by those named in paragraph 5 above.
18. The South Shields FC Foundation Manager will check whether the implemented actions have removed or reduced the risks.
19. Risk Assessments will be reviewed every year, or whenever work processes, activities or methods change, whichever is the soonest.
20. In discharging the above all will have full regard to:
  - a. the Health and Safety Commission publication 'Management of Health and Safety at Work – Approved Code of Practice and Guidance', L21, ISBN 0 7176 2488 9;
  - b. Health and Safety Executive downloadable publication 'five steps to risk assessment' INDG 163; and
  - c. the downloadable Health and Safety Executive publication 'A Guide to Risk Assessment Requirements – Common provisions in health and safety law', INDG 218.
21. Should the risk assessment identify as a hazard contact with bodily fluids it is necessary to refer to the Health and Safety Executive downloadable publication 'Blood-borne viruses in the Workplace – Guidance for employers and employees' INDG 342.

22. Risk assessments should recognise that there are sex and gender differences and that there are additional concerns when women are pregnant.

## **Consultation with employees and volunteers**

23. It is the responsibility of the South Shields FC Foundation Chairman to consult, on health and safety matters, with all employees and such volunteers as he may consider appropriate.

24. In discharging this duty those involved will be guided by the Health and Safety Executive publications: Health and Safety (Consultation with Employees) Regulations 1996.

25. Should South Shields FC Foundation recognise a trade union then those involved will be guided by the Safety Representative and Safety Committees Regulations 1997.

## **Workplace Safety – General**

26. The Foundation Manager is responsible for ensuring that South Shields FC Foundation complies fully with the Workplace (Health, Safety and Welfare) Regulations 1992; and the Health and Safety (Safety Signs and Signals) Regulations 1996.

27. In discharging this duty the Foundation Manager will have full regard to the:

- a. 'Workplace health, safety and welfare – Approved Code of Practice', L24, ISBN 0 7176 0413 6, published by the Health and Safety Commission, and the
- b. 'Safety Signs and Signals – Guidance on regulations' L64, published by the Health and Safety Executive.

## Computer Workstations

28. The South Shields FC Foundation Manager is responsible for ensuring that South Shields FC Foundation complies with the Health and Safety (Display Screen Equipment) Regulations 1992.
29. Those who work at computer workstations but who are not 'users' as defined specifically by the Regulations will, however, be regarded as users except for the provisions relating to eyes and eyesight tests.
30. In discharging their responsibilities the South Shields FC Foundation Manager will have regard to the 'Display screen equipment work - Guidance on Regulations' published by the Health and Safety Executive.

## Information, Instruction and Supervision.

31. For those who do not work in South Shields FC Foundation premises (e.g. peripatetic and outreach workers) individual Health and Safety Law leaflets 'Health and Safety Law – What you should know' are available from the South Shields FC Foundation Manager. This leaflet is available from HSE Books, ISBN 0 7176 1702 5. It is also free to download from the HSE website
32. The South Shields FC Foundation Manager is responsible for ensuring that employees and volunteers are adequately and effectively supervised.
33. Should a young or inexperienced person be employed, or taken on as a volunteer, the South Shields FC Foundation Manager will ensure that they are adequately and effectively supervised.

34. This document, together with the Health and Safety Policy Statement, Risk Assessments and other Assessments carried out in accordance with this document will be brought to the attention of all new employees or volunteers by the South Shields FC Foundation Manager.

35. In discharging the above all will have full regard to the Management of Health and Safety at Work Regulations 1999.

## Competency for tasks and training

36. The South Shields FC Foundation Manager will be responsible generally for ensuring that employees and volunteers are competent to carry out the tasks they may be required to perform and can carry them out safely.

37. In particular he/she will:

- a. ensure job descriptions and personnel specifications reflect the requirements of health and safety as set out in these arrangements;
- b. provide induction training to all new employees and volunteers;
- c. identify training needs, provide needed training and monitor its effectiveness;
- d. check and record qualifications and competencies of recruits; and
- e. keep records of all training, instruction and induction received by employees and volunteers in connection with their roles in South Shields FC Foundation

38. In addition to work-related training the induction shall include all aspects of health and safety relevant to the tasks that the individual may be expected to perform. This will include:

- a. Fire safety arrangements;
- b. Location and use of First Aid boxes;
- c. Drinking water;
- d. Toilet facilities;
- e. How to call emergency services;

- f. Hazards and risks and safety measures adopted;
- g. This document; and
- h. Specific training where appropriate

## **First Aid**

- 39. A first aid box is kept in the inner office.
- 40. The South Shields FC Foundation Manager is the Appointed Person responsible for ensuring that the contents are checked on a monthly basis and replenishing stocks as necessary.

## **Accidents and cases of work-related ill-health**

- 41. Assessment reveals that health surveillance is not required.
- 42. It is the duty of all employees and volunteers to ensure that all accidents and cases of work-related ill-health are recorded.
- 43. Accidents, near misses and other incidents will also be reported to the South Shields FC Foundation Manager accordingly. (See paragraph 20 below).

## **Vehicle Safety**

- 44. This applies to any vehicle used for South Shields FC Foundation business. It includes employees' private cars. In addition to ensuring vehicles and drivers used are 'legal' (tax, insurance and testing) South Shields FC Foundation also have health and safety responsibilities. In broad terms these responsibilities embrace the suitability and safety of the vehicle itself, the competence of the driver, and manager, and safe working practices.
- 45. Should any employee be required to drive at work then the person responsible for their health, safety and welfare (see paragraph 5 above) should carry out a vehicle safety risk



assessment and put in place such measures as are necessary to ensure, so far as is reasonably practicable, their health, safety, and welfare.

46. In discharging their duties persons responsible should have regard to the following:
- a. Health and Safety Executive publication 'Driving at Work' INDG382; and
  - b. RoSPA publication 'Driving for Work – Own Vehicles'

## Lone Working

47. South Shields FC Foundation recognise that there is no general legal prohibition on working alone (including at home), but that the broad duties of the Health and Safety at Work Act 1974 Act and the Management of Health and Safety at Work Regulations 1999, and indeed other Regulations referred to in these arrangements, still apply. Together these require compliance with statutory and regulatory requirements, identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks and ensuring compliance with the law/relevant regulation.
48. Control measures may include instruction, training, supervision, protective equipment etc.
49. Should any employee be required to work alone, either in the office, out of the office or at other work locations (including at home), then the person responsible for their health, safety and welfare (see paragraph 5 above) should carry out a lone working risk assessment and put in place such measures as are necessary to ensure, so far as is reasonably practicable, their health, safety, and welfare.
50. The South Shields FC Foundation Manager should take steps to check that control measures are used and review the risk assessments from time to time to ensure they are still

adequate.

51. In discharging this duty the responsible manager should have regard to the relevant regulations and the Health and Safety Executive publication INDG 73 (revised) 'Working Alone in Safety'.

## Monitoring

52. The South Shields FC Foundation Chairman will arrange for an annual health and safety audit; the findings of which will be reported to the South Shields FC Foundation Board. The Health and Safety Executive publication 'Managing Safety – 5 Steps to Success INDG 275' gives appropriate guidance.

53. The Foundation Manager will investigate all accidents, incidents and near misses to ascertain the underlying causes and take the necessary steps to help prevent a re-occurrence.

## Fire and Emergencies

54. The Foundation Manager is the 'Responsible Person' ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005.

55. With the support of the other persons named in this document at paragraph 5 s/he will:

- a. carry out a Fire Risk Assessment and review it annually or whenever work processes, activities or methods change, whichever is the soonest;
- b. put into effect a Fire Emergency Plan to meet the requirements of the Order.
- c. put into effect a fire maintenance arrangement and checklist to ensure the fire safety measures remain effective.

56. The South Shields FC Foundation Manager shall put into effect emergency plans for other emergencies and make them available to all employees and volunteers.

## **Insurances**

57. The Foundation Manager shall ensure that South Shields FC Foundation complies with the Employers' Liability (Compulsory Insurance) Act 1999.