

The Carlton Cricket Club Health and Safety Policy Statement

1.0 Statement of intent

The Carlton Cricket Club(The Club) will conduct its operations in such manner as to ensure so far as reasonably practicable, the safety, health and welfare of those conducting or who may be affected by its activities.

1.1 The Club recognises that effective health, safety and welfare management contributes towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end The Club will aim to maintain a proactive safety culture which secures the commitment, participation and co-operation of all those who may be affected by its activities. This will be achieved by:

- Identifying significant risks arising from the clubs activities, evaluating their potential consequences and determine an effective method of eliminating or controlling them. Where the risk cannot be eliminated, action will be taken to minimise the impact.
- Providing and maintaining machinery, equipment etc. and systems of work that are safe and without risk to health.
- Arranging safe and healthy systems of use, handling, storage and transport of machinery, equipment or appliances and substances.
- Providing information, instruction, training and supervision as necessary to ensure health and safety at work.
- Maintaining any workplace under The Club's control in a safe and healthy condition and providing and maintaining means of access to and from the workplace that are safe and without risk to health.
- Providing and maintaining working environments which are safe, without risk to health and have adequate facilities and arrangements for the welfare of employees whilst at work.
- Providing and maintaining health assessment screening as may be required to ensure the well being of persons at risk from specific processes or contact with specific materials.

2.0 Responsibilities

2.1 **The Carlton Cricket Club President** has overall responsibility for the health, safety and welfare provisions relating to The Club. The Club President will ensure the availability of support and resources to meet the statutory health and safety duties of The Club. The President will ensure that suitable and sufficient Health and Safety, advice, assistance and resources are available to support The Club and its elected members in the execution of their health and safety duties. The President's duties will be to make provision for :

- a) Promotion of a club-wide positive attitude to health, safety and well-being by visibly demonstrating commitment to achieving a high standard of performance, and by displaying a good personal example on matters relating to health, safety and welfare.
- b) Ensuring the development, implementation and integration of health and safety management standards within the everyday business of The Club and compliance with all relevant health, safety and welfare statutory requirements. This will include procedures for assessing and managing risk, effective planning, organising, controlling, monitoring and reviewing preventive and protective measures to manage the risks.
- c) Ensuring that all significant and foreseeable risks have been identified, assessed , and suitable and that sufficient control measures are implemented to meet and maintain day to day health and safety performance standards.
- d) Consulting with the appointed Health and Safety advisor and members on matters relating to health, safety and welfare.
- e) Ensuring that those engaged on behalf of The Club are competent and monitored their work to ensure appropriate standards are maintained.
- f) Ensuring that those engaged by The Club are adequately supervised, and have access to The Club's Health and Safety File and related H&S advisor documentation.
- g) Provide those directly engaged by The Club with suitable health and safety training, and ensure that appropriate training records are maintained.
- h) Ensuring that there is liaison on health and safety matters between The Club and others visiting or using The Club premises or otherwise engaged in its activities..

2.2 **The House Convenor** will be primarily responsible for the day to day management and administration of the health, safety and welfare provisions in the absence of the President.

2.3 **Appointed persons** will be responsible for the day to day management of health, safety and welfare during all club's activities. They will work closely with The Club to ensure that the requirements of this Policy are met and that:

- a) All risk assessments have been undertaken for their area of control, and suitable and sufficient control measures have been implemented to meet and maintain day to day health, safety and welfare to statutory requirements and performance standards as set out by the club.
- b) Contractors engaged by The Club are adequately supervised, and aware of any existing hazards/ risks associated with working within The Club grounds or premises.
- c) Regular workplace health and safety inspections and other health and safety related tasks as may be identified by the club are carried out to ensure their work areas are safe and the relevant procedures / method statement are adhered to.
- d) All plant, machinery and equipment, (including fire safety), is suitable for the purpose for which it is intended, is maintained in a safe condition and that its use is adequately controlled.

- e) All accidents and incidents are investigated, i.e. in conjunction with the clubs appointed H&S advisor.
- f) The Club Health and Safety policy and arrangements are made known to contracted workers and all visitors to The Club, and where mutually agreed, act as 'appointed person' for first aid arrangements, restocking first aid boxes.

2.4 **The Club Members, User Groups and all others** are required to co-operate in the application of this policy, its procedures and arrangements and shall:

- a) Take reasonable care for the health, safety and well-being of themselves and any other person who may be affected by their acts or omissions at work.
- b) Ensure all safe working practices related to the activities of The Club are adhered to, including those relating to visiting other clubs premises.
- c) Ensure that they do not misuse, interfere with or fail to use anything provided in the interest of health, safety or well-being and / or undertake any action that might endanger themselves or others.
- d) Use and correctly maintain, in accordance with any instructions and / or training received, all personal protective equipment issued to them.
- e) Inform an appointed club committee member immediately of any situation which comes to their attention, together with any shortcomings they find, which may present a significant risk to their own or other people's health and safety. Please note that work should be temporarily suspended, if they believe their own or other person's health and safety is in serious imminent danger.
- f) Report all incidents / accidents and / or breaches of The Club's health and safety policy to an appointed club committee member.
- g) Attend as requested appropriate health, safety and welfare meetings instruction / training.
- h) Where required, undertake specific health and safety duties as appropriate to executing duties on behalf of The Club..

3.0 Health and safety arrangements

- 3.1 The health and safety policy, arrangements and procedures will be brought to the attention of those involved or affected by the clubs activities, by the posting of the health and safety law poster and relevant health and safety documentation on the notice boards. The policy will also be supported by supplementary written procedures, e.g. standing instructions, method statements and other statutory documents. Compliance is mandatory and failure to comply may result in disciplinary action being taken. Everyone actively or passively involved in the activities of the club are required to adhere to the health and safety policy of The Club.
- 3.2 The Club requires that risk management principles are applied to identifying and mitigating risks, arising from its activities . This includes evaluating and determines an effective method of eliminating or controlling the risk.
- 3.3 The Club promotes good health and will encourage others to do so.
- 3.4 The Club will assess equipment to ensure that the risks related to use are made known and mitigated so far as reasonably practicable.
- 3.5 All accidents and incidents will be investigated and where required, reported to the H&S Advisor and HSE through the HSE's online reporting system.
- 3.6 Any work sub-contracted on behalf of the Club shall be required to be risk assessed and executed to related methods statements and best practise. Contractors will be required to demonstrate they can meet these requirements and that they are competent to undertake the work safely. Contractors will be required to produce and adhere to suitable and sufficient risk assessments and method statements.

4.0 Monitor and review

- 4.1 This policy, arrangements and procedures will be monitored to ensure its effectiveness and will be reviewed annually.
- 4.2 The Club will carry out regular workplace health and safety inspections of areas under their Control and compliance will be auditing annually, by engaging an external consultant.

5.0 Date of Implementation

- 5.1 This policy is effective from the date below.

Signed.....

Date.....