



Oxford Rugby Football Club Limited

HEALTH AND SAFETY POLICY

Updated August 2024

Review Date August 2026

1.0 Health and Safety Policy Statement

In accordance with the regulations detailed under the Management of Health and Safety Regulations 1992 and the Health and Safety at Work Act 1974, Oxford Rugby Football Club Ltd (ORFC) is making a positive commitment to achieving the highest standards of health, safety and welfare for all those who may be affected by the activities of its operations.

It is the duty of every individual under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions.

As a result, all individuals are actively encouraged by ORFC to communicate any Health and Safety matters which may affect themselves or others. ORFC as a Rugby Club will, as far as is reasonably practicable, also meet its statutory obligations in the maintenance and provision of the following:

- Risk assessment for activities, buildings and grounds.

- Effective lines of communication for all those affected by the operating practices for Oxford RFC
- Regular monitoring and review of all health and safety practices
- Safe equipment and safe systems of work in their operation
- Regular servicing and checking of all machinery and equipment
- Safe arrangements for use, handling, storage and transportation of all equipment, materials and substances for use at work
- Adequate facilities and arrangements regarding welfare

All Club members have a duty to:

- Take reasonable care for their own health & safety and that of others who may be affected by what you do or not do
- Cooperate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety and welfare

2.1 Processes and Procedures

2.2 Management

The Management Committee of Oxford RFC Ltd will be responsible for the implementation of the Health and Safety Policy in accordance with the responsibilities prescribed by the Management of Health and Safety at Work Act 1992.

2.3 Risk Assessment

2.2.1 As part of our on-going responsibilities, the will carry out and publish regular risk assessments to ensure that all potential risks are identified and subsequently controlled. This will be in accordance with the following:

- The identification of all potential risks
- Evaluation of the adequacy of existing health and safety measures
- Implementation action in areas of deficiency
- Regular review at monthly committee meeting

2.3.1 To carry out risk assessment correctly and appropriately all staff employed at ORFC will undertake risk assessment training generally and specifically in relation to:

- Manual handling and lifting techniques
- Fire Prevention
- Control of Substances Hazardous to Health Regulations (COSHH 1994)
- Food Hygiene

In addition, all players will be subject to periodic simulated fire and bomb alert procedures. This will ensure that all parties are aware of their roles and responsibilities in the event of such an occurrence.

2.3.2 This will be implemented in accordance with the following

- When working practices change
- When job roles change
- When new equipment/technology is introduced

2.4 Health and Safety Representative

A nominated member of Oxford RFC staff will be responsible for overall health and safety in the workplace. They will be the point of contact for anyone as detailed in 1.0 who identifies a potential health and safety risk or any area where there may be cause for concern.

2.5 Safe equipment and systems for their use in operation

As part of their responsibilities, the Health and Safety Representative, or acting Committee Member will carry out regular inspections to the Oxford RFC premises against a specified checklist which will include items such as access and egress, fixtures and fittings etc.

Any irregularities or concerns will then be reported to the Health and Safety representative.

Regular servicing and checking of machinery will be carried out by those who installed the equipment and against their own operating guidelines. The Health and Safety Representative will have a copy of servicing intervals and will monitor these for action.

2.7 Monitoring and Review

The Health and Safety Policy will be monitored by regular inspections of areas by the Health and Safety Representative (John Brodley). Health and Safety Policy and Procedures will be reviewed by the Health and Safety representative on an annual basis. Any changes to the health and Safety Policy will be brought to the attention of all parties.

2.8 Communicating the Health and Safety Policy

2.8.1 Players, spectators and visitors

Players, spectators, hirees and visitors will be provided with appropriate information on

health and safety risks via the Health and Safety Policy and risk assessments which will be available on the club website..

2.8.2 Contractors

Contractors will be assessed against their ability to undertake specified tasks safely by interview and inspection of their own health and safety policy. Contractors will have the requirements of Oxford RFC 's own health and safety policies incorporated into contractor agreements.

3.1 General Health and Safety Procedures

3.2 Fire and Bomb Alert Procedures

3.1.1 Fire

The following fire procedures should be adhered to by all parties:

a) ON HEARING THE ALARM

1. Administrative staff will establish location of the fire
2. Telephone the Fire Brigade by dialing 999
3. Upon answering by the operator, give them your telephone number:

01865 243984 and ask for FIRE

4. Upon request by the operator, give the address of Oxford RFC clearly and audibly FIRE AT:

Oxford RFC
End of North Hinksey Lane
North Hinksey Village
Oxford
OXON
OX2 0NA

5. Identify the exact location of the fire and wait for the operator to repeat the address before replacing the receiver.

b) ALL THOSE IN THE OXFORD RFC BUILDING

MUST: *

1. Leave the building immediately by the nearest available exit point to the fire safety zone by the mobile mast.

2. The Health and Safety Representative or senior member of staff will then check all areas of the building to make sure that everyone has been evacuated.

3. On leaving the building, where safe to do so, windows and doors should be closed. Evacuation procedure notices are displayed throughout the club.

• *In the event of a fire drill only b) will apply*

3.1.2 Bomb

The same evacuation procedure will apply as for the fire alert, with the exception that individuals will be required to move as far away from the building as possible in the event of an explosion.

3.2 Emergency Access and Egress Procedures

In the event of an emergency and an ambulance being required it is the responsibility of the individual Team Captain, Vice-Captain or coach to ensure that an adult is sent to the Club car park or, to the top field car park to direct the driver to the appropriate pitch.

A nominated member of ORFC will be responsible for ensuring that adequate access is available round the side of the club house via the car park gate; entering from the main car park.

3.3 First Aid

3.3.1 Personnel

Oxford RFC will provide sufficiently qualified first aid personnel with the appropriate resources to enable first aid to be administered. Details of First Aid provision and procedures are outlined in a separate policy document.

3.3.2 Reporting Accidents

It is the Oxford RFC policy that all accidents which conform to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) are reported in the accident record book. The Oxford RFC accident book is managed by Mary Bagnall, Bar Chair and is kept in the club office. An accident book entry will also be completed for every accident involving personal injury.

Diseases

It is the duty of Oxford RFC to report any occupational disease to the Health and Safety Executive (HSE). This will need to be accompanied by a doctor's certificate relating to the specified condition.