OXFORD RUGBY FOOTBALL CLUB LIMITED

HEALTH AND SAFETY POLICY

Date Updated: August 2026

Next Review Date: August 2028

1.0 Health and Safety Policy Statement

In accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Oxford Rugby Football Club Limited (ORFC) is committed to achieving the highest practical standards of health, safety, and welfare for all members, employees, players, volunteers, visitors, contractors, and members of the public who may be affected by its activities.

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

ORFC actively encourages all individuals to communicate any health and safety matters affecting themselves or others. As a rugby club, ORFC will, so far as is reasonably practicable, fulfill its statutory obligations through the provision and maintenance of:

- Risk Assessments: Comprehensive evaluations for all club activities, buildings, grounds, and events.
- Communication: Clear lines of communication regarding operating practices and safety protocols across the Club.
- Monitoring & Review: Regular auditing and annual reviews of all health and safety practices.
- Safe Equipment & Work Systems: Safe systems of work and safe, properly maintained equipment.
- Maintenance: Regular servicing, checking, and maintenance of all machinery, plant, and facilities.
- Handling & Storage: Safe arrangements for the selection, handling, storage, and transport of equipment, materials, and substances.
- Welfare Facilities: Adequate and suitable facilities and arrangements for personal welfare.

1.1 Duty of Club Members & Visitors

All Club members, players, staff, and visitors have a duty to:

- **Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.**
- **Cooperate fully with the Club on all health and safety issues and procedures.**
- **Correctly and safely use all equipment provided by the Club.**
- **Refrain from intentionally interfering with, misusing, or damaging anything provided in the interest of health, safety, and welfare.**

2.0 Governance, Roles, and Responsibilities

2.1 Management Committee

The Management Committee of Oxford RFC Ltd holds overall responsibility for the implementation of this Health and Safety Policy and for ensuring statutory compliance under the Management of Health and Safety at Work Regulations.

2.2 Risk Assessment Management

The Management Committee will conduct, publish, and maintain regular risk assessments to identify, manage, and control potential risks. This process includes:

- Identifying all workplace and operational hazards.
- Evaluating the adequacy and effectiveness of existing safety measures.
- Implementing necessary corrective actions where deficiencies are identified.
- Reviewing risk assessments on a regular basis during monthly committee meetings.

Risk assessments will be formally updated:

- When working or operational practices change.
- When job or volunteer roles change.
- When new equipment, machinery, or technology is introduced.

2.3 Training Requirements

To ensure risk assessments and safety protocols are executed properly, relevant staff and designated volunteers will undergo appropriate general and specialized training, including:

- Manual handling and safe lifting techniques.
- Fire prevention and evacuation management.
- Control of Substances Hazardous to Health (COSHH).
- Food safety and hygiene (for catering and bar staff/volunteers).

2.4 Health and Safety Representative

A designated member of ORFC staff/committee acts as the Health and Safety

Representative (John Brodley). They serve as the central point of contact for anyone identifying a potential hazard, risk, or safety concern.

2.5 Equipment Inspections and Maintenance

- Facility Checks: The Health and Safety Representative or a designated Committee Member will perform regular safety inspections of the ORFC premises using a standardized checklist covering access/egress routes, fixtures, fittings, and grounds. Any defects must be reported immediately.
- Machinery Servicing: All machinery, plant, and specialized equipment will be serviced regularly according to manufacturer guidelines, either by the installer or an accredited contractor. Service schedules and records will be maintained by the Health and Safety Representative.

2.6 Monitoring and Policy Review

- Inspections: Regular site inspections will be conducted by the Health and Safety Representative.
- Annual Review: This policy and associated risk assessments will undergo a formal review annually. Any updates or revisions will be communicated promptly to all relevant parties.

2.7 Policy Communication

- Members, Players, Spectators, and Visitors: Safety information and risk assessments will be accessible via the official Club website and posted on main Club noticeboards.
- Contractors: All contractors will be evaluated on their health and safety competency prior to work commencing (via review of their Health and Safety Policy and safe work methods). ORFC safety requirements will be incorporated directly into contractor agreements.

3.0 Emergency Procedures and General Safety

3.1 Fire Evacuation Procedure

All individuals on the premises must adhere to the following emergency fire protocols:

Immediate Actions Upon Hearing the Alarm:

1. Locate Fire: Designated administrative/bar staff will determine the location of the fire if safe to do so.
2. Call Emergency Services: Dial 999 immediately and ask for the Fire Service.
3. Provide Club Details: Give the telephone number (01865 243984) and the full site address:
   Oxford RFC End of North Hinksey Lane North Hinksey Village Oxford, OX2 0NA
4. Confirm the location of the fire on site and wait for the operator to repeat the address before hanging up.

Building Evacuation Protocol:

1. Evacuate: All occupants must leave the building immediately via the nearest

available emergency exit.
2. Assembly Point: Proceed directly to the designated Fire Assembly Zone located by the mobile mast.
3. Building Sweep: The Health and Safety Representative or senior staff member present will conduct a clear sweep of all areas (if safe to do so) to confirm full evacuation.
4. Containment: Close doors and windows upon exiting only if safe to do so.
5. *Note:* In the event of a scheduled fire drill, step 1 of the building evacuation applies (no call to 999).

3.2 Bomb Alert Procedure

In the event of a bomb threat or alert, the standard building evacuation procedure applies. Occupants must proceed past the standard assembly point to move as far away from the main buildings and structures as possible.

3.3 Emergency Access & Egress

In the event of an emergency requiring ambulance access:

- The relevant Team Captain, Vice-Captain, or Coach must immediately dispatch an adult to the main Club car park or top field car park to direct the ambulance crew directly to the correct pitch or location.
- A nominated ORFC member will ensure that emergency vehicle access around the side of the clubhouse via the car park gate remains clear and unobstructed at all times.

3.4 First Aid and Accident Reporting

First Aid Provision

ORFC will provide adequate, qualified first-aid personnel and fully stocked first-aid kits during operational hours and scheduled matches. Comprehensive details are set out in the separate ORFC First Aid Policy.

Reporting Accidents & Incidents

- Accident Book: An entry must be completed in the official Accident Book for every incident involving personal injury. The Accident Book is managed by the Chair and kept in the Club Safe.
- RIDDOR & Occupational Diseases: Incidents meeting the criteria of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be formally reported to the Health and Safety Executive (HSE). Occupational diseases requiring notification will be reported alongside the appropriate medical documentation.