

Penicuik Athletic Football Club

Health & Safety Policy



Penicuik Athletic believes that the health and safety of its employees, volunteers, opposition guests and all supporters is paramount. The Club Committee recognises and accepts its responsibilities as an organisation to provide:

- A safe working environment
- A safe system of operation
- Safe control of Spectators
- Safe equipment
- A safe, happy and healthy environment for all

Safety Policy

By necessity the club understands the need for a straightforward, simple Health and Safety policy which reinforces a "safety first at all times" approach. Penicuik Athletic has a responsibility to everyone who attends our home facility - no matter in what capacity. Our committee volunteers are responsible for their own safety and the safety of others. They must recognise hazards when they see them and act quickly, safely and appropriately. We have addressed Health and Safety through regular audits but we will strive to continuously improve with experience.

Safety Objectives

- Maintain and Improve standards as listed in the "Guide to Safety at Sports Grounds"
- Ensure that every person in the club is well supported in providing a safe environment for spectators, visitors and their own colleagues
- Always look to improve or better the systems that are in place
- Avoid all incidents and breaches of safety by encouraging a feeling of pride through effective teamwork

ORGANISATION FOR HEALTH AND SAFETY - ROLES & RESPONSIBILITIES

PRESIDENT

The President has overall responsibility to lead the committee in all aspects of Health and Safety at The Club. Further responsibilities include:

- Ensuring that Health and Safety policy is administered either personally or by delegation
- Setting standards and leading by example in promoting Health and Safety and ensuring that others do likewise.

SECRETARY

- Ensure that staff, committee and other volunteers operate safely and within the Health and Safety Policy
- Ensure that staff, committee and other volunteers receive adequate and appropriate safety training
- Maintain liaison with external bodies to ensure that we have the most up to date information on Health and Safety
- Ensure that the Health and Safety Policy is properly resourced and maintained

COMMITTEE

- Develop and implement a Health and Safety Plan to realise the objectives of this policy and update it regularly
- Ensure that each individual understands the policy and that they have equal responsibilities
- Understand the appropriate legislation and ensure that they are strictly adhered too
- Be part of the disciplinary procedure for anyone who fails to discharge their safety policies properly
- Ensure that all breaches of the policy are properly reported, recorded and investigated

COMMITTEE CONSULTATION

- According to the Club statutes it is a regulatory requirement for the committee to be consulted on matters affecting their safety and health
- It is vital that the committee feel that they can discuss without fear or favour any Health and Safety matters
- Everyone is encouraged to talk and discuss items of concern
- From now on part of our Committee meetings will be devoted to Health and Safety at work Issues to log any incidents and/or action to be taken

COMMUNICATION

The committee meets regular to discuss all aspects of the club's business. We actively promote a safe environment and a Health and Safety policy which is easy to read, understand and amend. The policy:

- sets out why it is needed
- shows the clubs aspirations, values and standards
- demonstrates that the club has effective systems and plans in place
- encourages commitment to the aims and objectives therein
- allows committee members to offer their own ideas for improvement
- measures how well the Club is progressing

COMPETENCE AND TRAINING

The committee recognises the need to have a Health and Safety policy which is specific to the needs of the football club so that everyone can work with it. When volunteers take on new roles or tasks, we will offer:

- Specific training
- Implement a training programme where required
- Measure its effectiveness
- Modify the training requirements as necessary

PLANNING AND IMPLEMENTATION

IDENTIFYING HAZARDS AND BEING IN CONTROL OF THE RISKS

It is important that club officials know the difference between a Hazard and a Risk. Training and exercise improve risk assessment and its application in everyday work at the football club

- Hazards must be identified
- Any risk emanating from these hazards must be controlled
- Risks must be removed, reduced and controlled

HEALTH AND SAFETY COMMITTEE

It is the responsibility of the football club to have a Health and Safety committee whose main function is the maintenance and improvement of our policy. The President chairs meetings of the club committee to which all members are urged to attend. That meeting will discuss Health and Safety including:

- Outstanding business from last meeting
- Reported incidents
- Safety Audits
- Review of audits
- Safety performance chart
- Actions to be taken
- The Agenda will focus on what is relevant and what has been reported.

SPECTATOR CARE AND MANAGEMENT - RESPONSIBILITY FOR SPECTATORS

The club is well versed in managing its normal attendance levels but big games come with additional risks so it is vital that all committee members are aware of their responsibilities when dealing with larger than normal spectator numbers. From the moment they arrive at the ground until the moment that they depart spectators expect a safe, enjoyable and controlled environment.

CONTROLLING SPECTATOR NUMBERS

Entry to our ground is by numbered ticket paid for at the turnstile or by the production of a Season Ticket. The following procedures will apply at the gate:

- The starting number for tickets to be issued will be noted
- A ticket will be issued to spectators
- Season Ticket holders must to show their ticket
- The Treasurer will then subtract the first from the last number

STEWARDS

The following policy applies when controlling and managing spectators into the ground:

- If stewards are required it will be the responsibility of the President or Secretary to appoint them
- If a large crowd is expected a meeting of the stewards will be held 90 minutes before the game
- The announcer will be responsible for directing evacuation procedures
- The committee member stewarding is responsible for advising the Secretary if they think there may be disorder

CONTINGENCY PLANS

Contingency Plans come into force when:

- There is disorder in the ground
- ❖ ACTION – Immediate liaison, proper identification of the source of the problem

Delayed Start

- ❖ ACTION – Announcement over the tannoy, message relayed to visiting club and support (if sufficiently early notice period), liaison with match officials and, if necessary, the police

Adverse weather conditions

- ❖ ACTION – No spectators to be allowed into the ground until the inspection takes place, announcements to be relayed to visiting support and officials

GROUND ACCESS

The Committee will ensure that

- All routes are clear into the ground
- Single file entry is the norm
- Any incident in the flow of traffic is dealt with expeditiously

VIEWING AREAS

The ground is partly covered with an enclosure. We are well aware of our responsibilities to spectators and hope to make improvement to the areas when funds become available.

FIRE RISK ASSESSMENT

SPECIFIC HAZARDS

Smoking Not Permitted

MEANS OF ESCAPE

- Turnstiles - All Turnstiles and gates within the ground remain OPEN until the crowd has dispersed.
- Main Gates – The main gates of the ground are padlocked but are opened by the gateman before the game starts. They remain on bolt until 10 minutes before the end of the match when they are fully opened.
- Special Needs – Should there be a member of the public with special needs in the ground, the Duty Committee Member along with at least one other committee member will ensure the safety of the individual(s) along with other Patrons
- Hospitality (Pavilion central room) – There is no cooker or hot food in the Hospitality area but if there is a fire then users should evacuate the building quickly and safely and move out to the nearest safe Assembly Area
- Pavilion – Should the Fire Alarm go off in the pavilion all players and officials must evacuate the building through either of the doors and move out to the football pitch or the nearest Assembly Area
(NB - if it is safe to do so, the President will check both dressing rooms and the referees room whilst the Treasurer or designated committee member will check all other rooms in the pavilion.

CONTROL MEASURES

STAFF/COMMITTEE TRAINING

It is essential that every member of the committee understands the importance of Health and Safety and how to manage incidents.

They should be aware of:

- How the Alarm System operates
- How to use the Fire Extinguishers
- How to call the Fire Services
- All the escape routes to be known to them
- Where to assemble after leaving the fire area
- How to assist anyone with Special Needs

As a Committee we have a huge responsibility for Safety and it is incumbent upon the Club to arrange for training in Safety at Work. The secretary will keep records of maintenance, inspections and actions carried out by the committee.

MEASURING PERFORMANCE

MEASURING ACHIEVEMENT AND COMPLIANCE

There is no point in having a Health and Safety Policy unless there is measurement as to how efficient it is. The committee need to know how well they are doing, whether they are achieving the objectives set and how well they are controlling risk. To ensure an effective Health and Safety Policy PAFC has to ensure that it has effective measurement of information and appropriate action thereafter. Procedures include –

- Action reports from each meeting
- Health and Safety Items on the Agenda at meetings
- Have an Incident Report Book
- Note all incidents at the meeting and have appropriate action to deal with it
- Audit the Policy regularly
- Divide the audits into people, equipment, procedures, club rules, fire equipment and electrical equipment

REPORTING

- All incidents to be reported to a member of the committee
- It is vital that everyone should feel comfortable giving information whether suggesting improvement or seeking specific response
- Should the system not be right then shortcomings must be addressed as a matter of urgency at the first meeting
- It is important that any incident is reported promptly - preferably on the same day
- All incidents must be minuted
- The committee will decide whether an incident needs investigation unless it is urgent in which case the President , Secretary, and/or the Treasurer have permission to deal with it
- If possible the committee should receive details of the whole incident, who was involved, any underlying circumstances and any witnesses

AUDITING FOR QUALITY

AIMS OF AN AUDIT

- To check that the appropriate action was taken
- To check that all information and equipment was in place
- To provide evidence that the Risk Control System was appropriate
- To judge the adequacy and performance through people interview, examination of documents and any visual observation

THE CONDUCT AND PUBLISHING OF A REVIEW

The main object of the review is to ensure the maintenance of the Safety Management System so that it improves in line with the health and safety charter. Performance reviews allow us to make judgements about the adequacy of the performance of the club's officials and policies and how to remedy any problems which have been discovered. An annual Safety Review should be published in the minutes of meetings, minuted and seconded.

TRAINING NEEDS FOR COMMITTEE

The Committee duties are wide and varied but must at all times cover the following points:

- Know the rules for season ticket handling
- Control of people in and out of the ground
- Action required if there are delays at entrances areas
- Trying to stop pitch invasions and reporting the same
- When necessary know where the First Aid People will be
- Understand the ground evacuation plan
- Helping spectators to leave the ground safely and quickly after the match
- Clean all areas of the ground

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