East Bierley Community Sports Association

Health & Safety Policy

08/07/2025

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Document Control.

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1. Policy Statement

EBCSA is committed to providing and maintaining safe, healthy facilities for everyone who works, volunteers, visits, or participates in activities at our site. We will comply with all applicable UK health and safety legislation and strive for continual improvement in our safety performance. A proactive approach to risk management, staff training, and stakeholder engagement underpins our commitment to a culture of safety.

2. Purpose

This policy sets out the principles and arrangements by which EBCSA prevents injury or ill-health, controls risks, and fosters a positive safety culture across all areas of operation. It also provides assurance to users and stakeholders that health and safety is a core operational priority.

3. Scope

This policy applies to:

- All EBCSA directors, trustees, employees, and volunteers.
- Contractors and third-party hirers using EBCSA facilities.
- Members of the public, spectators, and visitors while on site.

This policy applies to all activities carried out on EBCSA premises, including regular operations, community events, private hire, and maintenance work

4. Legal & Regulatory Framework

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Fire Safety Order 2005
- Control of Substances Hazardous to Health (COSHH) Regulations
- Provision and Use of Work Equipment Regulations (PUWER)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Relevant HSE Approved Codes of Practice (ACoPs)

5. Responsibilities

Role	Key Responsibilities
Board of Directors / Trustees	Approve policy; allocate resources; monitor performance; ensure legal compliance.
Designated Health & Safety Officer	Day-to-day implementation; risk assessments; training coordination; incident investigation.
Facilities & Maintenance Leads	Ensure plant/equipment is inspected, safe, and fit for purpose; maintain records.
All Staff & Volunteers	Follow procedures; report hazards/near misses; use PPE correctly.
Contractors & Hirers	Provide risk assessments and method statements; comply with site rules.
Visitors & Spectators	Act responsibly; comply with signage and instructions.

6. Arrangements & Procedures

6.1. Risk Assessment

- Suitable & sufficient risk assessments for all activities, reviewed annually or after significant change.
- Control measures implemented following the hierarchy of control.
- Risk register maintained for ongoing monitoring

6.2. Safe Systems of Work

- Standard operating procedures (SOPs) for routine tasks; permits-to-work for high-risk work (e.g. hot works, working at height).
- All procedures are reviewed following incidents or changes in work processes

6.3. Fire Safety & Emergency Preparedness

- Site-specific Fire Risk Assessment.
- Evacuation routes clearly signed; drills conducted at least twice yearly.
- Designated fire wardens assigned for each event or activity.
- Fire extinguishers and first response equipment maintained and tested in accordance with regulations.

6.4. First Aid & Incident Reporting

- Trained first-aiders on site during events and peak hours.
- First-aid kits checked monthly and restocked immediately after use.
- All accidents, near misses, and dangerous occurrences recorded in the Incident Report Log.
- Incidents requiring statutory reporting will be submitted under RIDDOR within the required timeframe.
- Summary of incidents reported to the Board quarterly.

6.5. Equipment & Facility Maintenance

- Planned Preventive Maintenance (PPM) schedule in place.
- Electrical systems, alarms, and lighting inspected annually.
- Portable appliance testing (PAT) conducted annually.
- Defects logged immediately; unsafe equipment removed from service until repaired.

6.6. Hazardous Substances (COSHH)

- Inventory and safety data sheets (SDS) held on site.
- COSHH risk assessments in place.
- Secure, labelled storage for all hazardous materials.
- Staff trained on safe handling procedures.

6.7. Personal Protective Equipment (PPE)

- PPE provided free of charge where required.
- Records maintained of issued equipment.
- Staff and volunteers instructed and supervised in correct use.

6.8. Manual Handling

- Avoid manual handling where possible; provide aids and training for unavoidable tasks.
- Dynamic risk assessments encouraged before lifting.

6.9. Lone Working

- Lone Working risk assessments in place.
- Check-in/out procedures and emergency contact protocols maintained.
- Sign-in log used when staff/volunteers are on site alone.

6.10. Severe Weather & Environmental Conditions

- Refer to Weather & Playing Policy for pitch closures.
- Gritting during frost/ice; flood lighting checks and maintenance; shelter arrangements communicated.
- Monitoring of weather alerts from Met Office during events.

6.11. Accessibility & Inclusion

- Safe access/egress for people with disabilities ensured.
- Ramps, handrails, accessible toilets maintained.
- Adjustments made to signage and routes where needed.

6.12. Contractor & Hirer Management

- All contractors must provide risk assessments and insurance before commencing work.
- Briefing provided on site hazards, emergency procedures, and contact points.
- All hirers must read and agree to site rules, including safety and emergency protocols.

7. Training & Communication

- Induction training for all new staff and volunteers.
- Role-specific safety training refreshed every two years or as regulations change.
- Use of toolbox talks and refresher briefings for seasonal and event-based activities.
- Key policies and contact details displayed on noticeboards and included in volunteer/staff packs.
- Any use of EBCSA branding or references to member clubs must be approved in advance.
- Sponsors and partners must align with EBCSA's community values.

8. Monitoring, Audit & Review

- Quarterly safety inspections by the Facilities Lead with reports submitted to the Board.
- Annual external audit or peer review to benchmark performance.
- Performance metrics tracked: incident rates, near misses, training completion, outstanding actions.
- Lessons learned from incidents used to update procedures and risk assessments.

9. Policy Review

This policy is reviewed at least annually or after any significant incident, legislative change, or organisational restructure. The most recent version is made available to all staff, volunteers, contractors, and hirers.