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Health and Safety Policies and Procedures

Introduction

The Health and Safety Policy and Procedure (“the Policy”) outlines the policy and procedures for the effective management of health and safety for the Wales Rugby League.

The Health and Safety Officer will ensure that all existing employees have been issued with a copy of the Policy and all new members of staff are required to read the Policy when they commence employment and to confirm such in writing as part of the normal WRL induction process.

All members of staff must be familiar with the contents of the Policy and WRL managers must ensure that their respective members of staff are aware of the health and safety responsibilities, duties and procedures in the Policy.

The Health and Safety Officer must ensure that regular risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 and that these are reviewed immediately if there is a change in law, WRL policy, procedures or significant change in working arrangements.

This document should be read in conjunction with further policy issued from time to time.

Signed

Dated.....

Brian Juliff
WRL Chairman



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1.0 EXECUTIVE CHAIRMAN’S HEALTH AND SAFETY POLICY STATEMENT

In accordance with Section 2 (ss3) of the Health and Safety at Work etc. Act 1974, I make this statement which is to be brought to the attention of all members of staff. As Non-Executive Chairman, I acknowledge that responsibility for health and safety within the WRL lies ultimately with me. The aim of this statement is to reflect the importance that I attach to the health, safety and welfare of all members of staff. It is my policy to encourage active co-operation of all members of staff to ensure the health and safety of all individuals who may be affected by our operations.

I am committed to:

- The elimination of work-related injuries and ill health to the benefit of individuals and the WRL. I see the successful management of health and safety as a key element to the success of our business performance.
- A proactive approach to the systematic identification of hazards and to achieve this, adequate assessment to control any risks is to be used throughout the WRL offices.
- Ensuring individuals are provided with suitable instruction, training, information and supervision in order to develop a competent workforce who can carry out their work in safety.
- Pursuing progressive improvements both in health and safety performance and the systems put in place to manage safety. This will include regular internal monitoring of the implementation of the Policy and continual review of the contents in order to meet the requirements of new legislation, business changes and where improvements are required.

I consider health and safety to be an integral element of good management and I will ensure that adequate provision is made for the resources required in order to fully comply with all health and safety legislation.

This statement of policy is to be reviewed annually with the next intended review in February 2020 or in the event of any changes within the WRL that may affect its implementation.

Signed

Dated.....

Brian Juliff
WRL Chairman



2.0 GENERAL HEALTH AND SAFETY POLICY STATEMENT

The overall intent and purpose of the Health and Safety Policy is to establish and maintain the highest standards of health and safety at work for all members of staff, temporary employees, contractors and visitors.

The main objectives are summarised as follows.

- Prevent personal injury
- Prevent damage to health
- Safeguard the environment
- Minimise financial loss
- Maintain good quality of service
- Make the best possible use of all available resources
- Promote the reputation and standing of the WRL
- Comply with all legal obligations

The health and safety objective set out in the Policy have equal status to or greater status than all other WRL business objectives.



3.0 RESPONSIBILITIES

3.1 Main Responsibilities

The main responsibilities within the Policy are to ensure, as far as is reasonably practicable:

- That all buildings, equipment and systems of work are safe and without risk to health and are maintained in such condition through regular inspections and maintenance;
- Adequate arrangements in connection with the use, handling, storage and transport of objects or substances;
- That sufficient funds are provided for suitable and adequate information, instruction, training and supervision for the health and safety of those on WRL premises;
- The provision and maintenance of an environment free from risks to health and safety with a safe means of access and egress.

3.2 Specific Health and Safety Responsibilities

The following individuals have specific responsibilities for health and safety management:

Brian Juliff	Chairman
Gareth Kear	Interim Chief Operating Officer
Mandy Newton	Non-Executive Board Lead

The Chairman is accountable and responsible for health and safety matters within the WRL and in his absence, the Chief Operating Officer.

Whilst acknowledging this responsibility, the Non-Executive Chairman has appointed the Health and Safety Officer to:

- Act as the principal focal point for the formulation, development and implementation of the Policy;
- Develop and implement an integrated system for the successful management of health and safety within the WRL.

3.3 Managers

All Managers have a duty of care to ensure that those people within their direct control and management implement elements of the Policy where applicable. They also have a responsibility to ensure that information and the necessary training is made available to their staff.



3.4 Members of Staff

It is the responsibility of all members of staff to:

- Co-operate fully in the implementation of the Policy
- Familiarise themselves with the information provided by the WRL and adhere to the measures specified with regard to health and safety protection;
- Take reasonable care of the health and safety of themselves and others;
- Make proper and safe use of any health and safety equipment provided by the WRL and to report any defects noticed, particularly to personal protective equipment;
- Bring to the immediate notice of the appropriate person named in this Policy, any potential health, safety or environmental hazards.

3.5 Members of staff at external sites

It is the responsibility of all members of staff based at external sites to abide by the principles of this Policy; however, all members of staff must abide by the directives contained in the Health and Safety Policy of their landlords. A copy of the landlord's Policy will be issued to all members of staff.



4.0 GENERAL ARRANGEMENTS

4.1 Accident Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, often known by the acronym RIDDOR, is a 2013 statutory instrument of the Parliament of the United Kingdom. It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences", including near misses, that take place at work or in connection with work. The person responsible for reporting such incidents is the Health and Safety Officer.

4.2 First Aid

Qualified First Aiders are trained to deal with injuries and should be contacted in the first instance to ensure correct medical treatment.

4.3 Accident Record Book

All members of staff have a duty under the Social Security Act 1975 and subordinate regulations to record accidents and/or injuries at work, no matter how small or trivial. In the case of injury and if circumstances prevent the injured person from doing so, another member of staff may complete the accident record book on their behalf.

The Accident Book is kept by the Health and Safety Officer. Staff working remotely should telephone the Health and Safety Officer who will record details on their behalf.

4.4 Incident Reporting and Investigation

The Health and Safety Officer will investigate all incidents with a view to making any possible workplace improvements to minimise the risk of similar incidents re-occurring. All members of staff have a duty to report any relevant "near-miss" accidents and will be encouraged to do so.

4.5 Training

To ensure that members of staff are competent to perform the duties within their role, training needs are systematically identified. The Director responsible for Human Resources will ensure that competent trainers deliver training and training records will be kept.

4.6 Health and Safety Meetings

Meetings of the Health and Safety Committee will take place regularly to discuss safety-related subjects. An agenda will be compiled, and staff will be invited to submit items for the agenda. Minutes will be taken of the meeting and these will be made available to all members of staff.



4.7 Health and Safety Advice

All requests for health and safety advice are to be made through the Health and Safety Officer.

4.8 Visitors

Visitors will be informed on arrival of any requirements relating to their health and safety and visitors to our offices will be logged in and out.

4.9 Smoking

The WRL recognises that it has responsibilities for the health and well-being of all members of staff and is, therefore, operating a no-smoking policy throughout its main offices.

4.10 Rules for Contractors

A member of the Health and Safety Committee is responsible for vetting all contract services needed by the WRL and basic checks are made as appropriate. To ensure, so far as is reasonably practicable, that the health and safety of individuals is not put at risk by the activities of contractors these checks may include information about:

- Insurances;
- Occupational and safety qualifications;
- Proven record of health and safety compliance;
- Relevant trade or professional body membership;
- Provide Risk Assessments.

Contractors are also informed of the relevant procedures and policies for work on the premises.

Whilst on WRL premises, contractors will be under the control of the WRL management. Any individual who suspects that the health of staff, visitors or contractors may be at risk as a result of the work carried out by contractors should inform the director responsible for Human Resources or the Health and Safety Office immediately.



5.0 PROCEDURES AND GUIDELINES

5.1 Risk Assessment

Assessments will be made of the health risks arising within the WRL (including maternity risk assessments) in accordance with the Management of Health and Safety at Work Regulations 1999 and records of assessments will be kept by the Health and Safety Officer.

The WRL recognises that a high proportion of accidents are likely to be as a result of a slip, bump, trip or fall. With this in mind, all members of staff must ensure that:

- Sharp objects are “protected”;
- Floors and gangways are kept free of obstruction;
- All chemical substances are clearly marked;
- Substance spills are cleaned up immediately;
- Leads trailing across the floor are not left unattended;
- Light sources in poor condition are reported;
- Manual handling is carried out correctly;
- Portable steps are used to reach high objects.

5.2 Housekeeping

Keeping the workplace clean and tidy reduces the amount of fuel for a potential fire, improves access and egress and eliminates obstacles that might cause injury. Members of staff must ensure that materials and equipment are stored neatly and safely and that:

- Gangways are kept free from obstruction;
- Rubbish is put in bins provided for that purpose;
- Fire exits are not obstructed;
- Under-stair and attic areas are not used for the storage of flammable goods.



5.3 Fire Emergency Procedures

All members of staff must be fully conversant with fire procedures at their place of work. They should attend when fire alarms at these premises are tested and when fire drills are carried out.

BASIC FIRE EMERGENCY PROCEDURE

- Activate the alarm;
- Attack fire with appliances provided – if trained and confident to do so;
- DO NOT ATTACK FIRE IF THIS INVOLVES PERSONAL RISK;
- Evacuate the building;
- Do not stop to collect personal belongings;
- Muster at the designated assembly point;
- Do not re-enter the building until advised by a fire warden or the Health and Safety Officer, the Human Resources Manager or the Fire Brigade.

5.4 Safe Storage

Materials and objects should be stored and stacked so that they are not likely to fall and cause injury. COSHH substances are to be stored and marked with a record of contents.

5.5 Portable Steps

Portable steps should only be used if they are secure and undamaged and only permitted following a risk assessment and training has been provided.

5.6 Electrical Equipment

Cables and electrical flex wear with usage and age. A frayed or damaged cable or flex is a fire hazard and must be repaired by a qualified electrician or be replaced.

Ensure that power is switched off before inserting a plug in a socket or removing it. A plug should never be put into a socket when the power is on as it may cause an electric shock.

If switches, plugs or sockets become hot, turn off the power and have them checked. Do not overload power sockets.

All electrical appliances found to be non-operational are to be labelled such and the relevant person informed.



5.7 Portable Appliances and Fixed Installations

Arrangements have been made for electrical equipment to be inspected and tested on an annual basis by an approved electrician and records kept. These tests will be carried out at an advised and appropriate venue.

Fixed installations are inspected and tested by an approved electrical contractor every five years or if significant changes have taken place that may affect the integrity of the fixed electrical system.

5.8 Control of Substances Hazardous to Health (COSHH)

An assessment will be made of all substances within our office and the results of all assessments recorded and kept in the office.

Members of staff will be informed of all risks from any dangerous substances and will receive training and instruction in their safe usage. All new substances will be assessed before being taken onto the premises. The control measures specified in the assessments will be enforced and the assessments reviewed if significant changes take place on regular intervals.

Staff should not use such substances without full training and instruction being received.

5.9 Display Screen Equipment (DSE)

Employers have a responsibility to assess DSE workstations for the purpose of reducing risks to the user. The main risks associated with the use of DSE are muscular-skeletal problems, visual fatigue and stress.

A risk assessment will be made at workstations on an annual basis and the results recorded.

5.10 Manual Handling

The correct method of lifting and lowering of loads is important to reduce the risk of injury.

Basic Lifting, Moving and Lowering Operation

- Check the object to be moved; **if it is too heavy to lift alone, find help;**
- Choose the flattest, straightest and clearest route;
- Decide how to lift and carry before picking anything up;
- Place feet apart giving a good balanced position for lifting;
- Adopt a good posture; bend at the knees to allow the centre of gravity of the body to be over the weight; keep back straight and face in the direction of travel;
- Get a firm grip; using hands, not just fingers;



- Lift head and shoulders first then use legs to push up the body slowly and smoothly; bring the load close to the body for more power and less strain; keep the elbows and arms tucked in;
- Move forward slowly with small steps to the set down area;
- Do not twist the body; if changing direction, move feet first;
- Slowly lower the load; bend knees and let legs do the work;
- Keep fingers away from the bottom of the load when setting down and stand up slowly;
- If lifting an item onto a shelf, place load on the edge and slide back;

Please refer to further policy in respect of manual handling.

5.11 Control of Working Time

The WRL is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the Regulations will be complied with.



6.0 APPENDICES TO THE HEALTH AND SAFETY POLICY

The Health and Safety Committee or a Health and Safety Officer will, from time to time, issue further guidelines in relation to health and safety which should be taken as part of the Health and Safety Policy.