

**CURUFC (CAMBRIDGE UNIVERSITY RUGBY UNION FOOTBALL CLUB)
AN INCORPORATED CLUB COMPANY NUMBER 09658537**

SAFETY POLICY

It is the policy of CURUFC to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff and students having access to the Club and of other persons using or visiting the premises and facilities, within the framework of the University's revised statement on general health and safety matters (REPORTER 7 August 1996 p1031 and REPORTER 11 February 1998 p382) and the Fire Safety and Safety of Places of Sport Act 1987.

Aims

The Club aims to ensure, so far as is reasonably practicable that:

- equipment and systems of training and work are safe.
- safe arrangements for the use, handling and storage of articles and substances are used.
- information, training and supervision for employees, students and visitors is available.
- premises are well maintained and the Comber Stand possesses a Safety Certificate.
- a safe working environment is encouraged.

Responsibilities of Employees, Students and Visitors

- a) All employees, students and visitors to the Club are expected to take care of their own health and safety whilst on the premises.
- b) Everyone at the Club is expected to co-operate in maintaining a safe and healthy working environment for all. This includes obtaining adequate information and advice before using equipment and techniques. Also, to report promptly any defect, accident or incident that is liable to affect health and safety.
- c) The Executive Secretary through the Administrative Officer is responsible for monitoring day-to-day observance of Club safety requirements.

Safety of Students

- a) Students have a responsibility for their own safety and that of others, but the Club is bound to ensure that all reasonable precautions are taken.
- b) The attention of students should be drawn to their responsibilities regarding safety matters, and to any specific instructions, by induction courses, safety information leaflets and word of mouth.
- c) Undergraduate students should not normally train alone.
- d) The Club will provide key safety information to students undertaking activities under its supervision.
- e) The Club will draw the attention of students to the situation regarding insurance against accident and illness.

CURUFC MANAGEMENT OF HEALTH AND SAFETY

CURUFC Health and Safety Committee

The Club has a Committee to address health and safety matters. Safety Committee Meetings, organised by the Health and Safety Chair, are held regularly, at least three times per year. Additional meetings may be called if necessary. The Committee will consist of the Health and Safety Chair, Executive Secretary, Administrative Officer, Medical representative, Groundsman, RDM and Safety Officer. Other officers may attend as required. The Committee will consider any relevant safety matter brought to its attention from inside or outside the Club and make recommendations to the relevant people. Access to the Committee is the right of all persons working within the Club. Safety matters or concerns should be notified to Health and Safety Chair and the Administrative Officer.

The purpose of the Health and Safety Committee is:

1. To stimulate interest of all members of the Club in matters relating to the health and safety of the Club.
2. To create an active safety culture and to encourage the participation of all persons working within the Club.
3. To formulate Club policy on health and safety matters.
4. To investigate breaches of health and safety guidelines.
5. To make arrangements for regular safety inspections and audits of the Club.
6. To investigate and review accidents/incidents/near misses, review the risk assessment and recommend action for future avoidance.

The Health and Safety Chair

In discharging his/her responsibilities, the Health and Safety Chair is responsible for:

- a) Ensuring that the duties and activities relating to safety in the Club are generally understood.
- b) Ensuring that the Club activities are conducted in a safe fashion so as to avoid unnecessary hazards, and to control potential hazards to reduce the level of risk to acceptable levels.
- c) Monitoring fabric, equipment and services to maintain them in a safe condition and ensuring that proper steps are taken to remedy defects.
- d) Ensuring that regular safety inspections are made throughout the Club.

With the other members of the Safety Committee he/she should:

- a) Provide written and verbal instruction on safety codes and practices, making all members of the Club aware of their responsibilities for safety and the nature of hazards that they may face.
- b) To arrange, where applicable, training in safety, fire precautions and first aid throughout the Club.
- c) To advise the Executive Committee of CURUFC and also the Board of any unsafe practices and breaches of Club instructions in safety.
- d) To arrange the recording of accidents, including near misses, which occur in the Club, initiating an investigation where necessary and reporting any serious accidents to the University Safety Advisor.
- e) To liaise with University designated officers on matters related to health and safety and in particular water supply, fire, radiation and first aid.
- f) To compile the Club's Annual Action Plan and Report on Safety.

Risk Assessments

The Management of Health & Safety at Work Regulations 1999 say employers must:

- carry out a risk assessment
- identify any significant risks (must be recorded if five or more employees)
- take steps to remove or control those risks
- appoint someone competent to advise them

A general risk assessment may be used to 'generally' assess the hazards typically found in routine activities and workplaces. Risk assessments are carried out/reviewed yearly in June/July by The Administrative Officer and Groundsman. All documents used are kept in the administration office in a white file. The Administrative Officer and Groundsman are responsible for signing off all general and buildings risk assessments and the Safety Officer is responsible for signing off match day risk assessments. Any control measures are included in Statements of Work.