

2023 Issue 01

Bourne End Junior Sports Club

Health & Safety Policy



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SPORTS HALL, NEW ROAD, BOURNE END, BUCKS, SL8 5BS

BEJSC Health & Safety Policy

Responsibilities of the Trustees

The Trustees are responsible for:

- ⦿ Complying with the Health and Safety Policy and Arrangements;
- ⦿ Formulating and ratifying the club's Health and Safety Statement;
- ⦿ Regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary;
- ⦿ Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end;
- ⦿ Ensuring that risk assessments are made and recorded of all the clubs activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- ⦿ Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all Leaders, adult volunteers and employees ("Adults");
- ⦿ Prioritising action on health and safety matters including COVID-19 restrictions where resources are required from the club's budget, seeking further advice where necessary and ensuring that action is taken;
- ⦿ Seeking specialist advice on health and safety which the club may not feel competent to deal with;
- ⦿ Promoting high standards of health and safety within the club;
- ⦿ Active and reactive monitoring health and safety matters within the club including health and safety inspection reports and accident reports;

Responsibilities of the Manager

The Manager is responsible for:

- ⦿ The day to day management of health and safety matters in the club in accordance with the Health and Safety Policy and ensuring the health and safety arrangements are carried out in practice including all guidelines required in the fight against COVID-19;
- ⦿ Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Trustees;
- ⦿ Ensuring that remedial action is taken following health and safety inspections;
- ⦿ Ensuring that information received on health and safety matters is passed to the appropriate people;

- ⦿ Monitoring purchasing and maintenance of equipment and materials and ensuring that they comply with current health and safety standards;
- ⦿ Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the site;
- ⦿ Seeking specialist advice on health and safety matters where appropriate;

Note: in the absence of the Manager these responsibilities fall to a Trustee.

Leaders

Leaders are responsible for:

- ⦿ The day to day management of health and safety within their section in accordance with the health and safety policy;
- ⦿ Drawing up and reviewing their policies, procedures and risk assessments regularly (at least annually);
- ⦿ Carrying out regular health and safety monitoring inspections of the area of use and making reports to the Manager where appropriate;
- ⦿ Passing on health and safety information received to the appropriate people;

Responsibilities of all Trustees, Leaders, Adult Volunteers and Employees

All adults at BEJSC have responsibility for:

- ⦿ taking reasonable care for the health and safety of themselves and others when undertaking their activity
- ⦿ checking areas are safe
- ⦿ checking equipment is safe before use
- ⦿ ensuring safe procedures are followed including COVID-19 precautions if in force at the time.
- ⦿ co-operating with the Trustees and Manager on all matters relating to health and safety by complying with the health and safety policy
- ⦿ not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare
- ⦿ reporting immediately to the Manager any serious or immediate danger
- ⦿ reporting to the Manager any shortcomings in the arrangements for health and safety
- ⦿ ensuring that they only use equipment which they are competent to use or have been trained to use



BEJSC HEALTH AND SAFETY STATEMENT

STATEMENT OF INTENT

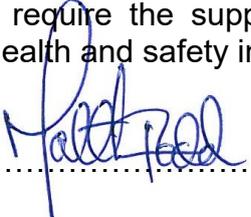
The Trustees of BEJSC will meet their responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees and volunteers, and to ensure that their work does not adversely affect the health and safety of other people such as members, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Trustees will ensure that effective consultation takes place with Leaders, adult volunteers and employees (“Adults”) on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Trustees will seek specialist advice to determine the risks to health and safety in the club and the precautions required to deal with them.

The Trustees will provide sufficient information and training in health and safety matters to Adults in respect to the risk to their health and safety.

The Trustees require the support of all adults to enable the maintenance of high standards of health and safety in all the club activities.

Signed


(Chairman of BEJSC)

Date01/09/2022.....

Signed

(Company Secretary)

Date