



GRIMSBY TOWN FOOTBALL CLUB

HEALTH & SAFETY POLICY

****Please Note – This policy document is to be read in conjunction with Club’s COVID-19 policy documents and COVID-19 risk assessments****

1.0 Introduction

1.1 Legal Requirements

Section 2(3) of the Health & Safety at Work Act 1974 [HASAWA] requires:

GRIMSBY TOWN FOOTBALL CLUB Plc. hereafter called THE CLUB, as an employer, to ‘prepare and as often as is appropriate, revise a written statement of this general policy with respect to the health and safety of its employees’. This must include the organisation and arrangements for carrying out that policy and to bring the statement and any revision of it to the notice of all employees, as the employer, the GTFC board carries ultimate responsibility for Health & Safety. Overall and final responsibility for Health & Safety in the club is Mr P Day.

1.2 Operations & Safety Manager

In the case of the club, the Operations & Safety Manager Nick Dale is charged with the detailed Health & Safety arrangements, with Adam Smith taking the lead for the Health & Safety needs of the Academy.

1.3 2021 Revision

This, the 2021 revision of the Club Health & Safety Policy outlines the steps that will be taken to ensure compliance with the HASAWA [1974] and the Management of Health & Safety at Work Regulations. The main requirement is for the club to ensure so far as is reasonably practicable that the staff, players and visitors are not exposed to risks affecting their Health & Safety.

1.4 Departmental Heads Requirements

The document is issued to all Departmental Heads and the Head Groundsman, who should familiarise themselves with its contents and continue to practice safe working methods. They should ensure that their colleagues do the same and draw the contents of this document to their attention.

1.5 Review Strategy

This strategy will be reviewed on an annual basis, by the Operations & Safety Manager in conjunction with the Academy Operations Manager.

2.0 General Statement of Intent

2.1 It is the policy of the club:

- To ensure, so far as is reasonably practicable the health, safety and welfare of its employees; and their continuous improvement
- To ensure that the statutory duties of the club are always met
- To maintain clear procedures for action to be taken in the event of injury and for the reporting of accidents and hazards



- To maintain safe systems of work for staff and visitors
- To maintain clear procedures for action to be taken in case of fire or other emergencies
- To maintain the established procedures for joint consultation between all local professional bodies, consultants, management and employees on Health & Safety and to review them when appropriate
- To maintain and improve the high degree of safety awareness and responsible attitudes towards Health & Safety throughout the club
- The club is committed to the health, safety and welfare of its employees, so far as is reasonably practicable. The club fully accepts its responsibility for other persons who may be affected by its activities and to this end has produced a separate policy for spectators.

Signed: _____ **DATE:** 11th January 2021

Mr P Day
Chairman
Grimsby Town Football Club

3.0 Organisation for Health & Safety

3.1 Legal Obligation

Every employee must co-operate with the club to ensure that it complies with its statutory duties. The successful implementation of this policy requires total commitment from all staff. Everyone has a legal obligation to take care of their own Health & Safety and for the safety of other people who may be affected by their acts or omissions.

Grimsby Town Football Club Plc.

The board of GTFC has overall responsibility for ensuring satisfactory standards of Health & Safety at Work by ensuring that efficient management processes are in place. The organisational organogram for Health & Safety purposes can be found in Appendix 1 & 2 of this document.

3.2 Operations & Safety Manager

The Operations & Safety Manager has the overall responsibility for the day-to-day management of the Health & Safety (H&S) for all employees and visitors utilising the club's premises, with the Academy Operations Manager charged with disseminating all matters relating to H&S to the Academy Department. They both however, may delegate the authority for carrying out this policy to the Departmental Heads or the Head Groundsman, as these are the recognised safety managers for their areas.

The Operations & Safety Manager is accountable for the fabric of the buildings, internal and external, plant and systems contained within the buildings necessary to provide a safe working environment.

The functions of the Operations & Safety Manager include:

- The development of procedures for implementing and monitoring the club's policies, Health & Safety matters, recording of safety committee meetings and advising the club Directors and Executive Management Team on safety issues
- Consultation with the safety committee and execution of policy on health and safety matters
- Development and implementation of procedures together with the communication and consultation with others, to ensure safe working practices at all venues owned, leased, or operated by GTFC
- Development and implementation of procedures for Accidents and Emergencies



- Planning of staff training and updating programmes in Health & Safety across the club, including Fire Safety
- Reviewing and monitoring the club's Health & Safety policies and practices
- Representation in any consultation with the HSE, Environmental Health Officers, Safety Advisory Group, or other professional bodies
- Ensuring that all areas have a Risk Assessment in place and that all Staff understands their responsibilities
- Lead Designated Safeguarding Officer for the Club
- Club COVID-19 officer during the ongoing Coronavirus pandemic
- "Kick It Out" Senior Manager on behalf of the Club

Signed: _____ **DATE:** 11th January 2021

Mr Nick Dale

Operations & Safety Manager
Grimsby Town Football Club

3.3 Departmental Heads

- Mr Steve Wraith: Accounts Manager
- Mr David Smith: Commercial Manager
- Mr Nick Dale: Operations & Safety Manager
- Mr Paul Hurst: First Team Manager
- Mr Chris Doig: Assistant First Team Manager
- Mr Neil Woods: Youth Team Manager
- Mr Adam Smith: Academy Operations Manager
- Mr Graham Roger: Sports & Education Football Trust
- Mr Michael Phillips: Head of Groundsman
- Mr Derek Smith: Facilities Operative
- Mr Oliver Cowling: Education & Child Welfare Officer
- Mrs Lisa Piggott: McMenemy's & Ticket Office Manager
- Mr Martin George: GTSET Safeguarding Officer
- Mrs Rae Walker: Club Shop Manager

3.4 Departmental Responsibilities

- Mr Steve Wraith: Ticket Office Staff
- Mr David Smith: Lottery, all bars, kiosks, club shop, bonanza and programme staff
- Mr Nick Dale: Operations & Safety Manager – Overarching responsibility for all club staff and encompasses the roles of COVID-19 lead Co-ordinator and Lead Designated Safeguarding Officer
- Mr Paul Hurst: First Team Manager, 1st Team Players & Coaching Staff
- Mr Neil Woods: Youth Team Players & Coaches
- Mr Adam Smith: Academy Players & Academy Coaches
- Mr Graham Rodger: Sports & Education Football Trust Staff.
- Mr Michael Phillips: Head of Ground Staff.
- Mr Oliver Cowling: Youth Team & Academy Players
- Mrs Lisa Piggott: McMenemy's and clientele
- Mrs Rae Walker: Club Shop and clientele
- Mr Derek Smith: Stadium Cleaners & Maintenance Staff



3.4.1 The Departmental Heads, are the designated Health & Safety managers for their areas. The Operations & Safety Manager has overall responsibility for ensuring the Health & Safety of all staff who are working or present at the stadium, Blundell Park, or the training ground facilities (Cheapside & Oasis Wintringham). This includes provision of adequate Health & Safety information, instruction, and training. All staff are required to undertake a comprehensive induction that must include all the relevant Health & Safety information. This should be then knowledge checked with details stored.

3.4.2 Departmental Heads are responsible for ensuring the Health & Safety of all staff that are working within their departmental areas of responsibility. This includes the provision of current Health & Safety information, instruction, training relevant to each department and the displaying of current appropriate Health & Safety information. Departmental heads must ensure that all staff in their area receives a comprehensive Health & Safety briefing. Staff should also receive briefings as and when legislation is amended, where the brief must contain all current Health & Safety related reporting procedures.

3.4.3 The Operations & Safety Manager, Departmental Heads and the Head Groundsman will have regular scheduled meetings, to discuss and ensure that current Health & Safety legislation is in place and any changes to legislation are fully discussed and understood, as to ensure correct implementation of any required updates regarding the Health & Safety regime that is currently in place.

3.4.4 The Operations & Safety Manager will be responsible for setting up of a system of recording of assessments in respect of COSHH and advice on all aspects of compliance with the regulations. All substances that fall under COSHH legislation must be sufficiently assessed and said assessment documented prior to use of said substance. Assessments must be made freely available to employees and first aiders in the event of an accident involving hazardous substances that require medical treatment. Any incident will result in a subsequent safety review which will include the Safety Committee and Head Groundsman.

3.5 Employees

All Employees, Players and Volunteers must:

- Take responsibility for the Health & Safety of themselves and that of others who may be affected by what they do or not do while undertaking their duties.
- Provide full co-operation and support to senior personnel to enable them to fully comply with their statutory duties.
- Report to their Departmental Head any situation, working practice or procedure that they know is potentially hazardous or which has been reported to them as such.
- Ensure that all visitors or contractors working within the club's premises are issued with a permit-to-work and are made aware of the general safety rules.
- Report all accidents or dangerous occurrences via the accident/incident reporting system to the Operations & Safety Manager.
- All items of PPE that are issued by the club is to be used in the appropriate manner. PPE should not be misused or used in an inappropriate manner in any circumstances. Any damaged, failed and or lost PPE must be reported immediately and replaced before undertaking any job where PPE is required.
- No staff shall undertake any duties that they do not feel competent to undertake or where training is mandatory and documented before completing the job [Example: Ground Machinery]. The employer has a duty of care towards all staff that covers the requirement to provide all staff with adequate training and supervision as to perform their duties unhindered.



3.6 The Club Safety Committee

The Club Safety Committee shall meet three times a year or more if current legislation changes or there are incidents and or near misses that require further investigation and communicating through the departments.

The Operations & Safety Manager will draw the committee's deliberations to the attention of the GTFC board.

The Committee shall comprise:

1. Operations & Safety Manager
2. Chief Executive Officer
3. Commercial Manager
4. Playing Staff Representative
5. Accounts Manager
6. Academy Operations Manager
7. Club Chairman

In addition, if deemed necessary, a representative from McMenemy's, Ticket Office and the Sports & Education Football Trust Excellence may attend.

The aims of the committee are to promote co-operation between the club and its employees and to provide consultation on a wide range of Health & Safety matters.

The committee's functions are to ensure that the Operations & Safety Manager has:

- Consulted on matters as detailed in the Health & Safety policies and in accordance with the Health & Safety at Work Act 1974, the Safety at Sports Ground Act 1975, the Regulatory Reform Order 2005, the Equality Act 2010, Safeguarding Vulnerable Groups Act 2006, or any other regulations stipulated by other safety bodies
- Approved safety procedures are implemented throughout the Club
- Given consideration for the need to implement new safety measures and that the GTFC board is advised where applicable
- Ensured that all changes to safety policies and information has been effectively communicated to all playing and non-playing staff via the Club Intranet and meetings where necessary
- Reported and recorded any accidents, and monitors all gathered data to establish any trends
- Reviewed reports from external agencies and contractors
- Received reports from the Health & Safety Departmental Heads with regards to Health & Safety
- Reviewed reports from the Health & Safety Executive and other professional bodies, [Safety Advisory Group]
- Met with and fully discussed proposed, and or new legislation, and its effect on the Club's activities with the committee members

4.0 Arrangements for Health & Safety

There are common principles that apply to all emergency situations:

1. Action in the event of an emergency.
2. General Instructions.
3. All personnel should adopt a businesslike approach to their work in order to minimise the likelihood of accidents.

4.1 Emergency - Stadium

In the event of an emergency, contact the Operations & Safety Manager on his mobile: 07737371466 or when the Reception Office is staffed, dial 8001 and inform the receptionist of the emergency, including the exact location of the incident and the incident details, the receptionist will then summon the



appropriate emergency services. ****If in doubt, find the nearest phone if visible or use your mobile phone and dial 999 for the emergency services to attend****

During any event at the stadium, all emergency / safety related calls must be routed through the Match Control Room [ext. 8021], via a steward on the club security radio system or by contacting the Operations & Safety Manager on their mobile: 07737371466.

When the office is not staffed, dial 999 and inform the operator of the emergency service required, Police, Fire or Ambulance. The exact location of, and specific nature of the incident must then be relayed to the call handler. As soon as possible after calling the emergency services all relevant details must then be passed through to the Operations & Safety Manager by calling their mobile phone: 07737371466.

4.2 Animals

No animal whatsoever are permitted on the club premises, excepting police dogs and horses used in police operations and guide dogs for the blind, deaf or medical assistants.

4.3 Bomb Threat / Terrorist Attack

In the event of a telephone call being received, which may be considered as a “bomb threat”, the action to be deployed is set out on the pro-forma already issued to specific members of staff. The instructions are self-explanatory and should be fully complied with. Once the telephone call has finished, the details **must** be relayed at once to the Operations & Safety Manager or to the main switchboard so that a positive safety response can be co-ordinated by a senior official. All “bomb threats” must be reported to Humberside Police.

In the event of a marauding terrorist attack, the stadium must go into full lock down mode. Humberside Police must also be instantly informed by ringing 999, giving full details of the incident, stadium location and counter measures taken. Stewards and the full-time staff are trained for a terrorist attack and fully understand the lock down procedures. It is imperative that staff and customers move away from the incident as quickly as possible and seek safe refuge in a secure area or if safe to do so exit the stadium. The Club promotes the ACT Campaign of: Run, Hide, Tell.

4.4 Children & Safeguarding

Whilst visiting the stadium, children must always be supervised by a competent DBS [Enhanced] checked adult. Staff and or players bringing children with them to any club premises, take full responsibility for the supervision of their children. It is the responsibility of the competent adult to ensure that the children remain safe and do not put themselves and or others at risk of harm.

Grimsby Town Football Club has a strict safeguarding policy in place that must always be adhered to. All policies are available for staff to view on the Intranet and must be read by all staff. All safeguarding issues must be referred instantly to the LDSO Nick Dale Safeguarding@gtfc.co.uk and all staff must be briefed as part of their induction on Safeguarding. Safeguarding incidents must be recorded on the Clubs electronic database “My Concern” and monitored at all times by the Clubs various safeguarding officers.

Staff working directly with children / vulnerable adults must be DBS checked in accordance with EFL Safeguarding guidelines. Please see LDSO for more information and procedure guidance.

Children using the Sports & Education Football Trust Centre must always be supervised by trust staff during their visit to ensure their Health & Safety is following North East Lincolnshire Council's Schools Health & Safety Policies.



4.5 Codes of Safe Working Practice

Every department within the club has a duty of care towards all its employees and visitors so as to provide a safe working environment and to adhere to all Health & Safety regulations as laid down in this policy document, the scope of which includes the any additional requirements of 3rd party vendors. A comprehensive Health & Safety briefing is mandatory for all staff, and will be delivered in conjunction with their induction, all staff are required to sign to confirm receipt of the Health & Safety briefing. This record will then be retained by the Operation & Safety Manager and made freely available for auditing purposes.

4.6 Contractors

The club is responsible for the planning, co-ordination, control and monitoring of the activities of contract companies, in order to effectively minimise the risks presented to employees and other persons on-site including the general public. No contractor will be permitted access to site without prior consent from the Operations & Safety Manager, except in emergency situations when access will be granted by a designated, competent Executive Manager of the Club. All contract personnel are required to be signed on site in the Clubs Visitor log. All tasks undertaken must have a suitable and sufficient risk assessment and method statement in place and approved by the Operations & Safety Manager before work commences – this can be supplied by the contract company and or the club.

If external documents are to be used in connection with tasks on Club property, these must be submitted to the Operations & Safety Manager in adequate time for documents to be reviewed prior to commencement of work. Any associated Hot Work will must be risk assessed by a competent representative of the Club who will then issue any required Hot Work Permit[s].

4.7 Display Screen Equipment (DSE) Assessment

The club will ensure that any risk associated with the use of this equipment is reduced to a minimum and that all VDU operators complete a DSE risk assessment every 2 years. All persons using computers for a substantial part of the working day will be briefed on best practice and made aware of the safe use of a VDU, this may entail the use of special blue light screens or blue light glasses. This requirement forms good working practice as well as being a statutory duty for Grimsby Town Football Club.

4.8 Disposal of Unwanted Chemicals

The Head Groundsman and Operations & Safety Manager are responsible for the safe disposal of any unwanted chemicals or other hazardous materials. This must be in accordance with COSHH guidelines and any other legislation with regards to chemical disposal. North East Lincolnshire Council's Waste Management Team should be consulted in the event of any uncertainty, with the COSSH sheets made available for inspection and auditing purposes. If in doubt call: **01472 – 313131**

4.9 Stadium Manager & Ground Safety Officer

All staff, players, supporters and other users of the stadium or ancillary buildings and its facilities can contact the Operations & Safety Manager in the event of an emergency or Health & Safety Matter via any of the following methods: [This includes hours outside of the normal business operational opening times]

01472 – 605050 Ext: 8021 [Match Control Room]

01472 – 605050 Ext: 8008 [Main Office]

07737371466 [Mobile]

E-mail: Nick@gtfc.co.uk



4.10 Electrical Equipment and Services

Departmental Heads should ensure that arrangements are made for new mains electrical equipment to be registered with the Operations & Safety Manager. The Operations & Safety Manager will arrange for an equipment Portable Equipment Test (PAT) to be carried out. A competent person must check all electrical apparatus and equipment for safety periodically and ensure that the records are updated accordingly. Pat testing for the current season has been completed by Lu-Vic Electrical, this is fully completed annually.

Electrical distribution throughout the stadium and other premises must conform to BS7671:2018 [IEE 18th Edition Wiring Regulations]. All requests for modifications must be made to the Operations & Safety Manager who is solely responsible for any such modifications and must sign off and inspect the work before, during and after completion. The stadium and ancillary sites must have a full circuit test once every 3 years however this can be split and with sections completed annually. Annual inspections are currently completed by Saturn Electrical Services Limited.

The stadium electrician is Neill Barbour contact number: 07749516815. Neill is located at the bottom of Match Control on a matchday. **UNDER NO CIRCUMSTANCES** should any individual undertake any electrical work at any venue unless the Operations & Safety Manager has determined that they are qualified or competent to do so.

4.11 Equipment

Portable electrical equipment not owned by the club is not permitted on club premises without first been assessed by the Operations Safety Manager or their designated deputy. All items not owned by the club but permitted on site will be recorded. A record of all such items will be held by the Operations & Safety Manager and updated as and when required. All items of equipment that are club property must be tested in accordance with BS7671:2018 and Electricity at Work Regulations 1989. Currently all portable appliances are tested and registered by Lu-Vic Electrical Services, who record all test data and inventory of site-based appliances.

Under no circumstances whatsoever should untagged and or damaged appliances be used on property owned by and or used by the club

4.12 Finance

The Football Club will provide adequate resources to meet the needs of the Health & Safety requirements at Blundell Park and any other facilities used by its staff, players, match officials, 3rd party staff and supporters.

Where the funding is related to departmental needs, the allocation will be inbuilt within the operational budget for the department. Funding for items such as first aid equipment will be managed via the Operations & Safety Manager and any request for new equipment must be submitted to the Operations & Safety Manager. Mobile Medical Cover Limited currently supply, check and restock all first aid boxes at Blundell Park, Oasis Wintringham and the training ground (Cheapside) facilities on an annual basis.

4.13 Fire

Any person discovering a fire should:

- Activate the nearest fire alarm call point
- Inform reception and the Match Control Room. They must be precise when giving the location and nature of the fire
- Clear the area of all persons
- Call for assistance and if safe to do so attempt to extinguish the fire with the correct fire extinguisher **(Only if fire extinguisher training has been given, however they must not put themselves at direct risk and is only applicable for small fires such as waste bin etc)**



- Leave the building quickly and calmly, do not stop to collect personal belongings
 - Report to the senior personnel at the designated assembly point at each site
- Supervisors / Managers must check the onsite register and account for all staff. Any incidents of a missing person must be reported to the Emergency Services, **UNDER NO CIRCUMSTANCES** does anybody re-enter the building until declared safe by the Emergency Services personnel

Any person hearing the fire alarm should:

- Leave the building quickly and calmly, not stopping to collect personal belongings
- Where possible close all windows and doors
- If disabled or unable to use the stairs, go to but do not obstruct the stairway in the case of any emergency and await rescue according to pre-defined Club plans for persons with a disability
- Assemble at the assembly point a role call should be made to identify any missing staff – role call should be carried out by a designated member of staff. Persons should not leave the area until told to do so by their departmental head or other person in authority
- Do not re-enter the building until instructed to do so, this command should come from the HFRS or the Operations & Safety Manager or designated person in their absence

In attempting to put out a fire it is essential to use the correct extinguisher. Use of the wrong type of extinguisher can increase the danger to the operator. The correct extinguisher to be used in the event of fire is shown in the following table.

EXTINGUISHING AGENTS AND CLASSES OF FIRE TO WHICH THEY MAY BE APPLIED

EXTINGUISHER	WATER	FOAM	CO2	DRY POWDER	WET CHEMICAL
Identifying Colour	RED	CREAM	BLACK	BLUE	YELLOW
Class A: Paper, Wood Fabric	✓	✓		✓	✓
Class B: Flammable Liquids		✓	✓	✓	✓
Class C: Flammable Gases			✓	✓	
Electrical Hazards			✓	✓	
Vehicle Protection				✓	
Class F: Cooking Oils & Fats					✓

NOTE: Water should never be used on electrical fires or fires involving flammable liquids. Water or Carbon Dioxide should never be used on fires involving burning metals.

In addition to the above, fire blankets are available in the Catering Kiosks and Kitchen areas. They can be used for extinguishing burning liquids however the McMenemy's kitchen is equipped with a Wet Chemical extinguisher and this is suitable for chip pan oil fires. An inert powder, dry sand or sodium carbonate can be used for extinguishing burning metals.

All corridors and staircases should be kept clear of anything which is likely to cause a fire, accident, or impede egress in the event of an emergency evacuation.



4.14 Flammable Materials

Compliance with the statutory requirements relating to petroleum products, flammable liquids, gases and liquefied gases is to be the responsibility of the Operations & Safety Manager. The Operations & Safety Manager should always be contacted for advice if any of the aforementioned items are to be brought into the stadium. The Operations & Safety Manager may delegate responsibility for the control of flammable materials to the head groundsman, who will undertake the role of deputy.

Departmental Managers are responsible for ensuring that their specific area of work is and remains hazard free. All flammable materials must be stored in compliance with current legislation. Walkways and exit routes must be maintained to ensure free access and egress in area of control.

4.15 First Aid

Staff should familiarise themselves with the names and locations of the Clubs designated First Aiders. The stadiums First Aid rooms are situated at the rear of the Pontoon Stand and in the open corner of the stadium between then Main & Pontoon Stands is the COVID-19 treatment room [See CP policies]. The Players Physiotherapy Room on the ground floor of the Main Stand is also available as a treatment facility. The Mariners Trust Bar [Youngs Stand] during the COVID pandemic is the only additional designated treatment areas in the event of an emergency incident, however in a mass casualty situation the pitch should also be utilised.

First Aid Kits are also situated in all offices, bars and kiosks including the Sports & Education Football Trust Centre, McMenemy's Oasis Wintringham and Cheapside [See Appendix X]. The designated first aiders are:

- Nick Dale – Operations & Safety Manager: 07737371466
- Ben Mortlock – Academy Physio: 07818477730
- Adam Smith – Academy Operations Manager: 07891760004
- David Smith – Commercial Manager: 01472 – 605050 Ext: 8007
- Dave Moore – Club Physio: 07866763913
- Graham Rodger – Sports & Education Trust: 07902267464
- Lisa Gray – McMenemy's [Events Only]
- Dr F Howell – Players Doctor [Matchdays only] Via Main 01 Steward Radio
- Dr K Collett – Crowd Doctor [Matchdays only] Via Main 01 Steward Radio
- Mobile Medical Services Limited – [Matchdays only] Via GY25 Steward Radio

In addition to the appointed first aiders, all stewards & coaches have received basic first aid training as part of their National Vocational training in spectator safety [Match day stewarding staff]/ coaching badge in Football coaching [Club Coaching staff]. Stewards and or coaches are permitted to assist the nominated first aider and or sports first aider if required, however, they cannot be used as, or considered as principle first aid provision. The "Green Guide" 6th edition states that during any event, the nominated first aiders must not be designated any other role aside from the role of principle first aid provision.

When treating any injury, a rapid and appropriate response is required. If the injury is considered minor, first aid treatment should be carried out immediately [wash and dress]. In more serious cases the first actions should be to summon assistance. Only in exceptional circumstances should movement of the casualty be considered [non-removal of casualty may lead to further potential injury]. In more serious cases an ambulance may be required to be called, in this instance the designated first aider will endeavour to keep the casualty as comfortable as possible. When telephoning, an indication of the nature of the injury and stadium location should be given.



In the event of the spillage of blood and/or other bodily fluids the person responsible for cleaning the area **MUST** use the appropriate personal protective equipment that meets the defined standards for treating patients with or suspected of having COVID-19, clothing, cleaning materials and disposal processes. Due to COVID-19 affecting people differently, with some patients having no symptoms at all, all medical incidents will be treated as if the patient has COVID-19 in terms of PPE and the required control measures. All medical rooms have a hazardous medical waste bin and sharps box that must be used for medical waste, sharps, and PPE during the COVID-19 pandemic. The Operations & Safety Manager should then be contacted for advice regarding subsequent disposal of waste products, who will then book in Initial Medical Waste Services for collection and disposal of the waste materials including sharp boxes.

In the event of a harmful chemical being ingested for which treatment is not immediately available, the hospital to which the person is to be sent should be telephoned in advance and the following information given:

- Casualty's Name
- Casualty's Age
- Casualty's Address [If Known]
- Chemical Name and/or Common Name
- Manufacturer's Name
- COSHH Information [COSHH folder available at all sites for chemicals used on site]

COSHH folder locations:

Blundell Park: McMenemy's Kitchen
Club Main Office
Ground Staff Meal Room

Cheapside: Academy Main Office – Stationary Cupboard

Oasis Academy Wintringham: Main School Reception

All chemical or substance related injuries are RIDDOR reportable

4.15.1 Condition of Casualty

In the event of an accident involving electric shock, the casualty should not be touched by anyone until the casualty has been isolated from the supply. The person should then be removed from any further danger and the appropriate first aid given. In all cases the person must be taken or advised to attend hospital. The Operations & Safety Manager must be informed and an Accident Report plus RIDDOR completed. Copies are available at request from the Operations & Safety Manager or Club's Main Office at Blundell Park.

NOTE: All accidents to employees, no matter how minor, are reportable on the accident forms provided.

4.16 Handling and Transportation of Cash

The handling and transportation of cash should be carried out in accordance with the procedures laid down by the Finance Department.



4.17 Housekeeping

All working areas must be kept clean and tidy to minimise the risk of fire and tripping. It is essential that all members of staff are aware of the Health & Safety culture of the club and that they operate safe systems of working by following set procedures. Information regarding Health and Safety will be provided to part-time, temporary, and casual staff to enable them to work safely.

All corridors and other walkways must be kept clear of obstructions. Temporary obstructions must be reported to the Operations & Safety Manager who will arrange for suitable barriers and illumination during periods of darkness if considered necessary.

Roadways, footpaths, and parking areas will be kept in good condition and free from obstructions. North East Lincolnshire Council must be kept informed with regards to any issues with the highway for access to the stadium.

Where temporary obstruction is unavoidable, a substantial barrier, that is at least 1.2 metres high, must be provided to enable the hazard to be seen from inside a car.

4.18 Induction of New Employees

Health & Safety training for new employees is incorporated into general induction training. This should be carried out by the Departmental Head. All staff must complete an induction check sheet with their supervisor or mentor within the first 3 matches or 2 days for full time employees, this must then be signed with the record retained in the employee's personnel folder. All staff inductions and training records must be freely available for auditing purposes. All records must be complete and current.

4.19 Insurance

The Club insures all employees, and members of the general public against all its legal liabilities. The club's public liability insurance is provided by Bluefin Sport. The Sports & Education Football Trust employees/users are also insured under Bluefin Sport whilst inside the centre.

4.20 Lifting and Handling

More than a third of lost time injuries at work are caused by manual handling activities, however basic simple steps can be taken to reduce the risks.

These include:

- Using handling aids properly and efficiently
- Never taking personal risks by overreaching, twisting, stretching, stooping, or overexerting during a handling operation
- Providing manual handling training for staff working in roles where lifting is possible as part of their duties
- Reporting any problems in the work activity as soon as they arise and asking for assistance when necessary
- Obeying the safe lifting limit of on lifting what you feel you can physically manage to lift without causing yourself injury

4.21 Machinery and Equipment

The Club will undertake all reasonably practicable steps to ensure the safety of all persons who are working on, or near machinery. Should members of staff have any problems relating to machine safety, they should inform their supervisor immediately, thus allowing for prompt and appropriate remedial steps to be taken. In the event of a supervisor failing to act to raised issues and or concerns, then the issue/concern should be elevated to the attention of the Operations & Safety Manager. Supervisory staff have a duty to report any defects or Health & Safety concerns immediately to the Operations & Safety Manager, this includes situations where a solution has been found.



All persons who use work equipment will be provided with all Health & Safety information, training that must be recorded and signed off and where appropriate written instructions relating to the use of work equipment. Certain equipment can only be used by operators who hold appropriate qualifications. All qualifications are subject to verification by the Operations & Safety Manager. Ongoing GAP analysis will identify any training issues – this will be recorded by the Operations & Safety Manager.

4.22 Noise Control

The club has a duty to ensure that excessive harmful levels are mitigated with the availability of appropriate hearing protection. In areas subject to excessive noise that staff may be required to work in, the mandatory use of hearing protection will be implemented and enforced the Club. The Club can measure noise levels and measures on a regular basis the noise levels for the use of ground machinery, where ear protection must be worn where noise levels exceed 80db on a regular basis or is in excess of 85db.

4.23 Non-Prescribed Drugs or Alcohol

Non-prescribed drugs or alcohol are not to permitted to brought into any premises owned or managed by the club excepting alcohol where an appropriate licence has been granted. Any breach(es) must be dealt with swiftly and effectively.

Breaches of this regulation are a criminal offence, and the offender must have the items confiscated, their details recorded and have the Operations & Safety Manager informed of the incident. The Operations & Safety Manager will then take control of the incident and determine the most appropriate action to take, including if necessary the notification of Humberside Police.

4.24 Permit to Work

As part of the duties under the Health & Safety at Work Act 1974 the Club has introduced permits to work for the following work activities:

- Hot work, including site welding and oxyacetylene cutting
- Entry to or working in confined spaces
- Roof work

The Operations & Safety Manager will be responsible for the issue and or review of any permits that are required by staff, visitors, and contractors. The permit to work system applies to all work carried out at the stadium by contractors or where is exceeds the normal day to day duties of then Club staff.

The Club will, in consultation with employees and their representatives:

- Plan the work to be carried out and consider the potential risks
- Carry out comprehensive written risk assessment
- Determine and agree the P.P.E – [safety harness, COVID etc.]
- Issue the permits to allow work(s) on club premises
- Review risk assessment / Work Method Statement periodically and update as necessary

4.25 Protective Clothing

Members of staff are expected to wear appropriate clothing for the area in which they work and to ensure that, where appropriate, protective clothing is used especially if there is a risk to Health & Safety. It should be noted that protective clothing should be used when all other attempts to remove or reduce the hazards and risks have proved unsatisfactory [Hierarchy of control]. It is expected that the following protective clothing should be worn in appropriate work areas:

- Overalls, aprons etc. to protect the person from dirt or dust
- Suitable gloves to protect the hands from abrasion or chemicals



- Eye protection where there is a foreseeable risk of injury to the eyes
- Head protection, where there is a foreseeable risk of injury to the head
- Suitable footwear, where there is a risk of slipping or of heavyweights falling onto the feet
- Suitable hearing protection where there is a risk of damage to the ears from excess noise. Departmental supervisors have been assigned responsibility for ensuring that members of staff are provided with and wear hearing protection when and where deemed necessary
- Medical – Full COVID-19 compliant PPE, i.e., Nitrile gloves, disposable waterproof apron, FFP3 face mask and face shield

4.26 Reporting of Accidents, Incidents or Dangerous Occurrences

This policy outlines the procedures that are to be adopted when any employee or member of the public experience an accident, incident or dangerous occurrence at the stadium or other Club premises. For the purposes of this policy, a brief definition and example of an accident and an incident are given below:

Accident: An unplanned event that causes injury to persons, damage to property or a combination of both. Examples include a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

Incident or Dangerous Occurrence: An unplanned event that does not cause injury or damage but could do so e.g., items falling near personnel.

Comprehensive information regarding Accident and or incident reporting – this will be incorporated within the induction package. Accident and or Incident forms will be available from the Operations & Safety Manager. The Operations & Safety Manager is the Clubs nominated co-ordinator for Accident and or Incident reporting. All accident and incident reports will be retained and reviewed as to ascertain if there are any patterns of behaviour and or procedures that require re-assessment.

4.27 Risk Assessment

Regulation 3 of the Management of Health & Safety at Work Regulations 1992 requires that a formal risk assessment be carried out to determine the risks associated with working operations. If the risk is significant it should be recorded. Any documents relating to what has been deemed as High Risk will be held for a minimum of 12 months post task completion – this maybe longer if an accident and or significant incident occurred during the task. The Operations & Safety Manager is responsible for carrying out the club's risk assessments. All task risk assessments require review prior to a repeat task or every 12 months and updated as required.

4.28 Scaffolding

Scaffolding will be erected by qualified personnel from the contractors who are doing the work, and when in use, inspected at least once a week by a competent person. Records are to be kept of all inspection and maintenance. Working at height imposes additional risks, persons will therefore:

- Adhere to the plan of work prepared in advance [or the method statement]
- Make full use of edge protection, and safety belts and harnesses if required
- Maintain equipment in a good condition, check it visually before use and inspect
- It frequently as required by legislation or more often if necessary

4.29 Unidentifiable Packages

Any parcel, package or other article that appears to have been inadvertently left in a building should be treated as suspect. The Operations & Safety Manager must be immediately informed, the Operations & Safety Manager will then make local enquiries in an attempt to identify the owner. No attempt should be made to touch or remove the package. If it is still suspect after the Operations & Safety Manager has



made the necessary enquires then the procedures as detailed in the clubs contingency plans must be followed [See Matchday Contingency Plan Appendix iv].

4.30 Visitors / Contractors

The Club recognises its responsibility for the Health & Safety of all persons who visit the stadium and its other premises.

It is essential that all visitors to the stadium report to the main reception on arrival. Visitors maybe issued with a visitor's pass however they must sign into the visitors register.

Visitors at the training ground must make prior contact with the Academy Operations Manager and seek permission to come to site, where they must then report to the academy office and sign in as soon as they arrive on site. COVID screening is in place during the current COVID-19 pandemic and must be completed by all persons.

Visitors to the Sports & Education Football Trust should press buzzer in the main reception area where a member of the trust staff will meet them. They must sign into the trust's visitors' book.

4.31 Working at Heights

Any work carried out above floor or ground level is potentially dangerous. If persons must work at heights, the correct access equipment should be used.

The use of tables or chairs etc is not acceptable practice, where appropriate apparatus that is designed for the task must be used. Prior to the use of ladders or stepladders, a visual inspection should be carried out to ensure the safety of the equipment and the appropriateness for its intended use. Ladders should then only be placed on a firm level non-slippery surface unless they are specifically designed for other use for example stairs. Use of ladders and or step ladders should be viewed as a last resort. When working off ladders and or step ladders you must ensure that a second person is utilised to foot the aforementioned. Ladders must also be secured at the head while in use.

To be read in conjunction with 4.28 Scaffolding