



# **Preston Athletic Football Club**

## **Safety Policy**

## INTRODUCTION

Preston Athletic Football Club (“the Club”) is a member of the East of Scotland Football Association. The Club Stadium is Pennypit Park, Rope Walk, Prestonpans, East Lothian, EH32 9JQ. This document details the Club’s Safety Policy.

This document contains the Club’s policy regarding Health and Safety. It is part of the Club’s overall Safety and Quality Management System and must be read in conjunction with the current versions of:

- Preston Athletic FC Ground Safety and Contingency Plan;
- Preston Athletic FC Medical Risk Assessment and Medical Plan;
- Preston Athletic FC Code of Conduct.

All of these documents are publicised at the ground and are posted on the Club’s website.

The Safety and Quality Management system takes account of and is designed to meet the requirements of the “Guide to Safety at Sports Grounds” issued by the Department of Media, Culture and Sports.

If you have any questions or comments about this policy, supporting documents or any aspect of how Preston Athletic FC ensures the safety and quality of its services, please contact the Chair, Safety Officer or Secretary at the club or *via* the website.

## SAFETY POLICY

Preston Athletic is committed to ensuring the highest standards of safety for everyone associated with its activities.

The Committee and Members of Preston Athletic recognise their responsibilities for Health and Safety with respect to all the club's activities, including:

- Ensuring that the facilities and equipment are safe and fit for purpose;
- Implementing effective contingency plans for recognisable risks;
- Undertaking a medical risk assessment and maintaining a plan to reflect the outcome of this assessment;
- Undertaking a disability access audit and acting on its outcomes;

Preston Athletic will never request anyone to carry out activities which it considers could adversely affect their health and safety. The law requires the Club to take all **reasonably practicable** steps to ensure health and safety.

Anyone who does not consider that the Club is doing everything reasonably practicable to ensure Health and Safety should contact the Chairperson, Safety Officer or Secretary at the club or *via* the website.

## RESPONSIBILITIES

The Club recognises that Health and Safety requires the diligent behaviour of everyone at all times. Nevertheless, there are individuals who have specific responsibilities, as defined in this section.

### Chairperson

- Exercising overall control over all players, staff, volunteers and others participating in the club's activities;
- Ensuring that there are current, up-to-date Safety and Quality documents, including:
  - Safety policy
  - Contingency plan
  - Medical risk assessment
  - Medical plan
  - Code of Conduct
- Appointing and supervising the Safety Officer
- Ensuring that there are the necessary resources for the implementation of this Policy
- Ensuring that the local authorities are consulted and their requirements implemented before any match that is anticipated to exceed the normal operating maximum capacity
- Ensuring that any incidents or accidents are properly investigated and reported
- Maintaining personal awareness of the relevant Health and Safety regulations

### Safety Officer

- Checking that the Policy and other requirements are being implemented
- Reporting any complaints, risks or deficiencies to the Chairperson
- Ensuring that they (or an appropriate nominated deputy) is immediately contactable during matches to take control of any incident or complaint
- Maintaining personal awareness of current Health and Safety regulations, practices and procedures
- Advising the Chairperson on all Health and Safety matters.
- Liaising with the Sports First Aid personnel at each match
- Checking emergency exits and signage at each match

## Committee Members

- Supporting the Chairperson and Safety Officer
- Dealing with any incidents or concerns brought to their attention
  - Providing immediate remediation
  - Reporting to the Chairperson, Safety Officer or Authorities as required
- Participating on Board review of all policies and procedures relating to Health and Safety.

## First Aiders

*(NOTE – it is a club requirement that a trained sports first aider is present at training sessions and every home match.)*

- Check that medical equipment is present and in good condition
- Check defibrillator is present and in working condition
- Provide immediate first aid commensurate with training and experience
- Arrange through the Safety Officer for medical support in the event of serious injury
- Advise the Safety Officer and Chairperson of any circumstances which might unreasonably compromise Health and Safety.

## Club Room Supervisor

- Ensure that all staff are trained in the relevant Health and Safety procedures including food hygiene
- Ensure that all fire exits are accessible and unlocked
- All sources of potential fire are controlled and safe.

## Everyone

- Everyone associated with the Club in any capacity and everyone attending Club events must:
  - Comply with Club policies and procedures;
  - Comply with any reasonable request from Club officials

## TRAINING

The Club is committed to providing appropriate training for everyone who has an identifiable role in ensuring Health and Safety.

Generally, staff are encouraged to attend training and meetings which may prove beneficial.

Specifically,

- All sports first-aiders must have a current certificate approved by the SFA;
- Those helping in the bar or food areas must have the food handling and / or licensed premises training required by the local authority;
- Team coaching staff must maintain the licences required by the SFA.

## COMMUNICATION

Communication regarding Health and Safety is a two-way process.

The Club will communicate its expectations through its website and by posting all policies, procedures and codes of practice prominently in the ground.

All incidents, reports, complaints and comments received will be dealt with at the time by the Chairperson and the Safety Officer. These will be reported to the monthly meeting of the Board and appropriate follow-up will be agreed. This may include:

- Revisions to practices and procedures;
- Communicating with those affected to ensure that they understand what the Club has done in response to the situation;
- Taking advice from others about how to prevent or manage recurrence;
- Disciplinary action where there has been a breach of rules by a player, coach or member of the club.
- Publicising relevant information on the website (**but** without risking release of confidential or personally-identifiable information without full permission).

## Document Control

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### **Authorised for issue:-**

Authorisation details are retained electronically in the document management system

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### **Last Review Date (To be reviewed and published annually).**

Review Date: 30 August 2020

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### **Mandatory Review Date (To be reviewed and published annually).**

Review Date: 30 August 2021

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Reviewed with updates by: Lesley Birrell, Club Secretary