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Health and Safety at Work Act, 1975

Oldham Boxing Health

and Safety Policy

PART ONE

General Statement of Policy, Duties & Responsibilities

# 1.1 Policy Statement

Oldham Boxing club recognises and accepts its health and safety duties for providing a safe and healthy working environment as far as is reasonably practicable for all its workers paid or volunteer and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Organisation to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Organisation’s premises and to that intent to:

* Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
* Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
* Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
* Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
* Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
* Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
* Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative).
* Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Organisation’s activities.
* Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Organisation’s activities.
* Provide information to other employers of any risks to which those employer’s workers on the Organisation’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation’s Management board. The statement and the procedures are to be reviewed every year by the health & Safety Officer*.* A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Management board.

Health & Safety Officer : Eric Noi

*Phone 07988701805*

*Email ericnoi@oldhamboxing.co.uk*

# 1.2 Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

* Make workplaces safe and without risks to health.
* Ensure plant and machinery are safe and that safe systems of work are set and followed.
* Ensure articles and substances are moved, stored and used safely.
* Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

* Assess the risks to health and safety of its volunteers/workers.
* Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
* Record the significant findings of the risk assessment and the arrangements for health and safety measures.
* Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers.
* Appoint someone competent to assist with health and safety responsibilities;
* Set up emergency procedures;
* Provide adequate First Aid facilities;
* Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
* Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
* Prevent or adequately control exposure to substances that may damage health;
* Take precautions against danger form flammable or explosive hazards, electrical equipment, noise or radiation;
* Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
* Provide health surveillance as appropriate;
* Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
* Ensure that appropriate safety signs are provided and maintained;
* Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

# 1.3 Statutory Duty of the Organisation’s Workers

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

* To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
* To co-operate with the Organisation on health and safety;
* To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
* Not to interfere with or misuse anything provided for health, safety and welfare purposes;
* To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation;
* Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

# 1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the appropriate person in charge. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the board who will investigate and report to the Organisation.

# PART TWO Organisation of Health and Safety

**2.1 Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Group/Organisation may publish from time to time.

## Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the

Organisation’s premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

## Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

## Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

**Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

**Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

## Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## Display Screen Equipment

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation’s expense.

## Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

# PART THREE Arrangement and Procedures

The Health and Safety Officer, nominated by the Management board, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed in the office.

## 3.1 First Aid and Accident Reporting 3.2 Fire Drills and Evacuation Procedures

### **3.1.1** First Aid

* The current First Aider(s) for the premises is displayed (*on the Notice Board in the office*).
* First Aid Boxes are provided in the following location(s):

Reception

### **3.1.2** Accidents

* In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for

“ambulance”;

* All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
* All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
* The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation’s Management Committee to consider the actions necessary to prevent recurrence.

## 3.3 Fire Drills and Evacuation Procedures

### **3.2.1** Fire Drills

* All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
* Fire drills are carried out on a quarterly basis.

### **3.2.2** in the event of Fire

* Persons discovering a fire should sound the nearest alarm;
* The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
* All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
* The assembly point for the building is at the car park at the rear.
* No-one should leave the assembly point without the permission of a member of staff;
* If **any** fire occurs, **however minor,** the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
* When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

### **3.2.3** Bomb Warnings

* If you receive a warning try to find out from the caller:

i) The approximate location of the bomb and likely time of detonation; ii) Whether the police and fire brigade have been notified; iii)

Try to RECORD EXACTLY WHAT IS SAID:

* Notify the Police immediately on 999;
* DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information form the bomb warning;
* Assemble in the car park at the rear unless the bomb warning implies otherwise.

### **3.2.4** Cleaning Materials, General Machinery and High Risk Areas

* All portable machinery must be switched off and unplugged when not in use;
* Wandering cables are a hazard; use with caution and safety in mind;
* Slippery floors and dangerous; use warning signs;

### **3.2.5** General

* All thoroughfares, exits and gates must be left clear at all times;
* Corridors and fire exits must not be blocked by furniture or equipment;
* Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
* Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

# PART FOUR Appendices

**APPENDIX A – ACCIDENT REPORTING**

## 1. Accidents

All accidents which occur during work for the Organisation and/or for the User/Hirer, or on premises under the control of the Organisation must be recorded.

## 2. Accidents to Workers or Contractor’s Staff

a) For ALL Accidents

**Complete Accident Form and give to Health & Safety Officer** b) **For accidents reportable to the Health & Safety Executive** (for contractors see c)) If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies tothe Chair of the Management Committee.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**  HSE

c) If a reportable accident involves a contractor’s employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor’s employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

## 3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

1. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**: HSE

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

## 4. Definition of Specified Major Injuries or Conditions

* Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
* Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
* Other specified injuries and conditions:
  + The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  + Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  + Loss of consciousness resulting from lack of oxygen o Decompression sickness requiring medical treatment o Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  + Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material o Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

## 5. Dangerous Occurrences

In the event of any of the following:

* Collapse/Overturning of machinery
* Explosion/collapse of closed vessel/boiler
* Electrical explosion/fire

## 6. Occupational Diseases

o Poisoning o Skim Diseases o Lung Diseases o Infections

## Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:
   * The number and width of escape routes so as to provide a ready means of escape from all parts of the premises? o Emergency lighting and its maintenance?
   * The most suitable way of raising an alarm in the event of fire? o The contents of fire instruction notices?
   * The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided? o The maximum number of people who should be allowed on the premises at any one time? o Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits? o Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
   * Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
   * Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
2. Is Fire Equipment properly looked after?
   * Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
   * Are staff/duty officers trained to use this equipment?
   * Is equipment kept in its proper position and always clearly visible and unobstructed?

1. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

o Heater and cookers turned off?

* + Televisions and other electrical apparatus turned off and unplugged?
  + Lights off?
  + Internal doors closed?
  + Outside doors and windows closed and secured?

1. Are all reasonable steps taken to prevent fires?
   * Smoking not allowed on the premises o Heating appliances fitted with adequate and secure fire guards? o If portable heaters have to be used, are they securely fixed and kept away from combustible materials? o Precautions to ensure that convector type heaters are not covered with clothes and curtains?
   * Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician? o Sufficient socket outlets provided to obviate the need for long trailing flexes? o Damaged leads replaced

regularly? o All parts of the premises kept clear of waste and rubbish, particularly store rooms and boiler rooms?

1. Risk Assessment o Risk assessments relate to activities within the premises or grounds o Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff

AND volunteers

* + A risk assessment needs to be carried out whenever a new activity is envisaged
  + o Assessments need to be repeated whenever circumstances change:
  + ▪ Changes in layout of equipment
    - Observing trends on the accident form
    - Changes in staff
    - Introduction of new procedures, processes or materials

## Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, ‘user’ status would apply if most or all of the following criteria are met:

* + - The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
    - The individual has no discretion as to the use or non-use of the display screen equipment
    - The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
    - The individual uses display screen equipment in this way more or less daily o Fast transfer of information between the user and the screen is an important requirement of the job
    - The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

1. Workers’ Entitlement

* 1. Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker’s choice.

A worker may request a test if he/she:

O Is already a user for a significant part of his/her work

* + - Is about to start using display screen equipment for a significant part of his/her work
    - Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
    - It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

* 1. Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

* 1. Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

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***We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.***

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| --- | --- | --- |
| RESPONSIBILTY | NAME OF RESPONSIBLE PERSON | CONTACT DETAILS |
| FIRE OFFICER | ERIC NOI | *Phone 07988701805**Email ericnoi@oldhamboxing.co.uk* |
| HEALTH & SAFETY OFFICER | ERIC NOI | *Phone 07988701805**Email ericnoi@oldhamboxing.co.uk* |

POLICY REVIEW

This policy will be reviewed every two years or when necessary to take account of changes in the law.

Adopted by the Trustees

Signed: ……………………Perry Gunn, Chairman……………………………………

Date­­­­­­­­­­­­: ……22/09/23………………………………………………………

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