



Health and Safety Guidance Note



Proper management of health and safety issues starts with identifying potential hazards. This datasheet is designed as a checklist to assist in the identification of hazards but it cannot possibly be exhaustive. If you have particular concerns about hazards which are not covered by this datasheet or if you require further information the first contact should be any appropriate supplier. At the end of the fact sheet, there is also a useful contact list, where more detailed information on specific topics may be obtained.

Accidents

Does the club have a Data Protection Act compliance accident book and is it reviewed regularly?

Do arrangements exist for reporting accidents to the appropriate authority?

(The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require an accident report to the enforcing authority, where a member of the public sustains an injury resulting from possible errors on behalf of the club, if this results in them attending hospital on the day of the incident. The report can be made via the Incident Contact Centre (ICC) or by other means)

Cleaning

General

- Do adequate cleaning arrangements exist and are areas marked off when floors are wet?
- Hazardous substances - are hazardous cleaning materials securely stored and are cleaners properly trained in their use and the dangers of mixing certain cleaning materials?

Standards

- Are cleaning standards sufficient for the protection of health and safety?
- No slipping or tripping hazards
- Areas where food is prepared

Clothing

- Are members advised about appropriate footwear for various playing surfaces?

Contractors

General

- Are all contractors advised of the need for safety considerations at all times?
- Are work areas clearly fenced off?
- Is all of their equipment up to current safety standards?
- Will they have access to toilet & kitchen facilities? If so, does this present an additional cleaning requirement?
- Do the contractors know the clubs emergency/evacuation procedures?

Hot work (Asphalt, tarmac, welding etc)

- Are work areas fenced off?
- Are there adequate provisions for first aid and fire fighting?
- Are adjacent playing areas closed?
- Access Equipment - is scaffolding secure to prevent children & vandals from playing on it or gaining access to the building?
- Are ladders rendered inaccessible?

Fencing off work areas

- When building work is being carried out, are the work areas safely fenced off?

Ladders & scaffolding

- Are scaffolding & ladders secured to prevent unauthorised access to the building when not in use, and to prevent children climbing?
- Is the adjacent area fenced off to prevent pedestrian access during time of use and is there proper protection to prevent falling objects hitting passers by?

Disabled members

- Do disabled members & guests have safe access to all facilities?
- Are all access and egress routes constructed to Standards required by Building Regulations 2000 Approved Document M?
- Are ramps safe in all weathers?
- Do ramps need to be signposted for disabled traffic only?

Equipment safety

General

- Do sufficient controls exist to prevent the unauthorised use of equipment?
- Are users who are authorised given suitable training and appropriate protective clothing (such as safety gloves, eye or face protection etc)?

Electrical equipment

- Does a qualified electrician carry out all installations?
- Are all portable electrical appliances checked appropriately for their use?
- Does a qualified electrician periodically check all permanent electrical installations?
- Are all machines properly guarded to prevent accidental access to all dangerous /moving parts?

Fencing off work areas

- Are there adequate provisions for fencing off areas whilst equipment is being used ensuring the safety of passers by?

Ladders & scaffolding

- When building work is being carried out, are the work areas safely fenced off?
- Are scaffolding & ladders secured to prevent unauthorised access to the building when not in use, and to prevent children climbing?

Events management / Overcrowding

- Are there adequate means of assessing and enforcing capacity controls to prevent over-crowding at events?
- Are there measures in place to keep members, guests & visitors away from catering areas & other equipment?

Facilities

- Are toilet, changing and showering facilities adequate and private?
- Are cleaning and maintenance arrangements adequate for promoting hygienic facilities?
- Are broken tiles replaced and is other damage repaired promptly?
- Are harsh disinfectants and dangerous combinations of cleaning materials avoided?
- Are arrangements in place for removal of sanitary waste?

Fire safety

- Has a 'Responsible person' been nominated?
- Has a Fire risk assessment been carried out?
- Are fire alarms tested at weekly intervals?
- Is emergency lighting inspected and tested at regular intervals?
- Are all fire escape routes clear of obstructions, well signposted and easy to use?
- Are fire extinguishers and fire hoses checked by a 'competent' person on an annual basis?
- Are observations/checks recorded in a suitable register?

First aid

- Are there facilities for calling an ambulance?
- Is there an adequate first aid box & sufficient /suitably trained personnel?

Hazardous substances

- Are the dangers of hazardous substances properly understood?
- Are non-hazardous alternatives being used by the club wherever possible? (This should be identified in the risk assessment)
- Have assessments been carried out on any hazardous materials in use at the club and adequate control procedures put in place to prevent abuse, misuse and risk to health?
- Are written assessments available for such items?
- Are they kept secure to avoid unauthorised access?
- Hazardous substances may include:
 - Cleaning materials
 - Paints
 - Weed Killers
 - Fertilisers

Local Authority

- Have you taken advice from the Local Authority about relevant local by-laws & waste disposal of trade waste?

Manual handling

- Have you carried out written risk assessments of manual handling tasks? (Refer to Manual Handling Activity Risk Control Fact Sheet 904.)
- Do you provide instructions and equipment such as a trolley for the safe lifting & moving of nets & other equipment?
- Are HSE guidelines for maximum lifting weights being followed (i.e. 25kg max at elbow height for men, 12.5kg for women?)

Safety management

- Are Risk Assessments and regular Safety Checks/Audits in place to ensure the existence of safe working arrangements?
- Are staff or volunteers instructed and trained in safe working methods and the inherent hazards & risks in their duties?

Site safety

- Are there reviews of the following to ensure that safe standards are established and maintained?

Access

- Are all ramps, steps, handrails, gangways and paths in good order?

Buildings

- Are they sufficiently secured, to prevent access by children as well as other intruders/trespassers?
- Are fragile roofs correctly signed & unauthorised access prevented?
- What arrangements exist for prompt repairs?

Vehicles & parking

- Are vehicles and pedestrian accesses separated?
- Are vehicles safe from damage by flying balls etc?
- Is the surface free from potholes or trip hazards?

Fencing

- Is all fencing secure?
- Where barbwire exists, is it properly signed and secured to prevent accidental injury?
- Does fencing meet Local Authority requirements?
- Is fencing designed to discourage children from climbing?

Floodlight safety

- Are flood light posts designed to prevent climbing?
- Do safe arrangements exist for replacing bulbs and disposing of old bulbs?
- Are Floodlights checked for electrical safety on a regular basis?

Ground surface safety

- Do arrangements exist for fencing off damaged or unstable ground surfaces?

Weather considerations

- Has any form of assessment been carried out regarding the safety of different playing and pedestrian surfaces during different weather conditions?
- Are suitable means in place to advise members & guests of any potential hazards?

Waste disposal

- Do proper arrangements exist for the disposal of broken glass and similar materials?
- Do proper arrangements exist for the safe disposal of hazardous substances?
- Do proper arrangements exist for the safe disposal of sanitary waste?
- Are disposal arrangements secure and free from rodent infestation?

Young people

Are there special additional arrangements for the supervision and education of young staff, members and visitors, taking account of their lack of maturity & experience? For example:

- Suitable and sufficient Risk Assessment
- Adequate supervision of events organised for younger persons and during school holidays
- Instructions to avoid climbing and unauthorized access
- Coaching including warming up exercises to avoid strains & sprains
- Discouraging horseplay
- Unauthorised use of equipment
- Vandalism

Risk Assessment

Risk assessments should be carried out before a new activity takes place or when an existing activity changes significantly. It is recommended that a group rather than an individual should review risks. Once any hazards are identified, it is good practise to determine priorities for action. Sometimes this will require further research, for example obtaining Safety Data Sheets from the suppliers of hazardous substances so that a proper assessment can be made. Other hazards' level of risk can be judged using the skills and knowledge of club members. The following illustration gives one method. Other methods are described in Health & Safety Executive documents available from HMSO and the Internet (addresses for which are given below.)

		Severity		
		Minor	Moderate	Major
Likelihood	Likely	3	6	9
	Possible	2	4	6
	Unlikely	1	2	3

For each of the hazards identified during your hazard spotting exercise:

1. Form a view on how likely the hazard is to cause an injury.
2. Determine if the injury is likely to be
 - **Minor**" (e.g. requiring no treatment or immediate first aid only,)
 - **Moderate**" (requiring medical treatment) or
 - **Major**" (requiring hospitalization).
3. From the matrix, identify the risk rating, from **1 to 9**.
4. High scores should be the subject of immediate remedial work or policy change. Other matters can be dealt with in order of priority.

See the 'Health and Safety Clubmark Guidance' for further details on the practical application of good practice.

This datasheet is an outline of the position at the time of writing. No part of this datasheet should be copied or transmitted to any third party or non-Association member. If you need to shorten or adapt the datasheet for your own internal use, please contact us first. Advice on any specific problem is always available from the BASeLINE advisors on 0844 5618133. Calls charged at normal national rate)

