

GRASSHOPPERS

Rugby • Netball • Social

Grasshoppers Rugby Football Sports and Social Club

Health & Safety Policy Document

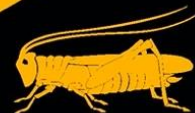
Revision 10: Dated 1st November 2021

See website for more details

www.grasshoppersrffc.com

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PREFACE

This Health & Safety policy is available for all employees, club members and guests. It is a guide to the safe working practices and statutory requirements that must be followed. It also defines rules & procedures, which have been developed within the club to actively promote the highest standards of health, safety and welfare.

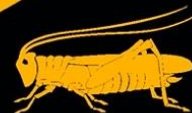
Please read it carefully; always keep to the rules and procedures and follow the guidance that it gives.

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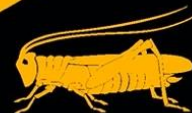
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Statement of Club Policy on Health & Safety

The Executive Committee of Grasshoppers Sports and Social club fully accept our responsibilities to our employees and members to ensure, so far as is reasonably practical, their health, safety and welfare and to:

- Provide and maintain within the framework of law and of good practice, safe and healthy working conditions, equipment and systems of work for all of our employees, contractors, visitors and others.
- Make arrangements to ensure so far as is reasonably practical, safety and absence of risks to health in connection with the use of the clubhouse facilities and grounds for all our members.
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practical the health and safety at work of our employees.
- Maintain in a condition to be safe and without risks to health, so far as is reasonably practical, any areas under our control.
- Provide and maintain for our employees a working environment that is, so far as is reasonably practical, safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

The Executive committee accept their Health & Safety responsibilities but we depend on the co-operation of all employees and members, who should be aware that they too have responsibilities under this legislation. To comply with the Health & Safety policy at all times is the duty of all employees and club members who should act responsibly, work in a safe manner, and do everything they can so as to prevent accidents to both themselves and others.

We also accept that we have a responsibility for the health, safety and welfare of others that may be affected by the activities on our premises. Not only within the clubhouse, but on the grounds that are controlled by us.

To ensure the success of our policy we will carefully monitor its effectiveness and review the content annually. Revisions to the policy will be implemented as a result of deficiencies highlighted by the review, by new legislation, or by club development.

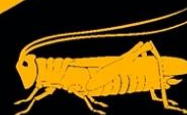
Grasshoppers Sports and Social Club is committed to the success of this policy.

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Responsibility

Executive Committee

They are ultimately responsible for Health & Safety matters within Grasshoppers Sports and Social Club. They are also responsible for the implementation of the Health & Safety policy and monitoring that the standards and procedures defined within the document are being adhered to, ensuring a safe and healthy working environment for all.

The Club will also keep employees up to date with amendments on Health & Safety requirements, where to obtain advice and adequate training. A record of recommendations, implementations and training will also be kept.

Employees (Full and Part-time)

Responsible for:

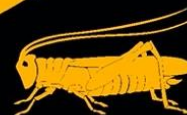
- Complying with all aspects of the Health & safety policy, ensuring that all procedures adhere to the legislation as set out in the current edition of the Grasshoppers Sports and Social Club Health & Safety policy and complies with statutory duties.
- Reporting hazards & accidents and acting accordingly to minimise risks.
- The maintenance of Health & Safety supplies and equipment, ensuring a written record of all accidents is kept.
- The general upkeep of the clubhouse and grounds maintaining standards and procedures of Health & Safety as defined in the Grasshoppers Sports and Social Club Health & Safety Policy.

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Club Members / Visitors / Guests

All persons must abide by the club rules and by any instructions that they receive relating to health and safety matters. They should not misuse or interfere with anything provided in the interests of Health and Safety. Members, visitors and guests are encouraged to bring to the attention of the Club House Manager any matters of Health, Safety and Welfare that may arise during their activities in the clubhouse.

This is how the club shows that co-operation, good communication and consultation at all levels within the club will be implemented in order to discuss any Health & Safety matters from employees, club members and guests.

Contractors

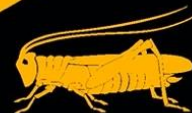
It is essential that any persons work on site; eg cleaners, builders, caterers etc, work in a safe manner and that care is taken to ensure the safety of employees and club members. Before any work begins in the club house, or on the grounds, the club house manager will meet with the contractors to discuss safety implications and agree necessary safety arrangements. These meetings will continue at regular intervals throughout the term of the contract if it is deemed necessary.

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Arrangements

Section 1 Hazard Assessment & Risk Minimisation

To comply with statutory duties and also in accordance with our own Health & Safety Policy we need to regularly conduct inspections of our premises to ensure that so far as is reasonably practicable we are maintaining conditions of safety and absence of risks to health. We need to identify hazards in order to define safe preventative and protective measures to eliminate or minimize risks to which we are exposed in our working and playing environment. We also need to identify and minimise or eliminate risks to the health & safety of persons visiting our club.

In compliance with current legislation for the purpose of identifying measures to be taken we must work through a three-stage process.

- Identifying Hazards
- Identifying Risks
- Measures to control the risks

At Grasshoppers we have implemented a system of processing Hazard & Risk Assessments.

Hazard

Anything with the potential to cause harm e.g. Materials, equipment, methods of work etc.

Assess the Risk

The likelihood that harm from a particular hazard is recognised and the consequences realised.

Minimisation

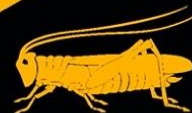
Actions to be taken to minimise or eliminate the risk

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Harm

This Risk and Hazard Assessment for the clubhouse and the grounds will be carried out bi-monthly at our own premises and recorded, identification of new hazards and instructions of action required will be distributed to all staff and members where necessary. The ledger recording the undertaking of these inspections will be filed in the Health & Safety File.

The process is required to be undertaken each time that an employee or a club member carries out an activity at the club and at locations other than our own premises. We need to be aware of potential hazards in order to maintain in a condition to be safe and without risks to health, so far as is reasonably practical, any place under our control.

When conducting a Risk Assessment check we must ensure the following points are taken into consideration.

Stop at every hazard that you observe (anything that could cause harm)

Think through the seriousness of the hazard and the risk it could cause:

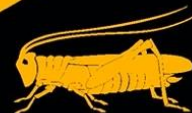
- Could the hazard be changed or moved?
- What are the risks of anyone being harmed, take into consideration work methods, precautions, processes, materials & equipment to be utilised.
- What is the worst-case scenario e.g. how many people are at risk (employees, contractors, general public etc.)?
- What is the likelihood of the worst actually occurring
- How often is the risk there?

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Never negate a hazard by assuming that common sense will prevent harm from occurring. Always assume that if it can be done, sooner or later someone will do it!

This is the most important stage of the process and will determine the success or failure of the effort to minimise the risk or injury. A crucial consideration is ordering risk & hazard control. The following list shows the most effective, preferred method of dealing with hazards at the top through to the least effective methods at the bottom.

- Eliminate
- Substitution by something less hazardous and risky
- Enclosure - Enclose it in a way that eliminates or controls the hazard or risk
- Guarding/Segregation of people
- Safe systems of work which minimise the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs
- Information (Instruction signs, handouts)
- Personal Protective Equipment

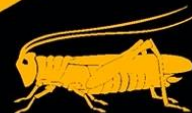
A combination of control methods may be necessary. The most risk and cost-effective methods should be chosen.

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Section 2 General Workplace Safety, Welfare & Legislation

In compliance with the legislation of the Workplace (Health, Safety & Welfare) Regulations 1992 It is the duty of Grasshoppers Sports and Social Club to ensure, so far as reasonably practicable, the health, safety and welfare at work of all our employees, members and visitors.

We will:

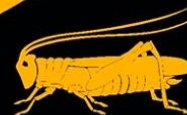
- Provide and maintain a safe workplace with the buildings being of good repair, handrails provided where staircases exist and any floor openings being fenced or covered when not in use and the edges of openings marked.
- Provide and maintain safe access to our premises, and maintain all areas in a safe condition ensuring that pedestrian walkways, gangways, steps, kerbs and fixed obstacles are clearly marked.
- Ensure that floors, corridors, doors and stairs etc. are clean and in a good state of repair, with level, even surfaces, of a non-slip nature without holes or broken materials and that they remain free of obstructions.
- Provide a hygienic workplace with clean, well-ventilated toilets, washbasins with hot & cold running water, soap and towels/dryer.
- Provide rest facilities including hanging space for clothing & drying facilities for wet clothes.
- Ensure that any power-operated apparatus include adequate safety measures to prevent injury and where necessary have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.
- Ensure that safe arrangements are made for the use, handling, storage and transport of articles and materials.
- Provide safe lighting in the clubhouse and will ensure a good level of local lighting where necessary.
- Provide well designed workstations with work surfaces at a sensible height, high enough to give ample clearance above legs and adjustable chairs with tilting back rests to support the small of the back.

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- Provide comfortable working conditions with a reasonable temperature in work areas normally at least 16 degrees Celsius or 13 degrees Celsius for strenuous work and local heating or cooling where comfortable temperatures cannot be maintained throughout a working area
- Ensure sufficient space in work areas is available to enable safe access and allow people to move about with ease.
- Provide protective clothing and equipment free of charge if required in the interests of health & safety.
- Provide information, instruction, training and supervision to ensure the health & safety at work of our employees.
- Provide information, instruction, training and supervision to ensure the health & safety of Club Members.
- Provide a written statement of the company's Health & Safety policy and ensure that all employees read and understand it.
- Consult with safety representative on matters affecting the safety, health and welfare of our employees or members.

Safety Representative: Executive Committee Chairman

Grasshoppers Sports and Social Club recognise that prevention of accidents depend on a committed attitude of mind to safety as well as design, operation and maintenance of equipment, therefore employees are encouraged to observe safe working practices. Employees are expected to recognise the importance of self-discipline and to do everything they can to prevent injury to themselves and others and loss to the club.

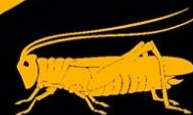
The Health & Safety at Work Act 1974 states that it shall be the duty of every employee while at work to take reasonable care for the Health & Safety of themselves and other persons who may be affected by their acts or omissions at work.

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Staff are advised to ensure that they adopt an appropriate dress code, suitable for the environment in which they are working or to the task being carried out. Due consideration in particular is to be given to wearing appropriate footwear when at work.

As regards any duty or requirement imposed by their employer or any person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare

Many accidents are caused through trips and falls, knocking into objects, unsafe use of hand tools and the failure to wear protective equipment. By applying more forethought, care and attention we can prevent these accidents through an awareness of our working environment.

Section 3 Sub-Contractors & Temporary Workers

Sub-Contractors will be subject to assessment and approval to determine their competency to carry out work safely. It will be an absolute condition of contract that all Sub-Contractors comply with all the relevant statutes concerned with health & safety, in particular the Health & Safety at Work Act 1974 and all relevant statutory provisions.

Sub-Contractors need to comply with all reasonable GRFSSC requirements as to the measures that they should take to discharge their responsibility and be aware and adhere to the club policy on health & safety.

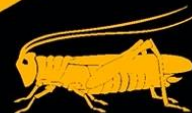
Self-employed labour and other temporary workers will be assessed to determine their competency to operate safely prior to commencing any work on the club premises.

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Section 4 Accidents & Emergencies

It is from reports of all accidents and incidents, including minor accidents, and 'near misses', that we can develop safer working methods.

- Report all accidents and hazards promptly.
- Report all accidents, however minor.

- Ensure an entry is made in the accident book.
- Know who your First Aiders are.

The accident book is located in the Clubhouse Managers Office, and is the responsibility of the Shift Manager.

Any accidents occurring on location must be reported to the Duty Manager. It is his responsibility to keep a written record of the accident and update the clubhouse accident book at the next available convenience.

In Case of an Accident

- Call or send for help. Only attempt a rescue if you can do so without placing yourself in danger.
- Protect the casualty from more harm.
- Report to your supervisor and First Aider promptly.
- Inform the club house staff

In Case of Hazard

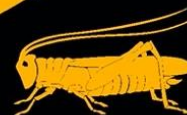
- Warn others and where possible take steps to prevent harm or reduce the risk.
- Report the hazard to the clubhouse staff.
- Don't make repairs/adjustments unless you have been trained and told to do so.
- It is your legal duty to report any accident or hazard to your supervisor.

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R I D D O R - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

1 - Reporting of Injuries

Reporting accidents and ill health at work is a legal requirement but it is common sense to make sure we and our employees are safe by notifying the Health & Safety Executive of hazards that could be of relevance to others.

We are required to report to our Local Inspector in the event of a Death or Major Injury.

2 - Dangerous Occurrence:

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence that must be reported immediately (e.g. by telephone) to the enforcing authority. Within ten days this must be followed up with a completed accident report form

NOTE:

Records of any reportable injury, disease or dangerous occurrence must be kept for three years from the date on which the event occurred.

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Section 5 First Aid

Under Health & Safety regulations it is the responsibility of the employer to provide First Aid facilities appropriate to the number of people employed and the particular risks associated with the activities undertaken on the premises.

Make sure that you are aware of where and how to obtain First Aid, find out now while you don't need it, and not when you have blood gushing from a major artery!

- Qualified personnel only should administer First Aid, except in severe cases of bleeding or cessation of breathing.
- Have all injuries properly treated, even minor wounds can lead to major surgery if not attended to properly.
- Only move an injured person if it will prevent him from sustaining further injury
- Some injuries such as eye contamination need specialist treatment. Don't let a well-meaning amateur worsen the injury, get proper treatment immediately.
- Report all injuries and ensure that all details are properly recorded.

An appointed person will be provided at all times when the club is open.

Their duties include:

- Taking Charge of the situation in the event of a serious injury/illness occurring
- Summoning the Emergency services when necessary
- Communication skills
- Maintaining First Aid Box contents

Section 6 Fire Emergency Instructions & Prevention

If you discover a fire:

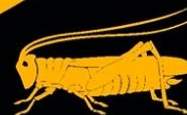
- Immediately raise the alarm.
- Attack the fire if possible with appliances provided, if trained to do so.
- Do not take personal risks.

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Once the Alarm has been raised:

- An appointed person will call the Fire Brigade
- Evacuate Building immediately ensuring nobody is left in any part of the clubhouse
- Use nearest available exit.
- Do not stop to collect personal belongings.
- Go straight to the designated assembly point:

Fire Assembly Point: Between the first team pitch and car park

- Do not re-enter building until officially instructed to do so.

When on location be sure to make yourself aware of procedures regarding evacuation during a Fire or any other emergency situation before the need arises.

When on location be sure to make yourself aware of procedures regarding evacuation during a Fire or any other emergency situation before the need arises.

Fire Prevention & Protection

Keep all fire exits clear - doors and access routes.

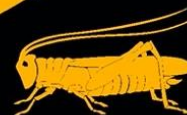
- Keep fire extinguishers free from obstructions and available in their designated areas.
- Ensure you know the location of fire extinguishers, how to identify the different types of extinguishers and their uses, and how to operate them.
- Remember water extinguishers must never be used on electrical fires.
- Familiarise yourself with the location of fire exits.
- Ensure chains are not put on fire doors.
- Do not prop open fire doors, they must always be closed.
- Maintain good housekeeping habits by not allowing combustible materials and debris to accumulate. Empty waste bins regularly.

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- Do not use unofficial heating, lighting or cooking appliances.
- Do not put clothing, tea towels and towels on or near heating appliances.
- Ensure all electrical appliances are in good repair; remove any defective appliances from use until they have been correctly repaired.
- At the end of work switch off all non-essential electrical equipment.
- Close all doors & windows before leaving premises.

Additional information can be found in the GRFCSSC Fire Safety Procedure Policy Document.

Section 7 Gas Safety

If there is suspicion of a gas leak turn off the supply and notify your gas supplier immediately if gas continues to escape.

- Ensure a suspected gas leak is not checked with a naked flame.
- Ensure NO SMOKING is allowed in the vicinity of any suspected leak.
- If necessary, evacuate as required until leak is stabilised.
- Ensure adequate ventilation- air inlets should not be blocked.
- Use only competent fitters, CORGI registered gas installers are the only ones permitted by law to work on a gas appliance, fitting or storage vessel.
- Do not use or allow the use of any appliance you know or suspect is unsafe.
- Have appliances regularly serviced by a competent person.

When on location be sure to notify the relevant persons if you suspect a gas leak, make yourself aware of local procedures regarding emergency situations.

Section 8 General Safety Rules & Procedures

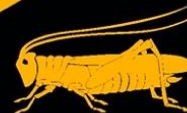
The safety of the workplace is the responsibility of everyone, we all have a part to play in helping to provide and maintain an accident free working environment. In order to achieve this it is very important to follow the proper safety rules and common sense safety practices at all times.

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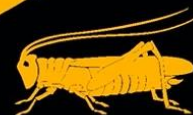
- Treatment should be sought for all accidents, and incidents reported.
- Report unsafe conditions, tools, equipment and practices.
- Carrying of firearms, fighting or the use of illegal drugs is prohibited within the clubhouse grounds.
- Any person who is unable to perform their duties satisfactorily as a result of consuming alcoholic liquor will be prohibited from working. The misuse of legal drugs is prohibited, as is the possession, distribution or sale of illegal drugs.
- Safety equipment for use on the job is not to be tampered with, misused or damaged.
- Use only equipment in good repair, ensure it is the right equipment for the job; never try to make do with damaged or unsuitable equipment.
- Ensure any equipment and machinery is switched off when not attended and at the end of the working day.
- Ensure that any unfinished jobs are left in a safe state with all tools put away correctly and any structures secured.
- Do not walk or stand under loads carried by power operated equipment.
- Ensure that all personnel working in your vicinity are aware of any obstructions or openings you create by the use of warning notices.
- Ensure that pedestrian walkways, gangways steps, kerbs and fixed obstacles are clearly marked. Usually with white gaffer tape on dark surfaces or black on light surfaces and kept clean and clear of any materials.
- Ensure that all cable runs are tidy and covered anywhere they could potentially be a tripping hazard, paying particular attention to Fire exits and passageways.
- Ensure that equipment is stacked correctly or that any rigging is secure and safe.
- All clothing should fit properly and be in good condition.

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Training & Supervision

Induction safety training will be given to every person at the commencement of employment and where entering locations for the first time. Job specific safety training in the use of equipment, hazard awareness and risk control measures will be provided to cater for identified needs.

Work activities will be properly supervised to ensure that employees at all levels are provided with appropriate information, materials tools/equipment and personal protective equipment to carry out the work safely.

Horseplay

Not only is “Horseplay” a dangerous activity, it is also an offence under the Health & Safety at Work Act. Horseplay, skylarking, practical jokes or whatever else you may call it can result in serious disabling injuries.

So the message is quite clear - **DON'T DO IT.**

Housekeeping

This is one of the most important items influencing safety. Cleaning up as you go must be the rule so that it doesn't become a burden and a hazard.

Keep fire exit routes, corridors, aisles, passageways, stairways and doors free from materials, supplies and obstructions of every kind.

Keep floors free from debris and clean up any spillage promptly.

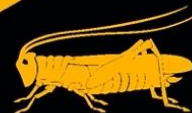
Keep all materials & equipment away from the edges of hoist ways, ladder access, stairways and floor openings.

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Tools not in use should not be left lying around, put them away when a job is finished so as not to create a hazard.

Toilets, wash up facilities and drinking water are provided for your use and comfort. Please help to keep these facilities clean and tidy.

The smoking policy of the working location is to be complied with at all times.

Section 9 Employees Working Alone

Often in the course of our business here at Grasshoppers Sports and Social Club people work on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required.

We must ensure that lone workers are not placed at more risk than other employees so each individual assignment must be examined to assess all risks by considering certain points and guidelines:

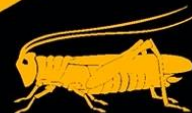
- Can one person handle all the equipment involved in the work safely and correctly?
- Is there safe access available for one person; if stairs are to be negotiated is one person still sufficient?
- Is there any excessive weight in the equipment to be used? There is a difference between being able to lift a piece of equipment and being able to carry it over a short distance or up a flight of stairs.
- Is adequate security in place for the equipment, vehicle etc. if only one person is assigned to a task? They may be called away temporarily e.g. Bathroom necessities.
- Is sufficient time available for the task or would one person be compromising safety by rushing to complete a task within a given time-scale?
- Is any risk of violence increased by the assignment of a solo worker?
- Are women and young workers especially at risk if they are working alone?

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- Ensure that you are aware of any laws that may prohibit lone working e.g. pyrotechnic procedures, rigging at heights etc.
- Where a lone worker is working at another employer's workplace they must be made aware of any risks and control measures that should be taken.
- Ensure that lone workers have no medical conditions, which make them unsuitable for working alone.
- Ensure that all lone workers are responsible and have sufficient training, as there is limited supervision in situations of uncertainty.
- Ensure regular contact between the lone worker and supervision using either a telephone or radio.
- If a job is not suitable for a lone worker then arrangements must be made for providing help. Safety must always be the first priority.

Section 10 Electrical Procedures

Electric shock is a major hazard; it can cause fires, physical injury and can KILL!

All electricity installations must comply with the Health & Safety requirements as outlined in the Electricity at Work Regulations 1989.

It is extremely important that our use of electricity is done in a safe, responsible manner, defective plugs, sockets and leads cause more electrical accidents than the appliances themselves.

Safe Installation and Operation

All electrical equipment and work on electrical equipment and services must comply with regulations. Do not allow anyone to work on or near live equipment, unless it is unavoidable and special precautions are taken.

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Insulation, Protection

Power cables to machines must be properly insulated, e.g. sheathed and armoured or installed in conduit. Earth connections must be in good condition.

Any exposed metal parts of electrical tools and appliances must be adequately earthed.

Maintenance

All electrical equipment, wiring installations, generators or battery sets and everything connected to them, must be maintained to prevent danger. This means carrying out checks and inspections and repairing and testing as necessary.

Ensure suspect or faulty equipment is taken out of use, labelled "Do not use" and kept secure until a competent person can check it.

Portable Electrical Equipment

This section includes all equipment that has a lead and a plug and is usually moved around or can easily be moved from place to place. A lot of the equipment used by Grasshoppers Sports and Social Club falls into this category.

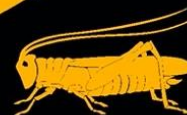
- Ensure equipment is turned off; disconnect the plug and then look for the following:
- Damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering.
- Damage to the plug, e.g. the casing is cracked or the pins are bent.
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing.
- Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace.
- Damage to the outer cover of the equipment or obvious loose parts or screws.
- Overheating (burn marks & staining).

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We encourage employees to look for external damage to the equipment before they use it and if necessary report damaged or faulty equipment.

Section 11 Equipment Use & Maintenance

We must ensure that the equipment we are using is safe and suitable for the tasks in hand, including the environment in which it is to be used. Think about the work that has to be done. What results are we trying to achieve? Then work from this to establish the type of equipment required.

Ensure equipment is used solely for its intended purpose and is of the right specification to do the job correctly

Maintenance

We need to regularly maintain our equipment to ensure that it is kept in a good safe working condition. We must also consider the risks involved in the maintenance of equipment and tools.

Ensure that equipment is made safe before any maintenance begins.

Storage

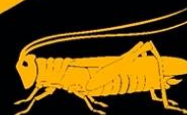
We must store our equipment & tools safely so as not to cause a hazard to our employees or anyone visiting our premises. Equipment should be stored and stacked on a firm, level base so that they are not likely to fall. Use a properly constructed rack when needed and secure it to the floor or wall if possible.

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Section 12 Hazard Substances- COSHH

GRFSSC will always comply with the requirements of current rules and regulations on all hazardous substances. You should always comply with these rules and follow the instructions of the Control of Substances Hazardous to Health (COSHH) Regulations.

- Always read labels & safety data sheets for hazards of substances or their ingredients before you use, transport or store any substances. If in doubt contact the supplier.
- Follow the instructions on the label.
- If a substance is transferred to smaller containers, ensure a label is used detailing the contents, composition, hazards, first aid and what to do in the event of an accident.
- Do not store chemicals in open containers such as jam-jars or bottles.
- Report any hazard or defect; don't assume someone else will do it.
- Assess storage risks by considering the substances and amounts stored.
- Keep dangerous chemicals locked away and in covered containers.
- Never mix two substances together unless the instructions say it is safe to do so.
- Report any leakage or spillage immediately.
- Use personal protective equipment provided where necessary.
- Do not smoke, eat or drink while using hazardous substances.
- Follow good personal hygiene, remove protective clothing and always wash thoroughly before smoking or consuming food and drink.
- Do not siphon or pipette hazardous chemicals by mouth- use a pump or hand operated siphon.
- Do not transfer contamination. (e.g. by putting pens/pencils in your mouth)

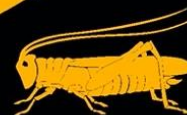
Ensure to keep your skin clean, wash off any spills immediately and get prompt first aid treatment for minor cuts. Check your skin regularly and seek medical advice at once for any rashes though use of hazardous substances.

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Section 13 Smoking, Alcohol & Drug Abuse

SMOKING

It is the policy of Grasshoppers Sports and Social Club to provide a safe and healthy environment. We recognise the needs of non-smokers and children who do not wish to breathe tobacco smoke.

It is against the law for anybody to smoke in the clubhouse. All Grasshoppers RFSSC buildings will be 'no-smoking' areas. The no-smoking rules will also apply within rooms of other buildings whilst being used for Grasshoppers RFSSC activities. Signs will be displayed at the entrance to all our buildings to indicate this situation, as required by the Health Act 2006.

Smoking is permitted outside of buildings except on or around equipment storage areas and places where explicitly prohibited. Signs will be posted outside these buildings.

Staff and members smoking outside buildings should make every effort to avoid creating a nuisance to those working in adjacent areas. Consideration should be given to sportspersons using the facilities and/or staff working nearby. As rule of thumb, 5 metre clearance should be given, which should also help to prevent entrances and exits being obstructed

The no-smoking rules apply to all employees, members, contractors and other visitors to the premises.

ALCOHOL AND DRUG ABUSE

It is the policy of Grasshoppers Sports and Social Club that all employees will be free from the effects of the following during working hours:

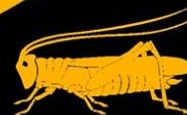
- Consumption of Alcohol
- Substance Abuse
- Drug Abuse
- The taking of illicit drugs or misuse of prescribed drugs.

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Any Employee found participating in, or attending work under the influence of the above, shall be suspended immediately and disciplined accordingly.

The quality of the workplace and the health of our employees, members and anyone else who may be affected by our actions are always of paramount importance. Abuse of the above can impair judgement and alter perception creating hazardous risks, which are unnecessary and unacceptable.

Section 14 Manual Handling.

Statistics show that a considerable proportion of time lost through sickness is because of strains, many of which are caused by faulty manual handling techniques. As a company we need to consider the risks from manual handling to the health & safety of our employees and act accordingly to minimise these risks.

Good Handling Technique,

Here are some important points, using a basic lifting operation as an example.

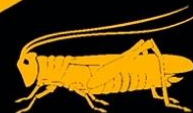
- Stop and think
- Plan the lift.
- Where is the load to be placed?
- Use appropriate handling aids if possible.
- Do you need help with the load?
- Remove obstructions such as discarded wrapping materials.
- Check for rough or sharp edges.
- When lifting from a low-level bend the knees taking care not to kneel or over flex the knees.
- Keep the back straight.
- Tuck in the chin
- Lean forwards a little over the load if necessary to get a good grip.
- Keep the shoulders level and facing in the same direction as the hips.
- Get a firm grip
- Try to keep the arms within the boundary formed by the legs.

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- The best position and type of grip depends on the circumstances and individual preference but it must be secure.
- A hook grip is less tiring than keeping the fingers straight.
- If you need to vary the grip as the lift proceeds, do it as smoothly as possible.
- Keep close to the load
- Keep the load close to the trunk for as long as possible.
- Keep the heaviest side of the load next to the trunk.
- If a close approach to the load is not possible, slide it towards you before trying to lift.
- Don't jerk
- Lift using the legs.
- Lift smoothly without jerking.
- Move the feet
- Put down, and then adjust
- If precise positioning of the load is necessary put it down first.

Section 15 Working at Height.

Every year many workers are killed or seriously injured as a result of falls from height. All employees must take particular care when working at heights and using equipment such as ladders, scaffolding and elevating platforms. When a Hire Company or contractor supplies equipment, the individual user has a responsibility to inspect the equipment and to satisfy themselves that it conforms to the appropriate regulations and must be maintained to that standard.

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Section 16 Noise Levels.

When working in an area where noise levels are abnormally high or prolonged it is advisable to wear adequate hearing protection. Cotton wool is not considered an adequate hearing protection.

Music concerts, car and motorcycle races, and other spectator events often produce sound levels that warrant hearing protection.

Young people in particular should get into a habit of avoiding noise exposure before their hearing is permanently damaged.

It is important to recognise that both the level of the noise and its duration (i.e., exposure) contributes to the overall risk. Certain noises, such as explosions, may cause immediate permanent damage.

Many sources, such as power tools, chain saws, aeroplanes, farm vehicles, and firecrackers etc, may produce dangerous exposures. If two people have difficulty speaking to one another over 2 metres the level is likely to be about 85 dB (A) or above and you should wear hearing protection.

Section 17 Compressed Air

There are many ways in which compressed air can be dangerous, for example it could enter body orifices such as the mouth and ears, causing severe and often fatal injuries and at a high pressure it is capable of penetrating the skin. Vessels containing compressed air even at comparatively low pressure, can explode violently once their integrity is lost. Remember the following safety points when using compressed air:

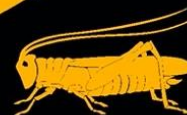
- Check equipment regularly and immediately report any defects.
- Horseplay with compressed air is extremely dangerous and is strictly forbidden.
- When dealing with compressed air, the exhausting air should be directed away from the body.
- Safety and monitoring devices should never be misused or abused.
- When using air-powered equipment, ensure to turn off at the air outlet to relieve the pressure before disconnecting the implement

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Section 18 Personal Protective Equipment

In some work activities Personal Protective Equipment (PPE) has to be supplied and used whether it be a legal requirement or a condition of employment. PPE has to be used sometimes because there is no other way to protect you from the possible risks of the work that you do.

Check that your PPE is suitable and in good, clean condition before you start your work and always stored correctly when not in use.

- Ensure that your PPE is properly adjusted for comfort and compliance with the manufacturer's instructions.
- Never disregard the need for PPE for those jobs that "just take a few minutes".
- There is a wide range of PPE suitable for almost every work activity.
- Wear suitable clothing for the temperature of environment you will be working in.
- Do not forget other protection such as safety harnesses or life jackets.
- Ensure to wear sunglasses and sunscreen with a high SPF on all exposed areas when working in direct sunlight to avoid risk of skin cancers.
- Ensure to have appropriate rainwear on hand for any outdoor work.

Section 19 Violence Risks

There are many areas in which we engage potential risks of violence. We must minimise these risks so far as is reasonably practical to ensure the safety of our employees and members.

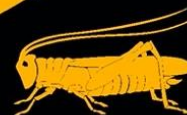
Those employees in face-to-face contact with the public are normally the most vulnerable and we recommend that they watch for early signs of aggression or 'Trouble Brewing', and try to avoid the situation rather than be led into it. Make sure that your own attitude is of a non-confrontational nature.

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Clubhouse Premises

We must be vigilant at our own premises to ensure that there are no increases in the risk of violence toward our employees or members. As we are open to visits from the general public we can never fully eliminate the risk of somebody of a violent nature walking through our door. The very nature of our premises makes us an attractive target for theft and with theft comes a risk of violence.

- Be aware of all people traffic and be aware or inform staff if there are any unauthorised “guests”.
- Ensure that the clubhouse video system is operating so that we can monitor arrivals.
- Ensure that cash on the premises is kept in a secure area.
- Bank money frequently and vary the route taken to reduce the risk of robbery.
- When collecting or depositing money from the bank, a colleague should accompany staff.

Rehabilitation

If a violent incident occurs the club will respond quickly to avoid any long-term stress to our employees using the following procedures accordingly.

A shoulder to lean on

We will encourage you to talk through any experiences of a violent nature as soon as possible after the event, and are aware that verbal abuse can be just as upsetting as a physical attack.

Recovery

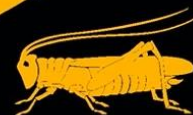
We understand that individuals react differently and need different amounts of time to recover from an incident and will assist when appropriate and deemed necessary with organising time away from work and organising specialist counselling.

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Legal Assistance

We value our staff and will not hesitate in assisting with the prosecution of those who have committed attacks of a violent nature toward our employees. Where appropriate will use the full extent of the law to help bring them to justice and assist in seeking adequate compensation for any injuries sustained.

We understand and will consider the effects of a violent attack on victim's colleagues and will offer guidance to help work through their reactions toward the incident.

Section 20 Office Safety

An office is only as safe (or unsafe) as the people who work in it. Office accidents follow a similar pattern to those that happen in the warehouse or on location and generally result from the same basic causes:

- Falls & trips
- Knocking into objects
- Handling & lifting goods
- Fire
- Electricity

The above areas may have been covered earlier in this Health & Safety manual but here are a few additional pointers that are specifically relevant to the office environment.

Office Tidiness

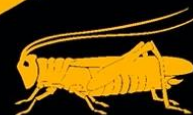
Untidiness can contribute to accidents and could also be the cause of fires.

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Falls & Collisions

Falls are the most common form of office accidents and often result from untidiness. If something is spilled have it cleaned up immediately.

Equipment & Machines

The majority of office equipment is not particularly dangerous, as the working parts are usually well enclosed. Even so machines should always be treated with respect and used in accordance with the manufacturer's instructions. Where machines are electrically operated never tinker with the electrics if there is a breakdown. Report the problem immediately and a competent engineer may be called if necessary; this also applies to broken switches, loose connections and damaged cables.

Take particular care with smaller office equipment such as knives, scissors and stapling machines. All are capable of inflicting painful injuries.

Before leaving work be sure to switch off all electrical appliances.

Lifting & Carrying

It does not need to be a very heavy weight to strain your back; it's the way you lift or carry it that does the damage. If the load is too heavy for you to carry alone get help.

Working with Visual Display Units

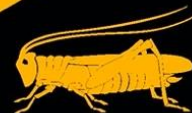
Working with Visual Display Units (VDU's) and their use is not generally high risk, but it can lead to muscular and other physical problems, eye fatigue and mental stress.

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Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed.

Getting Comfortable

Adjust your chair & VDU to find the most comfortable position for your work. Ensure you have enough workspace to take whatever documents or other equipment you need. Try different arrangements of keyboard, screen, mouse and documents to find the best arrangements for you.

Section 21 Sports and Gym Safety

Any type of athletic activity carries the potential for personal injury or death. All participants should be aware of, accept these risks, and be responsible for their own actions and involvement.

Membership of any Sports Club automatically assumes that the participant is familiar with and agrees with the Health & Safety Policies that are laid down by their governing body

Individual Responsibilities

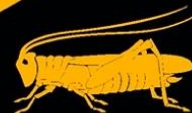
- All participants must follow all directions given to them by their instructor.
- All equipment (group and personal) must be appropriate for the activity taking place.
- You must inform the instructor of any medical condition, injury or illness that may affect your ability to undertake an activity.
- All instructors should have completed a Grasshoppers H&S Check List before commencing any activity.
- The instructor should offer a safe and enjoyable introduction to the activity for its members, paying particular attention to novices (a novice is defined as a person who cannot participate in the activity due to lack of knowledge/skills/training).
- All activities should have an appointed First Aider present at all times.

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Instructors include all responsible persons ie. Leaders, Organisers, Captains, Coaches etc

Gym Safety

There is a risk of injury when using (or misusing) weight training equipment. The following points should be followed:

- Before participating in an exercise programme, it is recommended that all users have a thorough physical examination from a medical practitioner.
(Any person with a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease should first obtain permission from their doctor.)
- If you are unclear about how a piece of equipment works, or how to train / lift correctly, contact a qualified instructor.
- Inspect equipment before each use for loose, worn or frayed parts. Report to Club House Duty Manager.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.

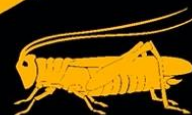
Before using The Grasshoppers Gym and its equipment participants must have read and understood the Grasshoppers Gym Usage Policy.

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Section 22 Minibus Passenger Transport Vehicles

There are safety hazards associated with the use of minibus passenger transport vehicles (minibuses) and all drivers should be aware of and accept these risks. This is in order to reduce the risk of these hazards causing injury or damage, as far as is practicable.

Before using a Minibus for a Grasshoppers excursion, the driver/drivers must have read and understood the Grasshoppers Minibus Code of Practise and Guidance Notes.

The Executive Committee are responsible for;

- ensuring that all journeys organised by club members are properly planned and supervised.
- all aspects of Grasshoppers own Minibus(es) with respect to its (their) use, operation and maintenance.

Drivers must be competent. Driver's competency is a combination of experience, physical ability and training. Since minibus drivers must hold car driving licences they will possess an initial level of competency. A higher level of competence is required to drive minibuses.

Drivers, who have had an alcoholic drink, are on sleep inducing medication, have not had a sufficient break from previous arduous and stressful tasks, are not considered competent to drive minibuses. Vehicles must be fitted with seat belts for, and worn by, all occupants.

The Legal Requirements

In normal circumstances you must be at least twenty-one years old to drive a minibus.

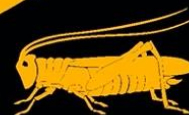
As the driver of a passenger carrying vehicle you are responsible not only for the safe driving of the vehicle, but ensuring that its operation is legal in all aspects.

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You will be held responsible for the number of passengers carried and could be held accountable for their conduct.

Do not be tempted to overload the vehicle since you could invalidate the insurance and render yourself liable to prosecution.

Seat belts must be used by the passengers. It is the passenger's responsibility to secure their seat belts.

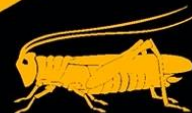
It is your responsibility to ensure that the minibus is roadworthy, taxed, insured and holds a current MOT certificate.

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Acceptance Signature Page

A copy of this Health & Safety policy will always be available in the Clubhouse Managers Office for easy reference should you ever have any queries.

If you are ever any unsure of anything regarding the Health & Safety of yourself, your colleagues or club members do not hesitate to ask for assistance.

Now that you have read the Grasshoppers Sports and Social Club Health & Safety policy please sign the record sheet acknowledging that you have read & understood the contents of this policy and accept the responsibility of maintaining a Safe & Healthy working environment.

NAME: _____

EMPLOYER: _____

I certify that I have read the Grasshoppers Sports and Social Club Health and Safety Policy Document.

I accept that I am required to read, understand and act on the contents of this safety handbook.

SIGNATURE: _____

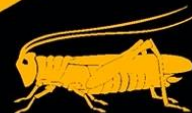
DATE: _____

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Revisions to the Health and Safety Document

Revision 1 – Updated

Revision 2 – Updated

Revision 3 – Updated

Revision 4 – December 2005 - Gym Safety Policy

Revision 5 – August 2006 – The use of Minibuses and Transport Vehicles.

Revision 6 – July 2007 – New Non-Smoking in Public Places

Revision 7 – February 2012 – H&S Statement revised (section 13), Site and Location Plans added, safety representative updated, fire assembly point updated, footwear at work (section 2)

Revision 8 – February 2013 – Section 6 - reference to Fire Safety Procedure Policy Document added.

Revision 9 – October 2019 – Updated

Revision 10 – November 2021 - Updated

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