

Health and Safety Policy and Arrangements

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1. Introduction to the Organisation

1.1 Brief History

Prestwich Cricket Club was formed in 1840 and is one of the oldest clubs in Manchester. It was originally founded at Thatch Leach Lane, moving through Diggle Hills and Stack Meadow (now Highfield Road). A Tennis section was introduced around 1891. It moved to its current ground in 1904 and evolved into a multi-sports Club, adding Tennis and Bowls to the core Cricket.

The bowling Green was added next to the pavilion in around 1914. The Club suffered heavy losses during the First World War, with the 2nd XI virtually wiped out. Mr Joseph Rostern created a fund in memory of his own son, Lieutenant Norman Rostern, who was killed on March 28, 1918. Today, the Norman Rostern Trophy is presented each year.

In the 1920s, the club added 4 new shale Tennis Courts, with the first 2 inaugurated in 1925. In the years leading up to the Second World War Prestwich became a founder member of the Manchester and District Lawn Tennis League, in which 40 clubs competed until 1940.

But once again the conflict called many men from their homes to fight overseas and it fell to the lady members to keep the club going. During the war lady members would even roll the courts and paint the pavilions. In 1947 they were made the first lady life members of the club in recognition of their efforts.

During the 1950s the club played host to a major annual cricket contest against Manchester United which drew huge crowds. But following the Munich Air Disaster the event was cancelled and has not returned since.

Seating for 300 spectators was created in 1962 and in the late 1980s, land formerly used as a football pitch was sold to finance a new brick pavilion and clubhouse, opened by Sir Clive Lloyd in 1991. These were further extended in the years that followed.

Since then, the club has added three new floodlit tennis courts; new changing rooms, and refurbished and extended the clubhouse to include a new members' lounge.

The early 2000s also saw football become the fourth sport to be played at the club, which now boasts several teams of varying age groups.

Prestwich CTBC is now a fully integrated, community Sports Club offering year-round facilities for Members and guests, with a function room and members' bar. In addition to the main sports, Prestwich Athletics Club operate from these facilities and a regular Dominoes and Crib night happens over the Winter.



2. Responsibilities

Overall and final responsibility for Health and Safety is that of the Club Chairman and the Management Committee of the Club.

The Committee shall appoint competent persons to assist the club in fulfilling its duties under the Management of Health and Safety at Work Regulations 1999. The Committee shall ensure that adequate resources are provided to protect the Health and Safety of all employees, members, volunteers and visitors of the club.

Members of the Committee are required to:

- Give appropriate priority to Health and Safety matters.
- Support implementation of a Lockdown procedure
- Provide adequate resources and support to any appointed Health and Safety professional.
- Ensure that the objectives of the Health and Safety policy are being met.
- If applicable, provide necessary Health and Safety training.

Designated Club Officers are required to:

- Ensure that all hazards and associated risks are identified and suitable control measures are implemented.
- Communicate information regarding Health and Safety Matters effectively.
- Communicate information regarding Lockdown procedures.
- Identify and implement safe systems of work.
- Promote good housekeeping standards.
- Provide adequate provisions for the supply of suitable safety equipment.
- Ensure that all plant, equipment and tools are used correctly, maintained in a safe working condition and adequately stored.
- Where necessary, ensure any defective plant, machinery, tools or equipment is taken out of use until effectively repaired or replaced.
- Ensure that all hazardous and dangerous substances are identified and stored correctly in accordance with the COSHH assessments and COSHH data.
- Ensure all accidents are fully investigated.

Employees must ensure that they comply with legal responsibilities which protect themselves and anyone affected by their actions. Employees must also adhere to any workplace rules put in place to manage health and safety and ensure that work equipment is used as intended. Employees must also:

- Carry out a pre-start visual inspection of area prior to the commencement of their duties. Report any issues immediately to an appropriate person (as detailed in this policy statement).
- Co-operate with Members of the Committee and any designated Club Officers on health and safety matters.
- Take reasonable care of their own Health and Safety and that of others e.g. fellow employees.
- Comply with control measures that have been identified as part of the club Risk Assessment programme.
- Not interfere with anything provided to safeguard their Health and Safety.



- Use and store all plant, equipment and tools safely
- Report any defective plant, machinery, tools or equipment are reported and ensure it not used until effectively repaired or replaced.
- Use all Personal Protective Equipment as directed.
- Use all Hazardous Substances in compliance with the COSHH Assessment and COSHH Datasheets.
- Understand and comply with the Fire and Emergency evacuation procedures.
- Understand and comply with all Lockdown procedures.
- Understand and comply with the First Aid arrangements.
- Comply with all instructions given to ensure their personal safety and the safety of others.
- Dress appropriately for their particular working environment or undertaking.
- Conduct themselves in an orderly manner in the workplace.
- Ensure that all accidents are reported and liaise with the Health & Safety Representative during any investigation.
- At all times maintain good housekeeping standards.



3. H&S Policy Statement

Prestwich CTBC is committed to the health, safety and wellbeing of all of our employees, club members and visitors to the club. The Club aims to comply with all relevant H&S Legislation by assessing risks and providing and maintaining adequate controls arising from club activities. In order to fulfil this commitment, we shall:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all employees and members are given the appropriate level of training and instruction by regularly assessing individual ability, dependant on age, maturity and development
- Ensure that all employees and members are aware of, understand and follow the club's Health & Safety Policy and the club Lockdown Policy
- Appoint a competent club member to assist with Health and Safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all stakeholders
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises using the incident report form
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

Prestwich CTBC offers their full support and commitment on all Health and Safety issues and will provide necessary resources to enable correct implementation of the policy.

The successful implementation of the policy relies on all responsibilities being fulfilled and a general aim of continuous improvement through monitoring, regular review and reporting.

Agreed on behalf of Prestwich CTBC:

Brian Lorenzini

CHAIRMAN

13/02/2026



4. H&S Arrangements

The arrangements section shall set out the process and procedures that the club shall follow in order to control the key risks that have been identified by risk assessment.

4.1 Risk Assessment

Since 1993, it has been a legal requirement for all employers and self-employed people to carry out a suitable and sufficient Risk Assessment of their activities at work which could affect the Health and Safety of themselves, their employees or anyone else.

If an accident occurs, the investigating authorities will ask to see evidence that the process of Risk Assessment has been conducted. If it cannot be shown that the Employer has given “reasonably practicable” consideration to working safely it becomes more difficult to demonstrate a responsible approach. All the law requires is that reasonable steps are taken, to try to be as safe as possible and use a logical method for checking what has been done.

A suitable and sufficient Risk Assessment is required to be carried out by the Club. This would be best carried out by someone experienced in Risk Assessments and should be formally appointed by the Committee. The risk assessments shall follow the HSE advised 5 x 5 assessment process and shall be found in the Appendix A of this document. The activities with risk assessments include:

- General operation of the bar areas
- General operation of the kitchen areas
- Fire Risk Assessment
- Lockdown Risk Assessment
- Maintenance of the building and grounds
- Club Events (eg BBQ, Festivals, Fireworks Night)
- Outside Events (eg Weddings, Birthdays, Funerals, Cup Finals, Family Fun Days, Corporate Fun Days)

The Risk Assessment will be presented to the Committee, along with any resulting actions or control measures. In each case it is the responsibility of the Committee to ensure any resulting control measures are acted on, although the day to day management of such measures may be delegated to employees and volunteers. These actions and control measures taken will be reported and minuted at the monthly Committee Meetings.

All risk assessments will be reviewed at least annually, by the Appointed Person, or whenever the work activity changes. Risk Assessment changes will be communicated to the Committee, who will decide a course of action and notify those affected by the changes. Any Emergency Risks, will be communicated as soon as they become known and will be acted upon immediately.

4.2 Fire and Evacuation

Prestwich CTBC gives fire safety the greatest priority. The main clubhouse building has an L2 rated fire detection system installed.

The Club shall comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The Club has undertaken a Fire Risk Assessment of the club house and related activities. A copy of this is presented in Appendix A. All recommendations have been allocated a risk rating, priority and a timeline for close out. This has been formally presented to the Club Committee and it is the responsibility of the Committee to



ensure that all actions are closed. The Fire Risk Assessment (FRA) will be reviewed annually and a copy presented to the Club Committee.

An inspection and maintenance plan shall be managed by the Committee which includes

- Annual review of the Fire Risk Assessment
- Smoke detection testing and maintenance
- Emergency Lighting Testing
- Fire Alarm testing and maintenance
- Fire drills and testing
- Testing of Fire Extinguishers

The Fire Plan, Evacuation Procedures and Evacuation meeting Points shall be displayed on noticeboards throughout the club. Various fire-fighting equipment is provided at strategic locations throughout the premises and are documented on the Fire Safety Plans in Appendix B. It is the ethos of the club that fire-fighting equipment is only to be used to aid means of escape during an emergency. All fire exits, fire escape routes and access to fire-fighting equipment must be kept clear from any obstructions at all times. Fire doors must never be wedged open.

Regular walk rounds by members of the Club Management team shall identify Fire hazards such as blocked fire doors or large build ups of flammable equipment such as cardboard boxes. Where necessary, these will be reported to operational teams to resolve.

In the event of an incident requiring evacuation, the fire alarm will sound. All Club and Grounds users should proceed to the Primary Evacuation Point and await instructions. Announcement and instructions will be made by an Event Organiser, a Member of the Committee or the Bar Manager.

4.3 Lockdown Policy

Prestwich CTBC gives the safety of its staff, volunteers and members the highest priority. This policy aims to provide guidance on how to prepare for and respond to a lockdown situation. The aim is to protect all individuals present on-site – especially children, young people, and vulnerable adults – in the event of an actual or perceived threat.

This policy applies to:

- All club personnel (coaches, volunteers, officials, safeguarding officers)
- Parents and guardians
- Participants (including junior players)
- Visitors present during training sessions, matches, or events

What is a Lockdown Procedure?

A lockdown is a procedure initiated when there is an immediate threat to the safety of those on club premises. This may include:

- A dangerous or armed individual in the vicinity
- Nearby violent incident (e.g. police activity)
- Suspicious behaviour or intruders on-site
- Civil disturbance or terrorism



- Dangerous animals or chemical hazards

Lockdown Procedure

Preparation:

- Identify safe areas (e.g. clubhouse, secure rooms) where individuals can shelter
- Provide annual training on lockdown protocols
- Ensure clear signage and instructions
- Maintain updated contact information for all participants and parents

Triggering a Lockdown:

- Club Welfare Officer, Club Official or most senior person on-site initiates lockdown
- Call 999 immediately and describe the situation clearly

Steps to Follow in a Lockdown:

1. Alert everyone quickly, using a pre-agreed code word or loud verbal announcement
2. Guide all participants indoors and lock external doors
3. Move to designated safe areas
4. Close windows and blinds, turn off lights, stay silent and out of sight
5. Keep mobile phones on silent; avoid making calls unless urgent
6. Do not leave the building until emergency services give the all-clear
7. Keep a register of who is present and check attendance regularly

Communications:

- Do not contact parents/guardians during lockdown unless advised
- Prepare a template message for informing parents after the event

Roles and Responsibilities:

- Club Safeguarding Officer to lead on safeguarding and ensure training and drills are up to date.
- Coaches/Volunteers to know the lockdown plan and assist in moving people to safety.
- Club Committee to approve and regularly review the policy.
- All Members to cooperate with instructions and understand basic safety measures.

Post-Incident Actions

- Await all-clear from police or emergency services
- Report the incident to the Lancashire Cricket Foundation Safeguarding Lead
- Hold a debrief for staff and volunteers
- Offer support to any affected individuals
- Review policy and procedures for improvements

Review and Training

- Review annually or after any major incident
- Conduct lockdown drills at least once per season, considering safeguarding needs



4.4 First Aid and Immediate Care

Prestwich CTBC has a responsibility towards the health and safety of those people who use the club facilities. During Cricket activities, in common with all sports, players, officials or spectators may suffer injury or sudden illness. While the arrangements for spectators and officials are likely to be the same as for any other sport, because Cricket is a contact sport, the arrangements for players will need to reflect this. It is the club's responsibility to ensure that arrangements are in place so that participants receive appropriate immediate attention if they are injured or taken ill, until the emergency services arrive.

While there is a general requirement, it should be recognised that there is variation in the level of care that would be considered appropriate and this will depend on the individual circumstances at the club. It will also depend on what is reasonably practicable for the club to provide. In order to provide a safe environment in which the game can be enjoyed by all, the club encourages managers, coaches and volunteers to attend a first aid training course so that they can respond to basic first aid situations with confidence.

During any activity, the number and type of first aid personnel and facilities should be based on a risk assessment. This process is no different from other risk assessments carried out for Health and Safety purposes. In assessing the need, the club will consider the following:

- Playing and non-playing hazards and risks
- The club's history of injuries and accidents, including any relevant research
- The number of people involved (players and spectators)
- The needs of players at away matches
- The nature (adult/child) and distribution of the players (size of site / more than 1 site)
- The remoteness of the site from emergency medical services
- Use of shared facilities and first aid resources
- Holiday and other absences of first aid trained personnel
- Additional requirements for special groups i.e. children, players with disabilities

Once the risk assessment is complete and the level of first aid cover has been decided, additional risk management measures will be considered:

- Emergency procedures will be developed
- Emergency services contact details must be readily available
- Ambulance access to the pitch/training ground must be maintained at all times
- Establish contacts with the local NHS Ambulance Trust and Hospital Emergency Department
Maintain a good level of communication with them on the club's activities, especially festivals
- Appropriate first aid facilities and equipment based on their risk assessment and level of training of personnel
- Regular training of personnel in assisting first aiders should be carried out
- First aid equipment must be appropriately, stored, maintained, and cleaned

The Risk Assessment and Emergency Procedures have been approved by the Club Committee and are included in Appendix A.



4.4.1 During Sporting Activities (Immediate Care)

The club encourages coaches and management of all junior teams to attend first aid courses and this requirement shall be communicated to the coaches and other volunteers.

If working outside the NHS the Club must ensure that these volunteers are covered by Indemnity Insurance. This would include:

- Therapists registered with relevant regulatory body or society
- Paramedic registered with the Health Professions Council (HPC)
- Nurse registered with the United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC)
- Doctor registered with the General Medical Council (GMC)

Examples of immediate care courses approved or accredited by the Faculty of Pre-hospital Care (Royal College of Surgeons of Edinburgh) available include:

- LCF Emergency First Aid course
- Emergency First Aid at Work (EFAW)
- Resuscitation and Emergency Medicine On-field Course (REMO)
- AREA Course (Football Association)
- Pre-Hospital Emergency Care Course
- BASICS Immediate Care Course
- Advanced Trauma Life Support Course (orientated towards hospital-based care)

4.4.2 During typical club operations (First Aid)

The Committee shall ensure that a suitable number of employees have adequate first aid training and cover is provided when the club is open. The Club is aware that there are different levels of training required in order to provide First Aid and Immediate Care Cover. These are outlined below:

- **Appointed person**
Emergency first aid at work (EFAW) training enables a first-aider to give emergency First Aid to someone who is injured or becomes ill while at work. This course takes a minimum of 6 hours training and a certificate will be issued by a recognised awarding body.
- **First Aider**
First aid at work (FAW) training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness. This course takes a minimum of 18 hours training and a certificate will be issued by a recognised awarding body. A First Aider holds a current First Aid certificate issued by a recognised awarding body i.e. OFQUAL approved training organisation, HSE First Aid at Work approved training organisation, Red Cross or St John Ambulance. Examples of suitable courses:
 - HSE First Aid at Work
 - St John Ambulance Activity First Aid course
 - Red Cross Standard Certificate in First Aid course



FAW and EFAW certificates last for three years. Before their certificates expire, first-aiders will need to undertake an FAW requalification course or an EFAW course, as appropriate, to obtain another three-year certificate.

HSE strongly recommends that first-aiders undertake annual refresher training, over half a day, during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures

The Club will maintain a current list of Qualified First Aiders in the Health and Safety File.

4.4.3 During Large Events

All large events are individually Risk Assessed for their First Aid requirements based on the nature of the event and the expected attendance. This will be included with the overall Event Risk Assessment.

4.4.4 First Aid Equipment

The Club shall ensure that a minimum level of suitable first aid equipment is made available to employees, volunteers, members and visitors where required. First aid equipment will only be provided appropriate to the level of training of the first aider or immediate care provider.

The club has various rooms which are suitable for first aid use including office space and changing rooms.

4.4.5 First Aid Signage

All First Aid at Work First Aid boxes will be identified with a white cross on a green background. Similarly, first aid rooms will be easily identifiable by white lettering or a white cross on a green background. The signs will be placed where they can be seen and easily identified.

4.4.6 Reporting Accidents

The Club has taken all precautions to prevent accidents occurring on the premises, but ALL accidents, no matter how trivial, which occur on the Club's premises must be reported and recorded in the Club's Accident Book. The Accident Book will be kept in the main office and all work-related accident shall be recorded here including anything involving visitors to the club. However, this should not involve playing injuries, which are recorded separately.

The club shall, where required, report incidents to the Health and Safety Executive (HSE) under the RIDDOR regulations where the criteria of the incident requires so. The Club shall take competent H&S advice where this is required. If in any doubt about whether this is a RIDDOR Accident, it should be reported to the H&S Representative, appointed by the Committee. In his absence, it should be reported to the Chairman of the Club.

4.4.7 Occupational ailments

Employers and self-employed people must report diagnoses of certain occupational ailments, where these are likely to have been caused or made worse by their work. These ailments include carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; occupational cancer or any disease attributed to an occupational exposure to a biological agent.



Prestwich CTBC will put a procedure in place for reporting these ailments and mitigating the effects of these ailments.

4.5 Safeguarding

Safeguarding our Junior Members and Children of Members is a major priority for Prestwich CTBC. The Club commits to follow all Safeguarding policies set out by the ECB, LTA, Bowls England and the FA. This includes appointing competent and trained people into key roles to manage Safeguarding within the club.

The Club Safeguarding Policies and Procedures are available separately and are reviewed annually by the club, the NGBs and Sport England.

4.6 Lone Working and Security

Wherever possible Lone Working should be avoided but where it is required it should be well managed. Risks around Lone working include security issues, illness or accident.

No Lone Working should take place where heavy materials and equipment are involved. Where Lone Working is required then a safe plan of work must be devised to reduce risks, before the work is carried out.

The clubhouse has been subject to various security assessments in order to protect staff. Various safe working procedures involving the installation of security doors and the safe transfer of cash have been implemented.

4.7 Work Equipment

In so far as reasonably practicable, the Club aims to provide equipment which is safe and without risk to health of its Employees and Volunteers. The Club will therefore endeavour to satisfy the requirements of all legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998.

The Club will ensure that the correct equipment is purchased. Prior to use, equipment will be subject to risk assessment as suitable for the task in hand checked and any manufacturer's guidance will be considered and implemented where practical. Information, instruction and training will be given to employees and volunteers who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing that is required to be worn.

Where work equipment and plant require formal operator training such as Tractors, MEWPS and Cherry Pickers, the Committee are responsible for ensuring that only competent, trained people use this work equipment. Such risks are hard to manage, especially during large events requiring many volunteers. Dangerous work equipment should be controlled at source either by being locked away or tight control of access to keys.

Where certain work equipment may help to mitigate other risks, the Committee shall, wherever reasonably practicable, provide the equipment. This might, for example, include trolleys for transporting furniture or beer barrels or MEWPS to avoid working from ladders.

All equipment must be inspected by the user before use. If there is any problem with the equipment, it should be taken out of use and reported to the Committee and the H&S Appointed Person.



Some equipment requires annual or 6 monthly test inspection by law. This might include lifting equipment such as MEWPs, Cherry pickers and Tractors with mechanical arms. Where necessary, Maintenance and Inspection shall be carried out and a copy of the report stored in the H&S File.

4.8 Electrical Installation and Equipment

The Club aims to comply with the Electricity at Work Regulations 1989 and the guidance form contained in HS (R) "Memorandum of Guidance of the Electricity at Work Regulations 1989". In addition, the Club will also comply with other codes of practice, guidance and the current edition of the IEE Regulations.

Electrical work and installation will be carried out only by those persons deemed to be competent and approved to do so.

Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The Club will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.

Employees who use electrical equipment must report any fault or defect immediately to a Committee Member or the H&S Appointed Person. If none are available, then the Bar Manager, who will pass the message on at the earliest opportunity. Employees must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.

As soon as an employee becomes aware of any defect, they should stop using and isolate the equipment by removing or turning off the power source. They should then report the defect. All Employees will be given documented training to ensure that this procedure is followed.

All Electrical equipment should be visually inspected before it is used. All portable equipment, owned by the Club, must be PAT tested at least annually. All portable Electrical Equipment brought into the Club, especially professional equipment (eg Personal Tools, DJ Equipment and Chargers) should be PAT Tested. This should be checked before use.

Wherever possible, Electrical tools and equipment should be rated at 110v. This significantly reduces the risk of harm from electrocution that occurs when 240v appliances are used. Where 240v appliances are used they should ideally be used in conjunction with an RCD.

All fixed wiring must be tested and inspected by a NICEIC qualified electrician at least every 5 years. Records of all electrical testing must be kept in the H&S File.

4.9 Work at Height

Falls from height is the biggest killer in UK workspaces and is governed by the Work at Height Regulations 2005. The law applies to any height where a fall may occur liable to cause personal injury. In the club environment this may involve reaching items from shelves, fixing floodlights or general maintenance. Work at height must be risk assessed. The correct equipment must be used to access height and, if required, this must be operated by trained people.

The Club Risk Assessment identifies the control measures associated with work at height. Ladders and Step ladders present a large risk of working at height. Ladders must be commercial grade, not domestic, and only used for straightforward, short duration light tasks. Any ladders owned by the club should be controlled (eg locked away to prevent unauthorised access).



4.10 Manual handling

Manual Handling is the biggest cause of non-fatal workplace injuries in the UK. Work must be risk assessed and safe lifting plans put in place for dangerous items. This may include:

- Using mechanical lifting aids such as trolleys or the club tractor
- Lifting items in teams
- Breaking items down into smaller sizes or carrying fewer items

All Manual Handling Risk Assessment must use the TILE format whereby the following must be assessed:

- Task
- Individual
- Load
- Environment

The Club must emphasise to all Employees and Volunteers that they use good Lifting and Handling Practice and training is provided as necessary.

4.11 Asbestos

There are three main types of asbestos still found in premises. These are commonly called blue asbestos (crocidolite), brown asbestos (amosite) and white asbestos (chrysotile) All are dangerous but the blue and brown are more so than the white. They cannot be identified just by their colour. Asbestos Containing Materials (ACM) were used in the construction of buildings from the early years of the 20th century until 1980. Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. There is usually a long delay between first exposure to asbestos and the onset of disease of 20-40 years.

There are several pieces of legislation covering the use of ACMs. The most recent is the Control of Asbestos at Work Regulations 2006. These regulations include the requirement on employers to 'manage' the asbestos in their buildings. The purpose of a management survey is to assess the risk of asbestos to day to day club activities. A Management Survey has been undertaken on the building and no asbestos has been found.

Should any building or maintenance work be needed on the fabric of the building then a refurbishment and demolition survey may be required.

4.12 COSHH – Harmful Substances

All harmful substances in use at the Club must have a COSHH assessment completed which determines the safe use, transport and storage. The findings of this assessment must be briefed to anyone using these substances. This is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) which the Club agrees must be adhered to.

As with all risks, the risks due to the use of harmful substances should be eliminated by swapping for a safer substance wherever possible. Common substances which must be assessed included

- Bleach and other cleaning products
- Petrol and diesel for plant and equipment
- Fertilisers, Herbicides etc used on the playing fields



Before procuring any substance that could potentially be hazardous to health, the Club will ensure that the following has been considered, in order of priority:

- Eliminate the use of a harmful product or substance and use a safer one
- Use a safer form of the product, e.g. paste rather than powder
- Change the process to emit less of the substance
- Enclose the process so that the product does not escape
- Extract emissions of the substance near the source
- Have as few works in harms' way as possible
- Provide personal protective equipment (PPE) such as gloves, overalls and a respirator. PPE must fit the wearer

The Club will ensure that that a suitable COSHH assessment has been carried out for any hazardous substances, to be used by any employees. The COSHH assessments will need to address all associated hazards. Copies of COSHH assessment and COSHH datasheets will be readily accessible for reference at all times.

The Club also expects to see evidence that any contractors who work on site have made their own staff and sub-contractors aware of the COSHH assessments and COSHH datasheet information.

Consideration must also be given to the building occupiers that potentially could be exposed to fumes that may extend beyond site boundaries. If applicable the Club will provide evidence that workers are not being exposed to levels exceeding the Occupational Exposure Levels (OEL) and stated on COSHH assessment and COSHH datasheets.

Any work carried out using hazardous substances must be within accordance of the COSHH assessments and COSHH datasheet information at all times.

4.13 Slips, Trips and Falls (Good Housekeeping)

Slips, trips and falls in the workplace must be avoided by a good housekeeping regime and organisation of the building. The Workplace (Health, Safety and Welfare) Regulations 1992 specifies that floors must be suitably surfaced, in good condition and free from obstructions.

All employees are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material. All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signs during and after the operation.

No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from object that is likely to affect safe movement through them. Employees are responsible for clearing away any and all mess or surplus material of which they are the cause and for placing it in the relevant containers.

By nature of keeping the club presentable for the paying public and members this risk is typically avoided or minimised but extra consideration must be given during events where extra equipment and wiring is needed. Cables and wiring should not present a trip hazard.



Other areas for consideration are:

- Suitable lighting of dark areas
- Changes in slope/ height of flooring and ground
- Loose materials
- Surfaces which may become wet or slippery (ice or spillages are included)
- General untidiness
- Deliveries being dropped/ left in doorways
- Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear
- Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions
- Unavoidable ground-level obstructions are to be cordoned off

Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor Access.

4.14 Legionella

Prestwich CTBC accepts that the safe operation and management of water supplies and associated plant and equipment requires a high level of management commitment, professional and technical competencies and the provision of adequate resources.

Legionnaires' Disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc. It is caused by the bacterium *Legionella Pneumophila*, and related bacteria, that can be found naturally in environmental but also in domestic and commercial water systems.

If conditions are favourable, the bacterium may grow creating conditions in which the risk from Legionnaires' disease is increased. It is therefore important to control the risks by introducing measures outlined in the Approved Code of Practice & guidance document Legionnaires' disease - The Control of legionella bacteria in water systems (L8).

Favourable conditions include water being left still at the correct temperature for a period of time, water systems, dead legs in the system and tanks where water movement may cease should be flushed regularly.

A Legionella Risk Assessment shall be completed on the club water systems with any control measures acted upon. The results of this RA will be documented in the Minutes of a Committee Meeting.

4.15 Personal Protective Equipment (PPE)

The Club aims to fully meet the requirements of the Health and Safety Regulations (PPE) 1992, which requires the Club to provide PPE to its employees or volunteers free of charge. The PPE required shall be determined by risk assessment. Examples of PPE used in the club may include:

- Gloves during cleaning or refuelling plant and equipment
- Protective boots and gloves whilst manual handling items such as beer barrels or staging
- Hi – Vis vests during festivals, events or whilst working near moving vehicles
- Face masks and goggles whilst undertaking work which involves dust



Employees must co-operate with the Club in the use of the PPE provided and must wear such PPE if instructed to do so. Employees will receive training in the correct use of PPE including the reasons for it being worn.

Employees must abide by the rules in relation to PPE and must not misuse or intentionally damage any PPE. Employees must report any damaged, worn or defective PPE immediately to the H&S Appointed Person.

4.16 Noise

The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) requires employers to prevent or reduce risks to Health and Safety from exposure to noise at work. The Club will fully meet the requirements under the Regulations by:

- Assessing the risks to our Employees and Volunteers from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide your employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health

Whilst the Club makes all efforts to ensure that neighbours are not inconvenienced by noise, this does not form part of these requirements.

4.17 Kitchen / Catering

In addition to the general Health and Safety requirements outlined in this document, the Kitchen and in-house catering needs to meet the requirements of Food Safety and Hygiene (England) Regulations 2013. This is outside the scope of this document and will be dealt with separately. There are, however, some Health and Safety issues directly related to the operation of the Kitchen.

All work with Gas Appliances in the Kitchen is governed by Gas Safety (Installation and Use) Regulations 1998. A risk Assessment is to be carried out into the safe use, maintenance and inspection of this Gas Equipment. The Risk Assessment and actions will be reported to the Committee for actioning. This should include any requirements for periodic inspection and certification.

During the Risk Assessment, installation of a CO Detector in the Kitchen should be reviewed.

Although Slips and trips are covered, generally, elsewhere in this document, their risk should be specifically assessed for the Kitchen and mitigation procedures put in place.

Accidents involving knives are common in the catering industry. They usually involve cuts to the non-knife hand and fingers but can lead to injuries on the upper arm and torso. Cleavers are commonly used for chopping and the same controls for knives should be adopted. The risks associated with knives and sharp instruments should be assessed and precautions implemented.

Suitable training must be given to all kitchen staff in Health and Safety, Food Hygiene, Safe Operation of Equipment and Cleaning / Maintenance operations.



You must assess the risk to your employees of developing contact related dermatitis and other ailments relating to work in the kitchen.

4.18 Display Screen Equipment

Although the Club needs to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE, it was not felt that these regulations applied to the Club.

However, these regulations would be considered during the initial and subsequent Risk Assessments, in case anything has changed in the regulations or in our use of screens.

4.19 Motor Transport / Car Parks

The interaction of vehicles and pedestrians on Club premises will be subjected to regular Risk Assessment review, with outcomes communicated to relevant employees. All drivers must confine their speed to 10mph in the car park.

4.20 Scalding / Water Temperatures

Many sports clubs have increased water temperatures for a number of reasons but mainly to satisfy hot water demand and efficient running of the boiler rather than to control Legionella. High water temperatures create a scalding risk. When water temperatures are in excess of 44°C, there is a high risk of burns and scalds to anyone with reduced sensitivity to temperature or anyone who cannot react appropriately, or quickly enough, to prevent injury, such as children. It is essential that, where vulnerable people are at risk from scalding, water temperatures do not exceed 44°C.

A full Risk Assessment of the Club Hot Water Systems shall be carried out and recommendations made to mitigate the risks. These will be reported to the Exec Committee and acted upon.



5. List of Standards

This list below includes a summary of the Standards, Regulations and Laws that the Club needs to comply with. These have all been reviewed in the production of this Manual and the Risk Assessments carried out.

Health and Safety at Work Act 1974

Safety at Sports Grounds Acts 1975

Management of Health and Safety at Work Regulations 1999

Regulatory Reform (Fire Safety) Order 2005

Provision and Use of Work Equipment Regulations (PUWER) 1998.

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Electricity at Work Regulations 1989

HS (R) "Memorandum of Guidance of the Electricity at Work Regulations 1989"

Work at Height Regulations 2005

Control of Asbestos at Work Regulations 2006

Control of Substances Hazardous to Health Regulations (COSHH) 2002

Workplace (Health, Safety and Welfare) Regulations 1992

Approved Code of Practice & guidance document Legionnaires' disease - The Control of legionella bacteria in water systems (L8)

Health and Safety Regulations (PPE) 1992

Control of Noise at Work Regulations 2005 (Noise Regulations 2005)

Manual Handling Operations Regulations (MHOR) 1992

Health and Safety (Display Screen Equipment) Regulations 1992



6. Appendices

The appendices will be scanned and kept in a folder system using the cloud storage system. The appendices are the working documents which evidence that the Club H&S Policy and Arrangements are being fulfilled. This will be inspected/ audited annually and reviewed during the annual H&S meeting.

Fire Risk Assessment

Operations Risk Assessment Library

COSHH Assessment Library

Asbestos Survey

Electrical test Certs

Latest Gas Certification

PAT Test Records

Accident Book

Annual H&S Inspection/ Walk round

Club H&S meeting Minutes (annual)

