

SECTION	Safety
POLICY	Health & Safety Policy
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1. Policy statement

Safety, as with all other aspects of Club Doncaster undertakings, must be properly managed.

It is the policy of Club Doncaster to comply with both the letter and spirit of the Health and Safety at Work Act 1974 and all other relevant legislation, and to regard the provisions of this legislation as minimum requirements.

Employees of the Club have a right to work in safe and healthy conditions. These conditions will be created and maintained by the preparation of, and adherence to, this Health and Safety Policy. The management team fully appreciate that responsibility for health and safety is an integral function of management, on a par with responsibilities for all other business operations, and we recognise the benefits of a fit and healthy workforce.

Customer safety is equally integral to our philosophy.

Club Doncaster will undertake to provide adequate health and safety training and information to all employees to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

It is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this policy and seek active co-operation between management and Employees to promote a safe and healthy environment for everyone and for those who use our service.

Finally, we undertake to review and revise this policy as often as is required by changing legislation. All changes will be brought to the attention of all Employees.

2. Introduction

This document lays down our aims and objectives in the important area of health and safety. It sets out, in broad terms, how to implement these aims and objectives.

All Employees must co-operate in this endeavour.

The policy statement will be issued to all employees. It incorporates our general approach towards compliance with all health and safety legislation (including the Management of Health and Safety at Work Regulations 1999).

3. Aims of the policy

- a) To conduct all of our undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all of our Employees, all users of our services, all members of the general public who are exposed to our activities and all other people who work on, or visit, our premises.
- b) To create and maintain a positive health and safety culture within all areas of our organisation, so that there is continuous, cost effective, improvement in our health and safety performance.

These aims will be borne in mind in all policy and operational decisions made by the Club, especially in relations to the adequate provision of resources. It is recognised that the management team could render themselves liable under criminal health and safety law should they place requirements upon staff that are contrary to this policy.

4. Objectives of the policy

The Club expects, and requires, everyone concerned to work towards achieving the following objectives in the field of health and safety.

- a) To comply always with the Health and Safety at Work etc. Act 1974 and the management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions, including Health and Safety Executive codes of practice and guidance and relevant fire safety legislation.
- b) To effectively identify all significant hazards arising from our activities, to assess all the resultant risks to the health and safety of our Employees, customers and other people to develop the appropriate preventive and protective measures necessary to control these risks.
- c) To effectively plan, organise, implement, control, monitor and review the preventive and protective measures.
- d) To establish and, where necessary, implement appropriate emergency procedures to be followed in situations of serious imminent danger. In this respect to co-operate and co-ordinate with the emergency services.

- e) To provide and maintain suitable and safe premises, plant, equipment, and systems of work.
- f) To provide Employees with adequate health and safety training and supervision and to take account of Employees' capabilities as regards to health and safety matters when assigning tasks to them.
- g) To provide Employees with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
- h) To avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
- i) To provide a safe place of work and a healthy working environment.
- j) Where appropriate on health and safety grounds, to ensure that Employees are provided with and use suitable personal protective clothing or equipment. Also to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment.
- k) Where beneficial to the prevention of work related illnesses or ill health conditions, to provide Employees with appropriate health surveillance.

5. Organisational responsibilities

a. Senior management team

The management team accepts their collective role in providing health and safety leadership in the Club.

Each member of the team accepts their individual role in providing health and safety leadership.

All team decisions will reflect our commitment to achieving the objectives set out in this Health and Safety Policy statement.

This team will seek to engage the active participation of Employees in improving health and safety.

b. Chief Executive Officer

Will ensure that there is an effective policy for health and safety within the organisation.

Will ensure that relevant risks are assessed and will make available sufficient funds to allow for the appropriate control of these risks.

Will have the responsibility of discharging the Club's duty, under Section 2(3) of the Act, of bringing the General Statement of Health and Safety Policy and the organisation and arrangements for the carrying out of that policy to the notice of the Employees in their departments.

Will regularly report on health and safety performance to the board.

Will advise the management team of their responsibilities for health, safety and welfare under any relevant legislation.

c. Chief Commercial Officer

Will ensure implementation of the policy and fully support all persons who carry out that policy.

Will ensure that the health and safety policy of the club is understood at all levels.

Will arrange for consultation on health and safety matters as appropriate.

Will include health and safety performance information in reports as required.

Shall be consulted at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation, or extension of property.

Will recommend appropriate training of Employees and assist with its implementation.

d. Head of Safety

Will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Board, and the Health and Safety Executive, as necessary, and make recommendations to prevent recurrence.

Will provide advice on sound health and safety practice and will advise upon the health and safety content of all specifications and contract documents.

Will advise on necessary personal protective equipment (PPE).

Will arrange for the display of material and publicity regarding health and safety.

Will monitor both Employees and contractors in compliance with this policy.

e. Safety Officer

Will act as deputy to the Head of Safety, and carry out all health and safety responsibilities in their absence.

Will assist the manager in the implementation of this policy.

Will carry out such specific tasks relating to health and safety as are delegated to themselves.

f. Operations Manager

Will assist the Head of Safety in the implementation of this policy.

Will carry out such specific tasks relating to health and safety as are delegated to themselves.

g. Management team and supervisory staff

Will undertake risk assessments and draw up safe systems of work for their areas of responsibilities.

Will fully familiarise themselves with the safety policy of the Club and ensure that all people in their charge comply with the safety policy at all times.

Will ensure that all accidents are recorded, that they are investigated and accident reports are completed promptly and returned to the administration section.

Will ensure that people in their charge are aware of the procedures to be adopted in the event of fire or other foreseeable emergency.

Will ensure that people in their charge know the whereabouts of first aid facilities.

Will ensure, where reasonably practicable, that adequate supervision is available at all times for Employees in their charge.

Will devise safe working practices for tasks under their control and will ensure that only safe working practices are used, in order to provide maximum safety for all people in their charge.

Will brief Employees on health and safety procedures and policies.

Will maintain high housekeeping standards at all times.

Will ensure that any health and safety problem, which cannot be resolved by themselves, is raised quickly with the line manager.

h. All Employees

Will make themselves familiar with the Club's safety policy.

At all times make full and proper use of the appropriate safe systems of work, safety equipment and protective clothing and make full use of appropriate safety devices.

Will report to their line manager any unsafe systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment and will report accidents immediately.

Will take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.

Will co-operate with the Club so as to enable it to carry out its own duties and responsibilities.

Will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare by the Company.

6. New employees

Induction processes should include all relevant health and safety requirements before working unsupervised.

Ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger.

Familiarise themselves with the Club's accident and near misses reporting procedure.

7. Health and safety arrangements

Procedures are in place to control hazards to customers, staff, contractors and anyone who may be affected by our business.

Documented procedures are developed where it is agreed the absence of such procedures may affect safety.

8. Risk assessments

All risk assessments should be signed off by a member of senior management or the Club's Head of Safety. To be able to conduct a risk assessment, the Employee should have undergone specific training.

9. Trips, tours and tournaments

For any team travelling as part of a trip, tour or tournament, a sufficient risk assessment should take place and be signed off in line with this policy.

All relevant consent forms must be signed, agreed and returned before departure. If participants do not return consent forms, they cannot travel.