



Charlton Athletic Football Club

HEALTH & SAFETY POLICY STATEMENT OF INTENT

Our policy is to encourage and maintain a proactive health and safety 'Culture', safe working conditions, equipment and systems of work, according to the HSE's published guidance 'HSG65'. Also to provide safe work systems, procedures, information, training and supervision. We acknowledge our legal duty of care for the safety, health and general well-being of our staff and others who may be affected by our activities. This Policy Statement acts as a preface to more detailed arrangements governing key safety topics and is reviewed periodically or when there are any substantial changes. We strive for a cycle of continuous improvement to ensure an ever developing health and safety management system. All reasonable steps are taken to ensure legal compliance with health and safety related legislation.

ORGANISATION AND KEY RESPONSIBILITIES

The health and safety management system is organised according to the SUMMARY OF ARRANGEMENTS that appears below. This takes the form of a 'Ten element' structure that is used wherever possible for meeting agendas and audits.

Key Duty Holders are shown in the hierarchy flowchart and responsibilities are indicated under the caption HEALTH & SAFETY 'DUTY HOLDERS' and RESPONSIBILITIES in this document.

SUMMARY OF ARRANGEMENTS

1. Policy / Procedures / Arrangements

Detailed safe operational arrangements governing key safety topics are summarised in 'Arrangements' sections. The accompanying Duty Holders Flowchart clarifies the reporting structure and relevant responsibilities.

2. Emergency Planning and Response

Emergency arrangements, notably in respect of fire and first aid, are in position. Staff must be fully conversant with all related procedures.

3. Risk Assessments / Safe Systems of Work

Risk assessments are prepared in respect of all hazards and tasks. All staff must ensure that they read and understand these documents, also that they apply appropriate control measures and work safely.

4. Control of Contractors

Contractors are required to maintain safe systems of work, including working in accordance with relevant risk assessments, method statements and Permit To Work.

5. Auditing & checking

There is a regime of regular, systematic written 'Walk-through' checks and periodic safety audits throughout the organisation.

6. Information, Training & Competence

Steps are taken to ensure that staff receive appropriate, readily understood information, instruction, and training via training courses, safety briefings and printed material. A summary is maintained via the Staff Training Summary Matrix.

7. Positive Safety Culture

We see a positive health and safety 'Culture' as paramount. It is defined as 'A set of habits, attitudes and beliefs that together comprise the way we do business'. It is 'The way we do things here'. All staff members are expected to demonstrate a positive attitude to health and safety at all times whilst at work.

8. Management Responsibility and Communication

All Heads of Department are required to take individual and collective responsibility for implementing this safety policy, within the context of their daily tasks and duties. The principle of line management responsibility includes health and safety considerations at all times. The 'Duty Holders Flowchart' indicating health and safety departmental responsibilities is considered an integral part of this document. Safety meetings are convened at regular intervals.

9. Accident and Incident Reporting and Investigation

All members of staff are required to report any accident, incident or 'Near-miss' to their supervisor immediately. A suitable record is maintained. Steps will be taken to ensure that such occurrences are reported in accordance with 'RIDDOR' as applicable. Appropriate actions should be taken to prevent a recurrence.

10. Provision and Use of Plant and Equipment

It is noted that use of work equipment within the Grounds Maintenance Department is a relatively high-risk area of activity. Reasonable steps are taken to ensure that all applicable staff are fully competent, that equipment is maintained in a safe condition and that it is used safely.

Name:

Signature:

HEALTH & SAFETY 'DUTY HOLDERS' and RESPONSIBILITIES

Directors

The Directors, acting on behalf of the Board have ultimate responsibility for health and safety at the club. They take steps to ensure that health and safety management is appropriately resourced. They have delegated the duty for health and safety management to the Managing Director.

Chief Executive Officer

The Chief Executive Officer:

- ☐ Ensures appropriate appointments are made for the management of health and safety through the use of an external Health and Safety Advisor from Britrisk.
- ☐ Has primary responsibility for the compilation and implementation of the Health and Safety Policy.
- ☐ Overseeing the actions of the Facilities & Health and Safety Manager (non-match days), Safety Officer (match days) and Training Ground Operations Manager
- ☐ Ensuring that resources are appropriately allocated.
- ☐ Ensuring the implementation of the Health and Safety Policy.

Facilities & Health and Safety Manager

The Facilities & Health and Safety Manager takes steps to ensure that:

- ☐ Health and safety activity is coordinated on a day-to-day basis throughout the organisation.
- ☐ The actions of Heads of Department and Duty Holders are appropriately supported.
- ☐ Appropriate emergency response arrangements are in position.
- ☐ Safe systems of work are in position, notably risk assessments and permits to work.
- ☐ Checks and audits are carried out and suitably documented.
- ☐ The actions of contractors are controlled, primarily via the Contracts and Maintenance Coordinator
- ☐ All staff are suitably inducted, trained and competent.
- ☐ Steps are taken to promote a positive health and safety culture.
- ☐ Staff are appropriately consulted, and key safety messages are appropriately communicated – primarily via the health & safety committee.
- ☐ Accidents and 'Near-misses' are appropriately reported, managed and investigated. Also that corrective actions are implemented where possible.
- ☐ Appropriate systems are in position to controls risks relevant to the provision and use of work equipment.
- ☐ That there is a robust system for verifying that contractors have a viable and robust health and safety management system – on an ongoing basis and ensure contractors work safely at all times.
- ☐ Ensure stadium certification is complete before start of each season.

Safety Officer

The safety officer should be recognised as being in overall control of operational safety management issues on an event day. On non-event days, the safety officer should be regarded as a principal adviser to the ground management on all spectator related safety issues. On event days, the safety officer will have the authority to make safety-related decisions without having to refer to senior management or board members.

On a match day the safety officer operates within following documents and legislation:

- ☐ The requirements of the safety certificate.
- ☐ Safety of sports grounds legislation (additional guidance on safety).
- ☐ Fire safety legislation.
- ☐ Safeguarding Vulnerable Groups Act 2006
- ☐ Health and safety at work legislation.
- ☐ Legislation relating to people with disabilities.
- ☐ Club's Operations manual.

Operations Administrator

The Training Ground Operations Officer takes reasonable steps to ensure that:

- ☐ Contractors work safely at all times
- ☐ Provide Direction to the Facilities team
- ☐ That there is a robust system for verifying that contractors have a viable and robust health and safety management system – on an ongoing basis.
- ☐ Ensure the Stadium Certification is maintained and complete before the start of each season.

Heads of Department

Heads of Department have day-to-day responsibility for ensuring the health and safety of staff within their respective departments according to the details comprised within the safety policy / associated arrangements. This duty extends to anyone who could be harmed by relevant actions or omissions, including contractors and visitors. They have a particular responsibility for ensuring that risk assessments are 'Suitable and sufficient'.

Health and Safety Advisor: Britrisk Safety Limited


The Health and Safety Advisor should take reasonable steps to ensure that:

- ☐ CAFC is appropriately supported with regard to the health and safety requirements of the organisation.
- ☐ In particular that the Health and Safety Coordinator is supported with regard to the implementation of the agreed 'Ten Elements' system of health and safety.
- ☐ In particular, that CAFC is appropriately guided with regard to the compilation of written 'Arrangements' for health and safety within the organisation.
- ☐ Suitable systems are implemented and maintained to permit a high level of legal compliance.

All Employees

All staff have a responsibility to ensure that that they:

- ☐ Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- ☐ Are aware of / comply with relevant risk assessments, and fully apply control measures identified.
- ☐ Wear such appropriate PPE as may be required and maintain this equipment in good condition.
- ☐ Fully cooperate with the club and their line manager on all health and safety matters.
- ☐ Observe all safety rules / regulations and take due note of safety signs / notices.
- ☐ Bring any unsafe conditions or practices to the attention of their line manager.

Policy review date	August 2024
Next review date	August 2025
Reviewed by	Kishan Parmar
Position	Facilities and Health & Safety Manager
Signature	
Signed- Board Member	
Name	Edward Warrick
Position	Chief Financial Officer
Date	4 th Nov 2024