



SPORT CHEER WALES

SCW Health and Safety Guidance

V2019.1

Guidance on running a safe sports club

Don't get tied up in red tape. Sports activities are enjoyed by people everyday without a problem.

Whether you are an employer, self-employed or a volunteer organiser hiring the use of a facility, it is a good idea to have a think about how you make your club activity run smoothly, deciding on things that might be an issue eg the safety of any sports equipment you have control over.

For many Programmes all that is required is to follow a basic series of steps:

- Think about the risks - a risk is the chance, high or low, of somebody being harmed by a hazard, and how serious the harm could be.
- Think about how accidents could happen and who might be harmed.
- Think about what you will need to do to control the risks and ask if there is anything you should do to make your club activities safer. Focus on risks that could cause real harm. If there is a genuine risk, see what you can do to minimise that risk and still go ahead – it can often be done. Be sensible and proportionate in your approach to managing risk and unlike the example here, don't go 'over the top'.

For programmes that own facilities or employ people, the needs are greater than a simple risk assessment. If this is the case for your programme, the suggested list of working policies you should have in place include;

- Health and Safety Policy
- Fire Safety Policy
- Accident reporting policy
- Staff training policy
- Safe premises policy
- Safe recruitment policy
- Safeguarding policy

You should also have

- First aid arrangements
- Adequate insurance
- Risk assessment
- Emergency procedures

SCW provides a number of templates that can be adapted for your use in these areas.

Getting help with health and safety

As an employer, you must use someone competent to help you meet your health and safety duties. It's not essential for them to have formal qualifications and they're not required by law to have formal training, although it can help. But whoever you choose should have the skills, knowledge and experience to manage health and safety.

The competent person could be:

- you
- one or more of your workers
- someone from outside your business

or a combination of the above.

If someone within your workforce is competent, you should use them rather than someone from outside your business. Usually, managing health and safety isn't complicated and you can do it yourself with the help of your workers. You know your workplace best and the risks associated with it.

Your requirements

You should

Display the health and safety law poster

If you employ anyone, you must either:

- display the health and safety law poster where your workers can easily read it
- provide each worker with the equivalent health and safety law leaflet

The poster explains British health and safety laws and lists what workers and their employers should do.

You can add details of any employee safety representatives or health and safety contacts.

Consult your workers

You must consult all your employees on health and safety. You can do this by listening and talking to them about:

- health and safety and the work they do
- how risks are controlled
- the best ways of providing information and training

Consultation is a two-way process, allowing employees to raise concerns and influence decisions on managing health and safety.

Your employees are often the best people to understand risks in the workplace. Involving them in making decisions shows that you take their health and safety seriously. In a small business, you might choose to consult your workers directly. Larger businesses may consult through a health and safety representative, chosen by your employees or selected by a trade union. As an employer, you cannot decide who the representative will be.

Get insurance for your business

If your business has employees, you will probably need employers' liability insurance.

If an employee is injured or becomes ill as a result of the work they do for you, they can claim compensation from you. Employers' liability insurance will help you to pay any compensation.

You can buy employers' liability insurance through insurers or intermediaries like brokers or trade associations. You may find that it often comes as part of an insurance package designed to cover a range of business needs. This is true of the SportCheer Wales membership insurance package

Provide information and training

Everyone who works for you needs to know how to work safely and without risk to their health. This includes contractors and self-employed people.

You must give your workers clear instructions and information, as well as adequate training. Make sure you include employees with particular training needs, for example new recruits, people changing jobs or taking on extra responsibilities, young employees and health and safety representatives.

Decide what training and information you need

Think about how much training you need. If you're a low-risk business, providing simple information or instructions is likely to be enough - for example if you're based in an office.

Make sure everyone has the right level of information on:

- hazards (things that could cause them harm)
- risks (the chances of that harm occurring)
- measures in place to deal with those hazards and risks
- how to follow any emergency procedures

Ask your workers if the training is relevant and effective. Keeping training records will help you decide if refresher training is needed.

The information and training should be easy to understand. Everyone working for you should know what they are expected to do.

Health and safety training should take place during working hours and must be free for employees. There are external trainers who could help, but you can often do effective training in-house. Staff will need extra training if you get new equipment or your working practices change.

Include workers with particular training needs

Make sure you include:

- new recruits
- people changing jobs or taking on extra responsibilities
- young employees, who are particularly vulnerable to accidents
- health and safety representatives

Have the right workplace facilities

Employers must provide welfare facilities and a working environment that's healthy and safe for everyone in the workplace, including those with disabilities.

You must have:

- welfare facilities – the right number of toilets and washbasins, drinking water and having somewhere to rest and eat meals
- a healthy working environment – a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating
- a safe workplace – well-maintained equipment, with no obstructions in floors and traffic routes, and windows that can be easily opened and cleaned

Report accidents and illness

In law, you must report certain workplace injuries, near-misses and cases of work-related disease to HSE. This duty is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR.

Keep records

If you have more than 10 employees, you must keep an accident book under social security law. You can buy one from HSE Books or record the details in your own record system.

Keeping records of incidents helps you to identify patterns of accidents and injuries, so you can better assess and manage risk in your workplace.

Records can also be helpful when you are dealing with your insurance company.

Make sure you protect people's personal details by storing records confidentially in a secure place.

Health and Safety Law

There are 2 parts to the law – civil and criminal. They're not the same.

As an employer, you must protect your workers and others from getting hurt or ill through work.

If you don't:

- a regulator such as the Health and Safety Executive or local authority may take action against you under criminal law
- the person affected may make a claim for compensation against you under civil law

Neither the Health and Safety Executive nor local authorities enforce civil law or set the rules for the conduct of civil cases.

