

AYR UNITED FOOTBALL ACADEMY



**POLICY
FOR**

**HEALTH AND SAFETY POLICY
VOLUNTEERS AND STAFF**

VERSION

2.5

Passed by Board of Management
Review date
Last review
Next review

November 2007
September 2010
March 2023
March 2024

UPDATES

Date: 19th September 2013
Report to: Board of Ayr United Football Academy
Author: Donald Stewart
Purpose: To agree annual review of policy
Agreement: No changes from the policies in detail submitted for the July/August Board Meetings
Rationale: Accompanying Health and Safety Booklet is still being prepared and should be available for the Annual September Training

Date: 25th September 2014
Report to: Board of Ayr United Football Academy
Author: Donald Stewart
Purpose: To agree annual review of policy
Agreement: No changes
Rationale: There have been no significant changes to Health and Safety Policy or advice nationally. There have been no requests from staff or volunteers for changes

Date: 3rd April 2016
Report to: Board of Ayr United Football Academy
Author: Stuart Galloway
Purpose: To agree annual review of policy
Agreement: Minor changes. Remove reference to AUFA Offices and replace with AUFA Offices
Rationale: There have been no significant changes to Health and Safety Policy or advice nationally. There have been no requests from staff or volunteers for changes

Date: 28th August 2019
Report to: Board of Ayr United Football Academy
Author: Donald C Stewart
Purpose: To agree annual review of policy
Agreement: Include EIA and DPIA
Rationale: There have been no significant changes to Health and Safety Policy or advice nationally. There have been no requests from staff or volunteers for changes

Date: September 2021
Report to: Board of Ayr United Football Academy
Author: Donald C Stewart
Purpose: To agree annual review of policy
Agreement: Minor changes: "The findings" in overview became "The relevant findings of the risk assessments will be reported to the Board of Management, who will action any controls that need to be applied and it will be responsibility of the Board of Management to ensure that the actions are implemented."
Rationale: There have been no significant changes to Health and Safety Policy or advice nationally. There have been no requests from staff or volunteers for changes

OVERVIEW

This is the Health and Safety policy statement of Ayr United Football Academy.

Overall and final responsibility for Health and Safety lies with the Board of Management of Ayr United Football Academy, with day to day responsibility for ensuring this policy is put into practice lying with the staff and volunteers of the Academy as appropriate.

Risk Assessments (formal and documented) will be carried out and are the responsibility of all paid staff. The relevant findings of the risk assessments will be reported to the Board of Management, who will action any controls that need to be applied and it will be responsibility of the Board of Management to ensure that the actions are implemented.

Risk assessments will be reviewed periodically and as and when new procedures or equipment is introduced to the workplace

Consultation with team members will be via team meetings.

The Health and Safety poster is displayed in appropriate offices of the Academy and Health and Safety advice is available from the Board of Management.

LEGAL BACKGROUND

Responsibility for the safety of paid staff, volunteers and work placements (here after known as team members), clients and service users, while they are under the supervision of Ayr United Football Academy (AUFA), is affected by two separate areas of law:

- a) The civil law of delict, under which all citizens have a duty to avoid any act or omission which causes harm to their "neighbours". The expression "harm" includes any legal wrong (for example, injury or damage) and the expression "neighbours" includes people who are so closely concerned with one's activities as to be affected by them. Clients/service users being provided with various services would be in this category. The law states that all **reasonable** steps must be taken to ensure that others are not harmed while under one's care. These steps may include; continually assessing potential risks, implementing and maintaining procedures and systems of work to deal with such risks and providing adequate instruction on these procedures and systems of work.
- b) Statutory legislation, which includes the Health and Safety at Work Act 1974, Approved Codes of Practice and the various Regulations such as the Management of Health and Safety at Work Regulations, PUWER, COSHH and others.

The Act and Regulations place wide-ranging responsibilities to ensure, as far as is reasonably practical, the health, safety and welfare of team members while at work and also any other people who may be involved with the organisation including service users and clients. The principle of such Law is that none of an individual's Acts or Omissions shall endanger the Health, Safety or Welfare of any person and places an obligation on paid staff and on other people involved in the organisation to take reasonable care of their own Health and Safety. Services provided by AUFA, therefore, have to be designed to prevent **foreseeable** risks.

1. POLICY

AUFA provides a range of services and support to a wide range of clients/service users. Advice and information on matters of Health and Safety are provided by the Board of Management. Specialist advice is sought when considered appropriate. The intention is that team members understand their responsibilities under Health and Safety and in particular:

- Are familiar with Health and Safety issues in respect of the services provided
- Adhere to Risk Assessments.

- Ensure that any activity is conducted in a manner that may not lead to unreasonable risk.

To ensure the safety of team members and clients it shall be policy to:

- Issue clear guidelines concerning safety to all team members.
- Support staff and volunteers in the assessment of potential safety risks in the workplace and at any other locations visited by staff and volunteers.
- Provide staff and volunteers with reference material and sources of information on safety matters;
- Team members who are primarily responsible for ensuring the safety of clients in various environments.
- Provide appropriate insurance cover.
- Ensure that all safety guidelines are fully explained.
- Comply with all safety laws and other appropriate legislation that is implemented from time to time.
- Review any accidents that have occurred in the previous year and seek advice on prevention of incidents in the future.

2. PROCEDURE

AUFA shall ensure that Risk Assessments are carried out formally and in documented format and that the findings of such Risk Assessments are communicated to team members.

AUFA shall ensure that training and support is provided to team members in relation to Health and Safety matters.

For major activities taking place at outdoor locations, an Emergency Action Plan and Site Specific Risk Assessment shall be carried out. In the event that the site does not meet approved standards any such activity shall cease. This assessment shall be recorded on the appropriate form.

Any control factors identified within the Risk Assessment(s) are to be implemented.

3. FIRST AID

There is a first aid box located in AUFA Offices reception. First Aid boxes are carried by appropriate Academy personnel during all external activities.

4. ACCIDENTS

An accident book is kept in AUFA Offices reception as well as by the Football Development Officer. Volunteers/staff members, when on outreach duties are responsible for recording accidents and/or dangerous occurrences on relevant forms carried during all external activities. All Academy personnel are made aware of the accident policy

5. FIRE

The Board of Management is responsible for training and informing team members on general fire safety precautions and procedures. Particular reference should be given in the use of the correct extinguisher.

The Board of Management is responsible for ensuring that all fire extinguishers are checked on a regular basis and an adequate supply of each type is available.

Each team member is responsible for ensuring that all fire exits and escape routes are kept clear.

If a fire is discovered then –

- Raise the alarm.
- Ensure that the fire brigade is called.
- Evacuate the building and adjoining offices.
- Close all the doors behind you if you are sure the building has been evacuated.

- Report to the person in charge at the assembly point, which is at the front of the building.
- Only attempt to fight the fire if it is small and contained and fire fighting training has been undertaken.

Do not –

- Delay departure to collect personal belongings.

6. RESPONSIBILITY

The Chair of the Board of Management of the Academy has ultimate responsibility for Health, Safety and Welfare and reference should be made to him directly in the event of any difficulty arising from implementation of this policy. S/he is supported in his role by the Academy Board.

ACADEMY ARRANGEMENTS

In order to ensure that health and safety is successfully managed within the Academy the following responsibilities have been allocated.

CHAIR

The Chair has ultimate responsibility for all operational matters including those regarding health safety and welfare.

- Maintenance of all safety records.
- Accident reporting.
- Provision of health and safety training.
- Organise Health and safety audits.
- Supervise Health and Safety Co-ordinators
- Ensure statutory compliance on all health and safety matters.
- Organise and provide Personal Protective Equipment as and when required.
- Employee induction on general health and safety issues
- Manage health and safety budget
- Review and develop on an annual basis the Academy Health and Safety Policy.
- Liaise with Line Managers and Co-ordinators to ensure implementation of policy throughout Academy
- Chair Health & Safety Committee

LINE MANAGER/SUPERVISOR

- Ensure that induction of students on relevant health and safety issues is carried out promptly
- Ensure that workplace risk assessments are carried out as and when necessary and those records are maintained and monitored regularly
- Ensure statutory compliance with relevant regulations within particular specialist area
- Ensure that proper accident investigations are carried out and internal incident forms are completed and forwarded to the Personnel Section timeously
- Arrange all repairs, replacements and alterations when required in conjunction with Facilities Manager
- Ensure that all staff, students and visitors to the section observe Academy general and sectional emergency procedures
- Ensure that checks are made for the well being of anyone working alone
- Ensure that protective equipment where provided is maintained in good working order
- Ensure a safe working environment and safe systems of working are in place
- Ensure that health and safety training is provided for all section members of staff when necessary

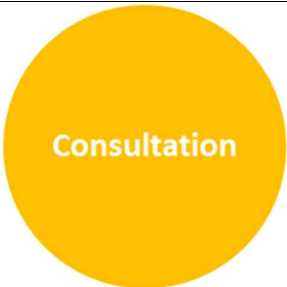
SAFETY REPRESENTATIVES

- Carry out regular workplace inspections
- Ensure that safety practices and procedures are adhered to
- Reporting of health and safety problems to appropriate managers identified above
- Assist with Academy **fire** drills at Dam Park as and when required
- Accident investigation of notifiable incidents
- Investigate health and safety complaints by staff members
- Represent employees in consultations with management on health and safety issues
- Liaise with Personnel Manager on all the above items

EMPLOYEES/VOLUNTEERS

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information and training provided
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazardous defects in plant or equipment to a responsible person
- Do not undertake any task for which authorisation/training has not been given
- Responsible for health and safety of visitors attending the Academy under their particular supervision
- Participate in Academy Fire Drills and any Health and Safety training initiatives

SGB Equality Impact Assessment Template

 Development or review of a policy	Name of Policy	Health and Safety Policy	
	Is this a new policy being developed or a review of an existing policy	New ☐	Review ☒
	Others involved in the assessment	None	
	Dates(s) of EIA	March 2023	
	What is the purpose and outcomes of the policy?	To ensure that staff and volunteers who volunteer or are employed are covered by sufficient safeguards	
	Who are the customers for this policy?	Staff and volunteers	
	How has equality been considered in the development / review of the policy so far?	We have attempted to make the policy one which has no exceptions.	
	Who / what has driven this?	Annual review	
	Why might it be important to consider equality and the protected characteristics?	Legally it is important for us to ensure we comply with best practice on the provisions with the Equality Act and we are working with local authorities and the Scottish Football Association in contributing to their duties to those with protected characteristics under the Equality Act 2010 as well as ensuring our legal responsibilities under the same act with regards to employment practices.	
 Data and research	What does the data tell you about your customers and about protected equality groups?	We have not conducted a data review	
	What sources of data have you used?	None used nor gathered.	
	What do you need to know more about?	Nothing more as we believe that we comply with the issues around equalities and employment, however we shall annually review.	
	How could you find this out and who could help you?	N/A	
 Consultation	Who have you consulted with from protected equality groups?	None	
	Who else could you consult with?	Young people who may be consulted regarding the health and safety guidance for young people	
	Who can help you with this?	Coaches	

	How does the policy contribute to the SGBs strategic equality objectives?	Ensures compliance with both the law and the public sector equality duty for each of the local authorities and the governing body of the sport of football
	How could it be revised or changed to contribute more?	The opportunity to ensure it is embedded in training, reviews of its practice and specific reports to those authorities who request it.

	How will you monitor and evaluate the policy?	The policy shall be renewed annually
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	Action	Timescale	Responsibility
	Review and suggests specific training for volunteers and staff	March 2024	EIA Lead Officer
	Reviews of its practice at annual review	March 2024	EIA Lead Officer
	Commit to respond to specific reports to those authorities who request it on the implementation of the Employment legislation associated in the Equality Act 2010	As required	EIA Lead Officer

	Sign off			
	Signed by Policy Lead		Date	March 2023
	David White			
	Signed by EIA Lead Officer		Date	March 2023
	Donald C Stewart			

Ayr United Football Academy Data Protection Impact Assessment

Policy	Health and Safety Policy
Date of assessment	March 2023
Author	Donald C Stewart
Legacy	None

DPIA process checklist

	Done?
We describe the nature, scope, context and purposes of the processing.	Yes
We ask our data processors to help us understand and document their processing activities and identify any associated risks.	Yes
We consider how best to consult individuals (or their representatives) and other relevant stakeholders.	Yes
We ask for the advice of our data protection officer.	Done
We check that the processing is necessary for and proportionate to our purposes and describe how we will ensure data protection compliance.	Yes
We do an objective assessment of the likelihood and severity of any risks to individuals' rights and interests.	Yes
We identify measures we can put in place to eliminate or reduce high risks.	Yes
We record our decision-making in the outcome of the DPIA, including any difference of opinion with our DPO or individuals consulted.	Yes
We implement the measures we identified and integrate them into our project plan.	Yes
We consult the ICO before processing, if we cannot mitigate high risks.	Yes
We keep our DPIAs under review and revisit them when necessary.	Yes
All of the above are covered in our Data Protection Policy as available on web. There are no specific measures in place for this guidance BUT it does serve as a reminder of our duties and responsibilities.	