



## Grimsby Town FC Sports & Education Football Trust

### Health and Safety Policy

Reviewed by	M. George (LDSO)
Date	25 <sup>th</sup> September 2019
Next Review Date	24 <sup>th</sup> September 2020

## **General Policy Statement;**

The Senior Management team of Grimsby Town Sports and Education Trust recognise and accept their responsibilities for Health and Safety and as far as it is reasonably practicable will:

- (a)** Ensure the health, safety and welfare at work of all its employees, trainees and other adult staff and anyone else who may be affected by work operations;
- (b)** Meet its obligations in relation to The Health and Safety at Work etc. Act 1974. The Management of Health & Safety at Work Regulations 1999 and all other statutory requirements.
- (c)** Provide and maintain premises, equipment and systems of work that are safe and without risk to health, including compliance with The Control of Substances Hazardous to Health (COSHH) Regulations.
- (d)** Provide such information, instruction, training and supervision as is necessary to the health and safety of its employees, trainees and other adult staff.
- (e)** Maintain all places of work where projects are to be carried out in a condition that is safe and without risk to health, and to provide and maintain adequate and safe means of access and exit.
- (f)** Liaise with host organisations and ensure that adequate safety precautions and regulations are operating.
- (g)** Abide by all legal requirements, as far as is reasonably practicable, as laid down by the safety representative and/or Safety Committee of the host.
- (h)** Adhere to all relevant statutory fire regulations. Relevant fire escape procedures and precautions will be displayed and brought to the attention of all employees, trainees and other adult staff whilst at work. Emergency fire and evacuation procedures will also be detailed to all employees, trainees and other staff.

Employees are responsible for working in compliance with this Policy, for their own safety and the safety of others who may be affected by their actions, to use equipment as they have been trained and instructed to do and report any defects in equipment provided for use by the organisation.

From April 2012 a Sports & Education Football Trust centre will be located in the Lower Findus Stand. It will be staffed by the Community Manager and his staff. Their primary functions are:

- 1 Main Office for administration of the Sports & Education Football Trust
- 2 Stadium Tours
3. Birthday Parties – Match Day Celebrations
4. Post 16 Education Courses - Futsal
5. External Facility Hire – Classroom / IT Suite

During normal office hours the Community Manager and his staff will run the Centre, occasionally the facilities are used outside of the normal office hours by various external organisations. The facilities and occupants will adopt the GTFC's Health &

Safety policy as their basic working practice. Any additional policies are their own internal protocols that must not contradict those regulations as defined under the Health & Safety policy of GTFC.

It is anticipated the Centre will be hired out to other groups during the day time, and attention is drawn to the Health and Safety Policy for Schools (issued by North East Lincolnshire Council) p.21: Community Use and Hiring.

The Sports & Education Football Trust Centre is covered by two Health & Safety Policies:

1 GTFC – Health & Safety Policy

2 Sports & Education Football Trust – Health & Safety Policy

**FIRE ALARM SYSTEM:**

Manual with break glass points and a fire suppressant system.

**TESTS:**

These are carried out Weekly by the Stadium Manager.

**SMOKE DETECTORS ARE FITTED IN BOTH THE OFFICE AND CLASSROOM AREAS ALONG WITH SILENT ALARMS (FLASHING).**

**FIRE EVACUATION PLAN**

**IF YOU DISCOVER FIRE:**

There are three (3) CO<sub>2</sub> Fire Extinguishers located as follows;

- a) In the Main Centre Office.
- b) In the Centre Classroom.
- c) In the ICT Suite.

**IMPORTANT**

**FIRE EXTINGUISHERS MUST NEVER BE REMOVED FROM THEIR HOLDERS OR DESIGNATED POSITIONS UNLESS THEY ARE IN USE OR BEING SERVICED.**

**In the event of a fire;**

- a. Immediately operate the nearest fire alarm call point.
- b. Call the Fire Service by dialling 999. Provide them with accurate location details.
- c. Fire Wardens Only: Attack the fire, if possible with the appliances provided.
- d. Do not put yourself or others at risk
- e. Use the nearest available exit.

- f. Do not stop to collect personal belongings.
- g. Leave the building, closing all doors behind you, and report to the person in charge of the assembly point in the FINDUS STAND CAR PARK.
- h. Do not re-enter the building, until the Stadium Manager or Emergency Services have declared the site safe.

In the event of an accident or injury;

All GTSET staff are first aid trained and there is a fully equipped holdall in the main GTSET office. Any item used or removed from this equipment must be recorded and replaced immediately or as soon as practicable.

LONE WORKING;

Any member of GTSET staff must adhere to the GTSET 'Lone Worker Policy' when working alone either inside or outside of the building.

### **Monitor and Review**

The Health and Safety Policy has been adopted by the Board of Trustees for the Community Trust and its contents will be reviewed and or amended if required to do so through guidance or changes to legislation, on an annual basis.

Signed:  
(On behalf of the Trustees)

Dated: