



### JMA Health and Safety Policy for Clubs and Societies

to be read in conjunction with the Health and Safety Policy of Fitzwilliam College

<b>Review Committee:</b>	JMA Executive Trustees
<b>Last Approved by Trustees of the JMA:</b>	11 July 2018 [GB Minute 7417]
<b>Review Policy:</b>	Every 2 years
<b>Date of next review:</b>	Easter 2020
<b>Responsible Officer and Location of Policy:</b>	Senior President + Fellow Health & Safety Officer; Website
<b>Accessible to:</b>	Public

#### Health and safety Principles

*“Health and safety laws should not be a barrier to organising and running amateur sports activities that are an important part of community life”*

<http://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm>

- 1) The Health and Safety at Work Act 1974 (‘the Act’) and the regulations made under it, apply to club organisers who are both employers and self-employed. The law requires them to do what is reasonably practicable to ensure people’s health and safety
- 2) Health and safety law does not generally apply to volunteers running a club with no employees, unless the club has responsibility for premises like a clubhouse or playing fields.
- 3) Anyone (including volunteers) with control of premises like a clubhouse or playing fields has a duty to see that the premises, access to them and plant (e.g. sports equipment) and substances provided are safe for the persons using them so far as is reasonably practicable.
- 4) The extent of a club’s legal duty will depend on the level of control it has over the premises and the type of plant or substances provided.
- 5) Health and safety law does not cover safety matters arising out of the sport or activity itself. *Note that a duty of care under the common (civil) law may apply.*
- 6) Competitors/players taking part in competitions and/or training are generally subject to non-statutory rules set down by sports’ National Governing Bodies (NGBs).

#### Junior Members’ Association

The Fitzwilliam College Junior Members’ Association (JMA) has appointed the Fitzwilliam College to oversee the exercise of its responsibilities for health and safety in the context of employment and the provision of sporting facilities owned by the JMA.

The conduct of the activities of each club or society remains the responsibility of the club or society, in accordance with this policy.

### **Responsibilities:**

- 1) The JMA Senior President and Fellow Safety Officer – Establishment of this JMA Safety policy, reporting to Trustees/ Fellows as required.
- 2) JMA Senior Treasurer and College Health and Safety Manager - Implementation of JMA H & S Policy in respect of employees and the provision of safe sporting facilities.
- 3) JMA Senior Treasurer and President of Clubs and Societies - Implementation of JMA H & S policy across Clubs and Societies.
- 4) Senior Treasurer and Captain of individual club - ensuring compliance with JMA H & S Policy at individual club level.

### **Requirements for Sports facilities – The Boathouse and Oxford Road Sports Ground**

The Responsible Officers are respectively the Boatman and the Groundsman, whose role is to ensure safe sporting facilities, including (but not exclusively) as appropriate:

- Ensure the playing surface is in good repair
- Ensure that slipways and boathouse surfaces are safe
- Take steps to reduce the risk of competitors being injured if they accidentally collide with any fencing, pillars, lamp posts etc. that may be located at the edge of the playing surface
- Ensure pedestrians and vehicles can circulate safely
- Check that the sports equipment they provide and / or have control over is safe to use (store equipment safely when not in use) (including boats).
- Deal with any catering related risks e.g. the use of hot surfaces, in a sensible way.
- Have a means of raising the alarm if there is an emergency.
- Ensure an ambulance and/or fire engine can gain access to the venue.
- Ensure everyone using the facility knows about the emergency arrangements
- In the event of a hire of the facilities (cricket) the RO must check insurance cover for the visitors

The Responsible Officers must devise an index of risks, carry out risk assessments, create safe working practices and ensure that all staff are trained and that every part of this process is documented for the sports facilities that are their responsibility – The Domestic Bursar and Head Porter will provide full support in this area.

### **JMA Clubs and Societies**

This policy is designed primarily for sports clubs and others which have a health and safety risk attached to them (e.g. Theatre). The policy applies to JCR and MCR events (Entz). For the social societies (Economics Society, History Society, Debating Society etc) the health and safety rules of the facilities being used will be perfectly adequate (covered under Fitzwilliam College Health and Safety Policy) and common sense should prevail. If there is any doubt, please contact the Domestic Bursar, Head Porter or Fellow Health and Safety Officer for further advice.

Every JMA Club and Society must: -

- 1) Have a clear documented policy for safety management

- 2) Adhere to the practices and codes of conduct published by sports' National Governing Bodies (NGBs) and university sporting bodies
- 3) Establish a checklist to ensure that safe conditions apply for all activities
- 4) Ensure responsibility for each event is clear, some events (e.g. training camps and away days) may require a specific risk assessment
- 5) Implement a procedure to ensure that all members are fully aware of the club policy and rules