

# **SAFETY MANAGEMENT PROCEDURE**

## **For**

# **Benburb Football Club**

Including Fire Risk Assessment  
And Spectator Management



Safety Management System

## Table of Contents

### **1. POLICY**

- 1.1 Benburb Football Club - Safety Statement
- 1.2 Our Safety Policy
- 1.3 Safety Objectives
- 1.4 Activities covered by this system

### **2. ORGANISATION FOR HEALTH AND SAFETY**

- 2.1 H&E Relationships
- 2.2 Responsibilities and Accountabilities
- 2.3 Cultures, Co-operation and Collaboration
- 2.4 Consultation
- 2.5 Communication
- 2.6 Competence and Training

### **3. PLANNING AND IMPLEMENTING**

- 3.1 Understanding the regulations
- 3.2 Making the required assessments
- 3.3 Identifying Hazards and controlling Risk
- 3.4 Managing the health and safety arrangements

### **4. SPECTATOR CARE AND MANAGEMENT**

- 4.1 Responsibility for spectators
- 4.2 Controlling spectator numbers
- 4.3 Stewarding Operations
- 4.4 Management Contingency Plans
- 4.5 Ground access
- 4.6 Crowd Protection
- 4.7 Viewing Areas
- 4.8 First Aid and medical facilities

### **5. FIRE RISK ASSESSMENT**

### **6. MEASURING PERFORMANCE**

- 6.1 Monitoring plans for achievement and compliance
- 6.2 Incident reporting and monitoring for improvements

### **7. AUDITS AND PERFORMANCE REVIEWS**

- 7.1 What the audit is and its purpose
- 7.2 How reviews are conducted and published

**APPENDIX A - DOCUMENTATION  
APPENDIX B - STEWARD TRAINING  
APPENDIX C – ANNUAL REVIEWS**

**1. POLICY**

**1.1 Benburb Football Club (EKFC) - Safety Statement**

Benburb Football Club seeks to achieve a level of operational excellence where health and safety, alongside other equally important business considerations, creates a culture of total commitment from every person in the undertaking.

Benburb Football Club Committee recognises its responsibilities to players, coaches, officials, spectators, visitors, contractors and staff to provide a safe and healthy environment whilst on the premises.

The Club recognises its responsibilities as an employer and host for providing: -

- A safe place of work
  
- A safe system of operation
  
- Safe interface and control of spectators
  
- Safe equipment, plant and equipment
  
- A safe and healthy environment.

Because people are our biggest asset, the club considers it extremely important that each person works in a spirit of cooperation to achieve and maintain the highest standard of health and safety. This is extremely important with volunteer personnel.

This Safety Management System (SMS) is published so that every volunteer within the club can read and understand their duties and responsibilities in health and safety. More particularly, it is a comprehensive way of working that aims to keep everyone safe whilst entering, staying and leaving the premises.

Benburb Football Club is totally committed to this policy and asks everyone to put in the same commitment to make New Tinto Park a safe and healthy place to visit and work. Our combined efforts will help ensure we have a facility where players, spectators and staff know safety and excellence go hand in hand.

*Ian Gray Club Secretary*

## **1.2 Our Safety Policy**

The Club will provide and maintain a safe and healthy place of sport with safe equipment, plant and tools. All volunteers will receive information, instructions and training for the appropriate work that they do.

As a volunteer, each person is responsible for his or her own safety and the safety of others. That is by their either action or inaction. Failing to act when hazards are recognised may be seen as breaching HS&E legislation.

Every volunteer has the right to refuse an unsafe job and must report such occasions immediately to their immediate supervisor.

Personal Protective Equipment (PPE) is provided and where issued MUST be used in the conditions that The Club state. It is a requirement of the Health and Safety at Work, Act 1974.

Every person, within the club, has a role to play in safety. This Safety Management System explains the responsibilities of personnel charged with ensuring safety and health matters are addressed fully.

The club has a very good health and safety record. With your help the club will uphold this standard of excellence in health and safety as it is in sport.

## **1.3 Safety objectives**

Benburb Football Club Health, Safety and Environment (HS&E) objectives will ensure that the policy remains a reality and is reviewed annually for continuous improvement.

Our Aspirations are: -

- Observing the letter and spirit of all HS&E legislation and regulations
- Maintaining standards of the "Guide to Safety at Sports Grounds"
- The commitment to continually improve methods and systems to excel in safe working
- Ensuring that every person working is well supported to enable them to integrate seamlessly in providing a safe environment for spectators, visitors and for their colleagues.

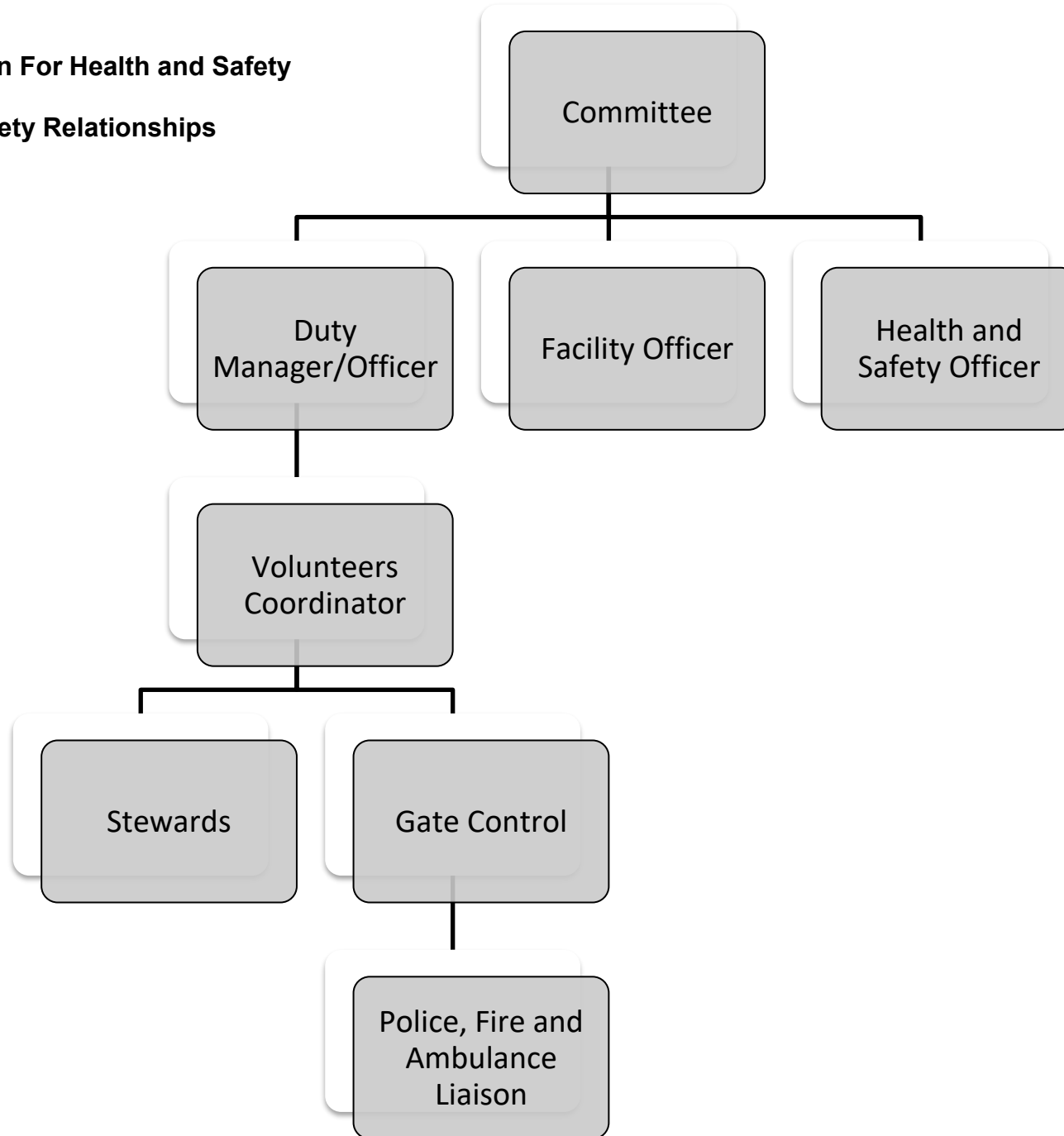
The Club safety objective is to be the safest facility of choice for our visitors by avoiding all unwanted incidents.

#### **1.4 Activities covered by this safety management system**

All work carried out by Club personnel and those acting as sub-contractors for the club on New Tinto Park Facility .

## 2. Organisation For Health and Safety

### 2.1 Health and Safety Relationships



## **2.2 Responsibilities and accountabilities**

**Committee** – Responsible for ensuring that all operations within the Benburb Football Club meet the statutory requirements in relation to safety, health and the environment. Further responsibilities include -

- Exercising control of all volunteers, sub-contractors working within the New Tinto Park Facility
- Developing a Safety Plan to realise the current objectives of this document and updating it annually.
- Ensuring that individual responsibilities for safety and health are defined, understood, documented and monitored
- Seeing that the safety policy is administered personally or by delegation to a senior named member of the committee
- Understanding the requirements of appropriate safety legislation and ensuring the provisions are observed
- Disciplining personnel who fail to discharge responsibilities placed on them by regulations
- Ensuring all injuries, damage, loss and near misses are properly reported, recorded, investigated and remedial actions completed to prevent recurrence
- Maintaining liaison with other appropriate external bodies to obtain the necessary information needed in the safe conduct of business
- Arranging for adequate resources needed to achieve the policy and requirements of this Safety Management System
- Ensuring that during absences from the facility there is an appointed deputy who can act fully to ensure Health Safety & Environment responsibilities can be fulfilled.

### **Health Safety & Environment Officer**

- Set leadership standards by the example of promoting a high degree of safety awareness in the personnel at the Club
- Ensuring that staff, volunteers and contractors operate safely and in accordance with current HS & E legislation
- Ensure that staff and volunteers receive instruction and safety training appropriate to the work they are called on to do
- Ensure that tools and equipment used on the premises are assessed for the use they are put to, inspected and maintained so that they are without risk to safety and health
- Auditing regularly all maintenance records for health and safety required under Regulations.

- Ensure that work methods are reviewed to ensure that hazards and risks have been addressed by assessment.
- Ensure that personnel are aware of the hazards and risks associated with manual handling and that all significant risks are properly assessed and addressed.

### **2.3 Culture, cooperation and collaboration**

No organisation can exist successfully without good and trusting relationships between everyone in it. The aim is to create a flagship not only in sport but also in Health and Safety.

The benefits are many. Today, spectators have exacting safety standards themselves and incoming expertise is required to demonstrate similar standards in health and safety. This alone can be a deciding factor in becoming a part of the local community aims. From the Club's perspective, it is of utmost importance to ensure that personnel are working in a safe and healthy environment.

### **2.4 Consultation**

It is a regulatory requirement for employees and volunteers to be consulted on matters affecting their safety and health.

The Club wants to foster a culture where all safety matters can be discussed without fear or favour. The Club cannot fix things they don't know about! Everyone within the Club should discuss items of concern with their colleagues.

The **Committee** has an "open door" policy for safety consultation but under normal circumstances any member of the management team will always be available for discussions.

The **Committee** will chair a safety meeting, as required. Participants will include: -

- At least one Committee member
- The Safety Officer
- Volunteer Coordinator
- The Facility Manager

The agenda will include -

- Status of Outstanding Items
- Agenda items including incident investigations
- Any other Business
- Allocation of action items and completion dates

### **2.5 Communication**

The most important quality of an organisation is the ability to communicate effectively. It is essential for all aspects of Club's business. Every facet of a successful business depends on communication. Health and safety is just as important.

People need to communicate and understand each other clearly for work to be safe. In fact, a safe system of work is a legal requirement. This Safety Management System is communication but without people reading it and understanding it, it would be useless.

This is what it does: -

- It explains the policy and why it is needed
- The values and standards that the Club aspires to
- The commitment of senior management
- The systems, plans and procedures needed to implement it
- The need to secure the involvement and commitment of everyone to it
- Opportunities and ideas for improvement
- Measures how well the Club is progressing
- How everyone can learn lessons from past incidents.

We need to communicate effectively with work instructions, method statements, briefings, meetings, and informal ways. Information is important but people who communicate are even more important.

## **2.6 Competence and Training**

Every person must be trained to do the work they are expected to do. That is a legal requirement. In addition, training is required on induction into New Tinto Park . The introduction of new technology, machinery, work methods, or new substances triggers a need for retraining. For health and safety, training is an ongoing action to continually refine the methods of working and the methods of managing it.

The management are aware of the need for training. Periodically they will: -

1. Decide if training is necessary
2. If so, Identify the specific training need
3. Set objectives to meet the need of the training required
4. Select appropriate training methods
5. Implement the training
6. Measure the understanding
7. Evaluate the effectiveness
8. Modify training as necessary.

When necessary, external training will be sourced to obtain the required competency. Management understand that most modern regulations in regard to health and safety stipulate a requirement for both competence and training. Competence as far as regulations are concerned, it is stated as having the required skill, knowledge and experience of similar standard.

### **3. PLANNING AND IMPLEMENTING**

#### **3.1 Understanding the regulations**

The following points appear in most regulations in one form or another. This indicates how they are formulated and when approaching work they are points to be remembered.

- Reasonably Practicable – The balance of risk against the inconvenience and cost of overcoming it
- Best Practicable – Ignores cost but recognises current technical knowledge
- Duty Of Care – What every employer owes every employee
- Suitable And Sufficient – Appropriate to the instance and comprehensive enough to be effective.

#### **3.2 Making the required assessments**

There are some mandatory assessments that have to be completed.

- Main Safety Assessment – Covering the risks and hazards within New Tinto Park , people, jobs, premises and equipment and record the findings.  
The Health and Safety at Work, Etc. Act 1974
- Work Assessment – Assessment of hazards and risks associated with a particular role.  
The Management of Health and Safety at Work Regulations 1999
- Work Equipment Assessment – The hazards and risks of using equipment and tools for particular tasks.  
The Provision and Use of Work Equipment Regulations 1999.
- COSHH Assessment – Risk and hazards associated with the use of a substance in particular circumstances.  
The Control of Substances Harmful to Health Regulations 1988.
- PPE Assessment – Suitability of specific PPE for particular tasks.  
The Personal Protective Equipment at Work Regulations 1992
- Manual Handling Assessment – Identification and removal of hazards and risks in handling work.  
The Manual Handling Operations Regulations 1992.
- Lifting Assessment – Assessing the suitability of people and equipment for lifting loads.  
Lifting Operations and Lifting Equipment Regulations 1999.

- Computer workstation user assessment – lighting seating positioning, etc. Display Screen Equipment Regulations 1992.

Where there is any requirement to be met, the details must be set out.

There must be a date set for any immediate actions and the completion of that action must be initialled and dated. Actions for completion within 3 months are similarly treated.

More complex actions must be detailed, a date given for completion and an addendum added to the document explaining how and when it will be completed.

**Note: The Fire Risk assessment is separated**

### **3.3 Identifying Hazards and Controlling Risk**

There are three steps to addressing hazards and risk.

- Hazards must be identified
- Risks arising from hazards must be controlled
- Risks must be removed or reduced and controlled

To be able to make the assessments required by regulations everyone must understand what a hazard is and what a risk is. For normal purposes the explanations are simplified.

**HAZARD**      An object or condition that could cause harm

**RISK**            The likelihood that may become a reality

If hazards are ranked for severity, 1(very slight harm) to 5 (great harm too many) and Risks are ranked for probability, 1 (Chance of happening slight) to 5 (Real possibility of it occurring). Then multiplying them out will give a figure. The higher the figure, the greater the risk.

This simple approach most hazards and risks assessed in the course of work can be addressed to remove or reduce and control them. Ratings 1 to 6 would be low risk requiring periodic review, 9 to 12 medium risk requiring some control to reduce it to under 6. Over 12 would be an unacceptable risk that requires immediate action to remove or reduce it before anyone is harmed.

Training and exercise makes risk assessment a good tool that can be applied to work methods.

### **3.4 Managing the Health, Safety & Environment Arrangements**

The Committee will chair a periodic Safety Committee comprising of such staff and others, as the agenda requires.

The agenda will include:

- Outstanding actions
- Standard agenda items where required
- Reports on incidents, near misses and hazards and investigations

- Safety audit reports by departments with action items
- Review on previous audit actions
- Safety performance figures
- Other topics
- Any Other Business
- Allocation of actions and completion dates.

The responsibilities stated in section 2.2 will be used for the conduct of business and the allocation of actions in the Safety Steering Committee. Maintenance and improvement of the facilities Safety Policy will be the guiding principle for all activities.

Health and safety cannot be imposed on a workforce. The regulations can be imposed but in the absence of management, people who don't believe in it will take short cuts or think it doesn't apply to them. People even stop "thinking safety" which is a prime source of accidents.

The Club needs everyone's support in achieving excellence in health and safety. To do this we need to plan. The objective of the plan will be continuous improvement.

Our objectives need to be **SMART!** That is;

**Specific** –Straight to the point.

**Measurable** – Capable of seeing now and the achievement required.

**Agreed** – Everyone in one mind about what we're doing.

**Realistic** – Capable of being achieved.

**Timed** – Set Dates for completion

## **4. SPECTATOR CARE AND MANAGEMENT**

### **4.1 Responsibility for spectators**

The evidence of history shows that the control and management of large numbers of people is a great responsibility. People must be safe as they enter New Tinto Park in a controlled manner. They must be clearly directed to the correct viewing areas and be safe whilst they are there. Behaviour is monitored and controlled at all times. The spectator exits must be clear and obvious. In addition, there must be adequate arrangements in place to manage safe evacuation in any emergency.

Benburb Football Club understands these responsibilities and will ensure that all personnel without exception will be trained in practices and techniques of spectator management commensurate with their duties on site.

### **4.2 Controlling spectator numbers.**

Entry to the ground is numbered via counter attached to the turnstile.

The following procedure will apply: -

1. The start number will be noted but should be reset to 0. The agreed ground capacity for members of the public will be noted
2. Season ticket holders will be issued with a ticket.
3. The number of season ticket holders will be deducted from the ground capacity, to allow the maximum number of members of the public access to the facility safely, if applicable.
4. The number of members of the public and season ticket holders will be reported to the duty officer.

### **4.3 Stewarding operations.**

Control and management of spectators coming on the ground will apply the following policy.

1. A responsible person must be present at the event to manage stewarding operations. Minimum requirement set by the Guide to Safety at Sports Grounds is 1:100 for spectator and a static post at the entrance and exits of the facility
2. Under normal circumstances, staff uniform will identify a person as a steward.
3. Obvious exceptions to an average crowd will be anticipated and a specific meeting will be convened to arrange special plans.
4. The public address system will be used in an emergency to direct evacuation procedures.
5. Stewards will report ALL crowd behaviour they consider may potentially cause disorder.

### **4.4 Management Contingency Plans**

Management must be aware that besides the normal run of events there may be times when event conditions may be abnormal. Unexpected high numbers arrive; there are sudden adverse weather conditions. These are potential hazards that must be evaluated and addressed. All members of the management and staff will undergo training in contingency planning to equip them to act correctly in any foreseeable emergency. All management and staff will be briefed by the Facility Manager annually regarding safety objectives for the coming year.

1. Adverse Weather.
  - a. May affect arrival or departures of spectators. This may also cause postponement or abandonment of match. May initiate uncontrolled movement of spectators.
2. Lockouts.

- a. Action required if spectators expected or present exceed approved capacity. Numbers outside the premises are such that they require controlling or dispersing. Liaison with police when such conditions are about to occur.
- 3. Disorder in the Ground.
  - a. Immediate identification of nature and scale of disorder ascertained. Immediate Duty Officer liaison. Possibility, Police Liaison depending on scale and nature of any intervention. Who will intervene?
- 4. Late arrivals or delayed start.
  - a. Action required if match delayed. Liaison with Duty Officer and match officials. Broadcasting information to spectators in and outside the ground. Extra stewards for turnstile area.

These are just a few of possible hazards that might arise when dealing with the public in crowds who have a completely different behaviour pattern. Management must be aware of ALL staff and public behaviour starting in the hours before the event takes place.

### **Ground Access**

The public when in crowds require clear and simple directions.

The management will: -

1. Ensure there is adequate and clear signs directing people to their appropriate area.
2. Ensure that there is no "cross flows" in the crowd to impede their progress.
3. No incident in the flow that may cause a gathering.
4. Avoid any convergence of any route flows that may cause an obstruction.
5. All routes are suitable underfoot for the traffic they have to bear.

### **Crowd Crush Protection**

People in crowds behave in response to outside stimuli whether it be visual or audible. This usually results in mass movement. Protection is usually afforded by barriers placed in patterns, which are known to be safe. All barriers erected must be fit for purpose and maintained. These will be visually inspected monthly by the grounds man.

### **Viewing Areas**

The stand provided for spectator viewing are seated and covered this may be hazardous in adverse weather conditions or if crowded.

1. In the present state access will be limited to the numbers decided by Benburb Football Club
2. The new Covered Enclosure has standing capacity of 300, limited as required due to adverse weather or for a Match deemed 'High Profile'.

#### **4.8 First Aid and Medical Facilities**

First aid is provided by a member of staff. The facilities designated rooms are available if necessary for supporters as well as players. In addition all Benburb teams will have a Sports First Aider, with First Team having 2.

## 5. Fire Risk Assessment

### Assessing Risk

The Following System has been employed in Assessing Risks

Consequence	RISK				
	Min	Low	Poss.	Likely	High
Negligible	1	2	3	4	5
Slight	2	4	6	8	10
Moderate	3	6	9	12	15
Severe	4	8	12	16	20
Major	5	10	15	20	25

RATING	
<b>1-4 Low</b>	Low risk, No action required
<b>5-10 Medium</b>	Reduce the risk, increase awareness
<b>11-16 High</b>	Alarm or auto-extinguisher equipment required
<b>&gt;16 Extreme</b>	URGENT! Keep this area clear until reduction in risk is completed and area

	re- ass ess ed
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## Specific Hazards

### Ignition Source – Office/Changing Pavilion

Items	Notes	Rating
Smoking	Not Permitted	Low
Electrical Equipment	Inspected annually	Low
Heating Source	Lighting, Electricity	Low
Portable Heaters	Inspected annually	Low
Other Sources		

### Ignition Source – Club House Public Toilet

Items	Notes	Rating
Smoking	Not Permitted	Low
Electrical Equipment	Inspected annually	Low
Heating Source	Lighting	Low
Portable Heaters	None	N/A
Other Sources		

### Ignition Source –Covered Standing Enclosure

Items	Notes	Rating
Smoking	Not Permitted	Low
Electrical Equipment	Inspected annually	Low
Heating Source	None	N/A
Portable Heaters	None	N/A
Other Sources		

### Ignition Source – Grounds person Storeroom

Items	Notes	Rating
Smoking	Not Permitted	Low
Electrical Equipment	None	N/A
Heating Source	None	N/A
Portable Heaters	None	N/A
Other Sources		

### Combustible Material – Office/Changing Pavilion

Items	Notes	Rating
Storage	Clothing, Strips, Towels, Sports Equipment, Cleaning Equipment	Low
In Use or Display	Sports Equipment, Memorabilia	Low
In Workplaces	Cleaning Equipment, Bins cleared	Low
Management	Regular checks, inspection at the end of the day	Low
Other Sources		

### Combustible Material – Club House Public Toilet

Items	Notes	Rating
Storage	None	N/A
In Use or Display	None	N/A
In Workplaces	Bins cleared, restock sanity provisions	Low
Management	Regular checks, inspection at the end of the day	Low
Other Sources		

### Combustible Material – Covered Standing Enclosure

Items	Notes	Rating
Storage	None	N/A
In Use or Display	None	N/A
In Workplaces	None	N/A
Management	Regular checks, inspection at the end of the day	Low
Other Sources		

### Combustible Material – Grounds person Storeroom

Items	Notes	Rating
Storage	Petrol Driven Machines, Sports Equipment	Low
In Use or Display	Petrol, Heavy Oil	High
In Workplaces	Machines Start, Stopped, Refuelled OUTSIDE building	Low
Management	Regular checks and waste materials banned, inspection at the end of the day	Low
Other Sources		

### People – Office/Changing Pavilion

Items	Notes	Rating
Employee Reaction	Immediate	Low
Special Needs	Each Reaction dealt with as arises	Low
Remote Working	CCTV Assistance	Low
Large Numbers	Areas limited to Staff, Users changing	Low
Other Sources		

### People – Club House Public Toilet

Items	Notes	Rating
Employee Reaction	Immediate	Low
Special Needs	Each reaction dealt with as arises	Low
Remote Working	None	N/A

<b>Large Numbers</b>	Forbidden	Low
<b>Other Sources</b>		

#### People – Covered Standing Enclosure

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Employee Reaction</b>	Immediate	Low
<b>Special Needs</b>	Each reaction dealt with as arises	Low
<b>Remote Working</b>	CCTV Assistances	Low
<b>Large Numbers</b>	Limited to agreed capacity	Low
<b>Other Sources</b>		

#### People – Grounds person Storeroom

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Employee Reaction</b>	Immediate	Low
<b>Special Needs</b>	None	Low
<b>Remote Working</b>	CCTV Assistances	Low
<b>Large Numbers</b>	Area limited to trained staff only	Low
<b>Other Sources</b>		

### Raising the Fire Alarm and Means of Escape

#### Fire Detection and Warning – Office/Changing Pavilion

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Smoke Detectors</b>	Fitted	Low
<b>Heat Detectors</b>	Fitted	Low
<b>Employee Awareness</b>	Employees are aware of risk and maintain alertness at all times when on duty	Low
<b>Automatic Detection</b>	None	Low
<b>Other Sources</b>		

#### Fire Detection and Warning – Club House Public Toilet

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Smoke Detectors</b>	Fitted	Low
<b>Heat Detectors</b>	Fitted	Low
<b>Employee Awareness</b>	Employees are aware of risk and maintain alertness at all times when on duty	Low
<b>Automatic Detection</b>	None	Low
<b>Other Sources</b>		

### Fire Detection and Warning – Covered Standing Enclosure

Items	Notes	Rating
Smoke Detectors	Fitted	Low
Heat Detectors	Fitted	Low
Employee Awareness	Employees are aware of risk and maintain alertness at all times when on duty	Low
Automatic Detection	None	Low
Other Sources		

### Fire Detection and Warning – Grounds person Storeroom

Items	Notes	Rating
Smoke Detectors	Fitted	Low
Heat Detectors	Fitted	Low
Employee Awareness	Employees are aware of risk and maintain alertness at all times when on duty	Low
Automatic Detection	None	Low
Other Sources		

### Means of Escape – Office/Changing Pavilion

Items	Notes	Rating
Turning Away from Fire	Exit is immediate from facility	Low
Protected Route to Safety	As above	Low
Obstruction Management	Entrances and exits are maintained clear at all times	Low
Speed of Total Evacuation	Everyone can be cleared from the facility in 3-4 minutes	Low
Escape route Doors	Open in direction of exit travel	Low
Signage	Pictograms are displayed en route	Low
Emergency Lighting	Checked every 4 weeks	Low
Other Sources		

### Means of Escape – Club House Public Toilet

Items	Notes	Rating
Turning Away from Fire	Exit is immediate from facility	Low
Protected Route to Safety	As above	Low
Obstruction Management	Entrances and exits are maintained clear at all times	Low
Speed of Total Evacuation	Everyone can be cleared from the facility in 1 minute	Low
Escape route Doors	Open in direction of exit travel	Low
Signage	Pictograms are displayed en route	Low
Emergency Lighting	Checked every 4 weeks	Low
Other Sources		

### Means of Escape – Covered Standing Enclosure

Items	Notes	Rating
Turning Away from Fire	Exit is immediate from facility	Low
Protected Route to Safety	As above	Low

<b>Obstruction Management</b>	Entrances and exits are maintained clear at all times	Low
<b>Speed of Total Evacuation</b>	Everyone can be cleared from the facility in 3-4 minutes	Low
<b>Escape route Doors</b>	Open in direction of exit travel	Low
<b>Signage</b>	Pictograms are displayed en route	Low
<b>Emergency Lighting</b>	None	Low
<b>Other Sources</b>		

#### **Means of Escape – Grounds person Storeroom**

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Turning Away from Fire</b>	Exit is immediate from facility	Low
<b>Protected Route to Safety</b>	As above	Low
<b>Obstruction Management</b>	Entrances and exits are maintained clear at all times	Low
<b>Speed of Total Evacuation</b>	Everyone can be cleared from the facility in 1 minute	Low
<b>Escape route Doors</b>	Open in direction of exit travel	Low
<b>Signage</b>	Pictograms are displayed en route	Low
<b>Emergency Lighting</b>	None	Low
<b>Other Sources</b>		

#### **Fire Fighting Equipment – Office/Changing Pavilion**

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Extinguishers</b>	Located at Fire Exit Doors and Kitchen	Low
<b>Fire Blankets</b>	In Kitchen Area	Low
<b>Exit Route Equipment</b>	Pictograms are displayed en route	Low
<b>Signage</b>	Pictograms are displayed en route	Low
<b>Other Sources</b>		

#### **Fire Fighting Equipment – Club House Public Toilet**

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Extinguishers</b>	None	Low
<b>Fire Blankets</b>	None	Low
<b>Exit Route Equipment</b>	Pictograms are displayed en route	Low
<b>Signage</b>	Pictograms are displayed en route	Low
<b>Other Sources</b>		

#### **Fire Fighting Equipment – Covered Standing Enclosure**

<b>Items</b>	<b>Notes</b>	<b>Rating</b>
<b>Extinguishers</b>	None	Low
<b>Fire Blankets</b>	None	Low
<b>Exit Route Equipment</b>	Pictograms are displayed en route	Low
<b>Signage</b>	Pictograms are displayed en route	Low
<b>Other Sources</b>		

#### **Fire Fighting Equipment – Grounds person Storeroom**

Items	Notes	Rating
<b>Extinguishers</b>	None	Low
<b>Fire Blankets</b>	None	Low
<b>Exit Route Equipment</b>	Pictograms are displayed en route	Low
<b>Signage</b>	Pictograms are displayed en route	Low
<b>Other Sources</b>		

## Control Measures

### Emergency Procedures – Management and Staff

Items	Notes	Rating
<b>Awareness</b>	All personnel have received instruction for actions in an emergency	Low
<b>Special Needs</b>	Special needs visitors are allocated a staff member, if applicable	Low
<b>Fire Drills</b>	None	Low
<b>Fire Equipment Maintenance</b>	Inspected regularly and maintained	Low
<b>Fire Wardens</b>	On duty at all times	Low
<b>Other Sources</b>		

### Emergency Procedures – Guest and Spectators

Items	Notes	Rating
<b>Awareness</b>	Emergency exits from the stand and ground are clearly marked and addressed by PA system when required	Low
<b>Special Needs</b>	Special needs visitors are allocated an escort or aid person to safety, if applicable	Low
<b>Fire Drills</b>	None	Low
<b>Fire Equipment Maintenance</b>	Inspected regularly and maintained	Low
<b>Fire Wardens</b>	Committee available at all times	Low
<b>Other Sources</b>		

## 5.1 STAFF TRAINING AND AWARENESS

Every person working within New Tinto Park will undergo instruction in: -

- How the alarm system operates.
- Recognising and using fire extinguishers.
- How to call the Fire Service.
- Where escape routes are and how they are used.

- Where to assemble after leaving the building.
- How to assist guests and members of the public in evacuation.

Every person will undergo emergency action training on commencing work at the ground whether in a staff or volunteer role. Everyone will undergo refresher training when there is any significant change in arrangements and in any case, annually.

A poster explaining staff emergency action will be posted in a prominent place.

## **5.2 REVIEW, REVISION AND RECORDS**

Whenever there are significant changes to the layout, equipment, work practices or spectator management, this assessment must be re-visited for review to ensure it is relevant to prevailing circumstances and no further risk introduced.

Records of maintenance, inspections and management actions must be maintained for this and other regulations.

Details of changes are communicated to all committee when they arise.

## **FIRE FIGHTING EQUIPMENT**

### **Recognised Areas for management action**







The Club will measure how it is implementing the health and safety policy. The management also needs to know how effective it is in controlling risks and assessing the development of its safety culture. It is the positive safety culture that is the objective of health and safety. That is the level at which every person is committed to avoiding incidents by positive actions.

Performance is measured two ways. The first is “active” that monitors the level of achievement of club’s plans and compliance with standards and regulations. The second is “reactive” and is negative in the fact that accidents, incidents, and ill health are monitored. To obtain effective measurement of this information the club has procedures.

Procedures include: -

- Action status reports from Safety Meetings
- Agenda and action status reports from quarterly Safety meetings.
- Incident Report form
- Accident investigation report forms
- Any audit reports from other sources
- Significant risk assessment findings generated through complying with those listed
- Status of inspection records needed to comply with regulations
- Management audit findings
- Status of all Clubs’ audits on people, plant, equipment, procedures, housekeeping, fire equipment and electrical equipment.

## **6.2 Incident reporting and monitoring for improvement**

All incidents, near misses and hazards should be reported without exception. For this to work successfully there must be a “no blame” culture. People must be free to report without fear of any reaction except that of improvement.

All reported information is good because the Club needs to remedy any shortfall in its systems. Having an opportunity to improve BEFORE something goes wrong is always preferable to the stable door and bolting horse.

All accidents or injuries must be reported to the Local Authority Environmental Health Office.

Restricted Work Cases      The injured party can only do light duties (less than 3 days).

Medical Treatment Cases      The injured party receives treatment from doctor or hospital.

First Aids      Injured party is treated by First Aider and resumes work.

Near Misses      In other circumstances could have caused serious injury.

All incidents MUST be reported immediately, at all costs on the same day. The detail on the form is proportionate to the incident. The completed incident form must be photocopied and held by the club and the original must be handed without delay to the Committee Member

At the discretion, the Committee will initiate an investigation, which will cover all or some of the following dependent upon the type of incident. Normally for all incidents more serious than a first aid. Where there are incidents of a similar nature an investigation may be launched.

The team of three will usually include a member of staff.

1. Events leading up to the incident
2. The details of the incident
3. The extent of injury and or damage.
4. The immediate actions taken to prevent recurrence
5. People involved or those who witnessed the events
6. Any deviation from a regulatory or Club procedure or standard
7. Immediate causes
8. Underlying factors
9. Remedial and improvement actions
10. Action Completion date
11. Date published

The Club considers it very important that the whole injury reporting and investigation is transparent and exists to improve safety and learn from incidents. It is NOT a disciplinary procedure and is not concerned with blame. All staff are urged to participate in this process.

## **7. AUDITS AND PERFORMANCE REVIEWS**

Audits are a normal part of business for finance and quality. The same technique is applied to health and safety. Audits are a structured way of collecting information on the efficiency, effectiveness and reliability of this safety management system (SMS).

### **7.1 What an audit is and its purpose**

- Check that the management arrangements of this document are in place
- The risk control system is in use and evidence of its use can be supported
- Precautions for work are in place and they are appropriate to the tasks.

The audit requires the collection of relevant HS&E information about this SMS and making judgements about its adequacy and performance. This can be achieved by: -

- Interviewing people
- Examining documents
- Visually observation.

## **7.2 How reviews are conducted and published**

Performance reviews require making judgements about how adequate the previous period's performance has been and the ability of people to make decisions to remedy any shortfalls. This is achieved through measuring activities, using audits, risk assessments and workplace precautions. This will be further influenced by outside sources, other organisations and new legislation.

The object of the review is to maintain the dynamics of the SMS so that it evolves and improves in line with the health and safety of the organisation and the people within it.

An annual Safety Review should be published outlining the highlights and lowlights of the HS&E year. It should be in a format that everyone wants to read.

## **APPENDIX A**

The following documents to must placed here. (Please identify those that exist in the Club and whether they need updating).

Hazard Checklist      To be used as an aide memoire for audits and assessments  
Method Statement      Contractors coming to the New Tinto Park    must have one  
1<sup>st</sup>half for the method steps, 2<sup>nd</sup>half for identifying and removing hazards,  
stating the hazard control steps through precautions.

Assessment forms    for:

- Club Safety Status Assessments
- Work Assessments (i.e. Cleaner task list check sheets, etc)
- Work Equipment Assessments
- COSHH Assessments
- PPE Assessments
- Manual Handling Assessments
- Lifting operations Assessments
- Display Screen Equipment User and workstation Assessments

Audit Forms

- Management audit Inspection Report
- Audit action control and close-out reports

Incident Reports

Investigation Reports

- Action recommendation and close-out reports

## **APPENDIX B**

### **TRAINING REQUIREMENTS FOR STEWARDS**

All personnel who undertake stewarding duties (including Gatekeepers) whether in a voluntary, part-time, occasional or full-time basis MUST undergo training that specifically cover these points. The list is not exhaustive.

- Dress for duty
- Understanding reporting relationships
- Methods of communication
- Importance of knowing precise numbers coming on site
- Rules for the issue and control of tickets
- Season ticket handling
- Action required in case of abnormal numbers of people
- Announcing postponements, delays, etc
- Understanding assisting the routing of spectators to their viewing position
- Controlling people in and out of the ground
- Ensuring team segregation from spectators on and off the ground
- Checking spectators for potential missiles and removing or reporting them
- Watching an agreed section of spectators during play for signs of movement or unrest
- Stopping pitch invasions by any spectators and reporting same
- Knowing where police and first aid points are and how to contact them during play
- Understanding ground evacuation plans and routing spectators off the ground in an emergency
- Understanding any precise point needed to be manned in an emergency
- Aiding spectators in leaving the ground after match
- Final checks on all areas to ensure ground clear and no potential fire hazards are present.

## **APPENDIX C**

**FORMAL ANNUAL REVIEW 10th November 2026**

The meeting took place at New Tinto Park on the above date and the matters discussed, with outcomes are listed below. Those present;

Frank Lovering – Facility Health and Safety Officer  
Ginean Peacock – Facility Manager  
May Lovering – Club Secretary BFC

### Overall

The content and application of the Policy was deemed to be fit for purpose. The Club in conjunction with Benburb FC have been proactive in ensuring New Tinto Park is a safe place to visit for playing/ training.

### Issues

NA

### Looking ahead

NA

Ian Gray  
Club Secretary