



## **Kilmarnock FC Health & Safety Policy**

This policy will address the Health & Safety requirements of Kilmarnock FC's employees and those affected by the Club's undertakings. This covers operations within the Football Stadium, surrounding grounds and the Administrative Offices of the Club.

This policy is not intended to meet the requirements of the General Safety Certificate issued under the Safety of Sports Ground Act 1975 although certain aspects will be common.

Kilmarnock FC acknowledges that the key to successful Health & Safety Management requires an effective policy, organisation and arrangements which reflect the commitment of senior management.

To sustain that commitment we will continually measure, monitor, and revise where necessary an annual plan to ensure that Health & Safety standards are adequate.

**Signature:**

**Position:** Club Secretary

**Date:** 20<sup>th</sup> January 2022

**Review Date:** 20<sup>th</sup> January 2023



# 1 - Policy Statement

- It is the policy of Kilmarnock FC to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all employees and of all those affected by our undertakings.
- The Company will strive to adhere to all relevant Health & Safety legislation and statutory requirements as a minimum standard which will be exceeded wherever reasonably practicable.
- The Company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, and the provision of adequate safety equipment.
- The Company will provide suitable and sufficient Welfare and First Aid facilities for all employees.
- As part of the arrangements for Health & Safety, written Risk Assessments will be undertaken to identify and evaluate foreseeable hazards to employees. These will be regularly reviewed and controls developed to minimise the risks.
- The Company will provide all information, instruction and training to ensure that employees can work in a safe and healthy environment.
- Accidents and incidents will be recorded, investigated and actions taken to prevent recurrence wherever possible.
- The Company will ensure continued consultation with all employees in Health & Safety matters via regular meetings.



## 2 Organisation for Safety

### 2.1 – Health & Safety Responsibilities

The Club Secretary, Karen Costello has overall responsibility for Health & Safety on a day-to-day basis.

The Club operations have been divided into several functional areas and Health & Safety responsibilities are identified below.

Operational Area	Responsible	Workgroups	Approx. Number of employees
Stadium maintenance	Mark Gallagher	Maintenance staff and contractors	4 (+ contractors)
Grounds maintenance	Mark Gallagher	Ground staff	4
Retail	Josie Corrie	Shop staff	7
Laundry	Leigh McMaster	Laundry staff	1
Hospitality	Gregg McEwan and Emma Wyper	Bar & catering staff, tea bar staff catering contractors, cleaning staff, match day hospitality	50 (+ contractors)
Football operations	Derek McInnes	Coaches, physiotherapists and playing staff	60
Match Day operations	Joe Ireland & Mark Gajic	Security, First aid, stewards, requirements of the General Safety Certificate	20 (+ contractors)
Administration	Karen Costello	Club administration and offices	20



## **2.2 – Control of Contractors**

Function Heads that control contractors have a responsibility to ensure that the selected contractors are competent to undertake the nominated task and that suitable and sufficient risk assessments and method statements are provided by the contractor prior to work being undertaken. Contractors are required to always work safely and not to endanger themselves, Kilmarnock FC employees or others affected by their work.

## **2.3 – Communications**

Function heads are responsible for ensuring that briefing and communication on Health & Safety matters is provided to their staff and effectively achieved.

## **2.4 – Health & Safety Committee**

The Health & Safety Committee will meet at regular periods to discuss ongoing safety, health and welfare matters. Representatives of all functions will be invited to attend along with members of management. Minutes will be produced and circulated to all functions.

## **2.5 – External Advice**

Technical advice on Health & Safety matters will be provided internally by the suitably qualified safety team.

## **2.6 – Training**

Training in Health & Safety will be undertaken as required, based on the needs identified by Risk Assessments to enable employees to carry out their duties safely.

Function Heads are responsible for ensuring that employees receive training and are competent to work safely.

## **2.7 – Risk Assessments**

Function Heads are responsible for ensuring that Risk Assessments are accurate, regularly reviewed and that controls are in place.

## **2.8 – Inspections**

Function Heads are responsible for regular safety inspections of their areas to ensure that hazards are identified and adequately dealt with.

## **2.9 – General Safety Certificate**

The designated Safety Officer(s) is responsible for ensuring the requirements of the Certificate are met. Items covered in the General Safety Certificate which also affect employee Health & Safety are referred to in Section 3 of this Policy.

## **2.10 – All Employees**

All employees have an individual responsibility towards their own Health & Safety and to others they work with. Employees will report all accidents and potentially serious incidents to management and co-operate in all matters of Health & Safety to help provide a safe place to work.



## 3 Arrangements for Safety

### 3.1 – Identified Risks

The matrix below identifies potential risks to employees within their functional areas. Risk Assessments will be carried out for each group and control measures specified.

Ref:	Hazard Type:	Stadium Maintenance	Grounds Maintenance	Retail	Laundry	Hospitality	Football operations	Match day operations	Administration
1	Emergency evacuations	X	X	X	X	X	X	X	X
2	Personal welfare	X	X	X	X	X	X	X	X
3	Medical emergencies	X	X	X	X	X	X	X	X
4	Manual handling	X	X	X	X	X	X	X	X
5	Cuts	X	X	X	X	X	X	X	X
6	Slips, trips, falls	X	X	X	X	X	X	X	X
7	Chemicals / substances	X	X		X	X			X
8	Water Management	X	X	X	X	X	X	X	X
9	Work at height	X					X		
10	Use of hand tools	X	X						
11	Electrical	X	X				X		
12	Electromagnetic Fields	X	X						
13	Mechanical	X	X		X	X	X		
14	Burns, scalds	X	X		X	X			
15	Ignition sources	X	X		X				
16	Ergonomics	X	X		X		X		
17	Food hygiene					X			
18	Cash handling			X		X		X	X
19	Lone working	X	X	X	X	X			X
20	Transport		X				X	X	
21	Noise	X	X						
22	Traffic management	X					X		
23	Control of contractors	X	X		X		X		
24	Hand arm vibration	X	X						
25	Confined spaces	X	X						
26	Hot Work	X							
27	Asbestos	X							
28	Legionella	X	X				X		
29	VDUs								X
30	Young persons					X			X
31	Expectant mothers			X	X	X			X

32	Stress	X	X	X	X	X	X	X
33	Pandemic	X	X	X	X	X	X	X



### 3.2 – Items addressed by the General Safety Certificate

The stadium holds a General Safety Certificate under the Safety of Sports Grounds Act 1975. Certain requirements of this certificate overlap the requirements of Health & Safety legislation and are therefore cross referenced as part of the Arrangements for Safety under this policy.

#### 3.2.1 - Electrical Safety

Fixed wiring tests are carried out annually and certificated, Portable Appliance Testing is carried out on all non fixed equipment on a rolling twelve-month basis.

#### 3.2.2 – Pressure & Fuel Systems

The oil-fired boiler and gas installations are inspected annually and a maintenance report produced.

#### 3.2.3 – Emergency Equipment

Emergency lighting, backup generator testing, inspections of portable fire extinguishers and the operation of emergency exits is carried out prior to every match and inspected as per statutory requirements by qualified and approved contractors.

#### 3.2.4 – Stadium Structure/Barriers

All stands and barriers are inspected and tested annually then certified accordingly.

### 3.3 – Accident Reporting

All accidents and incidents should in the first instance be reported to the function manager. These will be investigated and where required remedial actions will be taken.

All personal injuries must be recorded in the Accident Book which is held in the Club Secretary's office.

### 3.4 – First Aid

First Aid kits are held in the Main Reception, the 1869 Club and in each Tea Bar as well as the Treatment Room. Lists of qualified First Aiders will be posted by each First Aid kit.

#### References:

Health and Safety at Work Act 1974  
 Management of Health and Safety at Work Regulations 1999  
 Lifting Operations and Lifting Equipment Regulations 1998  
 Provision and Use of Work Equipment Regulations 1998  
 Personal Protective Equipment Regulation 1992 (As Amended) Changing from the 6.4.2022  
 Control of Substances Hazardous to Health Regulations 2002  
 Control of Asbestos Regulation 2012  
 Working at Height Regulations 2005  
 Manual Handling Operations Regulations 1992 (As Amended 2002)  
 Construction Design and Maintenance Regulation 2015  
 Coronavirus Act 2020  
 Coronavirus (Scotland) Act 2020  
 Public Health etc (Scotland) Act 2008