



Health and Safety Policy

1. Objective of this policy

To set out the Health and Safety Policy of Middlesex County RFU Ltd ("the County") and to ensure in respect of the County's employees the County meets the requirements of the Health & Safety at Work etc. Act 1974.

2. Scope

The Policy relates to all employees and volunteers carrying out the activities of the County.

3. Audience

All members of the Middlesex Management Board, and the County's employees and volunteers.

4. Background

The County is a Constituent Body of the Rugby Football Union ("RFU") and has responsibility for:

- Promoting, encouraging and fostering the game of rugby for the benefit of its Members including coaching at all levels
- Ensuring ensure that the game of rugby is played in accordance with the Laws of the Game and is administered in accordance with the World Rugby Regulations and the Rules and Regulations of the Rugby Football Union
- Undertaking such festivals, matches and fixtures and other activities as the Middlesex County Management Board may decide
- Strengthening the bonds between the Constituent Body and the local community in the County of Middlesex.

To carry out its day to day activities the County utilises employees and volunteers. The County maintains an office from which the employees work.

5. Policy statement

This Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in the workplace



- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- Provide personal protective equipment (where necessary)
- Consult with the County's employees and, where necessary, its volunteers on matters affecting their health and safety
- Provide and maintain a safe office environment and equipment for employees and volunteers
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or another significant incident
- Review and revise this policy regularly.

6. Responsibilities for Health and Safety

The Middlesex Management Board has overall responsibility for health and safety. It delegates the day to day responsibility for ensuring this policy is put into practice as follows:

- Employees – the Secretary
- Volunteers – the Officers and the Chairs of the County Committees

To ensure health and safety standards are maintained/improved, the following have responsibility in the following areas:

The Secretary

Their responsibilities:

- Office safety, risk assessments, consulting employees, accidents, first aid and work-related ill health
- Monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation
- Maintaining office accommodation, equipment, information, instruction and supervision, and training.

The Committee Chairs, where relevant:

Their responsibilities:

- Volunteer safety, risk assessments, consulting volunteers, accidents, first aid

All employees and volunteers should:

- Co-operate with the relevant County representatives on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as set out above).

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7. Arrangements for Health and Safety

The arrangements are summarised as follows:

- Risk assessment**
- All relevant risk assessments to be completed and relevant action undertaken
 - Risk assessments will be reviewed when working habits or conditions change.
- Training**
- Employees will be provided with appropriate health and safety induction and appropriate training (including working at height, asbestos awareness and electrical safety)
 - Personal protective equipment will be provided, if and where necessary
 - Suitable arrangements will be put in place for employees who work remotely.
- Consultation** Employees and volunteers will be consulted on health and safety matters as they arise and formally when health and safety is reviewed.
- Evacuation of County premises**
- Escape routes will be well signed and kept clear at all times.
 - Evacuation plans are updated from time to time if and where necessary.

8. Owner of this Policy

This policy is owned by the Secretary and approved by the Middlesex Management Board. This policy will be reviewed and updated annually.

9. Document Approval History

Date	Version	Document Approver	Comment
14 July 2020	Version 1	Middlesex County Management Board	To be updated in August to September 2021.

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