

**University of Leicester
Sport and Active Life Service**

**Statement on Safety in
University Sports Facilities**

Introduction

Sport and Active Life are part of the department - Student and Academic Service (SAS) which is within the University structure. This Statement on Safety in University Sports Facilities has been created to reflect on the unique nature of Sport and Active Life in comparison with other departments within the University. In addition, this has also been created alongside the University's health and Safety Policy.

General Statement

Participation in sport and physical activity carries a risk of personal injury. Participants should be aware of and accept these risks whilst seeking to reduce the risk by taking responsibility for their actions.

Participants must cooperate with University employees, those representing the University including any coaches, instructors or leaders.

In particular, participants are asked to abide by the following basic rules:

- Report to a member of University staff any activity or situation that you think presents a risk to users, visitors or passers-by and any incident resulting in an injury to someone on or in University facilities.
- Do not erect or dismantle sports equipment unless trained to do so or if you are asked to do so by University staff.
- Report to a member of University staff any defects to sports equipment which become apparent either before, during or after play.
- Specifically with regard to football, ensure that 5-a-side portable goalposts are securely fixed to the back walls and that 11-a-side portable goals are securely fixed to the ground before play commences.
- Specifically with regards to fire:
 - Comply with the instructions issued by staff when a building is being evacuated;
 - Do not tamper with or otherwise compromise the effectiveness of any of the fire precautions within the facilities;
 - Do not smoke in any of the sports facilities. In addition to this, no smoking is permitted where there are signs that prohibit this.
- Specifically with regards to first aid:
 - Immediately contact a member of staff for assistance if in area where no panic alarms are situated;
 - Respond positively to a request by a member of staff to assist an injured party;
 - Report any spillage of blood or other bodily fluid to a member of University staff.

RESPONSIBILITIES

Introduction

The health and safety responsibilities that follow, represent the specific responsibilities of staff within Sport and Active Life. As a whole, The University of Leicester has a duty of care under civil law to everybody on University sites. The University has a legal duty to comply with The Health and Safety at Work and safeguard the health and safety of its employees and those exposed to their activities. Responsibilities of other staff and departments within the University can be found within the University Health and Safety Policy.

Head of Sport & Active Life

The Head of Sport & Active Life is accountable for health, safety and welfare within Sport and Active Life to the relevant University department. The Head of Sport & Active Life holds the overall responsibility for the Health and Safety within the department. As part of the role, the Head of Sport & Active Life can appoint a Departmental Safety Officer (DSO) and from this, they can delegate tasks that they see fit to them.

The Head of Sport & Active Life is accountable for health, safety and welfare within Sport and Active Life and is specifically responsible for:

- The implementation of health and Safety within the facility and the training to staff members also.
- Ensuring that adequate resources are made available to ensure that Health and Safety can be properly managed within Sport and Active Life (if delegated, would be to another senior authoritative position).
- Implementing the specific requirements of the University Health and Safety Policy throughout Sport and Active Life.
- Ensuring that this Statement on Safety in University Sports Facilities is reviewed as necessary and that any revisions are brought to the attention of all staff and other relevant parties.
- Investigating serious accidents or incidents within the facilities and reviewing any trends within all reported accidents and incidents.
- Liaising with the relevant University department, namely Safety Services, to resolve any health and safety issues that are not Sport and Active Life's direct responsibility.
- Liaising with University Safety Services for professional advice, as required, and liaising with local Environmental Health Officers.

Deputy Head of Sport & Active Life

The Deputy Head of Sport & Active Life is the next position underneath Head of Sport & Active Life in which therefore consumes some of the Health and Safety responsibilities as well. They include:

- Acting as a staff representative, specifically raising staff concerns with the Head of Sport & Active Life and, where necessary, pursuing these concerns through the wider University structure.
 - Working alongside Safety Services to audit/inspect the management of Health and Safety at all facilities at least every six months. Including the facility as a whole, the Health and Safety Standard as well as the implementation of this also (Departmental Inspection).
 - Ensuring that Facility Managers are adequately trained and supported to undertake their role and discharge their responsibilities.
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- Organising and chairing a monthly meeting of the Facility Managers at which health and safety management will be a regular agenda item.
- Insuring that all Management are aware of how to report incidents and liaise with Safety Services for those reported incidents.
- Advising Facility Managers on Sport and Active Life specific health and safety issues if these have not already raised to The Deputy Head of Sport & Active Life already by Facility Managers.
- Monitoring the risk assessment programme at each facility and the development and implementation of operational procedures, maintenance programmes, training plans and other measures to control risk.
- Collecting and archiving completed health and safety documentation from all facilities annually.

Facility Managers

Key staff form part of the management team due to their operational responsibility for University facilities. Within this Statement, therefore, the title “Facility Manager” refers to the following posts:

Duty Manager	Roger Bettles Sports Centre/Danielle Brown Sports Centre
Sport Experience Officer	Charles Wilson Sports Hall
Duty Manager	Stoughton Road Playing Fields
Duty Manager	Princess Road East Squash Courts
Head Groundsman	All outdoor pitches and track

The Facility Managers are responsible for:

- Implementing this Statement on Safety in University Sports Facilities and the University Health and Safety Policy at their facility whilst advising the Deputy or the Head of Sport and Active Life on any shortcomings with the Statement or Policy.
- Ensuring that all Health and Safety Documentation (including Control of Substances Hazardous to Health, Risk Assessments, Safety Systems of Work, Fire, and Incidents) are properly compiled, implemented and reviewed and if necessary, investigated with Senior Management and Safety Services.
- Developing/updating and performing a planned maintenance programme for their facility.
- Developing and implementing a training plan for the staff at their facility as well as delivering this plan to all staff.
- Undertaking Departmental Inspections of their facility and equipment and ensuring that any faults or defects are recorded on an action plan that is then reported to Safety Services for overall review.
- Ensuring that all accidents and incidents are properly reported and that completed Accident Report Forms are passed to General Safety. In addition, ensuring all staff are aware of the reporting process and how they complete these to report.
- Updating completed Health and Safety Documentation for the Deputy Head of Sport & Active Life to collect and archive annually.

All Staff

All staff must:

- Co-operate with the University to ensure Health and Safety within the facility you are based;
 - Report problems or dangers which could affect health and Safety within the Facility you are based;
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- Take reasonable care for your own Health and Safety and that of others whilst reporting any worries to Facility Managers.
- Not interfere or misuse items provided for safety reasons.

ARRANGEMENTS

Introduction

The arrangements for managing health and safety that follow provide those within Sport and Active Life with arrangements that reflect the unique nature and needs of the department. These arrangements supplement the existing arrangements within the University Health and Safety Policy. The general University arrangements for the management of health and safety can be found in the University's own policy.

Integrated Health and Safety Management System - Sevron

Sport and Active Life have worked closely with Safety Services to develop a new system in which will record and collate documentation in a much better way than being on paper. The system is called Sevron which will be used by Sport and Active Life for Health and Safety documentation as explained above. This will include; Risk Assessments, SSOW's and COSHH Documents in which will keep them safely. In addition to a better storage, the system will provide prompts for reviews etc. and the data itself will be in more depth than that it was when on paper.

Statement on Safety in University Sports Facilities

This document contains the department's policy on health and safety and details the responsibilities of key employees to ensure that the aims of the policy are implemented. Finally, this manual contains details on the arrangements in place to ensure that health and safety is being properly managed throughout the department.

The Statement on Safety in University Sports Facilities must be read in conjunction with the wider University Health and Safety Policy.

Departmental Inspection

Sport and Active Life work closely with the Safety Services department to monitor the facilities and ensure the Health and Safety within each facility is firstly, up to date in terms of checks, but also that the risks and hazards are monitored and removed to create a safe environment for the members that utilise each facility. A Departmental Inspection is completed once every 6 months and from completion is then sent for further review with the two departments.

University buildings, new or old, are inherently safe by design. Hazards and risks in buildings usually arise from the acts or omissions of people or activities carried out in within them. Identifying and removing the obvious hazards and making staff aware of periodic inspections can reduce the incidence of unsafe acts or unsafe conditions.

Either the Head or the Deputy Head of Sport and Active Life will be supplied with this document for completion. This, as stated previously, can be passed through to a Facility Manager or if not, through to a Departmental Safety Officer in which then they will perform the inspection and send for further review with Safety Services.

The Departmental Inspection when completed as stated will be sent to Safety Services but also should be passed through to either the Head or the Deputy Head of Sport and Active Life. The person who completed the inspection will list on that document the tasks required to be completed and the people that these tasks then fall as a responsibility for. These can be things such as:

- Can all fire exit doors be opened immediately and easily?
- Is a list of first aiders available and up to date?
- Do all plug equipped electrical items have an up to date PAT test label?

After review, both Sport and Active Life and Safety Services will work to ensure anything noted that requires to be actioned will be completed in the stated time frame. This will then be valid for the months stated on the inspection document in which another will be completed when the date expires.

Induction and job specific training

Duty Managers should ensure that all employees receive a site-specific health and safety induction that must begin on the first day of employment and from this, then be recorded in the employee's personnel file. This has been introduced into the induction package for each new employee in which will be given out and internal training completed alongside another experienced member of staff.

Job-specific training that is required will be listed to all people who apply for a position within the job specification. Any training that is required within the job role will then be carried out upon the start of employment for the new staff member. This will be given by either an experienced member of staff as stated above, or a Duty Manager.

Job-specific training must be reflected on a documented training plan/matrix. The responsibility for compiling this plan and ensuring that the training is delivered rests with the Deputy Head of Sport & Active Life although, as with the Departmental Inspection, this task can be delegated.

The Head of Sport and Active Life should ensure that there is an appropriate record of all training that has been delivered. As a minimum, copies of all relevant certificates must be kept in the employee's personnel file and the training plan/matrix must reflect who delivered any briefing sessions and the date upon which the session was provided. The Head of Sport and Active Life should consider introducing a competency test for all training unless this can be demonstrated through the production of other evidence. As above, this task can be delegated to another role in which will act the same as detailed above. The documented training plan should be reviewed to take into account the need for refresher training.

Operational procedures

The Head of Sport and Active Life will have a role in which they should identify the need for operational procedures that should be contained within the Normal Operating Procedures or Emergency Action Plans for the facility. The Head of Sport and Active Life is responsible for compiling, reviewing and amending these operational procedures although, as with Departmental Inspections and training plans, may delegate this task.

Inspection checklists and other monitoring records

The Departmental Inspection process should be used to identify the need for inspection checklists and monitoring records and Facility Managers are responsible for ensuring that all identified inspection checklists and monitoring records are properly completed and filed appropriately.

Planned preventative maintenance

The Departmental Inspection process should be used to highlight the need for planned preventative maintenance. All planned preventative maintenance, whether completed internally or by an external contractor, must be reflected on a documented planned preventative maintenance schedule. The Facility Managers are responsible for ensuring that identified preventative maintenance is undertaken as planned and appropriate evidence of the maintenance retained for inspection.