# HEALTH AND SAFETY POLICY 2026 – 2028

**CLUB NAME: Llangefni RFC**

**DATE: 2/3/2026**

# HEALTH & SAFETY POLICY
# 2026 – 2028

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# HEALTH & SAFETY POLICY 2026 – 2028

## Introduction

This document is provided as a template for guidance only. Individual clubs should tailor the document to meet their own specific needs and ensure that this is in line with their Club rules and constitution, or Articles of Association if trading as a Company Limited by Guarantee.

This policy is not intended to constitute legal advice and should not be relied upon as such.

## Policy statement

Llangefni RFC understands that there is a legal and moral obligation to keep people safe, regardless of the size of the Club, its income, or whether there are paid employees (including players).

Organisations with fewer than 5 employees are not required by law to have written risk assessments. However, as Llangefni RFC operates with volunteers, we recognise our legal responsibility and duty of care toward them and therefore, we will aim to achieve the same high health and safety standards required of organisations with 5 or more employees.

Llangefni RFC commits to providing a safe environment for all members, volunteers, workers, and the public when they are taking part in Club activities or on Club premises. This policy clearly explains Llangefni RFC's commitments around this, and how the Club will meet them. This policy does not form part of any contract and may update it at any time.

## Procedure

**Competent persons**

The person with overall and final responsibility for health and safety within Llangefni RFC is Simon Jones. Their contact details are: 07774 905567

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The person with day-to-day responsibility for ensuring that this policy is put into practice Gareth Jones Their contact details are: 07714 777872.

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**Responsibilities**

This policy outlines the health and safety responsibilities of Llangefni RFC. Club members and other members of the public themselves also have a responsibility to:

- Follow instruction and training received about Club activities and use of equipment.
- Take reasonable care of their own and other people's health and safety (because other people may be affected by things that members do, or do not do).
- Co-operate with Llangefni RFC on health and safety matters.
- Correctly use all equipment provided by Llangefni RFC and not interfere with or misuse anything provided for health and safety.
- Report all health and safety concerns to the appropriate people (named above).

**First aid**

**First aid**

Qualified first aiders are: Jennifer Owen

Their contact details are: 07751 482898

First Aid facilities are located: In the ground floor medical room

Telephones are located: No landline

**Emergency services**

In the event of an emergency, contact 999 and ask for either the police, the fire service or ambulance service as appropriate. Provide the operator with details of the emergency, and the location and contact details of Simon Jones (below). Remain on the line until you are told that you can disconnect the call.

- The address is: Cae Smyrna, Llangefni, Ynys Môn
- The postcode for satnav is: LL77 7EU
- The phone number is: 07774 905567 (Additionally Chris Gumn 07715 704864)

**Fire**

Llangefni RFC will ensure that:

- a suitable and sufficient written fire risk assessment is carried out, that steps are taken to minimise or eliminate risk, and that the assessment is reviewed regularly.
- the correct firefighting equipment is available.
- Generic Emergency Evacuation Procedures (GEEP) are available. The GEEP for the Club is that on hearing the alarm:
  - Remain calm
  - Leave the building or area immediately using the nearest safe exit
  - Do not run – leave in an orderly way
  - Do not stop to collect personal belongings
  - Do not use any lifts
  - Gather at the assembly point, which is the Lower car park.
  - Stay out until told by the emergency services that it is safe to return.
- where necessary, Llangefni RFC will develop Personal Emergency Evacuation Procedures (PEEP) for anyone who may need assistance in an emergency e.g., people with disabilities, young children, frail people, or people with a temporary condition which may hinder their escape, such as a broken leg.
- escape routes such as staircases, corridors and landings are well signposted and kept clear.
- clear instruction / training is provided in relation to the fire risks, preventative measures, and what to do in the event of a fire. This training must be repeated regularly.
- fire safety related procedures are tested regularly, such as evacuation drills.
- fire safety equipment / systems are serviced and tested regularly, such as fire extinguishers, fire warning (alarm) systems, emergency lighting systems, electronic door release mechanisms etc.
- every activation of the fire alarm system is logged, including false alarms. The cause will be recorded together with any action taken to avoid a repeat occurrence.

**Risk**

Llangefni RFC will proactively manage health and safety risks in the Club, for example risks associated with premises, activities, and equipment. Organisations with fewer than 5 employees are not required by law to have written risk assessments. However, as Llangefni RFC operates with volunteers, we recognise our legal responsibility and duty of care toward them and therefore, we will aim to achieve the same high health and safety standards required of organisations with 5 or more employees.

**Premises**

Organisations responsible for premises must ensure that their buildings comply with health and safety regulations. Llangefni RFC will assess the safety of premises in order to reduce risks associated with hazards such as slips and trips, manual handling, storing things at height, hazardous substances, electrical equipment or moving equipment, and the security of premises. Premises includes pitches, spectator areas, club house, bar area, changing rooms and showers, car parks etc. Consideration will be given to vulnerable people such as children, people with disabilities etc.

**Activities**

Llangefni RFC will assess the risks involved with any specific activities, such as normal play / training, tours etc. Particular consideration will be given to vulnerable people such as children, people with disabilities etc.

In addition to risks associated with health and safety, Llangefni RFC will also consider risks associated with premises and activities in relation to finance, legal issues, event management and the Club's reputation.

**Fire**

Under various Regulations and Acts, all public and community buildings must reduce the risk of fire. Llangefni RFC will seek professional advice from the local fire service in respect of this.

**Risk identifications and assessments**

The process of doing a risk assessment involves:

- Looking for hazards. This will include physical inspections and looking at what might reasonably be expected to cause harm.
- Deciding who might be harmed and how. This will include club members, workers, volunteers, parents, and other members of the public, visiting teams etc. It will also include people who may stray onto the premises without permission.
- Evaluating the risks and deciding whether existing precautions are adequate, or whether more should be done. Llangefni RFC will consider how likely it is that each hazard could cause harm, the impact of this, what is already being done to minimise the chances of this happening, and whether more should be done.

Llangefni RFC first and foremost aims to remove risk altogether wherever possible. Where that isn't possible, Llangefni RFC aims to reduce risks by:

- Substituting the risk with something safer.
- Separating people from the hazard
- Identifying and implementing administrative ways of keeping people safe, such as putting up safety notices, having policies etc.
- Promoting the use of personal safety equipment

**Risk assessment review**

Written risk assessments will be prepared and reviewed or updated at least once a year.

Llangefni RFC will revise the risk assessments if there is evidence that they are no longer valid – for example if there have been significant changes to activities or premises. Risk assessments will also be reviewed if there is an accident, or a change to the law, or regulations. Copies of risk assessments will be kept in the Club and anyone who needs to read them (such as any workers, volunteers, contractors etc) can do so.

**Display Screen Equipment (DSE)**

"Display Screen Equipment" (DSE) are devices or equipment that have an alphanumeric or graphic display screen and includes display screens,
laptops, touch screens and other similar devices. Llangefni RFC does not anticipate that its workers will use DSE as a regular and significant part of their normal work (daily, for continuous periods of an hour or more).
However, where workers are regular DSE users, Llangefni RFC will safeguard their health by:

- Assessing workstations regularly and ensuring that adequate controls are in place
- Providing information and training
- Providing eye and eyesight tests on request, and paying up to £ N/A towards the cost of glasses where they are specifically prescribed for DSE use only. Prescriptions for glasses for general use are not eligible.

**Portable Appliance Testing (PAT)**

Portable appliance testing (PAT) is the examination of electrical appliances and equipment to ensure they are safe to use.

Anyone using electrical equipment is encouraged to look at it before using it and check for signs that it may not be in sound condition, such as damage to the cable or plug, visible internal cabling, burn marks etc.

Some electrical safety defects such as a broken earth wire can only be found by testing. Llangefni RFC will ensure that PAT testing is carried out by an appropriate competent person at appropriate intervals and will keep records of this.

**Consent**
**Consent**

Llangefni RFC will hold participation consent forms where the participant is under the age of 18.

**Insurance**

Llangefni RFC will ensure that relevant and sufficient insurance in respect of public and employers' liability is held. The Club will seek professional advice in respect of this.

**Training**

All new workers / volunteers will receive instructional training on health and safety. Llangefni RFC will ensure that people involved with Club activities / providing instruction are trained and competent to do so.

**Consultation**

Llangefni RFC will consult with employees, volunteers and members on matters affecting their health and safety as they arise.

**Incident / accidents**

Llangefni RFC will record all accidents and incidents in the accident book. This is kept in the medical room. This will be reviewed by the competent person(s) named above regularly so that any patterns can be identified, and steps taken to prevent further incidents or accidents.

Llangefni RFC will also record “near misses”, as these are an important way to identify problems which may become accidents in the future and take action to stop this from happening.

Some specific work-related incidents are reportable to the HSE.
Llangefni RFC will comply with this requirement.

Any general concerns relating to health and safety should be reported to the competent persons named above as soon as possible.

**Availability and Review**

Llangefni RFC will keep this policy available in the Club and on the
Llangefni RFC website. Anyone who needs to read it (such as any workers, volunteers, contractors, members of the public etc) can do so.

The Committee will review this policy annually, or earlier if necessary.

# Approved by Committee

This policy has been reviewed and approved by Executive committee as of 2/3/2026.

It requires the signatures of two authorised committee members and the date of approval to be valid.

Signature 1: Simon Jones

Name: Simon Jones

Position: Chair

Date: 2/3/2026

Signature 2: Christopher Gumn

Name: Christopher Gumn

Position: Secretary

Date: 2/3/2026

*Electronic signatures are accepted




# DIOLCH