



CUBC SAFETY POLICY

CUBC is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

Aims:

The Club aims to ensure, so far as is reasonably practicable that:

- Equipment, training systems, protocols, and places of work are safe.
- Articles and substances are used, handled, and stored safely.
- All users of CUBC facilities and venues have ready access to safety information and are informed in a timely manner on changes in practice and policy and their obligation to adhere all relevant guidelines.
- CUBC members and staff receive appropriate training and supervision regarding Health and Safety.
- CUBC's premises and facilities are well maintained and compliant with safety and inspection requirements.

Safety Responsibilities and Arrangements:

Responsibility	Officer Responsible	Specific Safety Arrangements
General oversight of club safety management	Head of Operations	Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club. Create a safe environment by putting health and safety measures in place as identified by the assessment. Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).
Clear communication with club members on safety matters	Head of Operations	Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development. Ensure that all members are aware of, understand and follow the club's

		<p>safety policy.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p>
Effective continuous management of safety arrangements	Head of Operations	<p>Appoint a competent club member to assist with health and safety responsibilities. They are known as the Rowing Safety Officer. This post is held by an alumni member.</p> <p>Review safety procedures, arrangements and information at committee meetings.</p>
Provide appropriate mitigation control measures for injuries	Head of Operations	<p>Ensure access to adequate first aid facilities, telephone and qualified first aider whenever this is possible.</p> <p>Ensure reporting any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to British Rowing and the Sports Service and investigate when necessary.</p>
Uphold a culture that supports the safety policy	All club members	<p>Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.</p> <p>Co-operate with the club on health and safety issues.</p> <p>Correctly use all equipment provided by the club.</p> <p>Not interfere with or misuse anything provided for your health, safety or welfare.</p>
Ensure that Equipment is safe	Fleet and Facilities Manager with Head of Operations	<p>Maintain equipment inventory.</p> <p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out</p>



		and recorded at least quarterly. Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.
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Responsibilities of Staff, Students, and Visitors

All employees, students, and visitors to the Club are expected to maintain care for their own health and safety whilst on Club premises or participating in Club activities.

The attention of students and coaches is drawn to their responsibilities regarding safety, including the completion of the British Rowing Incident Reports and to specific instructions as may arise.

Everyone at the Club is expected to work together to maintain a safe and healthy environment for all. This includes obtaining, or presenting, adequate information and advice before using equipment and/or training techniques. They are also expected to report any defect, accident, or incident, that may be liable to affect health and safety.

The Head of Operations and Fleet and Facilities Coordinator are responsible for the monitoring of day-to-day observance of Club Safety Requirements, reporting to the Club Safety Officer.

The position of Club Safety Officer will be held by the Head of Operations (staff), who is expected to undertake training as necessary for Safety Officers under the RowSafe guidelines.

The Club Safety Adviser will be guided by the Rowing Safety and Welfare Advisers, as per article 10 of the Club's constitution.

Student Safety

Students have a responsibility for their own safety and that of others, and the Club is bound to ensure that all reasonable precautions are taken.

- Students should not usually train alone.
- The Club will provide safety briefings and information to students undertaking activities under its supervision.
- The Club will inform students of the circumstances under which they are covered by insurance against accident and illness.

RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations (1999) say that employers must:

- Carry out risk assessments
- Identify any significant risks (risks must be recorded if the organisation has five or more employees)
- Take steps to remove or control such risks
- Appoint a competent person to advise the employer



A general risk assessment can be used to 'generally' assess the hazards found in routine activities and workplaces.

Risk assessments are updated as required by the Safety Officer, or their delegate, and follow the British Rowing Risk Assessment guidelines as appropriate for an affiliated Club of British Rowing.

The Safety Officer is responsible for all risk assessments not undertaken by the University Estates Management team or their appointed contractors.