

NOTTS COUNTY FC SUPPORTERS ASSOCIATION (NCFCSA)

HEALTH AND SAFETY POLICY

1. Policy Statement

The Notts County FC Supporters Association (NCFCSA) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its committee members, volunteers, members, supporters, guests and any other persons who may be affected by its activities.

NCFCSA recognises its duty of care and is committed to providing a safe environment for all activities, meetings, events, fundraising initiatives, travel arrangements and social functions organised by the Association.

The Association will:

- Take reasonable steps to prevent accidents, injuries and ill health.
- Identify and assess potential risks associated with its activities.
- Implement appropriate control measures to reduce identified risks.
- Provide relevant information, instruction and guidance to volunteers and members.
- Maintain safe venues and working practices wherever reasonably practicable.
- Encourage the prompt reporting of hazards, accidents and near misses.
- Review this policy annually or following any significant incident.

2. Scope

This policy applies to:

- Committee members.
- Volunteers.
- Members of NCFCSA.
- Guests attending NCFCSA events.
- Contractors or third parties engaged by NCFCSA.
- Any individual participating in activities organised by the Association.

3. Responsibilities

Executive Committee

The Executive Committee has overall responsibility for health and safety and will:

- Ensure this policy is implemented and reviewed.
- Consider health and safety implications when planning activities.
- Ensure suitable risk assessments are undertaken where necessary.
- Investigate significant incidents and take corrective action.
- Maintain appropriate insurance cover.

Event Organisers and Volunteer Leaders

Individuals responsible for organising events shall:

- Conduct and document risk assessments where appropriate.
- Ensure venues and activities are suitable and safe.
- Brief volunteers on relevant safety arrangements.
- Monitor activities and respond to emerging risks.

Volunteers and Members

All volunteers and members are expected to:

- Take reasonable care for their own health and safety and that of others.
- Follow safety instructions and procedures.
- Report hazards, accidents or concerns promptly.
- Refrain from actions that may endanger themselves or others.

4. Risk Assessments

Risk assessments will be completed for activities where there is potential for harm, including but not limited to:

- Coach and travel arrangements.
- Fundraising events.
- Social gatherings.
- Public engagement activities.
- Merchandise sales and promotional events.

Risk assessments will identify:

- Potential hazards.
- Persons at risk.
- Existing control measures.
- Additional actions required.

5. Accident and Incident Reporting

All accidents, injuries, near misses and dangerous occurrences must be reported to a committee member as soon as possible.

Where appropriate, an incident record will be completed detailing:

- Date and time.
- Location.
- Persons involved.
- Description of the incident.
- Actions taken.

The Committee will review incidents and implement measures to reduce the likelihood of recurrence.

6. Fire Safety

For meetings and events held at external venues:

- Venue fire procedures will be followed at all times.
- Emergency exits must remain unobstructed.
- Attendees should be made aware of evacuation arrangements where appropriate.
- Emergency services will be contacted immediately if required.

7. First Aid

NCFCSA will seek to ensure that:

- Access to first aid facilities is available at organised events where reasonably practicable.
- Emergency contact information is available when necessary.
- Emergency services are contacted without delay in serious situations.

8. Travel Safety

When organising supporter travel:

- Reputable transport providers will be used.
- Passenger numbers must not exceed vehicle capacity.
- Drivers must hold appropriate licences and insurance.
- Behaviour that jeopardises safety will not be tolerated.

9. Safeguarding and Welfare

NCFCSA is committed to providing a welcoming and respectful environment.

Bullying, harassment, discrimination, threatening behaviour or violence will not be tolerated and may result in removal from events and further disciplinary action.

Where activities involve children or vulnerable adults, appropriate safeguarding procedures will be followed.

10. Alcohol and Substance Misuse

Individuals attending NCFCSA events must behave responsibly.

Any person whose conduct is adversely affected by alcohol or drugs and who creates a risk to themselves or others may be asked to leave an event or activity.

11. Insurance

NCFCSA will maintain appropriate insurance cover, including public liability insurance where applicable, to support its activities.

12. Policy Review

This policy shall be reviewed annually by the Executive Committee or sooner if:

- There is a significant change in activities.
- Legislation changes.
- A serious incident occurs.