



# HEALTH and SAFETY ACTION PLAN

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## 1. OUR STATEMENT OF GENERAL HEALTH AND SAFETY IS TO:

- Provide adequate control of the Health and Safety risks arising from our sporting activities (the club is not accountable for individual risks related to social and other activities unrelated to training/games).
- Consult with our players on matters affecting their Health and Safety.
- Ensure safe conduct during training and games, abiding by guidelines set out by the British Universities Ice Hockey Association.
- Ensure that all players are competent to carry out their tasks and to provide them with adequate training.
- Maintain safe and healthy training/game conditions.
- Review and revise this policy as necessary at regular intervals.

## 2. RESPONSIBILITIES

The overall and final responsibility for health and safety is that of the CUIHC Committee.

The person with day-to-day responsibility for ensuring this policy is put into practice is the Club Safety Officer, or President in his/her absence.

All players must:

- Co-operate with facility management and staff at all facilities used, coaches, and CUIHC committee on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;



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- Report all health and safety concerns to an appropriate person (as detailed in this policy).

### 3. RISK ASSESSMENTS

Risk assessments will be undertaken by suitably competent persons nominated by the Captain and reviewed by the University Sports Service to ensure that they are thorough and accurate.

The findings of the risk assessment will be reported to the Captain.  
Action required to remove or control the risks will be approved by the Captain.

The person responsible for ensuring the action required is implemented is the Captain.

Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

### 4. SAFE EQUIPMENT

The persons responsible for identifying all equipment that needs maintaining is the Captain, Assistant Captain, and Club Safety Officer.

The person responsible for ensuring effective maintenance procedures are drawn up is the President.

The person responsible for ensuring the above maintenance procedures are carried out is the Captain, Assistant Captain, and President.

Problems found with any equipment should be reported to either of the above persons.

The person who is responsible for checking that new equipment meets health and safety standards before it is purchased is the Captain.

### 5. SAFE CONDUCT

The club has developed a Code of Conduct for all members. The Code of Conduct will be reviewed annually and approved by incoming Club Committee.

### 6. INFORMATION, INSTRUCTION AND SUPERVISION

Health and safety advice is available from the University of Cambridge Sports Service.

The persons responsible for ensuring that CUIHC's players playing at locations under the control of other employers are given relevant health and safety information is the Club Safety Officer or Captain.

### 7. HEALTH & SAFETY TRAINING



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The University Sports Service provides information and training for Sports club Committee members.

The Club Safety Officer and Captains are responsible for passing on all relevant safety information to squad members.

### 8. EVENTS AND ACTIVITY LOCATIONS

It is the responsibility of the person booking the external training venue to clarify the arrangements for obtaining the following information.

It is the responsibility of the CUIHC Committee to check the following on arrival at external training premises and provide details to all CUIHC members.

- Location of fire exits, alarms and extinguishers
- Details of the emergency evacuation procedure
- Location of first aid box
- Information about appointed first aiders
- In the event of an accident, details of how to report it

### 9. ACCIDENTS, FIRST AID AND WORK-RELATED ILL-HEALTH

All accidents and cases of work related health are to be reported to the Cambridge University Sports Service via the website <https://www.sport.cam.ac.uk/injury-and-incident-reporting>

The person responsible for reporting accidents, diseases and dangerous occurrences to the Sports Service is the Captain.

### 10. MONITORING

There will be an annual review of the Health and Safety Policy (including risk assessments) undertaken by the incoming Club Committee.

### 11. KEY DATES CHECKLIST FOR MAINTENANCE AND FIRE SAFETY PROCEDURES

Action needed	Person responsible	Frequency	Last carried out	Date due
Review risk assessments and safety documentation	CUIHC Committee	Annually	Summer 2019	Summer 2020
Review Code of Conduct	CUIHC Committee	Annually	Summer 2019	Summer 2020