**Health and Safety Policy Statement**

**Sheffield Hallam Active**

**Sport Operations**

**Introduction**

Sheffield Hallam Active operates sports facilities on behalf of Sheffield Hallam University. The team work as part of the larger Facilities Directorate and this statement is intended to reinforce the message outlined by the Head of the Facilities Directorate within the Statement of Local Health and Safety Organisation and Arrangements document contained on the FD SharePoint site.

This document is intended to compliment the information in the wider policy statement in addition to supporting some local objectives outlined within the Sheffield Hallam Active team. This is ultimately to provide clarity on the various policies and procedures that exist within the University and to give a brief overview to team members as to the responsibilities place on them.

Whilst outlined in the wider FD statement, it is important to acknowledge that the minimum standard acceptable is that of basic legal compliance. However, it is important for us to strive to better this basic objective so that we can demonstrate to all our customers how we wish to provide a safe and enjoyable environment in which to undertake sport and physical activity.

If at any point an individual team member has an issue with either the safety of themselves or others, this should be highlighted at the earliest opportunity. As the senior manager in the sport operations team, I cannot delegate my responsibility but it is important to note the role that everyone plays and that there is an understanding on how each individual contributes to a safe environment.



Andrew Miller
Sport Operations Manager
Sheffield Hallam Active

March 2014

**Corporate Documents for Health and Safety**

All health and safety documents for FD and the wider University are available online through the University intranet and SharePoint pages. The links below navigate to the most pertinent areas of the sites for ease of finding the appropriate information.

**University Health and Safety Service**

[University Health and Safety Information](https://staff.shu.ac.uk/healthandsafety/)

[University Health and Safety Policy](https://portal.shu.ac.uk/departments/srd/SiteCollectionDocuments/University%20Health%20and%20Safety%20Policy%20V4%20%28signed%29.pdf)

**Facilities Directorate Health and Safety**

[Health and Safety documentation in FD](https://portal.shu.ac.uk/departments/FD/healthsafety/)

[FD Local Health and Safety Statement Part 1 Organisation](https://portal.shu.ac.uk/departments/FD/healthsafety/Policy%20and%20Organisation/FD%20Local%20Health%20and%20Safety%20Statement%20Part%201%20Organisation.pdf)

[FD Local Health and Safety Statement Part 2 Arrangements](https://portal.shu.ac.uk/departments/FD/healthsafety/Policy%20and%20Organisation/FD%20Local%20Health%20and%20Safety%20Statement%20Part%202%20Arrangements.pdf)

[Roles of Local Manager and Safety Rep](https://portal.shu.ac.uk/departments/FD/healthsafety/Policy%20and%20Organisation/FD%20Local%20Health%20and%20Safety%20Statement%20Part%202%20Arrangements.pdf)

**Sport Local Safety Action Group**

<https://portal.shu.ac.uk/departments/FD/healthsafety/srs>

**Sport Operations Documents**

Additional information for sport is shared on the university network. This will include policies, procedures, work instructions and quality records which are associated to the normal and emergency operation of sports facilities.

<https://portal.shu.ac.uk/departments/FD/comserv/sport/>

**Sports Events Health and Safety**

Any event run within sport should follow industry guidelines in terms of both on and off pitch activities. On pitch activities will be governed by the normal risk assessments and systems in place for the management of such activities be that football, rugby, cheerleading or any other sporting activity that may take place within a facility.

Events carry a further responsibility for the team and organisation to ensure that due diligence is paid to the various aspects of crowd management including safe supervision of attendees.

It is the aim of the below documents to ensure that the organisation is fulfilling its legal obligations in terms of health and safety but also ensuring that the team on a given site are able to effectively manage the number of people in attendance.

The following documents have been taken into account in the development of operational documents:

HSG154 Managing crowds safely: A guide for organisers at events and venues

 <http://www.hse.gov.uk/pubns/books/hsg154.htm>

HSG195 The event safety guide: A guide to health, safety and welfare at music and similar events

 <http://www.hse.gov.uk/pubns/books/hsg195.htm>

DCMS Guide to Safety at Sports Grounds

 <http://www.safetyatsportsgrounds.org.uk/>

It is expected that for any general event involving a significant number of spectators an events management plan should be completed to include the following:

1. Venue Details
2. Risk Assessment
3. Crowd Management and Safety Plan
4. Transport Management Plan
5. First Aid Plan
6. Evacuation Plan

In addition to the above, a staff handbook may also be produced giving a summary of the lines of responsibility and general site plans for reference. This is particularly relevant if using external stewarding companies who may not be fully familiar with the site following an initial training and orientation briefing as part of the pre-event safety talk. Templates for the above documents may be located in QR-CAS-010, QR-CTY-010, QR-COL-010 and QR-SPK-010 respectively.