

WEST BROMWICH ALBION FOOTBALL CLUB



HEALTH & SAFETY POLICY JUNE 2024 – MAY 2025



Procedure Date

Implementation Date	June 2024
Review Date	May 2025

Version History

Version	Date	Reason for Change	Amended/ Agreed By
1.1	17/05/21	Annual review and associated changes.	CH & MM
	17/05/21	Additional role and responsibilities of the HR Manager	CH & MM
	17/05/21	Additional role and responsibilities of the Senior Safeguarding Group Officers	CH & MM
	27/05/21	Terminology changes to Safeguarding arrangements section	CH & MM
	29/07/21	Additional role and responsibilities of the Academy Health & Safety Coordinator	CH & MM
	02/02/22	Appointment of new CEO	CH & MM
	01/06/22	Review of Policy, re-date, insertion of references to mental health & well-being within the Policy Statement and change of role titles with additional responsibilities -	CH & MM
	28/06/22	Reflect additional roles of Managing Director, Head of Matchday Operations, Head of Health, Safety & Facilities, Strategic Head of Safeguarding and changes to role of Head of Safeguarding	CH & MM
	15/05/23	Annual review, additional responsibilities for the Managing Director, reflected roles of Legal Counsel, Director of Medical, Head Coach of West Bromwich Albion Women and associated changes.	CH & MM
	29/05/24	Annual review and additional role reflecting the Chairman.	CH & MM
	31/10/24	Additional responsibilities for the Sporting Director, Head of Commercial and reflected additional roles of Head of Matchday Operations, Head of Health, Safety & Facilities, Facilities Manager and associated changes to those roles.	CH & MM



West Bromwich Albion Football Club

Health and Safety Policy

June 2024 - May 2024



West Bromwich Albion Football Club Health and Safety Policy

Contents

Part 1 - Statement of Policy

Part 2 - Introduction, Organisation & Responsibilities

Part 3 - Arrangements



West Bromwich Albion Football Club Health and Safety Policy

Part 1

Statement of Policy

Health and Safety Policy Statement



West Bromwich Albion Football Club is committed to continual improvement and where reasonably practicable, achieving the highest standards of health and safety throughout its business. As such, we will, as a minimum, comply with any relevant Occupational Health and Safety Legislation and any other standards or requirements related to the industry we work in.

Our people are the heart of this football club; without them we would not be able to function. Ensuring that we have a safe, healthy, happy, and skilled workforce is essential for us to continue providing a football club to our fans and stakeholders. Additionally, as an employer in the West Midlands, our approach to people has a role to play in social cohesion and we are committed to increasing our diversity to reflect more closely the society we serve.

As a private company providing a public service, our social standing is essential – our ‘social license’ to operate being every bit as important as our legal one. Maintaining strong levels of trust and integrity is a priority for us, we achieve this by doing the right things for our fans, staff, and other stakeholders, and by looking after those in vulnerable circumstances. We also pay close attention to our wider direct and potential impacts on the local areas and the wider region, such as through our community work and our charitable work through The Albion Foundation.

West Bromwich Albion Football Club will, so far as is reasonably practicable:

- (a) provide adequate control of health, safety, mental health & well-being risks, including the safeguarding of children and adults at risk arising from our work activities and maintain safe and healthy working conditions.
- (b) identify all risks and hazards created because of our work and undertakings.
- (c) prevent where reasonably practicable, accidents, injuries, and cases of work-related ill-health.
- (d) provide suitable and sufficient health and safety related information, instruction, and training.
- (e) provide and maintain safe plant, equipment and other facilities required by employees and others working under our control.
- (f) ensure the safe handling, transportation, storage, or use of substances in the workplace.
- (g) ensure that health and safety and fire safety plans are developed and maintained.
- (h) consult with employees and others affected by our activities on matters relating to occupational health, safety, mental health & well-being and the safeguarding of children and adults at risk.
- (i) ensure that all employees and managers understand their responsibilities in respect of occupational health and safety, mental health & well-being and the safeguarding of children and adults at risk.
- (j) communicate our policy and arrangements for health, safety, mental health & well-being to all employees including arrangements for safeguarding children and adults at risk.
- (k) promote health, safety & mental health & well-being to create a positive health and safety culture.
- (l) promote equality within the club, and affiliated organisations, through the way we manage the club and provide services to fans, customers, partners, and the community.
- (m) comply with legal and other requirements for occupational health, safety, mental health & well-being including the safeguarding of children and adults at risk.
- (n) ensure that adequate resources are made available to manage health, safety, mental health & well-being and provide appropriate processes and procedures for health and safety including the safeguarding of children and adults at risk.
- (o) annually review and revise our Health and Safety policy to ensure it remains appropriate to our business activities and consistent with all relevant legislation.
- (p) apply processes and systems for managing health, safety, mental health & well-being that ensure we continually improve our performance.

Mark Miles - Managing Director, West Bromwich Albion

A handwritten signature in blue ink, appearing to read 'M Miles'.

June 2025



West Bromwich Albion Football Club Health and Safety Policy

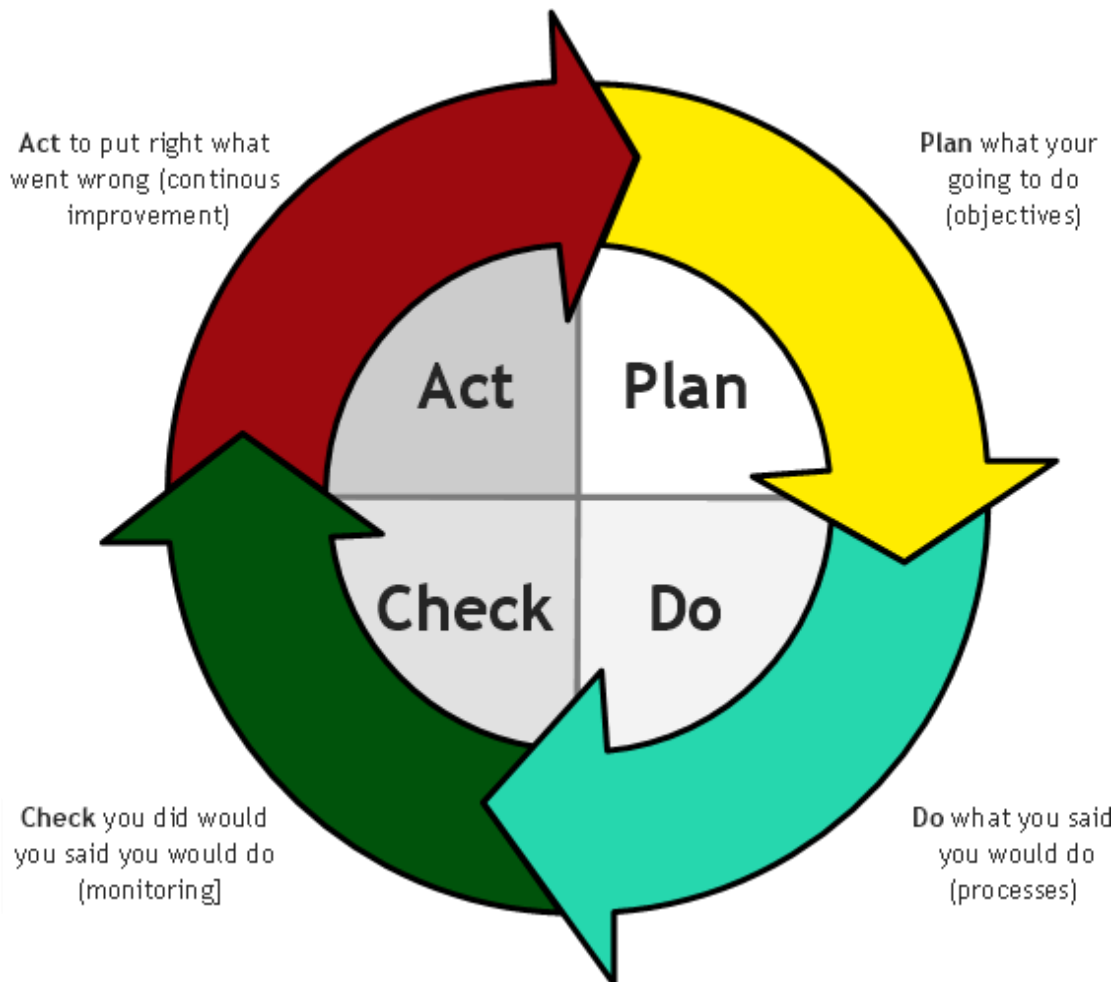
Part 2

Introduction, Organisation & Responsibilities

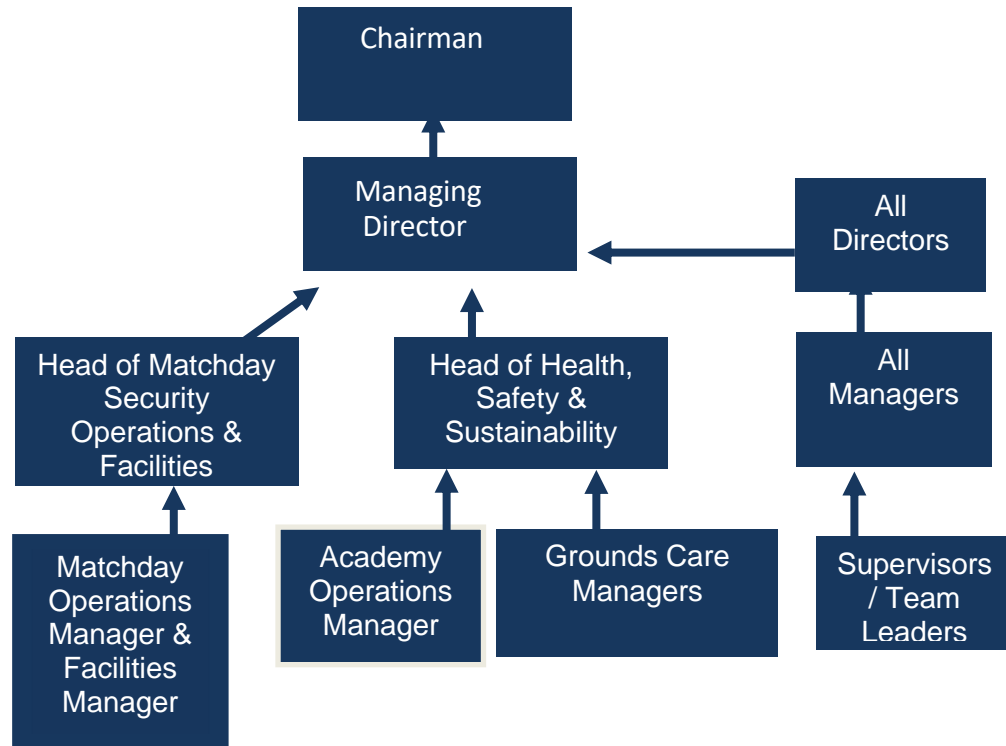
Introduction

West Bromwich Albion's Health & Safety management system is based upon the requirements of the Management of Health and Safety at Work Regulations 9 (as amended), the Health and Safety Executive publication "Successful Health and Safety Management (HSG65)

All based on the Plan-Do-Check-Act model as also advocated in the Institute of Directors/HSE publication "Leading Health and Safety at Work".



Health and Safety Organisation Structure



Responsibilities

The Chairman

The Chairman is responsible for leading the Board and focusing it on strategic matters, overseeing the Club's business and setting high governance standards. He plays a pivotal role in fostering the effectiveness of the Board and individual Directors, both inside and outside the boardroom.

The Chairman is also responsible for ensuring that there is effective communication within the Football Club. With the support of the Club Managing Director, he ensures that the Board receives accurate, timely and clear information.

The Chairman is responsible for:

- leading, chairing and overseeing the performance of the Board and playing a pivotal role in the creation of the conditions necessary for the overall Board and individual director's effectiveness, both inside and outside the boardroom.
- ensuring effective communication with the Board and chairing General Board Meetings where practicable.
- promoting and overseeing the highest standards of corporate governance within the Board and the Football Club.
- leading the Board in discussions of proposals put forward by the executive team including strategy, risk management, governance, capital, financial reporting, and strategic Club activity.
- setting an agenda for the Board, which focuses on strategic matters, forward looking and evaluating and oversees the Club's business.
- ensure the Board complies with the schedule of matters reserved.
- being a sounding board and mentor to the Managing Director.
- representing WBAFC with external parties; and
- fostering an open, inclusive discussion which challenges executives, where appropriate.

The Managing Director

The Managing Director has overall executive responsibility for health and safety in West Bromwich Albion Football Club and for ensuring so far as is reasonably practicable that the Board of Directors is adequately informed on health and safety matters.

The Managing Director of West Bromwich Albion Football Club undertakes, with assistance from Head of Health, Safety & Sustainability, provide sufficient competent staff and to provide, maintain and test effective safety management systems to ensure the safe admission, accommodation and the exiting of spectators at all times the ground is in use.

The Managing Director is responsible for ensuring, with assistance from Head of Health, Safety & Sustainability, the formulation, resourcing and implementation of the Health and Safety Policy, the business – wide strategy for health and safety and competency management and training.

They are also responsible for ensuring, so far as is reasonably practicable, the adequacy of the systems, communication and facilities for health and safety in the business.

The Managing Director also ensures that Match Day responsibilities are documented in the West Bromwich Albion Safety Policy for Spectators, are in place and is responsible for ensuring that the Head of Match Day Operations monitors the effectiveness of the Spectator Safety Policy and its communication with all employees.

The Managing Director also undertakes the role of Senior Safeguarding Lead as detailed in this Health & Safety Policy document.

The Board of Directors

The Board of Directors has executive responsibility for health and safety matters in the company and for ensuring so far as is reasonably practicable that the Health and Safety Policy is applied in all areas of the business.

The Board of Directors is collectively responsible for providing health and safety leadership and for ensuring so far as is reasonably practicable that decisions made are consistent with the Policy Statement. It will satisfy itself that competent resources exist to manage health and safety and that adequate resources are made available for the Policy to be implemented.

The Board of Directors of West Bromwich Albion Football Club undertake to ensure as far as reasonably possible that all WBAFC-owned and controlled premises and facilities are constructed, maintained, and checked in such a way that as far as is practicable the safety of everybody is assured.

Director of Medical

The Director Medical is responsible for the implementation of the relevant elements of the Health and Safety Policy in specific areas of the club, for identifying the required resources to support the Policy.

The Director of Medical is also responsible for building a performance department that will optimise the individual and collective performance of the Clubs professional players.

Develop the Clubs capacity to deliver best practice across all performance support services, including: Sports Medicine, Physical Performance (S&C and Sport Science), Nutrition, Performance Psychology, Mental Health and Wellbeing, Performance Edge /Research and Innovation. They shall ensure all of the above support services are aligned with a collective approach to optimising team performance in accordance with the Clubs vision.

Legal Counsel

The WBAFC Legal Counsel is responsible for providing accurate, relevant, and timely advice to the club and other members of staff on a variety of legal topics that relate to the business sector and their products or services.

Advising and assisting the Managing Director and the Head of Health, Safety & Sustainability with drafting, reviewing, and negotiating various commercial contracts and agreements.

Managing and mitigating legal risks by designing and implementing company policies and procedures. and ensuring compliance with all laws and regulations that apply to the business.

Promoting legal, compliance and risk management is best practice throughout the company, communicating with and managing any third-party bodies such as external counsel or auditors.

Staying up to date with changes to legislation, particularly in relation to laws, rules and regulations that directly affect your business and specific industry and liaising with senior members of staff.

Director of Communications

The Director of Communications is responsible for formulating the business – wide media and communications strategy, for health and safety and competency management and training for that department and its impact upon associated roles, responsibilities, and arrangements.

Sporting Director

The Sporting Director spearheads the club's recruitment policy in each transfer window. before negotiating a deal and contracts.

The Sporting Director works alongside the coaching staff and the youth setup to make sure the same philosophy is being deployed across the entirety of the club. Working alongside the financial staff members to make sure the club works effectively in the transfer window. Their decisions must align with the long-term vision of the club.

Ensuring health and safety and competency management and training for that department and its impact upon associated roles, responsibilities, and arrangements.

Other General Health & Safety Responsibilities

Several other individuals have specific responsibilities in the delivery of the requirements of this policy. These are as given below:

Head of Security, Matchday Operations & Facilities

The Head of Security, Matchday Operations & Facilities, is responsible for being in overall control of operational safety, security and facilities management issues on an event day.

The Head of Security, Matchday Operations & Facilities is also the principal adviser to all stadium management on all spectators – related safety matters.

On non-event days, the Head of Security, Matchday Operations & Facilities is the principal adviser to all ground management on security – facilities related matters.

The Head of Security, Matchday Operations & Facilities will further manage, support and, where required, deputies for the Match Day Operations Manager to undertake match day spectator safety & security responsibilities. Further detailed match day responsibilities as documented in the West Bromwich Albion Safety Policy for Spectators.

The Head of Security, Matchday Operations & Facilities, is also responsible for the development and implementation of efficient and effective processes and systems to enable the business to comply with all relevant facilities related management requirements.

This includes the management and monitoring of the Facilities Manager and ensure that the Facilities Manager monitors the effectiveness of all contracted service providers and associated activities.

Head of Commercial

The Head of Commercial is responsible for the management and development of the Club's commercial portfolio with a specific focus on growing profitability. The Head of Commercial also provides assistance and counsel to the club and other key stakeholders on a variety of commercial topics.

The Head of Commercial undertakes to provide sufficient competent staff and resources to provide, maintain and test effective safety management systems to ensure the safe operation of the Commercial Department. Promoting legal, compliance and risk management is best practice throughout the department, communicating with and managing any third-party bodies such as external counsel or auditors.

With assistance from Head of Health, Safety & Sustainability, staying up to date with changes to relevant H&S legislation, particularly in relation to laws and regulations that directly affect the business, the specific industry sector and for liaising with senior members of staff

Matchday Operations Manager

On event days, the Matchday Operations Manager is responsible for being in overall control of spectator-related operational management issues on event days.

On non-event days, the Matchday Operations Manager will assist the principal adviser to the club with regards to security related safety.

The Matchday Operations Manager will further support and, where required, deputise the Head of Security, Matchday Operations & Facilities to undertake match day responsibilities as documented in the West Bromwich Albion Safety Policy for Spectators.

Head of Health, Safety & Sustainability

The Head of Health, Safety & Sustainability is responsible for managing the specialist health safety and sustainability resources in the business.

Providing the systems and procedures for health and safety, the Head of Health, Safety & Sustainability is the principal adviser to all club management on occupational health and safety related matters, and for implementing a programme of inspections and assessments.

This role is responsible for implementing the company's business-wide strategy for health and safety related competency management and training.

The Head of Health, Safety & Sustainability is also responsible for the development and implementation of efficient and effective processes and systems to enable the business to comply with all relevant health, safety sustainability and grounds care related management requirements.

This includes the management and monitoring of the Stadium and Training Ground Head Groundman and ensures that the Stadium and Training Ground Head Groundman monitor the effectiveness of all contracted service providers and associated grounds care activities.

Facilities Maintenance Manager

The Facilities & Maintenance Manager is responsible for managing the specialist trade, facilities and maintenance related resources in the business.

Also, with management and assistance from the Head of Health, Safety & Facilities, they are responsible for developing and implementing facilities and maintenance related safe systems of work, and relevant method statements and risk assessments in relation to facilities and maintenance and its associated activities.

The Facilities Maintenance Manager is responsible for the facilities maintenance team related competency management and training requirements.

The Facilities Maintenance Manager also undertakes the role of Disability Access Officer, with responsibility for ensuring inclusive facilities and services for all staff, volunteers, supporters, players and visitors.

Grounds Care Managers

The Stadium and Training Ground Head Groundman are responsible for managing the specialist grounds care related resources in the business.

Also, with management and assistance from the Head of Health, Safety & Sustainability, they are responsible for developing and implementing grounds care related safe systems of work, and relevant method statements and risk assessments in relation to facilities and grounds care and its associated activities.

The Stadium and Training Ground Head Groundman are responsible for the grounds care team related H&S competency management and training requirements.

Academy Manager

The Academy Manager shall have responsibility for the management and functions of West Bromwich Albion Football club youth Academy. This will include compliance with all regulatory bodies' instructions and guidelines, including the FA, Premier league and EFL.

The Academy Manager undertakes to provide sufficient competent staff and resources and to provide, maintain and test effective safety management systems to ensure the safe operation of the Academy.

Academy Health & Safety Coordinator

With assistance from the Head of Health, Safety & Sustainability, the Academy H&S Coordinator, is responsible for ensuring that related safe systems of work, and relevant method statements and risk assessments in relation to the Academy and its associated activities are in place and communicated. The Academy Health and Safety Coordinator shall also be responsible for the health and safety and competency management and training for that department.

The Academy Health and Safety Coordinator and for raising health and safety awareness within the Academy, for signposting staff to the Club systems and procedures for health and safety, for assisting staff in accessing advice on occupational health and safety matters, and for monitoring an internal programme of inspections and assessments.

The Academy H&S Coordinator will monitor and assist both the Head of Health, Safety & Sustainability, the Head of Health, Safety & Facilities, and the Academy Manager in the implementation of the Club's and Academy's business-wide strategy for health safety & sustainability, H&S related competency management and training and all Academy facilities related issues.

Head of Women's Football

The Head of Women's Football team shall have additional responsibilities for the management and functions of West Bromwich Albion Women's football operation.

This will include compliance with all regulatory bodies' instructions and guidelines, including the FA and relevant football and non-football authorities.

The Head of Women's Football shall have responsibility for relevant related safe systems of work, and relevant method statements and risk assessments in relation to the WBAFC Women's Football operation and its associated activities.

They shall also be responsible for health and safety and competency management and training for that department.

The Head of Women's Football will assist the Club Head of Health, Safety & Sustainability and the Club Facilities Maintenance Manager in the development and implementation of efficient and effective processes and systems to enable compliance with all relevant health and safety management requirements. This includes the management and monitoring of all contracted service providers and associated activities.

Disability Access Officer

The Disability Access Officer is responsible for ensuring the club is up to date with existing legislation and is the main point of contact between the Football Club and its disabled supporters to ensure that their access requirements are met.

Promotes the needs of disabled people to the Club and "champions" disability issues and ensures that professional access audits take place where required, and that specialist training takes place.

The Disability Access Officer is also responsible for the development and implementation of efficient and effective processes and systems to enable the business to comply with all requirements.

Head of Safeguarding

The Head of Safeguarding is responsible for formulating, communicating, and implementing the overarching strategic direction of Safeguarding throughout the club.

Providing reports to the Managing Director on the effectiveness of the Club's strategic safeguarding provision, the associated strategy policies, and for monitoring operational safeguarding procedures as well as football regulatory requirements for safeguarding.

The Head of Safeguarding is also responsible for the line management of the Safeguarding Manager role and associated safeguarding competency management for senior roles within the club. With assistance from the Safeguarding Manager, the Head of Safeguarding is also responsible for training relevant staff and for ensuring so far as is reasonably practicable the adequacy of the safeguarding systems, and the communication and promotion of safeguarding strategy in the business.

The Head of Safeguarding is also responsible for assisting the Managing Director with the strategy formulation, development, and strategic direction of the club's Senior Safeguarding Group.

Safeguarding Manager

The Safeguarding Manager is responsible for providing reports to the Head of Safeguarding on the operational effectiveness of the Club's Safeguarding provision, the associated operational policies, and procedures as well as football and non-football regulatory requirements for safeguarding.

The Safeguarding Manager is also responsible for the operational competency management and training for relevant staff and for ensuring so far as is reasonably practicable the adequacy of the operational systems, communication, and promotion of operational safeguarding in the business.

The Safeguarding Manager is also responsible for the operational development and leadership of the club Senior Safeguarding Group.

Safeguarding Operations Group Members

To support the WBAFC Board, the nominated Managing Director, the Head of Safeguarding, and the Safeguarding Manager in providing strategy, strategic and operational direction, implementation of the safeguarding plan and the club's vision and values.

Safeguarding Officers

Safeguarding Officers are responsible for assisting the Strategic Head of Safeguarding, and the Head of Safeguarding in discharging the clubs' safeguarding responsibilities and in promoting and raising safeguarding awareness both in the club and the community.

Human Resources Business Partner

The Human Resources Business Partner guides and manages the overall provision of Human Resources services, policies, and programs for the club.

The major areas the Human Resources Business Partner can include recruiting and staffing, organisational planning, performance management and systems, employment and compliance with regulatory requirements, employee onboarding, development needs and training, policy development and documentation, compensation, and benefits administration.

Assisting the Head of Health, Safety & Sustainability with regards employee welfare, mental health, and wellbeing, employee services and counselling.

Heads of Departments & Managers

All Head of Departments and Managers whether employed in an operational or support services capacity – are responsible for ensuring so far as is reasonably practicable that the Health and Safety Policy, and good health and safety practices, are applied in areas for which they are responsible.

They must ensure so far as is reasonably practicable the effective management of health and safety risks including those associated with contractors and service providers.

All Head of Departments and Managers will ensure so far as is reasonably practicable that training records and health assessment records are stored safely.

All Head of Departments and Managers will also assist with the management of disciplinary action where necessary for breaches of health and safety rules or failure to comply with this Policy.

Office Administration Staff

The Office or Site Administration staff support local management in the implementation of health and safety good practice and assist in communications between business and Head of Health, Safety & Sustainability.

Employees

Every employee is responsible for ensuring so far as is reasonably practicable their own health and safety, for complying with the requirements of the Health and Safety Policy, and for ensuring so far as is reasonably practicable that their acts or omissions do not affect the health and safety of others.

Employees must report accidents, near-misses, or unsafe conditions and ensure so far as it is reasonably practicable that they comply with the requirements of all relevant method statements and risk assessments.

Other Specific Health & Safety Responsibilities

When and where required, several other individuals will be delegated to have specific Pandemic / Infectious Diseases roles and responsibilities should it be required. The specific roles, responsibilities, organisation, and arrangements for responding to Pandemic / Infectious Diseases will be detailed within any specific West Bromwich Albion Football Club Pandemic / Infectious Diseases Policies available upon request.



West Bromwich Albion Football Club Health and Safety Policy

Part 3

Arrangements

Arrangements

Scope

These health and safety arrangements and the West Bromwich Albion Occupational Health and Safety management system will apply to all West Bromwich Albion employees and others working under its control and or affected by its activities, regardless of work location and / or Operating Business.

1. **Health and Safety Policy Review and Objectives**

West Bromwich Albion will monitor the effectiveness of this Policy. Review of the Health and Safety performance of West Bromwich Albion and the functioning of the Policy is the responsibility of the Managing Director and the Club Head of Health, Safety & Sustainability.

The Managing Director and the Club Head of Health, Safety & Sustainability will review the contents of the policy document annually, or where changes in legislation or company guidance require changes to be made and identify ways in which company health and safety performance can be improved.

The Managing Director and Head of Health, Safety & Sustainability shall establish corporate occupational health and safety objectives, via the review, for relevant functions and levels within West Bromwich Albion Football Club.

The objectives shall be measurable, timely and such objectives shall ensure legal compliance and meet industry requirements. These objectives will be reviewed at regular and planned intervals.

The Managing Director and Head of Health, Safety & Sustainability shall monitor the suitability, effectiveness, implementation, and achievement of these objectives.

The Spectator Safety policy will be subject to review at the end of each season by the Managing Director and Match Day Safety & Security management and circulated amongst the Club Board of Directors.

Such reviews will assess changing risks, evaluate performance considering any accidents or incidents including any undesired circumstances which have the potential to cause accidents.

All Supporting documents are located and maintained within the WBA Health & Safety System.
--

H&S Management Review Procedure

Safety Policy for Spectators

2. **Communication, participation and consultation with employees, and others working under their control and or affected by its activities.**

To comply with relevant legislation and encourage participation, shared knowledge and best practice, West Bromwich Albion will consult and communicate with employees and others working under their control and or affected by its activities on matters affecting their health and safety.

Employees are encouraged to make suggestions that may improve health and safety within the Club. These will be reviewed by the Managing Director and the Head of Health, Safety & Sustainability.

Management is, where applicable, responsible for ensuring that effective consultation with Trades Union/Non-Trades Union Health and Safety Representatives and staff is established and maintained in accordance with any appropriate legislation.

The Club will endeavor to maintain communications with the public/spectators by the following methods:

- Information in match programs

Health and Safety Policy

June 2024

- Club publication
- Social Media
- Public Address System
- Video Boards
- Encouragement of Stewards in Customer Care
- The Club will encourage feedback from all sources both within and outside the Club.

With Other Agencies

The Club will provide facilities for both pre- and post-match briefings between the Club and emergency or other external services.

The Club will endeavor to provide representation at the appropriate level for all meetings with such services.

The Club will encourage liaison with agencies through joint exercises, planning and exchange of information.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Employee Communication, Participation & Consultation Procedure
Safety Policy for Spectators

3. Compliance Management

To maintain a healthy and safe working environment, competent people will carry out any necessary health and safety compliance audits & inspections.

Competent people will also give advice on the requirements of the relevant statutory provisions, compliance with this policy and health and safety matters generally.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Compliance Management Procedure

4. Monitoring and Measurement

Procedures are in place to monitor and measure any of West Bromwich Albion's activities which could have a significant effect on health & safety requirements, including compliance with legal requirements, measurement of performance indicators, operational controls and achievement of objectives and targets.

Internal Inspections

The Head of Health, Safety & Sustainability has overall responsibility for determining and delivering the H&S monitoring programme.

The Head of Health, Safety & Sustainability shall carry out regular internal H&S inspections and compliance evaluations and maintain a schedule for planned visits.

H&S inspection and compliance assessments of all West Bromwich Albion controlled property, and premises are carried out by the Head of Health, Safety & Sustainability

Nonconformity, Corrective and Preventative Action

Collated data and information are reviewed periodically and any resulting or identified preventative

actions are carried out as appropriate.

Corrective action is taken following any identified non-conformance with the requirements of the occupational health and safety management system or the identification of the potential for a non-conformance.

Any person who is assigned a Corrective Action Response (CAR) ensures identified actions arising from audit or local monitoring are managed and reports on progress and effectiveness of these to the business.

The Club will operate a system whereby all systems and equipment used as part of the safety function are subject to continuous inspection and test.

The frequency of inspections and tests will be not less than that advised by equipment manufacturers or statutory requirements.

Competent people will be used to carrying out such inspections or tests. The results of all inspections and tests will be recorded.

The result of all inspections, tests, ongoing safety reporting and recording systems which make up the risk analysis, structural, mechanical, and electrical surveys will perform part of the annual policy review required to maintain its general Safety Certificate.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Internal Audit & H&S Planned Activities Schedule
Safety Policy for Spectators

5. **H&S Management System Review**

Health & Safety is a standard agenda item at senior management team meetings. Potential risks, hazards or opportunities are reviewed at these meetings with input provided by the Facilities. / Maintenance & Grounds Managers, the Managing Director, and the Safety & Security Management.

A wider H&S management system review is carried out on a regular basis by the Head of Health, Safety & Facilities.

All staff performing a safety function will be encouraged to participate actively in achieving an effective system of overall safety. Through a system whereby staff are continuously briefed and debriefed on the assessment of risk, analysis of risk or injury and any incidents which occur it is expected that the achievement of the overall safety policy will be monitored at all levels within the above organisational structure.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Management Review Procedure
Safety Policy for Spectators
Safeguarding Policies & Procedures

6. Training and Information

The Director or Manager responsible for each project, department or office, is to ensure that any specific H&S training needs are identified, and appropriate training.

This will be arranged in consultation with the Managing Director and or Head of Health, Safety & Sustainability and, where applicable, employee representatives, to ensure competency of employees and persons working under their control.

Specific levels of H&S training will be initially set at business level and further by the departments in consultation with the Managing Director and or the Head of Health, Safety & Facilities.

Training will also be provided if new technology or new working methods are introduced.

All new employees will be given an initial health and safety induction relevant to their roles and activities undertaken within one week of the commencement of employment and will be advised of emergency procedures on their first day.

All employee records of H&S training or related competency requirements (relevant to their roles and activities) are held either electronically via the company training and competency system, or within local hard copy files.

For Match-Day operations the Club will, via the Operational Safety & Security Management recruit, train to a minimum standard of NVQ level 2 in Spectator Control and maintain a sufficient number of trained stewards to meet its obligations under legislation at all times.

The main objective of the stewards is to ensure the safety of all and provide a high level of customer service.

The Head of Safeguarding ensures training and competency requirements are aligned with Safeguarding and Vulnerable Groups

All Supporting documents are located and maintained within the WBA Health & Safety System.

Health & Safety Training and Competence Procedure

Safety Policy for Spectators

Associated Safeguarding Policies, procedures, and process

7. Accidents - Incidents Reporting and Investigations

All employees will report all incident types; Injury / Ill Health, Near Miss, Damage to Property / Equipment & Safety Observations that occur in connection with West Bromwich Albion work activities, or for which West Bromwich Albion could be held responsible and will be reported however trivial the injury or near miss may appear.

All required H&S statutory reports will be made on behalf of the company by the Head of Health, Safety & Sustainability in liaison with the relevant Management.

The Head of Safeguarding carries out specific investigations aligned with Safeguarding and Vulnerable Groups and is responsible for producing associated reports both statutory and non-statutory.

Only trained and competent people will carry out investigations of H&S incidents, in liaison with the Head of Health, Safety & Facilities.

Match-Day incident reporting will be managed by the Operational Safety & Security Management

and or the Managing Director as per the Safety Policy for Spectators.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Accidents, Incidents Reporting & Investigating Procedure
Match Day Incident Report Form
First Aid Procedure
WBA Significant Incidents (SI) Guidance
Safety Policy for Spectators
Associated Safeguarding Policies, Procedures and process

8. **First-Aid**

To comply with relevant legislation, West Bromwich Albion will adopt, as a minimum, the levels of first-aid provision indicated in such legislation and or Approved Codes of Practice. Additional provision will be made where further need is identified.

For specific Match-Day First Aid provision then the Club will ensure the provision of reasonable medical, ambulance and first aid cover at all events. Further details can be found within the medical plan.

The Club will employ a crowd doctor who will be trained and competent to deal with emergencies on the ground. The Club will engage the ambulance service at a level appropriate to the event.

The Club will provide facilities for the use of First Aid personnel and engage an appropriate number of qualified officers for each event.

All Supporting documents are located and maintained within the WBA Health & Safety System.

First Aid Procedure
WBA Appointed First Aiders Document and Defibrillator Appointed Persons Document
Accidents, Incidents Reporting & Investigating Procedure
Match Day Incident Report Form
WBA Significant Incidents (SI) Guidance
Safety Policy for Spectators

9. **Work Equipment (PUWER) and Lifting Operations (LOLER)**

West Bromwich Albion will ensure that all equipment provided for use at work will comply with the requirements of relevant legislation and lifting operations planned.

The responsible Manager / Purchaser is to ensure that all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used.

They shall also ensure that, where necessary, procedures are established and maintained, related to any occupational, health and safety risks to the goods, equipment and services purchased and or used and that such procedures are communicated to employees, suppliers and or contractors.

When selecting equipment, you shall:

- Use the most suitable equipment.
- Choose new or nearly new equipment, ensuring the avoidance of old continually repaired equipment.

Where tools or equipment are issued to employees and / or people working under their control, for their use, those employees are responsible for ensuring that the item is kept in good working order

and that any defects are reported.

West Bromwich Albion understands the dangers that lifting operations and working with lifting equipment can pose to human life.

They accept the duties and responsibilities passed on to it by relevant legislation in managing and protecting its workforce and others who may be affected by lifting operations and lifting equipment.

It is our policy that no untrained or unauthorised people are to carry out lifting operations or work with any form of lifting equipment where there is a significant or high risk of injury or damage as a result.

Managing the purchase, inspection, maintenance, servicing, and use of lifting equipment within the workplace and ensuring lifting equipment is being managed within buildings that either West Bromwich Albion owns, leases, or otherwise occupies.

This is for day-to-day business activities and is the responsibility of either the relevant hiring / purchasing management or the Facilities / Maintenance Manager.

Any relevant lifting equipment, inspection and testing must be carried out by a qualified competent person.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Work Equipment (PUWER) & Lifting Operations & Lifting Equipment (LOLER) Procedure
Low Risk Equipment Form
PUWER Inspection & Maintenance Template

10. **Hazard Identification and Risk Management**

West Bromwich Albion places a high value on maintaining a healthy and safe working environment for all its employees. We are committed to providing a safe working environment that maintains and promotes the health and well-being of all its employees.

West Bromwich Albion equally places a high value on providing and maintaining a healthy and safe working environment for all children and vulnerable groups. We are committed to meeting all requirements for Safeguarding.

By implementing a hazard identification and risk assessment policy that fulfils all relevant legal duties and requirements we aim to eliminate or control significant hazards that may arise because of activities both inside and outside of the workplace.

West Bromwich Albion management shall ensure that ongoing hazard identification and the assessments of the risks associated with all work activities are undertaken, as required by relevant Regulations. Responsible Managers have a duty to focus on real risks and to protect both people and our business by eliminating those risks.

Where we identify those risks remain and these activities cannot be avoided, we will assess the potential for work related to ill health and or risk of injury, damage, or loss from both internal and external activities.

We will also assess the potential impact of human capabilities and other human factors and then reduce the likelihood of those risks occurring and the severity of the outcome to its lowest possible level, so far as is reasonably practicable, by the implementation of suitable and sufficient control measures.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment
Associated Safeguarding Policies, Procedures and process

11. **Control of Hazardous and Dangerous Substances.**

West Bromwich Albion understands and accepts its duty and responsibility to ensure that any purchase, use, storage, handling, and transportation at work of hazardous and / or dangerous substances are planned and are controlled by means of an assessment process. T

That suitable information is provided on the risks of hazardous and dangerous substances and the correct action to be taken when using them.

It is the duty of the responsible Manager to ensure that all substances that pose danger to human life or the environment are assessed prior to use and that all those who may be affected are provided with adequate information and control measures to prevent that harm.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazardous & Dangerous Substances (COSHH)
COSHH Assessment Form & COSHH Guidance

12. **Fire Management**

West Bromwich Albion aims to provide a healthy and safe working and sporting environment by implementing a Fire Management procedure for all its employees and premises throughout the organisation.

The Club will always endeavor to minimise the danger and effect of fire.

This will be achieved by carrying out regular risk assessments in conjunction with the Fire Authorities and Local Authorities to identify the nature, level, and significance of the risk from fire, so that wherever possible such risk will be removed, reduced, or contained.

A professional risk assessment is undertaken by a competent external consultant each year.

The Club will maintain a policy of acting upon any advice of the Fire Authorities / Local Authorities given and employing specific fire stewards, maintaining an efficient fire detection system, keeping litter to the minimum and enforcing no smoking throughout the stadium and premises.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Fire Management Policy
Fire Management Plan
Fire Management Procedure
Fire Evacuation Procedure – EPPP
Emergency Evacuation Plan Stadium Non-Match Days
Emergency Evacuation Procedures - Training Ground
Fire – Security
Fire Alarm & Equipment
Appointed Fire Marshalls

13. **Lone Workers**

West Bromwich Albion, wherever reasonably practicable, aims to prevent accidents, the occurrence of injuries, ill health, and near misses relating to lone working and the associated activities.

However, where these do arise, we aim to not only fulfil any legal responsibilities, but also to ensure that a process of learning has taken place and measures put in place to prevent a recurrence.

Where the conditions of service delivery or its associated tasks require staff to work alone, individual staff members and Managers have a duty to assess and, where practicable, prohibit lone working and or reduce the risks which lone working presents.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Lone Working Procedure

14. **Display Screen Equipment (DSE)**

West Bromwich Albion understands that the use of Display Screen Equipment (DSE) has the potential to cause harm to the user if not controlled and managed.

West Bromwich Albion aims to control this issue by ensuring the completion of a user assessment carried out on the workstation. All DSE users will carry out a specific DSE assessment relevant to the equipment being used.

Once completed, a trained and competent assessor will identify any issues which have the potential to cause harm and address them by reporting them to the Manager immediately with suggested remedies or referring them to Head of Health, Safety & Sustainability for further assistance. It is the relevant line managers' responsibility to ensure that this process, as outlined above, is undertaken.

To aid in compliance and prevention of ill-health, all DSE users are entitled, and encouraged to undertake free eye examinations and, where identified for the specific use on DSE, free eye wear will be provided.

It is the employee's responsibility to ensure any issues regarding their DSE use are relayed to their line manager or the trained and competent DSE assessors.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Display Screen Equipment Procedure

Display Screen Equipment Guidance

Coronavirus / Covid-19 Stadium Operations Policy

15. **Occupational Road Risk**

West Bromwich Albion, wherever practicable, aims to prevent accidents, the occurrence of injuries, ill health, and near misses relating to occupational vehicle use and or travel.

However, where these do arise, we aim to not only fulfil any legal responsibilities of reporting, but also to ensure that a process of learning has taken place and measures put in place to prevent a recurrence.

West Bromwich Albion has a "Driver Awareness Policy" that sets out the requirements for the use and maintenance of company owned vehicles (cars, light commercial vans and minibuses) provided by the company and for the use of employees. The responsibilities of those employees identified as the keeper of a company vehicle, or vehicles are set out in the policy. The responsibilities of all employees who use a company vehicle are also described.

West Bromwich Albion vehicles will be maintained at the manufacturer's recommended service intervals.

Keepers and users of company vehicles are responsible for carrying out routine checks as specified in the vehicle's documentation and the Driver Awareness Policy.

They are responsible for reporting any defects that are hazardous or could prevent the vehicle from being roadworthy. No employee is permitted to drive a vehicle thus deemed not to be roadworthy.

Drivers of company vehicles are expected and informed to drive in a safe, non-aggressive and considerate manner in compliance with road traffic legislation. Care is to be exercised when carrying passengers on company business.

No person driving on company business will be expected to travel an excessive distance or to travel for an excessive time. Where necessary, support will always be given to sensible journey planning and to the costs of overnight accommodation. This will be monitored and enforced by the user's manager.

Hand-held mobile phones are not to be used whilst driving.

All Supporting documents are located and maintained within the WBA Health & Safety System.
--

Occupational Road Risk and Driver Awareness Procedure Coronavirus / Covid-19 Stadium Operations Policy

16. Stress

West Bromwich Albion places a high value on maintaining a healthy and safe working environment for all its employees and it recognises its duty of care extends to mental health as well as physical health at work. By implementing a stress management procedure, we aim to control or eliminate stress within the workplace. A risk assessment will be conducted, where required, in the business to identify control measures which once implemented will actively remove or reduce the stressors identified.

All Supporting documents are located and maintained within the WBA Health & Safety System.
--

Stress Policy & Stress Management Policy, Procedure and Guidance Occupational Health Procedure

17. Drugs and Alcohol

Alcohol and drug misuse detrimentally affect the abilities of the individual to carry out their duties in a safe and competent manner, thus increasing the risks to themselves and others.

It is the intention of West Bromwich Albion that any instance of a worker found to be under the influence of alcohol, or drugs will be deemed as gross misconduct and subject to strict disciplinary action.

However, West Bromwich Albion accepts an individual's dependence on alcohol or drugs is an illness and the same provisions and treatments will be given in these cases as to any other illness.

All Supporting documents are located and maintained within the WBA Health & Safety System.
--

Drugs & Alcohol Policy & Drugs & Alcohol procedures and Guidance
--

18. Contractual Duties and Contractors

West Bromwich Albion will be required, at times, to employ contractors during its operations. When required we will ensure that they are competent at carrying out such tasks in a safe and effective manner.

We understand that it is the responsibility and duty of West Bromwich Albion to control and monitor the work activities of the contractors and communicate and inform them on matters of health and safety. We aim to achieve this using our vendor assurance procedure and active contractor management.

The primary responsibility for managing contractors and their associated activities will be with the contractors' Hiring Manager, with assistance from the Head of Health, Safety & Sustainability.

All Supporting documents are located and maintained within the WBA Health & Safety System.
Contractor Management Procedure
Contractor Induction Document
Vendor Evaluation Form
Contractors Signing in Form

19. CDM Compliance and Health and Safety in Design

Managers responsible for the management of planning, design and implementation of construction works are to ensure that those employees who carry out project work in the roles of Principle Designer and or Principal Contractor, have received specific training in their duties. Managers must also ensure that duty holders have sufficient experience and understanding to ensure that their duties are carried out in a competent manner.

The guiding principles for all designs prepared by West Bromwich Albion will be to ensure that all designs avoid risks to health and safety so far as is reasonably practicable, to reduce risks to their lowest level where avoidance is not possible, and to include relevant information with the design. Only people competent to produce designs will be permitted to do so.

Those preparing designs will alert Clients to the duties that they have under relevant regulations and follow the designer's duties as defined within those regulations.

Where problems arise or there are lessons to be learned from any project, any employee who acts as Principal Designer or Principal Contractor is encouraged to bring such information to the notice of their manager so that the information can be disseminated throughout West Bromwich Albion.

All Supporting documents are located and maintained within the WBA Health & Safety System.
--

20. Electrical Safety

West Bromwich Albion understands the dangers that electricity and working with electricity can pose to human life. We accept the duties and responsibilities passed on to us by relevant legislation in managing and protecting our workforce and others who may be affected by electricity.

It is our policy that no untrained or unauthorised people are to work on any form of live electrical equipment where there is a significant or high risk of electrocution or injury as a result.

Managing the purchase, inspection, maintenance, servicing, and use of electrical items within the workplace and ensuring electrical wiring systems / supply is being managed within buildings that

either West Bromwich Albion owns, leases, or otherwise occupies for day-to-day business activities is the responsibility of the management.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Electricity at Work Procedure
Guidance on Electricity at Work

21. Working at Heights

West Bromwich Albion understands the dangers that working at height can pose to human life. We accept the duties and responsibilities passed on to us by relevant legislation in managing and protecting its workforce and others who may be affected by working at height activities.

It is our policy that no untrained or unauthorised people are to carry out working at height activities or work with any form of access equipment and or working platform where there is a significant or high risk of injury or damage as a result.

The relevant Managers shall manage the purchase, inspection, maintenance, servicing, and use of access equipment and or working platform within the workplace.

Any access equipment and or working platform, inspection and testing must be carried out by a qualified competent person.

All working at height activities must be accompanied by a risk assessment. The relevant Managers are responsible for ensuring risk assessments are in place and may require the input from Head of Health, Safety & Sustainability or employee carrying out the task.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Working at Height Procedure
Working at Height Guidance
Harness Checklist
MEWP Checklist

22. Asbestos

West Bromwich Albion understands the dangers that asbestos fibers pose to human life. We accept the duties and responsibilities passed on to it by relevant legislation in managing and protecting its workforce and others who may be affected by asbestos.

Managing or ensuring asbestos is being managed within buildings that either West Bromwich Albion owns, leases, or otherwise occupies for day-to-day business activities is the responsibility of either the relevant Office / Property / Premises Manager or the WBAFC Facility Manager.

We presume the presence of asbestos within premises / sites until otherwise confirmed by a competent person.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Asbestos

23. Smoking

It is the policy of West Bromwich Albion that smoking / vaping is prohibited in all offices, company vehicles and enclosed workplaces. Responsibility for enforcement of smoking controls lies with the appropriate Manager.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Smoke-free Workplace Guidance

24. Manual Handling

West Bromwich Albion understands the risk of injury presented by manual handling operations. Where possible West Bromwich Albion will eliminate the need for manual handling operations, where this is not possible these operations will be assessed, and significant findings recorded.

All employees are to undergo basic training in manual handling activities and more detailed and specific training will be undertaken by those identified in need.

The relevant manager is responsible for ensuring that suitable and sufficient assessments are in place to adequately control manual handling activities.

All Supporting documents are located and maintained within the WBA Health & Safety System.

25. Confined Spaces

West Bromwich Albion acknowledges the dangers to life when carrying out its activities in confined spaces.

West Bromwich Albion will ensure before any activities are carried out within confined spaces a suitable and sufficient risk assessment is carried out and the activity is planned, carried out and led by trained and competent people. All those planning and carrying out confined spaces activities will have undergone specific training in this type of activity and work in accordance with the practices prescribed in all relevant legislation and Approved Codes of Practice. The Line Managers in charge of such activities will ensure that this is carried out.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Confined Space at Work

26. Visitors

We endeavor to ensure that all those who visit our offices or site locations, and their health and safety are not compromised at any time. All visitors to West Bromwich Albion will always be escorted by an employee of West Bromwich Albion and be made known of any foreseeable significant risks before they undergo their visit. All visitors will report to the WBA Reception/s to sign in and out.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Safety Policy for Spectators
Emergency Evacuation Plan Stadium Non-Match Days
Emergency Evacuation Procedures - Training Ground
Visitors Signing in Sheet
Customer Charter
Safeguarding Vulnerable Adults
Child Protection Policy

27. Personal Protective Equipment

Situations will exist where, despite implementing reasonably practicable precautions to eliminate

or minimise hazards to employees, Personal Protective Equipment (PPE) will be necessary to safeguard the health, safety, and welfare of employees.

West Bromwich Albion, through their responsible managers, will provide suitable and sufficient PPE where an assessment has identified it as a 'last resort' to protect against risks to health and safety. Engineering controls and safe systems of work to remove the risk will always be considered first.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Personal Protective Equipment Procedure
PPE Register (Individual)

29. Occupational Health

West Bromwich Albion places a high value on maintaining a healthy and safe working environment for all its employees and / or others.

We are committed to ensuring that the potential for ill health arising from activities or premises controlled by West Bromwich Albion or exposed to because of activities carried out by West Bromwich Albion, are minimised at source to the lowest level that is reasonably practicable.

West Bromwich Albion recognises the importance of integrating the continuous improvement of health and wellbeing into the organisational activities and will aim to ensure early identification and management of occupational ill health, ranking it equal with other operational considerations.

West Bromwich Albion will provide internally or obtain externally competent specialist occupational health advice, assistance, and services to all its employees.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Occupational Health Procedure
Guidance on Occupational Health
Employment Health Questionnaire

30. Emergency Preparedness, Security & Threat, Planning & Reporting

As a high-profile organisation, West Bromwich Albion are aware that there has been an increase in terrorist activity in the UK and the world in general.

The Home Office advises that the public should always remain vigilant regardless of the current national threat level.

Precautions must be in place so that any such incidents may be dealt with, should they arise.

The purpose of this policy is to help to assess the Club's vulnerability to the threat of terrorism, to put in place risk reduction procedures, safe evacuation procedures and a security threat response. This also applies to bomb threats and suspicious packages, which could contain explosive or harmful biological material.

Operational Safety & Security management and relevant managers shall ensure through communication, participation, and consultation that employees understand what to do in case an emergency arises.

The Club will take all reasonable steps to identify all possible types of emergencies or system failure that could occur on the ground whilst spectators are in the stadium and prepare

contingency plans to deal with such incidents.

Where such incidents could lead to a major incident the Club will brief the emergency services and work with them to ensure that these plans are compatible and adequate.

The Club will document such plans and test their effectiveness on a regular basis through exercise and review.

All employees shall ensure they understand the procedures for reporting Emergency Incidents.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment
Emergency Evacuation Plan Stadium Non-Match Days
Emergency Evacuation Procedures - Training Ground
Accidents, Incidents Reporting & Investigating Procedure
Incident Report Form & WBA Significant Incidents (SI) Guidance
Safety Policy for Spectators
Emergency Evacuation Plan Stadium Non-Match Days
Emergency Evacuation Procedures - Training Ground
Hostile Vehicle Mitigation Policy
Marauding Terrorist Policy
Bomb Threat / Suspect Package
Key Holders Policy
Key Request Form
Logging of Security Reception Keys
Fire – Security

31. Workplace environment

Managers in control of workplaces shall always ensure that the environment that they and others in their control work in is a safe and healthy environment.

Employees shall ensure that they protect the health, safety, and welfare of both them and others by reporting incidents and always maintaining good housekeeping standards.

Hazards shall be identified, reported, and immediately controlled through regular inspections and audits and diligence by all working within the workplace.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Compliance Management
Safety Policy for Spectators
Hazard Identification and Risk Assessment
Emergency Evacuation Plan Stadium Non-Match Days
Emergency Evacuation Procedures - Training Ground
Accidents, Incidents Reporting & Investigating Procedure
Incident Report Form
WBA Significant Incidents (SI) Guidance

32. Vibration

Managers, in conjunction with Head of Health, Safety & Sustainability shall identify any work activities and or work equipment that may expose employees and or those under their control to hazards and risks related to hand arm vibration and or whole-body vibration.

Where these risks and hazards are identified and recorded, Managers shall ensure, where reasonably practicable, these activities are prohibited. Where this is not reasonably practicable, Managers, in conjunction with the Head of Health, Safety & Sustainability shall ensure that procedures and control measures are implemented, enforced, and monitored to control this risk to levels determined by relevant legislation and industry best practice.

All Supporting documents are located and maintained within the WBA Health & Safety System.

33. Noise

Managers in conjunction with the Head of Health, Safety & Sustainability shall identify any work activities and or work equipment that may expose employees, external parties and or those under their control to hazards and risks related to noise.

Where these risks and hazards are identified and recorded, Managers shall ensure, where reasonably practicable, these activities are prohibited.

Where this is not reasonably practicable, and Managers in conjunction with Head of Health, Safety & Sustainability shall ensure that procedures and control measures are implemented, enforced, and monitored to control this risk to levels determined by relevant legislation and industry best practice.

All Supporting documents are located and maintained within the WBA Health & Safety System.

34. Food Safety Management

As a food business operator, West Bromwich Albion takes a risk-based approach towards food safety and implements a food safety management system. This is based on Hazard Analysis Critical Control Points (HACCP) and safer food, better business principles.

The relevant management shall ensure that all food handling staff have adequate training or be instructed and supervised to ensure that food is handled safely.

In most cases Level 2 Food Safety qualifications are sufficient but supervisors and managers shall aim for Level 3.

The person responsible for developing and maintaining the food safety management system shall have adequate training in the application of the Hazard Analysis Critical Control Points (HACCP) principles. This may be through experience and previous knowledge or a Level 2 course in HACCP.

All Supporting documents are located and maintained within the WBA Health & Safety System.

35. Hydrotherapy Pools and Facilities

West Bromwich Albion aims to provide first class support / medical facilities for use by its playing staff.

This policy aims to identify several control measures in place to ensure that the usage of the hydrotherapy suite is safe and controlled.

It has been determined that the usage of the hydrotherapy suite is only to be used by the following persons:

- a. 1st Team squad players
- b. Development squad

No other people (staff, Academy, youth etc.) are permitted to use the facilities at any time.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazardous & Dangerous Substances (COSHH)
COSHH Assessment Form
COSHH Guidance
Legionella Guidance

36. Young Persons and Adults at Risk

WBA recognises that for many young people the workplace will be a new environment, and they will be unfamiliar with 'obvious' risks and the behavior expected of them in response.

Young people might need additional support to allow them to carry out their work without putting themselves and others at risk, and this might mean more tailored training and/or closer supervision. Regularly checking a young person's progress helps the club to identify where any additional adjustments may be needed. Where required and appropriate WBAFC will put age limits on the use of some equipment and machinery.

WBA also recognises that the wellbeing of children and adults at risk is an important and shared responsibility. The Club's Child Protection Policy and Safeguarding Adults at Risk Policy are fundamentally designed to assist and support everyone at the Club in providing a safe and friendly environment.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment
Managing Young Persons Procedure
Managing Young Persons Guidance
Child Protection Policy
Safeguarding Children & Adults at Risk Documentation

37. H&S Inductions

Induction is an essential part for new recruits and familiarising them with WBA.

As an employer, WBA understands our staff is our most important asset. Induction gives us the chance to welcome new employees and build on their positive attitude and enthusiasm for their new job. It's an opportunity to familiarise new members of staff with our organisation and to introduce them to their immediate colleagues and other members of the wider workforce and our organisation's policies on areas such as health and safety, equality, and discrimination.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Induction Procedure
Guidance on Induction
Induction forms (employees and Contractors)

38. Working overseas and travel

To ensure that WBAFC manages and assess the additional risks that may be presented by staff travelling and working overseas and where management is managing those staff and activities. Where reasonably practicable WBAFC will eliminate the risks, where this is not possible that all risks are assessed, significant findings recorded, and control measures put in place with the aim of bringing the risks down to the lowest practicable level.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Travelling & Working Overseas Procedure
Travelling Abroad Guidance
Managing Employees Overseas Guidance
Travel Notification forms (employees only)

39. Match Day / Event Safety Management

West Bromwich Albion recognises the responsibilities and high value placed on maintaining a healthy and safe sporting environment for all its cleared personnel. We are committed to providing an environment that maintains and promotes the health and well-being of all and meeting all legal and statutory authority requirements for safe stadia.

By implementing robust match day / event plans, processes and procures that fulfil all relevant legal duties and requirements we aim to eliminate or control significant hazards that may arise because of activities both inside and outside of the stadia where and when required.

West Bromwich Albion match day safety and security management ensure that ongoing hazard identification and assessments of the risks associated with hosting matches and events are undertaken and reviewed as and when required.

All Supporting documents are located and maintained within the WBA Health & Safety System.

Hazard Identification and Risk Assessment Procedure
Match Day Operational Plan (BCD), risk assessments & processes
Security and Terrorism Plans
Match Day Incident Report Form
Safety Policy for Spectators

