



WEST BROMWICH ALBION **HEALTH, SAFETY & SUSTAINABILITY POLICY**

JULY 2026 - JUNE 2027



Procedure Date

Implementation Date July 2026

Review Date June 2027



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
	14/05/25	Incorporation of Sustainability into the Roles, Responsibilities & Arrangements	CH & MM
	01/10/25	Change of role titles with additional Roles & Responsibilities for the Director of Operations & SHE, Head of Event Safety & Security, Manager of Event Safety & Security & Head of Estates	CH & AN
	09/02/26	Reflect additional roles of Executive Director & Technical Director	CH & MM
	15/6/26	Reflect additional roles of the Executive Leadership Team	CH & MM





WEST BROMWICH ALBION FOOTBALL CLUB LIMITED

Health, Safety & Sustainability Policy JULY 2026 - JUNE 2027

CONTENTS

Part 1	Statement of Policy
Part 2	Introduction, Organisation & Responsibilities
Part 3	Arrangements



Part 1

Statement of Policy



Health, Safety & Sustainability Policy Statement

At West Bromwich Albion Football Club, we are committed to maintaining the highest standards of health, safety, and sustainability in all aspects of our operations. Our goal is to protect the wellbeing of our employees, fans, clients, contractors, visitors, and the wider community, while actively reducing our environmental impact and promoting sustainable practices.

Our people are the heart of this football club; without them we would not be able to function. Ensuring that we have a safe, sustainable, healthy, happy, and skilled workforce is essential for us to continue providing a football club for 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 indirect impacts on the local areas and the wider region, such as through our sustainability initiatives and our community and charitable work via The Albion Foundation.

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

- (a) provide adequate control of health, safety, fire, environmental, health & well-being risks, including the safeguarding of children and adults at risk arising from our work activities and maintaining 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, work-related ill-health and adverse environmental impacts.
- (d) provide suitable and sufficient health, safety fire & sustainability 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, safety, environmental 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, fire, sustainability, health & well-being to all employees including arrangements for safeguarding children and adults at risk.
- (k) promote health, safety, sustainability & mental health & well-being to create a positive 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, sustainability and 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, fire, sustainability and mental health & well-being.
- (o) annually review and revise our Health, Safety & Sustainability Policy and associated Policies to ensure they remain appropriate to our business activities and consistent with all relevant legislation.
- (p) apply processes and systems for managing health, safety, fire, sustainability and mental health & well-being that ensure we continually improve our performance.

Shilen Patel

Chairman
of West Bromwich Albion Football Club

July 2026 - June 2027







Part 2

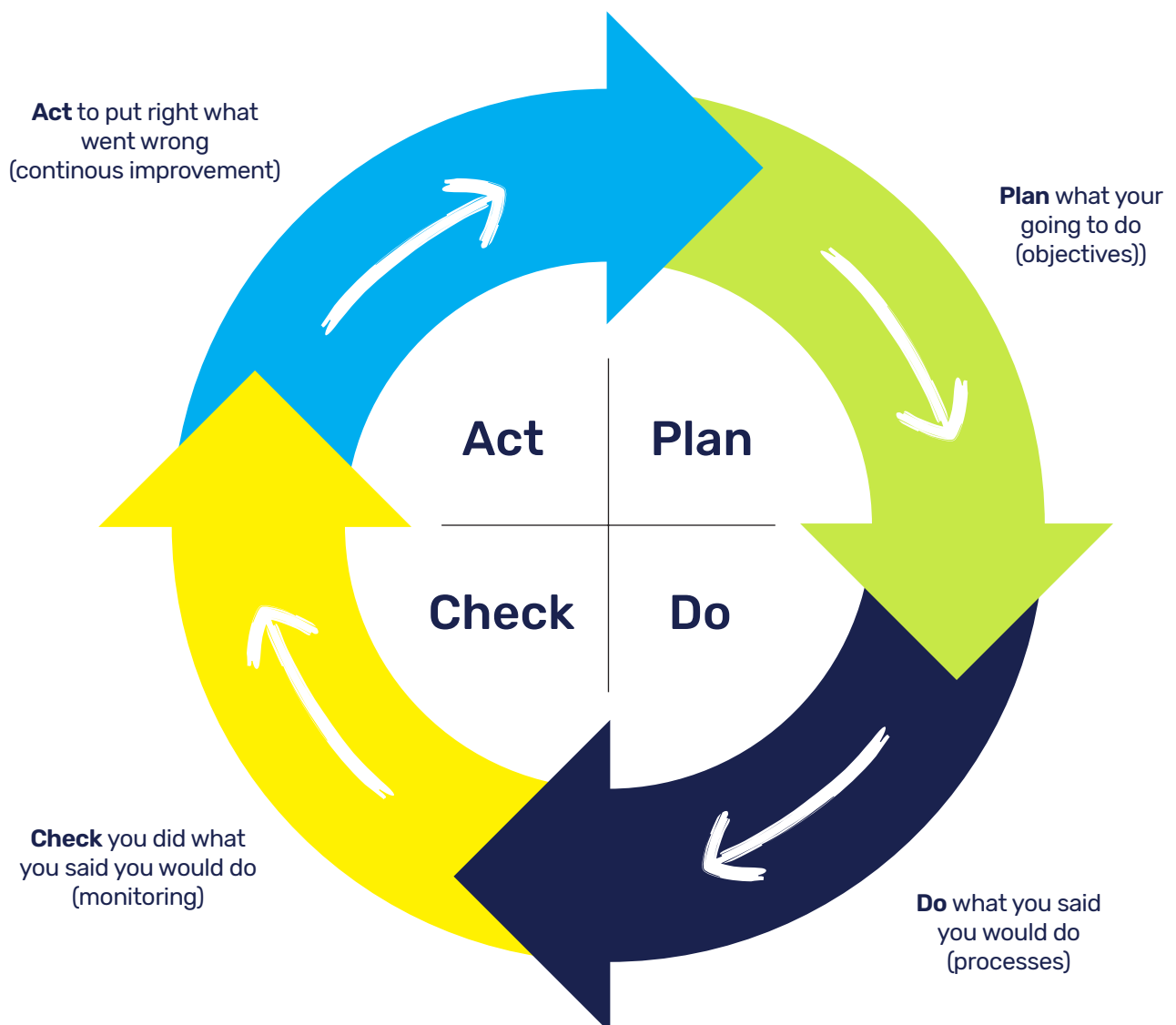
Introduction, Organisation & Responsibilities



Introduction

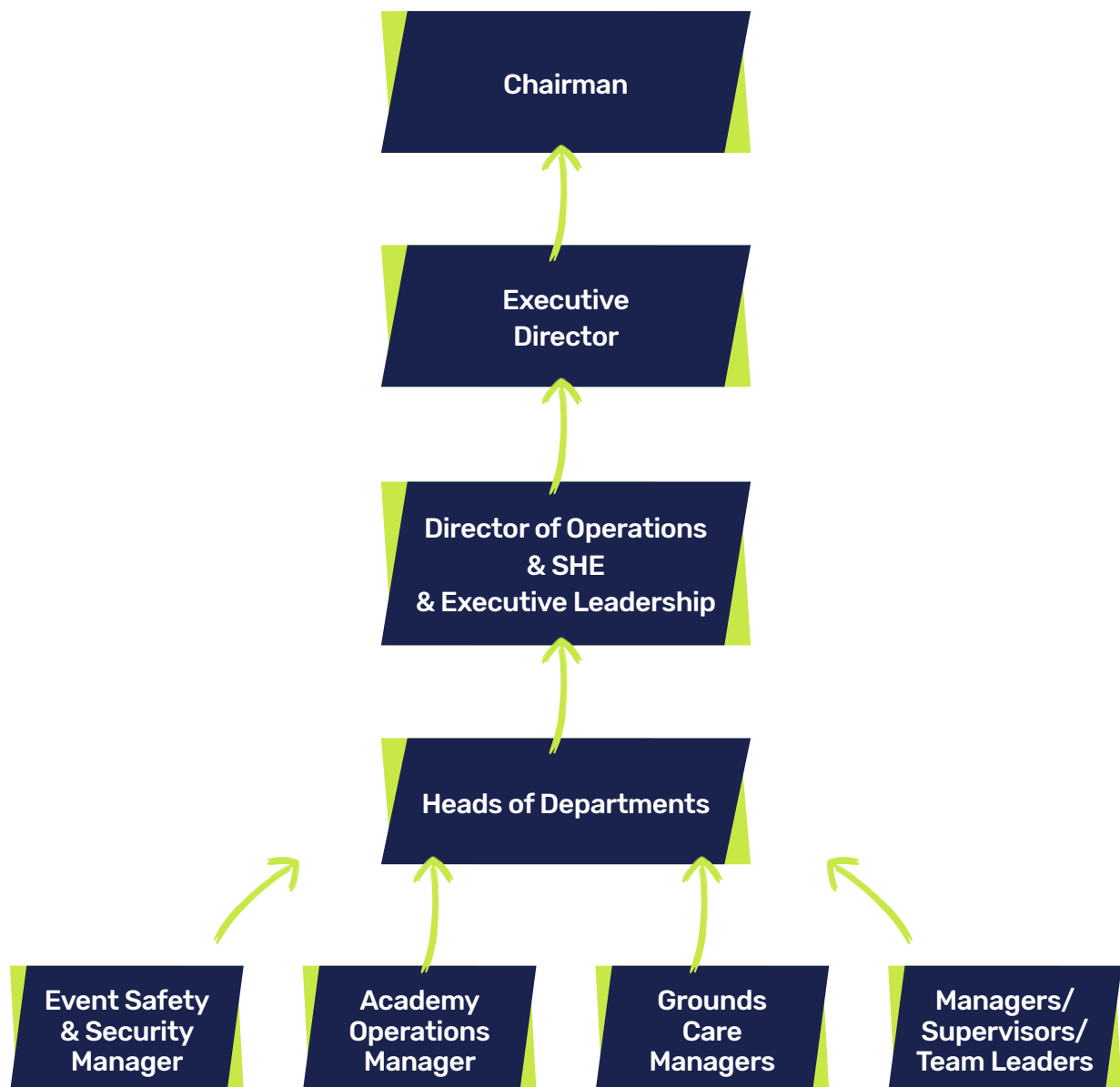
West Bromwich Albion's Health & Safety management system is based upon the requirements of the Management of Health, and Safety at Work Regulations 9 (as amended), the Health & Safety Executive publication "Successful Health, Safety and Management (HSG65)

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, Safety & Sustainability 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. Playing a pivotal role in fostering the effectiveness of the Board and individual Board members, 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 Executive Director, 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 overseeing the club's business.
- ensure the Board complies with the schedule of matters reserved.
- being an advisor and mentor to the Executive Director.
- representing WBAFC with external parties; and
- fostering an open, inclusive discussion which challenges executives, where appropriate.

The WBAFC Board

The Board is responsible for setting the strategic direction and tone in relation to health, safety, and sustainability, ensuring that the Club operates in compliance with all applicable legislation, including the Health and Safety at Work etc. Act 1974, and relevant football regulatory requirements.

It shall oversee the identification and effective management of key risks, including crowd safety, player and staff welfare, and environmental impact, and ensure that appropriate systems, resources, and accountabilities are in place.

The Board will monitor performance against agreed objectives, promote a positive safety and sustainability culture, and ensure transparent reporting to stakeholders and governing bodies such as the Football Association, holding executive management to account for delivery.

The Board role that carries additional specific responsibilities is detailed below.

Executive Director

The Executive Director is the on the ground Board member and has overall responsibility for health, safety and sustainability at West Bromwich Albion Football Club and for ensuring so far as is reasonably practicable that the Board is adequately informed on health, safety and sustainability matters.

The Executive Director undertakes, with assistance from the Director of Operations & SHE, to provide sufficient competent staff and to provide, maintain and test effective safety and environmental management systems to ensure a safe and sustainable workplace.

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

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

The Executive Director ensures that the Match Day and Event responsibilities are documented and that the West Bromwich Albion Safety Policy for Spectators is in place.

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

The Executive Leadership Team

Executive Leadership of the club has an oversight into health, safety and sustainability matters in the company and for ensuring so far as is reasonably practicable that the Health, Safety & Sustainability Policy is applied in all their respective areas of business.

Executive Leadership is collectively responsible for providing health, safety and sustainability leadership and for ensuring so far as it is reasonably practicable that decisions made are consistent with the Policy Statement.

It will satisfy itself that competent resources exist to manage health, safety and sustainability and that adequate resources are made available for this Policy to be implemented.

The Executive Leadership undertake to ensure so far as is reasonably possible that all WBAFC-owned and controlled premises and facilities are constructed, maintained, and checked in such a way that so far as it is reasonably practicable the safety of everybody is assured.

Some Executive Leadership roles carry additional specific responsibilities and are detailed below.

Chief of Staff & Communications

The Chief of Staff & Communications provides effective governance arrangements that provides support to the Executive Director, the board and the wider leadership team, helping to drive alignment, communication and delivery across the organization. The role promotes a positive safety culture and provides strategic oversight of business continuity and emergency communications. Operational responsibility for implementing health and safety arrangements remains with directors and line managers.

To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy – Responsibilities Section.

Chief Legal and Governance Officer

The Chief Legal and Governance Officer 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 Executive Director, the Senior Executive Team and all staff 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.

Chief Business Officer

The Chief Business Officer is expected to exercise due diligence, ensure adequate governance and resources, and ensure that their decisions or omissions do not contribute to health and safety failures. To consider health, safety and sustainability when setting departmental budgets, contracting, strategy and organisational culture. Playing a key role in ensuring that commercial success is achieved without compromising the health, safety and wellbeing of employees, contractors, customers or the public.

Director of Operations & SHE

The Director of Operations & SHE is responsible for managing the specialist health safety and sustainability resources in the business.

Providing the systems and procedures for health and safety, the Director of Operations & SHE is the principal adviser to the Executive Director and all club management on occupational health, safety and sustainability 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, safety and sustainability related competency management and training.

The Director of Operations & SHE 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 estate /

grounds care related management requirements. This includes the management and monitoring of the Event Safety & Security Management and is responsible for ensuring that the Head of Events Safety & Security monitors the effectiveness of the Spectator Safety Policy and its communication with all employees.

Responsible for assuring that the WBAFC Head of Estates monitors the effectiveness of all contracted service providers, the WBAFC Facilities Management Team and associated grounds care activities.

Senior Director of Football Finance

The Senior Director of Football Finance provides strategic financial leadership, ensuring the Club's financial health, stability and long term growth.

Managing the Director of Finance and oversight of the department, ensuring health, safety, sustainability, competency management and training for that department and its impact upon associated roles, responsibilities, and arrangements.

Ensuring adequate resources exist to enable the management of health, safety and sustainability and are made available for this Policy to be implemented.

Director of Human Resources

The Director of Human Resources guides and manages the HR Team and the overall provision of Human Resources services, policies, and programs for the club.

The major areas the Director of Human Resources Business 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.

Assisted by the Director of Operations & SHE with regards employee welfare, mental health, and wellbeing, employee services and counselling.

Director of Events, Experience & Technology

Ensuring that where reasonably practicable, safety considerations are integrated into relevant commercial, technological, and visitor experience decisions without compromising legal compliance or public safety.

To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy - Responsibilities Section.

Director of Football Operations

The Director of Football Operations is a leadership role overseeing all football-related activities and ensuring professional and effective operations.

Coordinating and managing all aspects of football operations, including team travel, scheduling, and equipment management in coordination with the Club Secretary.

Managing and collaborating with Men's and Women's First Team coaching staff and the Academy Manager to develop and implement team strategies and training programs. Overseeing recruitment and scouting and assisting in the evaluation and signing of potential players.

Ensuring compliance with league rules and regulations, as well as any relevant laws and guidelines. Implement and monitor player development and welfare programs.

To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training. Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy - Responsibilities Section.

Technical Director

Managing squad planning including P&S/SCR strategy ensuring alignment with the Director of Finance and the Executive Director. Ensure the players adhere to their codes of conduct and contractual obligations as part of the disciplinary committee.

Managing the Academy Manager and all related Academy functions, managing the sports performance analysis department along with all the data and performance analysis, the Director of Medical and the Medical and Sport Science Departments.

Ensure the Stadium, Academy and Training Ground have suitable facilities to enable coaching, medical, academy and playing staff to effectively perform their duties. Understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices are applicable to the role. To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy – Responsibilities Section.

Club Secretary

Ensures compliance with relevant league and governing body health and safety requirements and supports the club in maintaining safe facilities and playing environments, maintaining relevant insurance and statutory documentation.

Liaises with the club's Player Welfare Officers and relevant committee members on safeguarding and safety matters. Promotes a safe environment for players, volunteers, officials and spectators. To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

Undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training. Fulfilling their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy – Responsibilities Section.

Head of Departments & other Directors / Managers

Heads of Departments, Directors and Managers are responsible for the effective implementation of the Club's Health, Safety and Sustainability Policy within their areas of control.

In fulfilling these roles, act in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and all other applicable legislation, regulations, and governing body standards.

They must ensure that all activities under their management are planned, organised, and executed in a manner that safeguards the health, safety, and welfare of employees, players, contractors, supporters, and any other persons who may be affected by the Club's operations.

Some Heads of Department / Director roles carry additional specific responsibilities and are detailed below.

Head of Event Safety & Security

The Head of Event Safety & Security is responsible for being in overall control of all events related operational safety and security issues on event days and non-event days.

The Head of Event Safety & Security is also the principal adviser to the Director of Operations & SHE and all WBAFC management on all spectators – related safety matters and other general event related safety and security.

The Head of Event Safety & Security will further manage and support the Event Safety & Security Manager and undertake match day Safety Officer responsibilities when required. Further detailed match day related responsibilities as documented in the West Bromwich Albion Safety Policy for Spectators.

The Head of Event Safety & Security is also responsible for the development and implementation of efficient and effective processes and systems to enable the matchday operations and security related facilities operations to comply with all relevant legal and statutory requirements.

Head of Estates & DAO

The Head of Estates & DAO is responsible for managing the specialist trade, facilities and maintenance related resources in the business. Also, with assistance from the Director of Operations & SHE, 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 their associated activities.

The Head of Estates & DAO is responsible for the trade, facilities and maintenance resources related to competency management and training requirements.

The Head of Estates & DAO also undertakes the role of Disability Access Officer, with responsibility for ensuring inclusive and accessible facilities and services for all staff, volunteers, supporters, players and visitors.

Head of Partnerships

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

With assistance from Director of Operations & SHE, staying up to date with changes to relevant legislation, particularly in relation to laws and regulations that directly affect the business and or the specific industry sector.

Director of Finance

The Director of Finance assists the Senior Director of Football Finance to deliver their health, safety & sustainability responsibilities.

Line managing the relevant Dept members of staff in meeting the relevant requirements of the Clubs health, safety and sustainability management system and relevant requirements for competency management and training

Director of Medical

The Director of Medical is responsible for the implementation of the relevant elements of the Health, Safety & Sustainability 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: Medical, Sports Medicine, Physical Performance (S&C and Sport Science), Nutrition, Performance Psychology, Mental Health and Wellbeing, Research and Innovation. They shall ensure all the above support services are aligned with a collective approach to optimising team performance in accordance with the Clubs vision.

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.

Head of Safeguarding & Welfare

The Head of Safeguarding & Welfare is responsible for formulating, communicating, and implementing the overarching strategic direction of Safeguarding throughout the club. Providing reports to the Executive Director on the effectiveness of the Club's strategic safeguarding provision, associated strategy policies, and monitoring safeguarding procedures as well as football regulatory requirements for safeguarding.

The Head of Safeguarding & Welfare 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 & Welfare 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 strategies in the business.

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

Safeguarding and Wellbeing Manager

The role assists the Head of Safeguarding & Welfare by providing strategic and operational input for safeguarding and wellbeing across West Bromwich Albion FC, creating a safe, supportive and high-performing environment for players, staff, volunteers and participants. The Safeguarding and Wellbeing Manager will deputise for the Head of Safeguarding & Welfare as and when required.

Embedding robust safeguarding practice and a holistic, person-centered wellbeing approach, ensures statutory compliance, develops proactive wellbeing frameworks and promotes a culture rooted in safety, inclusion, fairness and overall wellbeing. In addition, the role supports operational delivery through effective case management, risk oversight, coordinated support pathways and multidisciplinary collaboration.

The Safeguarding and Wellbeing Manager will deliver guidance, training and clear communication while fostering accountability, reflective practice and continuous improvement, ensuring systems both meet regulatory standards and enhance the experiences and outcomes of children, young people and adults across the organisation.

To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy – Responsibilities Section.

Academy Safeguarding Manager

The Academy Safeguarding Manager is responsible for providing reports to the Head of Safeguarding and Player Welfare 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 Academy Safeguarding Manager is also responsible for the operational competency management and training for relevant staff and for ensuring so far as it is reasonably practicable the adequacy of operational systems, communication, and promotion of operational safeguarding in the business. The Academy 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 and the executive Director, the Head of Safeguarding & Player Welfare, 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 & Player Welfare in discharging the clubs' safeguarding responsibilities and in promoting and raising safeguarding awareness both in the club and the community.

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 Estates, 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 Operations Manager

With assistance from the Director of Operations & SHE, the Academy Operations Manager, 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 Operations Manager shall also be responsible for the health and safety competency management and training for that department. The Academy Operations Manager is also responsible for raising health, safety and sustainability awareness within the Academy, for signposting staff to the Club systems and procedures for health, occupational health, safety and sustainability matters, and for monitoring an internal programme of inspections and assessments.

The Academy Operations Manager will assist the Director of Operations & SHE, the Head of Estates, 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.

Event Safety & Security Manager

The Event Safety & Security Manager is responsible for being in overall control of spectator-related operational management issues on event days.

On non-event days, the Event Safety & Security Manager will assist the principal adviser to the club with regards to security related safety.

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

Women's First Team Manager

The Women's First Team Manager 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 Women's First Team Manager 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, safety and sustainability and competency management and training for that department.

The Women's First Team Manager will assist the Club Director of Operations & SHE and the Club Head of Estates in the development and implementation of efficient and effective processes and systems to enable compliance with all relevant health, safety and sustainability management requirements. This includes the management and monitoring of all contracted service providers and associated activities.

Office Administration Staff

Administration staff support local management in the implementation of health, safety and sustainability good practice and assist in communications between business and Director of Operations & SHE.

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, Safety & Sustainability Policy, and for ensuring so far as is reasonably practicable that their acts or omissions do not affect the health, safety and sustainability 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

Disability Access Officer

For the Club, this role is undertaken by the Head of Estates. 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.

Pandemic / Infectious Diseases roles

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.



Part 3

Arrangements



Arrangements

Scope

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

1. Health, Safety & Sustainability Policy Review and Objectives

West Bromwich Albion will monitor the effectiveness of this Policy. Review of the Health, safety and sustainability performance of West Bromwich Albion and the functioning of the Policy is the responsibility of the Executive Director and the Club Director of Operations & SHE.

The Executive Director and the Club Director of Operations & SHE 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, safety and sustainability performance can be improved.

The Executive Director and Director of Operations & SHE shall establish corporate occupational health, safety and sustainability 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 Executive Director and Director of Operations & SHE 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 Executive Director and Events Safety & Security management and circulated by the Board and or Senior Executive Leadership Team.

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.
The WBAFC Sustainability Policy 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, safety and sustainability within the Club. These will be reviewed by the Executive Director and the Director of Operations & SHE. Management is, where applicable, responsible for ensuring that effective consultation with Trades Union/Non-Trades Union Health, safety and sustainability 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
- 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, safety and sustainability compliance audits & inspections.

Competent people will also give advice on the requirements of the relevant statutory provisions, compliance with this policy and health, safety and sustainability 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 Director of Operations & SHE has overall responsibility for determining and delivering the SHE monitoring programme.

The Director of Operations & SHE shall carry out regular internal H&S inspections and compliance evaluations and maintain a schedule for planned visits.

SHE inspection and compliance assessments of all West Bromwich Albion controlled property, and premises are carried out by the Director of Operations & SHE

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, safety and sustainability management system or the identification of the potential for 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 Head of Estates & Grounds Managers, the Director of Operations & SHE, and the Event Safety & Security Management.

A wider H&S management system review is carried out on a regular basis by the Director of Operations & SHE and the Executive Director.

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.

Sustainability Policy
Management Review Procedure
Safety Policy for Spectators
Safeguarding Policies & Procedures

6. Training and Information

The Head of Department, Director or Manager responsible for each project, department or office, is to ensure that any specific SHE training needs are identified, and appropriate training.

This will be arranged in consultation with the Director of Operations & SHE and HR and, where applicable, employee representatives, to ensure the competence of employees and people 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 Executive Director and or the Director of Operations & SHE.

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

All new employees will be given an initial health, safety and sustainability 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 enough trained stewards to always meet its obligations under legislation.

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 & Welfare 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 types; Injury / Ill Health, Near Miss, Damage to Property / Environmental / 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 Director of Operations & SHE 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 into H&S incidents, in liaison with the Director of Operations & SHE. Match-Day incident reporting will be managed by the Operational Safety & Security Management and or the Executive 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 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 should also ensure that, where necessary, procedures are established and maintained, related to any occupational, health, safety and sustainability 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 should:

- 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 Head of Estates.

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 and sustainable 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 sustainable, 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.

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 Director of Operations & SHE 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 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 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 Director of Operations & SHE.

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, Safety and Sustainability 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 and consider sustainability 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 and consider environmental and sustainability best practice.

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.

WBAFC Sustainability Policy

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 Director of Operations & SHE 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 Head of Estates.

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 and the use of electronic cigarettes 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)

28. 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 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

29. 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

30. 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

31. Vibration

Managers, in conjunction with the Director of Operations & SHE, shall identify any work activities and work equipment that may expose employees and 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 Director of Operations & SHE shall ensure that procedures and control measures are implemented, enforced, and monitored to control this risk to levels determined by relevant legislation and industry's best practice.

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

32. Noise

Managers in conjunction with the Director of Operations & SHE 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 Director of Operations & SHE 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. 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.

34. 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 people:

- a. 1st Team squad players (Men & Women)
- 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

35. 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

36. 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, safety, sustainability, 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)

37. Working overseas and travel

To ensure that WBAFC manages and assesses 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. Where reasonably practicable, WBAFC will consider the most sustainable and environmentally friendly mode of travel and transport and the carbon impact of that travel.

All Supporting documents are located and maintained within the WBA Health & Safety System.
WBAFC Sustainability Policy Travelling & Working Overseas Procedure Travelling Abroad Guidance Managing Employees Overseas Guidance Travel Notification forms (employees only)

38. 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

WEST BROMWICH ALBION
**HEALTH, SAFETY &
SUSTAINABILITY POLICY**

JULY 2026 - JUNE 2027

