

Chapel Gate

Health & Safety Booklet Version 2



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1. Who is responsible?

BU Community Business Limited (BUCB) holds the responsibility for managing the Chapel Gate site. BUCB is the subsidiary that has been set up by Bournemouth University (BU) to run the site.

Chapel Gate is operated by BU staff. These members of staff sit within BU's SportBU department, which forms part of BU's Student Services and other professional services departments at BU, such as the BU Estates department.

Daily operation of the Chapel Gate site is the responsibility of Mark Rance, General Manager. Any concerns or queries can be escalated to Helen Palmer, Head of Sport & Culture.

Every user has a responsibility when on site to raise any health & safety concerns to the appropriate staff member as set out in this handbook.

2. Leaseholder/Section/Regular user – Requirements for Health & Safety

As a leaseholder/section/regular user of the Chapel Gate site we require you to –

- Ensure all your participants abide by all rules and regulations of the site as laid out in your booking terms and conditions or lease;
- Follow the terms of your Tier booking terms and conditions or lease (as appropriate);
- Ensure as a club you have the correct health & safety documentation as required by your National Governing Body (NGB) (or as appropriate);
- Ensure risk assessments are completed for your teams and facilities and returned to the Chapel Gate General Manager (Mark Rance) on an annual basis (usually during July time);
- Ensure at least one member of the club/section/activity/event/staff/organisers is in attendance at every training session and game/match/competition and is first aid trained and you have a maintained first aid kit on site at all times;
- Ensure you report incidents and accidents through the correct procedures in a timely manner (see sections 5,6, and 8 below);
- Report any health & safety concerns you have about the Chapel Gate site so that we can address them.

3. Event bookings – Requirements for Health & Safety

- Ensure all your participants abide by all rules and regulations of the site as laid out in your bookings terms and conditions;
- Follow the terms of your booking as laid out in the booking terms & conditions;
- Ensure risk assessments for your event are completed prior to the event and sent to the Chapel Gate General Manager. BUCB risk assessments are available on request;
- Ensure you have adequate first aid cover during your event – see section 4;
- Ensure you report incidents and accidents through the correct procedures (as laid out in section 5 & 6 below) in a timely manner;
- Report any health & safety concerns you have about the Chapel Gate site so that we can address them (as set out at section 8 below).

4. First Aid

Current first aiders at the Chapel Gate site are -

- Head Groundsman
- General Manager

However please note that first aid cover is not available 24/7, evenings and weekends are not currently covered.

BUCB expects all site users with regular bookings to:

- Have coaches on site with a relevant and in date first aid qualification during training sessions and matches, and
- Carry a fully stocked and up to date first aid kit (see section 2).

Event booking organisers are expected to source and provide their own first aid cover for the event.

BUCB maintains the first aid kits on site and they can be found –

- Behind the bar
- In the staff office

There is a fully Automated External Defibrillator (AED) installed at the Chapel Gate site. This can be located outside the main bar, opposite the hockey astro pitches. An AED is a portable device that checks the heart rhythm in the event of sudden cardiac arrest and if needed, can send an electric shock to the heart to try to restore a normal rhythm. Ideally, users of defibrillators should be familiar with their use but they have been designed to be fully operated by total novices and completely automatic.

5. Accidents & Incidents

All accidents, incidents, 'near misses' and environmental incidents **MUST** be reported to Chapel Gate staff through the on-line reporting form – <https://forms.bournemouth.ac.uk/AccidentAndIncident#/reportingPerson>. Incidents can then be monitored and actions taken where required. There is also a certain level of incident that is required to be reported to the Health & Safety Executive (HSE) under RIDDOR regulations (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Please share the above link with all key coaches within your sections/bookings.

In the event of an accident/incident, please administer first aid if necessary and it is safe to do so, call **999** if required and then follow up by calling BU on **01202 962222** externally for assistance. This gets you through to Poole House reception, Talbot Campus. Staff will then decide the appropriate team to contact to deal with the incident.

Please try to obtain photographic evidence if possible. This helps enormously with the investigation process, should one be required. This could be of the area, events or mitigating circumstances which you may feel either possibly caused or contributed to the accident/incident as well as any damage occurred.

6. Emergency Situations

In the event of fire, serious accident or other serious incident on site you should contact 999 immediately to get assistance. You must then immediately report the incident to BU by calling **01202 962222** (24 hours a day, 365 days a year). This gets you through to the Poole House reception, Talbot Campus. Staff will then decide the appropriate team to contact to deal with the incident.

You must also complete and submit the BU on-line Accident & Incident form at <https://forms.bournemouth.ac.uk/AccidentAndIncident#/reportingPerson>.

7. Fire Alarms

From November 2019 a new full fire alarm system was operational in the club house. Changing rooms and the Squash areas are on the original fire alarm system. They are tested weekly, every Monday at 8.30am. The main fire assembly point is next to the hockey pitches.

Leaseholders must have a suitable fire risk assessment in place together with annual maintenance certification and evidence of weekly fire alarm tests, these must be provided to BUCB on an annual basis.

All site users should be aware of the fire evacuation process in their specific areas.

If you find a fire, you must set off the nearest fire alarm and dial 999 immediately. You must also report the fire to BU on **01202 962222** externally. (24 hours a day, 365 days a year).

8. Reporting Concerns

As users of the Chapel Gate site, it is vital that you report any health & safety concerns to BUCB immediately so that we can resolve/investigate the issues with a view to preventing a reoccurrence and/or taking actions. To do this please email Mark Rance on mrance@bournemouth.ac.uk.

For any Estates related jobs that need completing please contact your Operational Management Group section representative.

A simple form can be filled in to request Estates work; this is with section reps or can be found on the Chapel Gate website.

Leaseholders remain responsible for their own work under their lease.

9. Risk Assessments

Risk assessments are a careful examination of what could cause harm to individual's so we can then decide whether we have taken enough precautions or if we need to do more to prevent harm. Risk assessments need to be recorded in writing and related control measures identified.

Risk assessments of the Chapel Gate site/facilities are completed by BUCB on a regular basis (as a minimum, annually). They can be provided to any booking, user, section, or club on request.

- The lead organiser for all /event bookings will be required to carry out a full risk assessment of the event and provide a copy to BUCB's General Manager ahead of the event.
- The lead contact for each regular site users must provide BUCB's General Manager copies, at least annually, of its risk assessments of their activities and facilities/equipment and the control measures that have been put in place.
- All leaseholders on the Chapel Gate site are required to have their own risk assessments in place, update them regularly and provide copies to BUCB's General Manager annually.

A risk assessment template can be found on the main Chapel Gate website. We have provided all section representatives with a copy.

The BUCB General Manager and Head of Sport & Culture maintains a Chapel Gate Risk Register for BUCB. This is updated regularly and monitored by the BUCB Board of Directors periodically.

10. Smoking

Smoking (including the use of electronic cigarettes and vaping) is prohibited at the Chapel Gate site.

11. Drones

The use of Drones at the Chapel Gate site is strictly prohibited.

12. Dogs

Bringing dogs onto the Chapel Gate site is strictly prohibited (except for guide and assistant dogs).

13. Unauthorised Encampments

BUCB wishes to protect the site for all community and University groups that use it on a regular basis. BU and BUCB work in conjunction with Bournemouth Christchurch and Poole Council and the Police on monitoring the movement of unauthorised encampments within the local conurbation to safeguard BUCB's facilities for community and University use.

14. Additional Health & Safety Items

14.1 Manual Handling

Manual handling can mean the lifting, lowering, pushing, pulling of loads, as well as twisting, repetitive movements in potentially awkward situations or differing environmental conditions that can all ultimately lead to injury.

Any significant moving and handling of equipment and supplies on behalf of BUCB and BU are carried out by appropriately trained staff from the BU Estates team, with the correct skills and relevant equipment.

Site users must take responsibility for any site based manual handling they undertake, such as setting up equipment ready for games (e.g. ball bags, hockey sticks etc.). You may wish to consider some manual handling awareness training but also please ensure your storage areas are kept clean and tidy.

Useful links include –

[Essential Manual Handling Guidance \[HSE document\]](#)

[Health & Safety Executive - Manual Handling Information](#)

14.2 Lone Working & Personal Safety

The HSE (Health & Safety Executive) define lone workers as “those who work by themselves without close or direct supervision”. Most individuals will work on their own at some point – even if it is simply being the first or the last person at training or in the building.

As best practice you may wish to consider those times when coaching or support staff are working alone and ensure adequate controls are in place.

For more information see: <https://www.hse.gov.uk/toolbox/workers/lone.htm>

14.3 Safeguarding & Welfare

Safeguarding is about putting in place additional measures to protect children (anyone under 18 years old) and vulnerable adults (individuals in care settings or individuals who are not able to manage their own affairs) from harm. In a sporting context, it is about providing them with a safe space in which to play sport and be active. Everyone has a role to play in keeping others safe and it is important that people know what to do if they have any concerns.

For more information see the Sport England guidance at:

<https://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/child-protection/>

BUCB is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and takes into account best practice recommendations.

BUCB expects each club, which uses its site, to have a Safeguarding Policy and to implement it within their club. The club must also:

- Identify a Welfare Officer who is appropriately trained in safeguarding risks and the club policy;
- Make its Safeguarding policy and procedures clear to all of its members, so they know what to do if they want to raise a concern;
- Identify a secondary point of contact if the Welfare Officer is not available or if any safeguarding concern relates to the Welfare Officer;
- Follow the club's safeguarding reporting requirements;
- Notify BUCB's General Manager of any safeguarding concerns which relate to any:
 - BU or BUCB -
 - staff,
 - volunteers,
 - officers,
 - contractors; and or
 - activities which have or are due to take place at Chapel Gate or in relation to BU or BUCB managed events off site,
 - to enable BUCB and BU to consider taking any safeguarding action under its Safeguarding Policy and associated policies and procedures; and
- ensure that safeguarding considerations are included in its risk assessment process – (see section 9 above).

BU's Safeguarding Policy is available at: <https://www1.bournemouth.ac.uk/students/help-advice/legal-bit/safeguarding-vulnerable-groups>. BUCB's Chapel Gate Safeguarding Policy Statement is available at: <http://chapel-gate.co.uk/about-us/health-safety>

14.4 Prevent

The Counter-Terrorism and Security Act 2015 requires Universities to take responsibility for preventing people from being drawn into terrorism or at risk of radicalization. Under the government guidance 'PREVENT' for HEIs all of us within the BU community – staff, students, contractors and visitors – are responsible.

Please consider how you could be responsible under the Prevent requirements and how you can escalate any Prevent concerns within your section and onward to BUCB where required.

If you have any concerns relating to the Prevent Duty, please contact Mark Rance is the first instance.

See the government's Prevent duty guidance at –

<https://www.gov.uk/government/publications/prevent-duty-guidance>

14.5 External Contractors

External contractors procured directly by leaseholders must abide by the BUCB contractor management processes and the Construction Design Management Regulations 2015.

Leaseholders requiring contractors to work on site must seek approval by BUCB before work commences. Contractors may be asked to provide the following information based on the type of work being undertaken:

- Construction phase plan
- A copy of insurance documents detailing £10m Public Liability
- Risk assessment/s
- A method statement
- Contractors competency records, training/qualifications etc

Some works may require a permit to work, this could be work on the public water services, electrical services, hot works and excavations. Information and guidance can be provided on request.

14.6 Covid-19

During 2020, Covid-19 has presented us with a new challenge to manage the site safely. We are working collaboratively with many BU departments, sections and leaseholders to ensure we are following Government guidelines and that clubs are following applicable National Governing Body (NGB) guidelines to maintain safety on site.

We are asking lead bookers and leaseholders to regularly communicate with their club/group members about Covid-19 site guidelines. This includes following on site signage, adhering to government and NGB guidelines and requirements in relation to team sports, arriving dressed ready for sport, washing hands and maintaining social distancing at all times.

NGB/Government guidelines

- All sport occurring at the site must follow the detailed NGB guidelines and return to play rules for indoor and outdoor sports to reduce the risk of transmission of Covid-19. This includes being free of Covid-19 symptoms.

Spectators

- Sections and leaseholders are responsible for ensuring spectators are maintaining social distancing and not congregating in groups of over 6. BUCB will ensure this is supported by appropriate signage.

Risk assessments

- The lead booker/leaseholder must, prior to the start of any new hire period, activity or event, provide BUCB with a copy of their risk assessment for undertaking the activity/event, which highlights their own mitigations against the transmission of Covid-19 and demonstrates how they will adhere to Government and NGB guidelines. BUCB has its own comprehensive Covid-19 Risk Assessment and operating procedures and these are available on request.

Track and Trace

- Unless you ask us not to, the information we hold about you as the lead booker/main leaseholder of the Chapel Gate facilities for your team/club will be kept for the purposes of the NHS Test & Trace process. This is in line with government requirements which apply to leisure settings.
- It is your responsibility to ensure that you are complying with the Test & Trace requirements to hold names and contact details of the individuals from your team/club who attend each of your matches and training sessions which take place at Chapel Gate. As well as Government guidance, the relevant NGB will provide guidance on how this information should be collected.
- In addition, if you and/or your members have the NHS Test & Trace app you will be able to check in using NHS Test & Trace QR codes on posters which we have placed around the clubhouse, artificial pitches and toilet facilities.
- The information which is held by BUCB will be used if somebody who tests positive for Covid-19 tells NHS Test & Trace that they were at Chapel Gate shortly before or after they started to experience Covid-19 symptoms. NHS Test & Trace will work with BU and BUCB to ensure that appropriate action is taken to manage risks to staff and other users of Chapel Gate. We may contact you for these purposes, and on request from NHS Test & Trace we will disclose the dates/times of your bookings and your contact details associated with the booking, so that they can contact you if they think it is necessary. We keep information about lead bookers for these purposes only for 21 days after the date of your booking.

Changing Rooms

- The lead booker is responsible for ensuring individuals attending the event/activity come ready changed for it as no changing room facilities will be available until further notice.

15. Data Protection

The data protection legislation (“the DP legislation”) regulates the use of personal data and sets requirements for protecting it. It seeks to balance an individual’s right to privacy with the need of organisations to use information about individuals for legitimate purposes.

The DP Legislation refers to the General Data Protection Regulation (GDPR) which came into force on 25 May 2018 and additional UK data protection legislation which makes further provision about when and why personal data can be processed and the rights of individuals in relation to their personal data. BU and BUCB's approach to data protection compliance is set out in our [Data Protection Policy for Staff and BU Representatives](#). This Policy contains references to other key BU policies and processes relevant to data protection, including information security policies.

BU's Data Protection Officer has overall responsibility for managing data protection within BU and BUCB and for communicating with individuals about our data protection compliance. Our DPO can be contacted at dpo@bournemouth.ac.uk or 01202 962472.

For more information about how BU and BUCB use personal data, see -

- BU's data protection and privacy webpage at: <https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy>
- BUCB's data protection notice at: <http://chapel-gate.co.uk/wp-content/uploads/2020/09/BUCB-Privacy-Notice-Sep-2020-.docx>
- Please have consideration within your club about how to collect, store, share and use personal data relating to health and safety matters.

For more information, please refer to the Information Commissioner's Office's website at:

<https://ico.org.uk/for-organisations/data-protection-self-assessment/assessment-for-small-business-owners-and-sole-traders/>

16. Training Requirements

There is a potential that we can support sections with sourcing 3rd party health & safety training providers. Training sessions could include –

- Risk Assessment
- Manual Handling
- Defibrillator training
- Prevent training
- First Aid
- Mental Health First Aid

Please contact your Operational Management Group (OpMG) representative if this is something of interest.

17. Contact Details

Helen Palmer, Head of Sport & Culture at BU, Operational Management Group Chair
01202 965 884 hpalmer@bournemouth.ac.uk

Mark Rance, CG General Manager at BU, Operational Management Group Secretary
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