

WSRC Spillage Policy

This policy sets out how the club will prevent, manage and respond to spillages in order to reduce the risk of slips, trips, falls, contamination, injury and damage to facilities. It applies to all indoor and outdoor areas used by members, visitors, volunteers, staff, coaches, officials, contractors and spectators, including changing rooms, kitchens, bars, toilets, corridors, spectator areas, storage spaces, pitches, courts and car parks.

Purpose / Responsibilities

The WSRC Board has overall responsibility for ensuring that suitable arrangements are in place to manage spillages safely. The duty manager, event lead or nominated club representative is responsible for making sure spills are dealt with promptly during club activities, fixtures, training sessions and events. All members, volunteers and visitors are expected to report spills immediately and, where safe to do so, take reasonable action to prevent others entering the affected area.

Prevention

The club will take reasonable steps to prevent spillages and reduce their impact. Drinks should be consumed only in permitted areas and should not be taken onto playing surfaces unless specifically allowed. Liquids, cleaning products, oils, fuels and other substances must be stored securely and clearly labelled. Bins must be emptied regularly, and kitchen, bar and refreshment areas must be kept tidy. Floor surfaces, mats, drainage, lighting and cleaning equipment should be checked routinely so that hazards can be identified and corrected before accidents occur.

Spillage Response Procedure

Any spillage must be treated as a potential safety risk. The person discovering the spillage should alert others nearby and report it to the duty manager, coach, bar supervisor or nominated responsible person. If the area presents an immediate risk, access should be restricted using barriers, cones, signs or supervision. Warning signs should not be relied upon as the only control where people may still enter the area.

Where the spillage is minor and safe to clean, it should be removed immediately using suitable cleaning materials. The surface should be left dry wherever possible, as damp floors can remain a slip hazard. Where drying takes time, access should remain restricted and alternative routes should be provided if needed. Cleaning products must be used in accordance with manufacturer instructions and should be appropriate for the surface and substance involved.

Spillages involving blood, bodily fluids, chemicals, fuel, broken glass, electrical equipment or any unknown substance must not be handled by untrained persons. The area should be isolated and the duty manager or nominated responsible person must arrange safe clean-up using appropriate protective equipment. If there is any risk of injury, fire, electrical danger, environmental harm or contamination, emergency services or specialist contractors should be contacted as appropriate.

Incident Reporting

All significant spillages, near misses, injuries or repeated spillage issues must be recorded in the club's accident or incident reporting system. The report should include the date, time, location, substance involved, action taken, people affected and any follow-up required. The WSRC Board should review reports to identify trends, improve housekeeping, adjust cleaning arrangements and prevent recurrence.

Training and Equipment

The club will provide suitable information, instruction and supervision to those responsible for cleaning or managing club activities. Spill kits, cleaning materials, gloves, warning signs and barriers should be available in appropriate locations and checked regularly. Volunteers and staff should know where equipment is kept, who to contact and when a spillage must be escalated.