**This template is designed to cover the policy issues relating to Health and Safety that are pertinent to organisations delivering sport/physical activity.**

**It has been designed to be adapted and amended to reflect the scope, activities, and procedures of your organisation. It also outlines the procedures that should be carried out to ensure compliance with the** [**health and safety regulations**](https://www.lawdonut.co.uk/business/data-protection-and-it/data-protection/gdpr-your-data-protection-responsibilities)**.**

**Items in green should be amended to reflect your group and your processes.**

**Once amended and finalised by agreement of your management to reflect your organisation it should be read by officers, staff, volunteers to inform them about Health and Safety and their role in keeping everyone safe. There is a sample participant declaration at the end of this document**

**Items in *italics* represent the actions you need to take to ensure that you can comply with the regulations**

**Please note that the footnotes are for your reference and should be deleted once you have the document ready for use**

**Disclaimer: Please remember that our resources reflect core governance principles and good practice but do not constitute legal advice.**

**XX HEALTH AND SAFETY POLICY STATEMENT:**

XX is strongly committed to encouraging our members to take part, but the health, well-being, and safety of everyone is always our utmost concern.

We recommend levels of training dependent on age and ability and expect our junior athletes to participate within these boundaries.”

**HEALTH AND SAFETY (H&S) POLICY:**

XX acknowledges it is obliged to:

* comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, HSE Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections;
* comply with all relevant fire safety regulations including the Reform (Fire Safety) Order 2005 and to cooperate with any local authority or Fire Service recommendations;
* consider and comply with the Equality Act 2010 and the need to make reasonable adjustments to avoid placing someone with a disability or an older person at a substantial disadvantage;
* encourage the consideration of safety matters within our organisation and promote a culture of discussion and engagement on such matters;
* ensure the provision and maintenance of safe equipment and the control of health risks in the handling, use, storage and transportation of hazardous materials and substances;
* ensure the operations of our business do not cause injury or damage to any person or adjacent property;
* identify and provide adequate information, instruction, training and supervision to employees and others to ensure their health and safety;
* provide adequate facilities for the welfare of employees and others such as the provision of adequate appointed OR trained first aiders as required; and
* conduct appropriate risk assessments and ensure proper procedures as necessary to ensure the health and safety of employees and other persons in line with all statutory and regulatory requirements.

To support our H&S policy statement we are committed to the following duties:

1. *Undertake regular, recorded risk assessment[[1]](#footnote-2) of the club/organation/group premises and all activities undertaken by the club/organation/group.*
2. *Create a safe environment by putting H&S* *measures in place[[2]](#footnote-3) as identified by the assessment.*
3. *Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development[[3]](#footnote-4).*
4. *Ensure that all members are aware of, understand and follow[[4]](#footnote-5) the* H&S *policy.*
5. *Appoint a competent H&S Officer to be accountable for and assist with health and safety policy implementation.*
6. *Ensure that normal operating procedures and emergency operating procedures[[5]](#footnote-6) are in place and known by all members.*
7. *Provide access to adequate first aid facilities, telephone and qualified first aider at all times.*
8. *Report any injuries or accidents[[6]](#footnote-7) sustained during any activity or whilst on the club/organation/group premises.*
9. *Providing and maintaining safe equipment.*
10. *Ensuring safe handling and use of substances.*
11. *Ensure that the implementation of the* H&S *policy is reviewed regularly[[7]](#footnote-8) and monitored for effectiveness.*
* AS A MEMBER YOU HAVE A DUTY TO:
1. Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
2. Co-operate with the *club/organation/group* on health and safety issues.
3. Correctly use all equipment provided
4. Undertake health and safety training when it is offered.
5. Not interfere with or misuse anything provided for your health, safety or welfare.

Staff must report any health and safety concern immediately to insert name and/or position, e.g. their line manager.

* Training and supervision

XX is committed to ensuring all staff members are competent to do their tasks and are provided with adequate training and supervision to enable them to do so.

All staff will receive a health and safety induction and be provided with appropriate safety training, such as insert details of safety training that is relevant to the employer's operations, e.g. display screen equipment/workstation, manual handling, working at height, gas safety, electrical safety, control of substances hazardous to health (COSHH), slips and trips, noise reduction, workplace transport, asbestos awareness, use of personal protective equipment.

* Accidents and first aid

Details of first aid facilities and the names of appointed OR trained first aiders are displayed on the noticeboards and available on the intranet.

All accidents and injuries at work, however minor, should be reported to insert name and/or positionand properly recorded in XX's accident book, which is kept in the First Aid room, by a specified person.

* Fire safety and emergency procedures

All staff should familiarise themselves with the XX's fire safety and emergency procedures, which are displayed on noticeboards and near fire exits.

* Reporting concerns

Staff are encouraged to make further suggestions in relation to the XX's health and safety and working procedures or other initiatives we could undertake. If you have a suggestion, you should contact your safety representative/representative of workplace safety.

XX is fully committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, and in accordance with our Whistleblowing policy, XX actively encourages any staff member who has serious concerns about health and safety issues, to voice those concerns openly as described above. Alternatively, our Whistleblowing policy can be found at on the staff intranet.

* Review

XX is committed to ensuring our policy remains effective. As part of our ongoing commitment, this policy is reviewed by insert name of person, team of people at least annually to verify it is in effective operation. Records of the reviews are maintained, and any necessary amendments are made to the policy as appropriate.

**HEALTH AND SAFETY OFFICER:** ……………………………………………………………………………

**FIRST AID:** Location of first aid facilities: ………………………………………………………………………..

 Location of telephones: ………………………………………………………………………………….

**QUALIFIED FIRST AIDERS[[8]](#footnote-9):**

**1**………………………………………………………………………………..

**2.** ………………………………………………………………………………..

**H&S Statement**

At XX health, well-being, and safety of everyone is always our utmost concern

We have provided you with a copy of our health and safety (H&S) policy, so you are aware of our commitment to H&S and what is required of you as member of XX.

If you have any questions about H&S, please get in touch.

Kind Regards

XXXXX

XX HEALTH AND SAFETY OFFICER

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I have read and understood the health and safety policy and acknowledge my duty as a member of XX as outlined in the notice[[9]](#footnote-10).

Signature --------------------------------------------

Name

Date:

1. A comprehensive risk assessment template needs to be developed for you specific activities and be available to everyone that runs activities. See draft template [↑](#footnote-ref-2)
2. If high risk issues, these need to be addressed immediately [↑](#footnote-ref-3)
3. These assessments need to be documented in member’s records and incorporated in activity leader’s session plan [↑](#footnote-ref-4)
4. Participants need to formally sign up to understanding these. Measures to ensure understanding will vary with the age of the member. See member statement below [↑](#footnote-ref-5)
5. e.g. entrance and exit the building, roll call, membership records, supervision levels, what actions to take in case of fire, fire drill practice, muster points pitch inspection, etc [↑](#footnote-ref-6)
6. H&S Officer needs to set up an “incident book” – this must be reviewed by the managers regularly to identify any trends or key issues arising from incidents [↑](#footnote-ref-7)
7. At least twice a year [↑](#footnote-ref-8)
8. You need to appoint and train first enough aiders to ensure that you have at least one at each session [↑](#footnote-ref-9)
9. This declaration needs to be made by staff, officers volunteers and members that are competent (old enough) to make such a declaration [↑](#footnote-ref-10)