

# Kingswood United FC Health & Safety Policy

**Policy Number:** KUFC-HS-01

**Effective Date:** September 2024

**Approved by:** Committee

**Version:** 1.0

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## 1. Purpose

This policy ensures the health, safety, and well-being of all Kingswood United FC volunteers, beneficiaries, and visitors. It aims to create a safe and healthy environment by identifying, assessing, and managing risks associated with our activities and operations.

## 2. Scope

This policy applies to all employees, volunteers, trustees, beneficiaries, and visitors involved in the activities of Kingswood United FC.

## 3. Definitions

**Health & Safety (H&S):** The regulations and procedures to prevent accidents or injuries in workplaces or public environments.

**Risk Assessment:** Identifying hazards, evaluating risks, and implementing measures to control or eliminate them.

**Hazard:** Anything that has the potential to cause harm.

## 4. Policy Statement

- Kingswood United FC is committed to ensuring the health, safety, and well-being of everyone involved in its activities.
- Health and safety practices will comply with all relevant legislation, regulations, and best practices.
- Continuous health and safety performance improvement will be sought through regular reviews and updates of policies and practices.

## 5. Responsibilities

### Committee:

- Ensure the implementation and review of this policy.
- Provide leadership and support for health and safety initiatives.
- Ensure compliance with health and safety legislation.

### **Health & Safety Officer:**

- Oversee the implementation of the health and safety policy.
- Conduct regular risk assessments and safety inspections.
- Provide health and safety training and support to employees and volunteers.

### **Employees and Volunteers:**

- Follow health and safety policies and procedures.
- Report any hazards, incidents, or near misses immediately.
- Participate in health and safety training as required.

## **6. Risk Assessment**

### **1. Identification of Hazards:**

- Regularly inspect the workplace and activities to identify potential hazards.
- Engage employees and volunteers in the identification process.

### **2. Evaluation of Risks:**

- Assess the likelihood and potential impact of identified hazards.
- Prioritise risks based on their severity and probability.

### **3. Control Measures:**

- Implement measures to eliminate or control risks.
- Ensure that control measures are effective and maintained.

### **4. Review and Monitoring:**

- Regularly review risk assessments and update them as necessary.
- Monitor the effectiveness of control measures and make adjustments as needed.

## **7. Health & Safety Procedures**

### **1. Training:**

- Provide health and safety training to all new employees and volunteers.
- Offer ongoing training and refresher courses to ensure up-to-date knowledge.

### **2. Emergency Procedures:**

- Develop and communicate emergency procedures for fire, medical emergencies, and other critical incidents.
- Conduct regular drills to ensure preparedness.

### **3. Accident Reporting:**

- Establish a system for reporting accidents, incidents, and near misses.
- Investigate all reports to identify causes and prevent recurrence.

### **4. First Aid:**

- Ensure that adequate first aid facilities and trained personnel are available.
- Maintain a stocked first aid kit and ensure it is accessible.

### **5. Equipment and Facilities:**

- Maintain all equipment and facilities in a safe condition.
- Conduct regular inspections and maintenance.

## **8. Monitoring and Review**

- The Health & Safety Officer will monitor compliance with this policy and report to the Committee.
- This policy will be reviewed annually to ensure its effectiveness and relevance.
- The review process will consider feedback from employees, volunteers, and beneficiaries.

## **9. Contact Information**

For any queries or assistance regarding this policy, please contact:

### **Health & Safety Officer:**

Paul Richardson

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This policy ensures that Kingswood United FC provides a safe and healthy environment for all its stakeholders, complying with legal requirements and promoting the best health and safety management practices.