

Kingswood Sports CIO Health & Safety Policy

Policy Number: KS-HS-01

Effective Date: September 2024

Review Date: September 2025

Approved by: Board of Trustees

Version: 1.0

1. Purpose

This policy ensures the health, safety, and well-being of all Kingswood Sports CIO employees, 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 Sports CIO.

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 Sports CIO 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

Board of Trustees:

- 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 Board of Trustees.
- 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:

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Chair of the Board of Trustees:

Sarah Weichardt

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Approved by:

Sarah Weichardt

Chair of the Board of Trustees

Kingswood United CIO

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