



Health and Safety Policy

General statement of intent

FRED will strive to provide and maintain safe and healthy working conditions, equipment and systems of work for its staff and volunteers, and to provide such information, training and supervision as they need for this purpose. FRED accepts responsibility for the health and safety of other people who may be affected by our activities.

The responsibilities for safety matters and arrangements, made to implement the policy, are set out below.

This policy will be updated as FRED evolves, to ensure its responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulation (1999)
- Other relevant current legislation.

This policy, and its operation, will be reviewed every 3 years unless significant legal changes occur.

Responsibilities

Overall and final responsibility for health and safety in the organisation lies with FRED Management Team.

The FRED Management Team is responsible for this policy being carried out, and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

All FRED staff and volunteers are responsible for ensuring the Management Team knows of any deficiencies in safety arrangements.

Employees

All volunteers and contracted staff are responsible for co-operating with the Management Team to achieve high standards of safety and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Management Team.

Accidents

The Coach Co-ordinator and trainers must inform themselves of premises' accident/emergency procedures and ensure coaches, learners and other volunteers using the premises know them also.

All accidents and unusual or unexpected incidents are to be reported to the Management Team for recording in the FRED Accident Book to assist any necessary reviews of current arrangements.

First aid and fire safety

Assessments are made of learning and training venues in accordance with FRED Risk Assessment Policy. The Coach Coordinator informs coach/learner pairs of any procedures at learning venues. Trainers inform volunteers at training venues.

All volunteers have a duty to identify that escape routes are kept clear in the premises used at all times. Any deficiencies that cannot be resolved should be reported to the Management Team.

All volunteers and staff will respect and cooperate with the venue's Health and Safety procedures.

Electrical equipment

Staff and volunteers using a premises' electrical equipment must report any defects or faults to the person in charge of the premises and/or to FRED Management Team. Responsibility for safe work practices, covering/fastening down trailing wires and placing portable equipment in a safe position lies with the volunteer using the equipment, which must be in accord with the premises' policies. Awareness of such equipment forms part of the assessments by the coach coordinator and trainers.

Staff and volunteers using their own equipment are responsible for it being safe and fit for purpose.

Training

All FRED staff and volunteers will complete an induction programme which will include information about Health and Safety arrangements. Updates or changes will be notified through training, supervision and newsletters.

Contractors

The Management Team will endeavour to ensure that contractors to FRED (including contractors' staff/volunteers) comply with the procedures set out in this policy, and the requirements of the Health & Safety at Work Act 1974. Information will be made available to contractors of known hazards on premises and of relevant emergency procedures.

Advice & consultancy

Information and advice on Health and Safety arrangements should first be sought from FRED Management Team via:

FRED Secretary – Jennifer Lewis

t: 01594 517112

e: jennifer.moodkee@gmail.com

FRED Coach Co-ordinator

t: 07771 962426

e: kris.ventrisfield@gmail.com

Date Implemented: January 2013

Revised: September 2024

Review date: September 2027