



Health and safety policy

Medway Phoenix has a duty of care to safeguard its members. Along with the safeguarding policy, the Health and Safety Policy plays an important part in this process.

Set out in the policy are the measures taken to ensure the health and safety of Medway Phoenix members.

Responsibilities

Medway Phoenix is responsible for:

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving
- Ensuring routes and training facilities have been Risk Assessed and safe
- Ensuring that equipment is safe and well maintained
- Ensuring that athletes are appropriately dressed and resourced for the session.
- Maintaining a register of attendance and knowing relevant medical needs of athletes.
- Planning for a first aider to be on site whenever possible
- Providing information, instruction, training and supervision to volunteers and members in safe working methods and procedures as required
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required

Risk Assessments

The Welfare Officer is responsible for reviewing and compiling risk assessments. Coaches and those with athletes in their charge will consider Health and Safety and produce risk assessments when planning new activities.

They will ensure that all routes, premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- new route to organise
- new premises
- change in legislation
- change of route or premises
- significant change in work carried out
- warning of hazardous weather or any other reason which makes original assessment not valid.

Resolving health and safety problems

Any member or volunteer with a health and safety concern must first tell the responsible Committee member. If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the member or volunteer is not satisfied with this, the member or volunteer may then refer the matter to the committee chairperson. This must be in writing. If the member or volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Management Committee.