

APPENDIX 1 – SAFETY POLICY TEMPLATE

Statement of General Policy:

[Insert Club Name] is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

Safety Responsibilities and Arrangements:

Responsibility	Officer Responsible	Specific Safety Arrangements
General oversight of club safety management	Shubang Nagalotimath	<p>Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.</p> <p>Create a safe environment by putting health and safety measures in place as identified by the assessment.</p> <p>Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).</p>
Clear communication with club members on safety matters	Isaac Wong	<p>Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.</p> <p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p>
Effective continuous management of safety arrangements	Gratsiela Kostova	<p>Appoint a competent club member to assist with health and safety responsibilities.</p>

		Review safety procedures, arrangements and information at committee meetings.
Provide appropriate mitigation control measures for injuries	Gratsiela Kostova	Provide access to adequate first aid facilities, telephone and qualified first aider at all times. Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.
Uphold a culture that supports the safety policy	All club members	Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do. Co-operate with the club on health and safety issues. Correctly use all equipment provided by the club. Not interfere with or misuse anything provided for your health, safety or welfare.
Ensure that Equipment is safe	Santosh Guru Ada Adamczyk	Maintain equipment inventory. Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly. Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.

It may be that several sections of the above table may be covered by one person, but the roles should be shared out as much as is practicable and effective within the club committee, to avoid a single point of failure and overloading individuals and to ensure appropriate input from individuals.

The template above is modified from the Health and Safety Executive and Sport England Guidance on developing a safety policy document. Clubs who use this template should make changes, additions and omissions from this template as necessary and in accordance with the clubs own circumstances and arrangements.

