Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

UFFO ATHLETIC AND LEISURE GROUP LTD

Our health and safety policy is to:

Encourage our members and participants to take part in physical activities, but the health, well-being and safety of each person is always our paramount concern.

We recommend levels of training dependent on fitness, age and ability and expect our members and participants to take part within these boundaries. To support our Health & Safety policy statement we are committed to the following duties:

Appoint a competent member of staff to assist with health and safety responsibilities.

Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness. Review and revise this policy regularly.

Volunteers:

Plan and prepare our physical activities and Health and Wellbeing programme effectively so we know how volunteers will be deployed.

Make sure our volunteers are covered by our insurance policy.

Make sure effective supervision and monitoring arrangements are in place for volunteers.

Make sure accidents and near misses involving volunteers are recorded and followed up.

Put procedures in place that enable direct contact with the lone volunteer so their volunteer manager can recognise signs of stress as early as possible.

Have a reliable system to ensure a lone volunteer has returned to their base once they have completed their duties.

M Ismail	04/26/2023
Signed	**Date**
Mohammed Ismail	04/25/2024
Print name	**Review date**

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Mohammed Ismail (Director and projects-manager)

2 Day-to-day responsibility for ensuring this policy is put into practice:

Mohammed Ismail (Director and projects-manager)

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Mohammed Ismail (Director and projects manager) - Safety, risk assessment, monitoring, accidents, maintaining equipment, instruction, information and supervision, training, first aid and work-related ill health, accidents and ill-health investigation, Covid-19 procedures, emergency procedures.

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

We will undertake regular risk assessments of all physical activities and Traditional Boardgames organised by Uffo Athletic and Leisure Group Ltd.

Ensure that normal operating procedures and emergency operating procedures are in place and known by all staff, members and participants.

Create a safe environment by putting health & safety measures in place as identified by the assessment.

Training

Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability.

Provide access to adequate first aid facilities at all times including qualified first aider whenever possible. Ensure volunteers receive first aid training, including how to use first aid on themselves.

Consultation

Consult with our employees and volunteers on matters affecting their health and safety and formally when we review health and safety policy.

Evacuation

We will make sure that escape routes and evacuation plans as put in place by the community facilities we use and providers are communicated with all members and participants of physical activities and programme delivered by Uffo Athletic and Leisure Group Ltd.

Ensure that all members are aware of, understand and follow the organisation's health & safety policy.

Implement emergency procedures, including evacuation in case of fire or other significant incident.

Report any injuries or accidents sustained during any organisational activity or whilst on the premises we use for our activities.