

# **Cuddington and Sandiway Parish Playing Fields Association Ltd.**

## **Safety Policy**

### **.1. INTRODUCTION**

Cuddington and Sandiway Parish Playing Fields Association Ltd. ("PFA") operates and maintains assets, either leased from the Parish Council, or owned directly by the PFA. The main assets are the Playing Fields, Village Hall, Youth & Community Centre and Play Equipment. The playing fields and play equipment are normally open to public, with no restrictions of access. Clubs, societies and groups lease or own assets on the area (e.g. scout building, tennis courts & clubhouse) and run their own activities by agreement with the PFA. This may include payment of rent/fees to the PFA. The PFA is managed by a board of trustees.

### **.2. SCOPE**

The Safety Policy covers the assets, and those who use the assets, as described in section 1 above. The term "Users" describes the clubs, groups and societies described in section 1, any contractors engaged by the PFA, and the general public who use the assets.

### **.3. PURPOSE**

Under the arrangements described above, the purpose of this document is to describe:

- a) The Safety Policy that the PFA adopts to manage:
  - The safety of the assets under its control.
  - The health and safety of the activities carried out on the assets under its control.
- b) The organisation to manage the requirements of the Safety Policy.
- c) The procedure adopted to deliver the requirements of the Safety Policy

### **.4. SAFETY POLICY**

#### **4.1 General statement of safety policy**

**It is the policy of the PFA to take all reasonable steps to ensure the health and safety of all Users, and to take all necessary steps to implement such a policy. The PFA will also ensure that all relevant statutory requirements are complied with, that risk assessments will be carried out and monitored periodically, and where risks can't be eliminated, suitable control measures will be put in place.**

In particular it is the policy of the PFA to:

Provide adequate control of the health and safety risks arising from our activities, provide and maintain safe assets, and keep appropriate records.

Consult with our Users on matters affecting their health and safety.

Provide adequate control of the handling and use of substances.

Make necessary and appropriate information available for users.

Regularly review and revise the policy against standards and against a desire to improve safety.

## **4.2 Responsibilities**

4.2.1 The overall responsibility for implementing the safety policy lies with the trustees of the PFA .

4.2.2 Responsibility for putting the Safety Policy into practice is delegated to the PFA's committees. At present this responsibility rests with the Management Committee. The trustees are ex officio members of the committees.

4.2.3 The procedures adopted by the committees in order to discharge the responsibilities of the Safety Policy are described below (Section 5).

4.2.4 The trustees shall audit and monitor the activities of the committees to ensure compliance with these procedures.

4.2.5 All users have a duty to:

Cooperate on all matters of health and safety.

Follow all reasonable instructions from the PFA.

Not interfere with anything provided to safeguard their health and safety.

Take reasonable care of their own health and safety, and that of others under their control.

Report all health and safety concerns to the appropriate committee.

## **.5. COMMITTEE PROCEDURES**

### **5.1 Health and safety risks from our activities**

An essential part of the management of health and safety risks by the committees is the preparation and implementation of risk assessments

The committee will arrange for:

a) an Overall Risk Assessment which will cover all the normal day-to-day activities on assets under the committee's control.

b) other risk attachments as deemed necessary, to cover one-off activities (i.e. outside of the normal activities) such as an annual Gala, car boot sale, unusual maintenance work on assets under the committee's control.

The Overall Risk Assessment need only be carried out once and reviewed and modified thereafter. However if there are significant changes to the scope, it may be sensible to undertake a fresh Overall Risk Assessment.

The procedure for carrying out all risk assessments is as follows:

5.1.1 Risk assessments will be organised by the appropriate committee.

The preparation of the Overall Risk Assessment shall involve at least one Trustee.

5.1.2 The findings of risk assessments will be reported to the Committee.

5.1.3 The action required to remove or control risks will be approved by the Committee.

5.1.4 The committee will approve both how and when the actions will be carried out. The committee must be satisfied that the actions have removed or reduced the risk.

5.1.5 the committee will review the Overall Risk Assessment annually or when the scope, or any asset or activity, changes, which ever is sooner (see section 5.2).

The detailed method for carrying out any risk assessment is based on the HSE publication "Five steps to risk assessment".

## **5.2 Review of the overall risk assessment**

The Overall Risk Assessment will be carried out once and reviewed to keep it up to date.

The Overall Risk Assessment shall be reviewed annually to ensure that the control measures that have been identified have been put in place and are operating successfully. If not, further action will be agreed and then taken. The review of control measures includes procedures, lease or rental agreements, terms of use, or other such measures. An annual, on-site "walkabout" inspection of assets will take place, in addition to the annual review of Risk assessments, procedures and controls.

When there is a change of use, activity, or assets the Overall Risk Assessment shall be reviewed at the time and then updated.

Users may have carried out risk assessments to cover their own specialist activities. The committee may ask to review these risk assessments, and then comment if appropriate.

## **5.3 Investigation of safety incidents**

All safety related incidents shall be recorded in the Accident Book, then safely filed.

The committee will organise an investigation into the incident, agree recommendations and implement any actions required.

## **5.4 Consultation with users**

The committee should be representative of all Users. Safety shall be a regular topic of information and discussion at Committee meetings. Safety shall be included on the agenda of every formal Committee meeting.

## **5.5 Information**

The committee shall agree and implement the provision of necessary safety information to Users. In particular the committee shall inform the Users of the necessary and appropriate parts of the Risk Assessments.

**Reviewed and agreed by the C & S PPFA Ltd Management**

**Committee on**

**09/03/2023**