



fitmumsTM
and friends

Health and Safety Policy

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Produced by	Vickie Hillier
Reviewed by	Jamie Lewis
Club review dates	N/A

Contents:

1. Aims

2. Responsibilities

2.1 Overall and final responsibility for Health and Safety

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

2.3 Recording of incidents and accidents

3. Arrangements for Health and Safety.

3.1 Risk Assessment

3.2 Consultation

3.3 Evacuation

Appendix 1 – checklist chat

1. Aims

Fitmums and Friends are committed to complying with the welfare, and health and safety policies as advised by England Athletics and government legislation, in order to ensure we provide a safe environment for our workforce and members.

<https://www.englandathletics.org/clubhub/search/health+and+safety/>

The following guidance is aimed at all who come under the umbrella of Fitmums and Friends. As far as possible, the aim is to protect the health and safety of all workforce and members engaged in activities provided by Fitmums and Friends. The scope of this Health and Safety Policy extends to the central part of the charity, as well as local Clubs.

To achieve its aim, Fitmums and Friends will:

- Endeavour to provide helpful guidance to workforce and members through the Health and Safety Policy which is available on the Fitmums and Friends website <https://fitmums.org.uk/club-policies>
- Create and review specific risk assessment documents to ensure adherence with government health guidelines and England Athletics recommendations. These will include risk assessments for Clubs (venue and routes); specific programmes e.g. Together in Grief; Coached sessions; workplace; events etc.
- Ensure that additional risks associated with leading groups such as darkness and adverse weather conditions are considered, mitigated, and shared with participants at the point of the checklist chat.
- Ensure that all coaches and leaders are suitably trained to lead sessions, groups and activities.
- Provide suitable facilities and equipment for Club sessions and Club events including access to First Aid kit, checklist chat, route cards and to have a designated Welfare Lead.
- Provide suitable facilities for workforce including access to first aid kit and welfare facilities.
- Ensure that any organised activity or event is subject to a suitable and sufficient risk assessment.

2. Responsibilities

2.1 Overall and final responsibility for Health and Safety:

- Chief Officer.

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

- All workforce – either paid or volunteers will have an induction on joining the organisation or taking on a new role which will set out details of this policy and any health and safety issues pertinent to their role.

- For all activities a group briefing will always be conducted by the group leader before the start of any session to explain who the group leader is/are, the route and any safety aspects such as cautions on the route, physical fitness to take part, use of headphones and appropriate clothing (see Appendix 1).
- Participants should always take instruction from the group leader/coach.
- Running, walking and other activities delivered by Fitmums and Friends require that participants often train at different times or pace. This puts the emphasis on the individual and the smaller group when it comes to health and safety and all participants are expected to look after themselves and one another when attending sessions with and competing for Fitmums and Friends.
- The above statement should be provided in writing to all members, together with any annual updates.
- All members and workforce should take reasonable care of their own health and safety.
- All members and workforce should report all health and safety concerns using the reporting systems detailed below.

2.3 Recording of incidents and accidents:

Any accident or incident should be reported as soon as possible using the online reporting form which can be accessed here:

https://docs.google.com/forms/d/e/1FAIpQLSfnmP3NAHsYaNgtdsbehdo8ToBo64TRPnD446kgK8hV94Spw/viewform?usp=sf_link

In any circumstance where online access is limited, paper forms are available in Club folders. The incident should be reported by phone or email to the Overarching Welfare Leads (OWLs) and the completed forms should be forwarded to welfare@fitmums.org.uk

Alternatively, if no forms are available, contact can be made directly with the OWLs to report the incident/accident. In this case, written notes should be made as soon as possible in order to support online completion of the reporting form at a later date.

The OWLs will review all submissions on the google form reporting system and instigate further action where required.

3. Arrangements for Health and Safety.

3.1 Risk Assessment:

Risk assessments will be carried out initially and reviewed annually on both the activities whether at Club level or where centrally organised and also on all venues used for any activities delivered under the umbrella of Fitmums and Friends. These will be available in Club/Programme folders and available on request.

3.2 Consultation

This policy is reviewed by the Board of Trustees annually and will be updated on our Club website shortly after annual review and adoption. Members will be notified by email of reviews and/or updates to this policy.

3.3 Evacuation

Evacuation during sessions:

Where sessions meet or are held inside venues, the evacuation procedure forms part of the risk assessment, and each leader should familiarise themselves with the evacuation procedure specific to their venue. The evacuation procedure will be identified as part of the risk assessment.

Evacuation from office base – Cottingham Civic Hall, Finkle Street, Cottingham.

- Upon discovering a fire, raise the alarm by shouting “FIRE” and calling 999.
- Upon raising or hearing an alarm, the building should be evacuated using the nearest exit. Do not stop to collect belongings.
- The meeting point following evacuation is by the millennium clock on Cottingham Green.
- The senior member of staff on site at the time should be responsible for collecting the sign in sheet to ensure everyone has been evacuated. A roll call should take place at the muster point in the event of evacuation.

Appendix 1



checklist chat

Hello my name is ----- I am your Leader today

Cautions of route are...(these are highlighted in red on route card)

Hand signals - follow these to help us move out of the way of pedestrians.

Enquire – if anyone here for first time, or doing distance first time/in a while?

Consent - we often take photos at the end, no obligation to join in.

Kit - check for too many layers, laces tied, high vis, no headphones please.

Listen - here to listen if anyone having a bad day. We care about mental health.

Injuries, medical conditions, pregnant/breastfeeding – please come chat to me.

Shepherding - please support shepherding and regroup as needed.

Teens = anyone under 18? If so, explain safeguarding systems.

Version /0723

Detail of Policy Reviews

Date	Reviewed by	Reason for review	Equality Impact Assessment	Club review
October 2022	Jamie Lewis	Creation of policy	N/A	N/A
April 2024	Hannah Horth	Annual Review	N/A	N/A