



## Health and Safety Policy for Rebel Runners ~ Medway

### Introduction

The **Rebel Runners ~ Medway** Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members to uphold this policy and to provide the necessary funds and resources to put it into practice.

The **Rebel Runners ~ Medway** Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the committee.

### 1. The Rebel Runners ~ Medway Responsibilities

The Committee member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **Gareth Lehane**.

All accidents or incidents will be investigated by Gareth Lehane on behalf of the Committee as soon as possible and then be reported to the committee at the next available committee meeting or sooner if required.

**The Rebel Runners ~ Medway** 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;

Date completed	January 2015	Next review due	January 2020
Date agreed	January 2015	Last review date	August 2019



- 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;

## 2. Member and Volunteer Responsibilities

All **Rebel Runners ~ Medway** members and volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- To report any accidents/ incidents or near misses to a Run Leader or Committee member and complete a written report
- Report any Health and Safety concerns to a Run leader or Committee member.
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to either Gareth Lehane or another Committee member at once.
- They record accidents or near misses at team evens in the accident book kept with an Executive member.
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it to a Run Leader or Committee member.

## 3. Risk Assessments

The responsible committee members is Gareth Lehane. 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

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- 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.

#### 4. Training

To comply with legislation and to promote the health, safety and welfare of members and volunteers, health and safety information and training will be provided as follows:

- at inductions
- before each Team Run
- when changes are made to routes and venues
- when training needs are identified during risk assessments.

#### 5. 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.

**Signature of chair: Lorraine Ruminski**

Date of signature/ratification of policy (or what date was this policy adopted by the committee)

**Adapted from** <http://www.cambridgecvs.org.uk/group-support/Health%20and%20Safety>

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