



## **GREAT BRITAIN DISABILITY FOOTBALL ASSOCIATION LTD ('GBDFA')**

### **Health & Safety Policy**

#### **Health & Safety at Work Act 1974**

The Great Britain Disability Football Association Limited is committed to Health and Safety in all of its operations, whether it be in the Registered Office or in any of its field operations (except insofar as these are delegated to another agency to manage through the medium of a Service-Level Agreement), and will take every reasonable step to ensure:

*An acceptable standard of health and safety for all its employees, volunteers, stakeholders, customers, and the employees of any other company or organisation that may be affected by its activities.*

The Company Secretary will have supervision over health and safety on an operational basis, but the ultimate responsibility lies with the Directors. Between them the Directors, Company Secretary and senior members of staff will endeavour to meet the following objectives so far as this is reasonably practicable:

- a) Ensure any equipment is installed and maintained to an acceptable standard of safety and that it is operated under a safe system of work.
- b) Ensure that any article or substance is handled, stored or transported in a safe manner.
- c) Ensure that any place of work is maintained in a safe condition and provided with safe means of access and egress.
- d) Ensure that adequate fire precautions are taken in line with the Fire Precautions Act 1971.
- e) Ensure that a formal Risk Assessment has been carried out in the work place and the main findings recorded.
- f) Ensure compliance with the Electricity at Work Regulations 1989.
- g) Ensure compliance with the Display Screen Equipment Regulations 1992 where applicable.

Arrangements will be made for the provision of such information, instruction, training, and supervision of employees as may be necessary. This Health & Safety Policy will be available to all staff and Board members for reference on health and safety aspects.

The Company expects every employee and Board member to fully co-operate in the Company's Health & Safety Policy and in particular:

- a) To take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions.
- b) To co-operate, with the Company in complying with any legal requirements placed upon it by the Factory Act, any other legislation and the Health & Safety at Work Act.
- c) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- d) An employee is expected to report to their line manager:
  1. An incident, however trivial the injury, whether received on Company premises or on site.
  2. Any failure to any equipment whether it has caused an accident or not.

3. Any particular situation that the employee feels is, or may lead to a dangerous situation.

The Company Secretary is responsible for monitoring the Health & Safety Policy and instigating such steps as are necessary to ensure that it is effective and consistent throughout the Company.

This document supersedes any previous Health & Safety Policy Document and will be reviewed every three years or in the event of a change in legislation.

Document Control:

<b><i>Policy Details</i></b>			
Health and Safety Policy			
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<b>Adopted by</b>	Board of Directors	<b>Date</b>	25 March 2014
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