



Company number 16601722

Health and Safety Policy

Document Version: 1.1

Effective Date: 30th July 2025

Review Date: 30th July 2026

1. Statement of Intent

United Kingdom Fencing Project (UKFP) is committed to maintaining a safe and healthy working environment for all staff, contractors, club members, and visitors. We will comply fully with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and all other applicable UK health and safety legislation.

We aim to:

- Prevent accidents and work-related ill health, including stress, and promote overall wellbeing.
- Provide clear instructions, comprehensive training, and adequate supervision.
- Maintain safe venues, equipment, and robust systems of work.
- Regularly assess risks and implement appropriate control measures.
- Consult and involve staff and contracted coaches in health and safety matters, valuing their input.

This policy is central to our operations and will be communicated to all staff, contractors, and relevant stakeholders. It is reviewed annually or in response to significant changes.

Signed:

Name: [Director's Full Name]

Position: Managing Director

Date: 30th July 2025

2. Responsibilities

2.1 Directors (UKFP Board)

- Ensure that UKFP complies with all relevant health and safety legislation.
- Approve and periodically review this policy, ensuring its continued suitability and effectiveness.
- Allocate appropriate resources to effectively manage health and safety risks.
- Appoint a **Competent Person** to advise on health and safety matters. Until such time, the **Managing Director** will act as Competent Person under Regulation 7.

2.2 Site Managers/Lead Coaches (at each venue)

- Ensure daily compliance with venue safety procedures and this policy.
- Conduct regular site-specific risk assessments and ensure control measures are implemented and adhered to.
- Report all accidents, incidents, near misses, or unsafe conditions promptly via the established procedure.
- Ensure all fencing equipment is safe, regularly inspected, and properly maintained.
- Supervise safe behaviour by fencers, staff, and visitors, intervening where necessary.

2.3 Coaches and Contracted Staff

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Follow all safety training, signage, and instructions diligently.
- Use equipment in accordance with UKFP guidelines, reporting any defects immediately and withdrawing unsafe items from use.
- Report hazards, concerns, or incidents promptly to their supervisor or Site Manager/Lead Coach.

2.4 Administrative Staff

- Maintain accurate records of incidents, training, and risk assessments.
- Coordinate health and safety training and ensure records are up to date.
- Ensure compliance with health and safety standards in UKFP's office environments.

2.5 All Staff and Visitors

- Must not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Must cooperate with all safety policies and practices implemented by UKFP.
- Are encouraged to raise any health and safety concerns with a supervisor or director.

3. Arrangements

3.1 Risk Assessments

Comprehensive risk assessments are conducted for all UKFP activities and venues, reviewed at least annually and whenever significant changes occur. Site-specific assessments are maintained for each venue and communicated effectively. Risk controls are regularly monitored and reviewed for effectiveness.

3.2 First Aid and Accident Reporting

Each venue will have trained first aiders and clearly identified, adequately stocked first aid kits. All accidents, incidents, and near misses must be reported and logged using UKFP's designated system. Serious injuries, diseases, and dangerous occurrences will be reported to the **Health and Safety Executive (HSE)** in accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

3.3 Emergency Procedures

Clear emergency evacuation procedures are posted at all venues and communicated during induction. All staff and contracted coaches must familiarise themselves with local fire safety protocols. **Fire drills will be conducted annually** at all UKFP-controlled venues and coordinated with venue operators where applicable. Fire risk assessments are conducted in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.

3.4 Training

Induction training for all new staff includes basic health and safety awareness. Coaches receive training on the safe use and maintenance of fencing equipment. First aid training is renewed at appropriate intervals. Role- or risk-specific training is arranged as needed. All training is recorded and periodically reviewed for effectiveness.

3.5 Equipment Safety

All fencing equipment (e.g. masks, weapons, scoring systems, protective clothing) must meet relevant **British and international safety standards** (e.g. BF and FIE regulations). A robust system is in place for inspections, maintenance, and certification where required. Unsafe or damaged items must be immediately withdrawn and reported for repair or replacement.

3.6 Venue Safety

UKFP liaises proactively with venue operators to ensure safety and maintenance standards are met. Shared responsibilities—such as fire alarms, emergency exits, and welfare facilities—are clearly defined and documented.

3.7 Lone Working and Offsite Sessions

Coaches working alone or delivering offsite sessions (e.g. in schools) must follow established check-in/check-out protocols. Risk assessments address specific hazards associated with lone working and mobile delivery.

3.8 Welfare Facilities

UKFP ensures access to adequate welfare facilities, including toilets, handwashing, drinking water, and rest areas, either directly or in coordination with venue providers.

3.9 Specific Activity Hazards

Hazards specific to fencing, including impact injuries, fatigue, stress, and bloodborne pathogens, are identified in risk assessments. Controls include:

- Mandatory use of personal protective equipment
- Adherence to FIE safety rules
- Supervised warm-up and cool-down protocols
- Training in technique and safety etiquette
- **Safe management of incidents involving blood or bodily fluids**, in line with infection control guidance

4. Monitoring and Review

This policy is formally reviewed **at least annually** by the Directors, or sooner if there are significant operational or legal changes. Incident logs and risk assessments are regularly analysed to monitor trends and effectiveness. Health and safety performance is reviewed **quarterly** by Directors as part of continuous improvement.

5. Definition of Working Days

For the purpose of this policy, "working days" refers to **Monday to Friday**, excluding public holidays.

6. Related Policies

- Code of Conduct
- Anti-Bullying and Harassment Policy
- Disciplinary Procedure
- **Safeguarding Policy**

