Health and Safety Policy

Kirton and Falkenham Recreation Ground

Location: Back Road, Kirton, Ipswich IP10 0PR
Policy Version: 1.0
Date Adopted: 25th March 2026

Review Date: 31st March 2027

This policy is prepared in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations.

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1. Statement of Intent

Kirton & Falkenham Recreation Ground recognises its responsibility to provide and maintain a safe environment for employees, volunteers, contractors, sports clubs, visitors, and members of the public using the Recreation Ground, Sports Pavilion, and Children's Play Area.

We are committed to:

- Providing safe facilities, equipment, and grounds.
- Preventing accidents, injuries, and work-related ill health.
- Managing risks associated with recreational activities and public use.
- Maintaining safe children's play equipment and surfaces.
- Ensuring the Sports Pavilion is maintained in a safe condition.
- Providing information, instruction, and training where required.
- Consulting with employees, volunteers, clubs, and users on health and safety matters.
- Complying with all relevant health and safety legislation and guidance issued by the Health and Safety Executive.

This policy will be reviewed annually or sooner if circumstances change.

Signed: J. Beer

[Chairperson / Responsible Officer]

Date: _____March 25th 2026_____

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2. Responsibilities

2.1 Governing Body / Management Committee

The Kirton & Falkenham Parish Council has overall responsibility for health and safety and will:

- Ensure this policy is implemented and reviewed.
- Allocate adequate resources for health and safety management.
- Ensure risk assessments are carried out and updated.
- Ensure maintenance and inspection programmes are in place.
- Monitor safety performance and incidents.

2.2 Responsible Person / Facilities Manager

The designated responsible person is:

Name: __J. Beer_____ Deputy:__G. Walker_____
Role: ___Secretary_____ Role:_____Parish Clerk_____

They will:

- Implement this health and safety policy.
- Carry out or arrange risk assessments.
- Arrange inspections of the recreation ground, pavilion, and play area.
- Ensure maintenance issues are addressed promptly.
- Keep records of inspections, accidents, and maintenance.
- Liaise with contractors and ensure safe working practices.

2.3 Employees and Volunteers

All employees and volunteers must:

- Take reasonable care of their own safety and others.
- Follow safety procedures and risk assessments.
- Report hazards, defects, or incidents immediately.
- Use equipment only as intended.
- Cooperate with management on health and safety matters.

2.4 Contractors

Contractors working on site must:

- Provide risk assessments and method statements where required.

- Follow site safety rules.
- Maintain appropriate insurance.
- Ensure work areas are left safe and secure.

2.5 Recreation Ground Users

Sports clubs, event organisers, and members of the public must:

- Use facilities responsibly.
- Supervise children appropriately.
- Report damage or hazards.

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3. Arrangements

3.1 Risk Assessments

Risk assessments will be carried out for:

- Grounds maintenance activities
- Use of sports facilities
- Pavilion use
- Children’s play equipment
- Events and organised activities

Assessments will be reviewed:

- Annually
- After incidents
- Following changes to facilities or equipment

3.2 Recreation Ground Safety

The recreation ground will be maintained to ensure safe public use.

Measures include:

- Routine grounds inspections
- Safe condition of pitches and open areas
- Removal of hazards such as broken glass or debris
- Safe pathways and access routes
- Adequate signage where required

3.3 Sports Pavilion Safety

The pavilion will be maintained to ensure safe use.

This includes:

- Electrical safety inspections
- Gas appliance checks where applicable
- Fire safety measures and alarms
- Emergency exits kept clear
- Regular cleaning and maintenance

The building will comply with requirements under the Regulatory Reform (Fire Safety) Order 2005.

3.4 Children's Play Area

The play area will be maintained in accordance with recognised playground safety standards.

Safety management includes:

- Routine visual inspections
- Operational inspections
- Annual independent inspection of equipment
- Maintenance of impact-absorbing surfaces
- Removal or repair of damaged equipment

Children must be supervised by a responsible adult at all times.

3.5 Inspections

The following inspection regime will apply:

Area	Inspection Type	Frequency
Recreation ground	Visual inspection	Weekly
Playground	Routine inspection	Weekly
Playground	Independent inspection	Monthly, Quarterly and Annually
Pavilion	Safety inspection	Monthly

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3.6 Grounds Maintenance

Grounds maintenance activities such as mowing, hedge cutting, and repairs will be conducted safely.

Controls include:

- Use of appropriate PPE
- Safe operation of machinery
- Securing work areas where necessary
- Safe storage of fuels and chemicals

3.7 Accident Reporting

All accidents and incidents must be reported and recorded.

Serious incidents will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Accident records will be retained and reviewed.

3.8 First Aid

First aid arrangements include:

- A stocked first aid kit located in the pavilion
- Emergency contact numbers displayed
- Access for emergency services maintained

Where events are held, organisers may be required to provide additional first aid provision.

3.9 Fire Safety

Fire safety arrangements include:

- Fire extinguishers maintained and serviced
- Clearly marked escape routes
- Fire risk assessment for the pavilion
- Emergency evacuation procedures displayed

3.10 Safeguarding and Child Safety

The organisation recognises the importance of safeguarding children using the facilities.

Measures include:

- Safe maintenance of play equipment
- Clear sight lines in play areas
- Reporting concerns where appropriate

3.11 Events

Event organisers using the recreation ground must:

- Complete a risk assessment
- Ensure appropriate insurance
- Provide stewards where necessary
- Maintain safe crowd management

3.12 Monitoring and Review

Health and safety performance will be monitored through:

- Regular inspections
- Incident reviews
- Feedback from users and clubs

This policy will be reviewed annually or following significant changes.