



HEALTH, SAFETY & RISK MANAGEMENT POLICY

CAA Accreditation & Compliance Policy

Football Development East Limited

Version	3.1
Issue date	30th September 2026
Next scheduled review	31st December 2027
Policy owner	Jon Haines
Senior role	Owner / Senior Responsible Person
Applies to	All FDE staff, workers, coaches, volunteers, contractors and relevant partners

FDE POLICY POSITION

This policy forms part of FDE's safeguarding, welfare and operational governance framework. It is intended to be applied in practice, not simply retained as a compliance document.



1. Statement of intent

FDE will, so far as is reasonably practicable, protect the health, safety and welfare of children, young people, staff, volunteers, contractors and visitors affected by its activities. This policy is informed by the Health and Safety at Work etc. Act 1974 and associated health and safety requirements.

AUTHORITY TO STOP

Every FDE Session Lead has authority to stop, modify, postpone or cancel an activity where there is a reasonable safety, safeguarding or welfare concern. Commercial pressure, a fixture, parental preference or venue expectation does not override immediate safety.

2. Health and Safety responsibility

Overall organisational responsibility is held by Jon Haines, Owner / Senior Responsible Person. For operational purposes the FDE Health and Safety Responsible Person is Jon Haines; contact: info@fdeonline.co.uk, 0330 043 9456. Session Leads are responsible for implementing controls at their venue and escalating defects or incidents.

3. Risk assessment framework

- FDE will maintain activity-level risk assessments for its principal activities and review them when circumstances, venues, participants or guidance materially change.
- A site-specific and dynamic assessment will be undertaken before and during every session. Conditions such as surface, weather, access, lighting, goals/equipment, boundaries, public access and participant needs will be considered.
- Controls will be proportionate to age, SEND/additional needs, activity intensity and venue characteristics.
- Significant findings and recurring hazards will be documented and reviewed.

4. Pre-session venue and equipment checks

- The Session Lead will complete or confirm a venue safety check before participants begin activity.
- Unsafe goals, damaged equipment, dangerous surfaces, unsecured hazards or unsuitable areas will not be used.
- Equipment requiring periodic inspection or maintenance will be recorded on an equipment log. Defects will be isolated, labelled or removed from use until resolved.
- At indoor venues, access/egress, fire exits and relevant external doors will be checked. FDE will use venue controls to prevent unauthorised access while ensuring emergency exits remain available.



5. Staff information, training and induction

Health and safety information will be provided through induction, written policies/risk assessments, venue briefings, toolbox updates and role-specific instruction. New staff will receive health and safety induction before taking sole operational responsibility. Training needs will be reviewed following incidents, role changes and policy updates.

6. First aid competence

FDE will ensure appropriate first-aid cover is available for every activity. For CAA-accredited children's provision, staff deployed as responsible session staff will hold a current paediatric first-aid qualification appropriate to the setting, unless a documented staffing model identifies another current qualified first aider immediately available and CAA/commissioner requirements permit this. FDE's operational standard is to maximise paediatric first-aid coverage.

Copies or verified details of first-aid certificates will be held centrally. Expiry dates will be recorded on the SCR/training register and reviewed regularly. Paediatric first-aid qualifications will be renewed on the applicable three-year cycle, or sooner where the qualification/provider requires.

7. First-aid kits and AEDs

- An accessible, clearly identified first-aid kit appropriate to the activity will be available at each session or confirmed as immediately accessible at the venue.
- Kits will be checked regularly and after significant use; used, damaged or expired items will be replenished promptly.
- Where an AED is available, staff will be made aware of its location. Venue AED availability does not replace calling 999 where required.

8. Medical, allergy and emergency information

- Registration will collect relevant medical conditions, allergies, medication and at least two emergency contacts wherever reasonably practicable, together with authorised collection information for children who require collection.
- Relevant information will be shared only with staff who need it to keep the child safe.
- High-risk or complex conditions such as anaphylaxis, diabetes or epilepsy will normally require an Individual Healthcare Plan (IHP), Individual Support Plan and/or specific risk assessment setting out triggers, prevention, medication and emergency response.
- Parents/carers must update FDE when material information changes.



9. Medication and allergy management

- Medication will only be accepted where arrangements are agreed with the parent/carer and are within staff competence and FDE's service scope.
- Written parental consent/instructions will be obtained for administration or support with medication, except where emergency treatment is lawfully and reasonably required to protect life or serious harm.
- Medication will be stored securely but remain promptly accessible in an emergency; temperature/storage instructions will be followed.
- Administration or assistance will be recorded on a medication administration record and communicated to the parent/carer.
- Children able to safely self-carry emergency medication may do so where agreed and appropriate.

10. Accidents, incidents and near misses

- Accidents, significant illness, incidents and relevant near misses will be recorded on FDE's accident/incident system or form.
- For serious injury, head injury, emergency medication, ambulance attendance or any situation requiring urgent medical assessment, the parent/carer will be contacted immediately or as soon as reasonably practicable.
- Minor injuries will normally be communicated at collection/end of session, unless circumstances justify earlier contact.
- The Session Lead will escalate significant events to FDE management. Reportable events will be assessed against RIDDOR requirements and reported to the HSE where legally required.
- Incidents will be reviewed for lessons, trends and changes to risk controls.

11. Emergency, fire, evacuation and lockdown

- Staff will familiarise themselves with venue fire and evacuation arrangements before delivery.
- On evacuation, staff will prioritise life safety, take children to the designated assembly point, account for participants and prevent re-entry until authorised.
- For a credible external threat or instruction to secure the venue, the Session Lead will implement the venue lockdown/evacuation procedure where available: bring children to the safest suitable area, secure access where safe, maintain supervision, silence unnecessary communications, call 999 where appropriate and follow police/venue instructions.
- Emergency arrangements will consider children who may need communication, sensory, mobility or regulation support.

12. Arrival, registration, collection and access control

- Attendance will be registered at the start of the session and reconciled at the end.



- Children requiring handover must be released only to an authorised adult or in accordance with an agreed independent-travel arrangement.
- Unexpected collection arrangements will be verified before release.
- Late or uncollected children will remain supervised while emergency contacts are attempted and safeguarding procedures followed.
- Where FDE controls the premises, external access will be managed to reduce unauthorised entry. At third-party venues, FDE will use and supplement the venue's access controls as reasonably practicable.

13. Supervision and ratios

Ratios will be risk-based and reflect age, activity, environment, SEND/additional needs and staff competence. Unless a commissioner, governing body or venue requires a tighter ratio, FDE's planning benchmark for structured children's activity is normally no more than 1 responsible adult to 12 children aged 8 and over, with lower ratios used for younger children, higher-risk activity, SEND/personal-care needs, unfamiliar venues or where individual risk assessment indicates. FDE will never use a numerical ratio to justify unsafe supervision.

14. Manual handling

Staff must avoid hazardous manual handling where reasonably practicable, use suitable aids where available, assess the load/person/environment, seek assistance and use safe technique. Staff must not undertake lifting or transfers of a participant beyond their training and competence except where immediate action is reasonably necessary to prevent serious harm.

15. Hazardous substances (COSHH)

FDE will minimise the use of hazardous substances. Cleaning products, aerosols, chemicals or other substances presenting a risk will be stored securely, kept in original/clearly labelled containers and used in accordance with manufacturer instructions. Where FDE introduces a substance requiring formal COSHH assessment, an assessment will be completed and relevant staff instructed before use.

16. Weather and environmental conditions

FDE's Lightning & Thunderstorm Policy and other environmental risk controls apply. Heat, cold, air quality, flooding, ice, visibility and severe weather will be considered dynamically and activity modified or cancelled where necessary.



17. Monitoring and records

FDE will retain risk assessments, venue checks where required, accident/incident records, equipment checks, first-aid certification records, medication records and relevant training evidence securely and review them to identify trends and improvements.

Approval and review

This policy was issued on 30th September 2026. It will be kept under review and may be revised sooner following legislative, regulatory, safeguarding, operational or CAA requirements. The next scheduled formal review is 31st December 2027.

Name

Jon Haines

Senior job title

Owner / Senior Responsible Person

Signature

Date signed

30th September 2026

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