

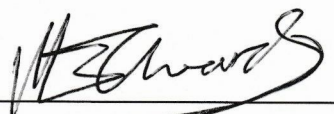
03. Health & Safety Policy

Woking Strokeability is committed to ensuring the health, safety and welfare of our members and volunteers as far as is reasonably practicable, as well as members of the public who may be affected by our activities.

Our general statement of policy is that we will:

- Take steps to ensure that individuals and the group meet their legal duty of care to others, both within and outside of the group. Individuals must take every effort to support, comply with, and implement this policy.
- Provide adequate control of health and safety risks arising from our meetings and activities as far as practicable, with the aim of preventing accidents and incidents;
- Provide information to members and volunteers (as required) to support the safe performance of our activities;
- Use reputable, established organisations and venues to provide and maintain safe meeting places and equipment to enable the safe performance of our activities;
- Appoint competent people to assist the group in meeting our health and safety duties, where necessary approaching specialists from outside of the group;
- Provide opportunities for people within and outside of the group to raise issues of health and safety;
- Monitor continually and review regularly this policy, making changes as required, including those directly resulting from changes in legislation.

Signed by Trustees

Richard Edwards  Date 6/1/26

Ben Anthony  Date 6/1/26

Val Cunningham  Date 6/1/26



Responsibilities

The Trustees of Woking Strokeability accept overall responsibility for all matters, including those regarding health, safety and welfare. Noting that Trustees are not able to assess the disability of any member or required to be trained in first aid.

Woking Strokeability do not have resources to provide or arrange for any individual support at either our rehab or social events and members needing assistance must be accompanied by a suitable person.

- If a member does not have the individual support necessary they will not be able to take part in a rehab session or social meeting.
- Any member exhibiting behaviour that may harm themselves or others at any meeting may be asked to leave.

It is the responsibility of each member to be accompanied by a carer / helper if they need individual support to assist them and help ensure their safety at our rehab or social events.

The Group

The group, by way of the management committee and trainers accept its responsibility for health and safety, including the following duties:

- Making sure that everyone knows the safety procedures;
- Through the use of reputable and well established organisations and facilities, ensuring that any equipment, as far as practicable, is appropriate and in good working condition;
- Providing adequate training, information and supervision to ensure that activities are, as far as possible, carried out safely;
- Taking immediate steps to report, investigate and rectify any health and safety issues;
- Ensuring that all accidents, incidents and near misses are recorded and investigated and lessons learned from these are reflected in the revision and improvement of this policy;
- Considering the access requirements of members at meeting places.

In order to assist the group in meeting its health and safety duties, the following information is provided:

[Woking Leisure Centre Fire Safety Notice & Evacuation Plan](#)

- Leisure Centre First Aid box located with reception

[Woking Homes Pool T&Cs and Emergency Action Plan](#)

- Woking Homes First Aid box is in the kitchen located in pool area, door behind the men's changing room, and/or call reception on the phone by pool

[Woking Strokeability Cause for Concern Form 2026](#) also at [page 6](#)

[Woking Strokeability Accident Form 2026](#) also at [page 7](#)



Woking Strokeability Accident Book is on the intranet & available through Secretary / Trustee

Individuals

All individuals, regardless of their role, accept their responsibility for health and safety, including the following duties:

- Taking care of oneself;
- Avoiding putting oneself or others in danger;
- Avoiding any unnecessary risks;
- Co-operation with the management in carrying out their responsibilities in respect of health and safety;
- Following safety rules and ensuring only the proper use of all equipment;
- Doing things as one has been trained or directed to do;
- Reporting any hazards without delay to a responsible person.

Policies and Procedures

Risk Assessment

Risk assessments must be completed in respect of any activity undertaken or venue attended by members of the club, whenever that activity or attendance is under the auspices of the club. The Trustees are responsible for ensuring that all relevant risk assessments are compiled and that the person completing the assessment is given appropriate Risk Assessment training.

The club's general approach to risk assessment is based on the HSE Five Steps model.

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record findings and implement them
5. Review assessment and update if necessary

The Trustees are responsible for ensuring that all accidents, incidents and near misses are recorded and investigated and that lessons learned from these are reflected in revisions to risk assessments where appropriate.

Regularly Review Risk Assessments

Few locations stay the same. They change and new equipment and activities arise that could lead to new hazards. Risk reviews should be updated regularly. Useful points to consider are:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have trainers, members, carers or volunteers spotted a problem?
- Has anything been learnt from accidents or near misses?



The Trustees are responsible for ensuring that risk assessments are reviewed, and where necessary updated, on a frequent and regular basis.

Safety Concern Report Form

If any member has a safety concern, witnesses a safety incident / dangerous occurrence it should be recorded on a Safety Concern Report Form (also page 6). The form should be completed as soon as possible after the occurrence and submitted to a Trustee.

All details should then be checked by a person also witnessing the event if available. To comply with data protection legislation personal details must be kept confidential.

Accident Reporting Procedure

All incidents requiring intervention by a First Aider must be recorded on an [Accident and Witness Report Form 2026](#) (also [page 7](#)) immediately and reported as soon as reasonably practicable to the Trustees.

- It should be noted that a trained First Aider responding to an incident is unlikely to be a member or associated with Woking Strokeability.

The Trustees are also responsible for investigating / reviewing the accident as soon as reasonably practicable ensuring that all accidents, incidents and near misses are recorded and retained in the Accident Book (on intranet available through Secretary or Trustee). The Trustees are responsible for ensuring that results and any lessons learned from these are reflected in revisions to risk assessments where appropriate.

Fire and Evacuation Procedures

Woking Strokeability do not own or rent any premises. We do however hire rooms at venues for our rehabilitation and social sessions. When using these hired facilities:

- Woking Strokeability will follow their fire and emergency evacuation procedures.
- All members should raise any concern over possible fire hazards to a Trustee, trainer or the team operating the venue.
- The fire and emergency evacuation procedures Woking Leisure Centre and Woking Homes Pool are available through the highlighted links

First Aid and Manual Handling

The Trustees of Woking Strokeability are often over retirement age and by the nature of the group disabled or current / previous carers of a disabled person. Whilst some may have previous training or knowledge of First Aid, no Trustee or member is expected to be trained or currently certified as a First Aider.

Woking Strokeability will therefore:

- Only hold rehabilitation events at reputable venues available to offer First Aid services in the event of an incident.
- Offer First Aid training to all trainers on our active list

Similarly, we do not expect our Trustees or volunteers to be trained in manual handling.



Risk Assessments

The following risk assessments have been developed to support our activities:

- [03.1 Leisure Centre Risk Assessment 2026](#)
- [03.2 Woking Homes Pool Risk Assessment 2026](#)

Specific risk assessments may be necessary / required when attending events organised by third parties. In these cases, if appropriate, we will generally follow the scope and format required by the and body organising the event.

- An example for a Woking Borough event “Working Together for Woking” is [23-11-09 Woking Strokeability WBC Event Risk Assessment](#)

Further Information and Support

The [Stroke Association](#) can offer guidance on different areas of health and safety relevant to stroke survivors and information sheets are available on the main topics. Additional information is also available from the following places:

- **Health and Safety Executive** www.hse.gov.uk
- **St John Ambulance**, inc. first aid and other health and safety training www.sja.org.uk
- **British Red Cross** www.redcross.org.uk
- **Royal Society for the Prevention of Accidents (RoSPA)** www.rospace.com



Safety Concern Report Form

This form should be used for the recording of all safety incidents or concerns and dangerous occurrences. The form should be completed as soon as possible after the occurrence. All details should then be checked by a person also witnessing the event if available. To comply with the data protection legislation personal details must be kept confidential.

Name(s) of persons involved	
Member, Carer, Volunteer, Trainer or other	
Date / Time of occurrence	
Place of occurrence	
Description of incident (Full description of the circumstances, including a description of any apparatus or equipment involved)	

I declare and confirm that as far as I am aware the above details including the description of the incident are true and complete

Signature & Date	
Name & Member, Carer, Volunteer, Trainer or other	



Accident and Witness Report Form

This form should be used for the recording of all accidents, injuries and dangerous occurrences. The form should be completed as soon as possible after the occurrence. All details should then be checked by a member of the management team or Trustee. To comply with the data protection legislation personal details must be kept confidential.

Full name of person injured	
Home address	
Member, Carer, Volunteer, Trainer or member of public	
Date / Time of occurrence	
Place of occurrence	
Description of accident (Full description of the accident circumstances, including a description of any apparatus or equipment involved)	
Full description of any injuries suffered and treatment given	

I declare and confirm that as far as I am aware the above details including the description of the accident are true and complete	
Signature & Date	
Full Name	
Home address	
Member, Carer, Volunteer, Trainer	