

Health and Safety Policy

General Statement

Sporting Communities CIC prioritises health and safety in all our activities. We are committed to complying with the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Our organisation holds appropriate insurance, including employer's liability insurance and public liability insurance.

All workers are expected to adhere to this Health and Safety Policy and are responsible for:

- Maintaining a safe environment.
- Taking reasonable care for their own health and safety and that of others.
- Reporting all accidents and incidents that have caused injury or damage, or that may do so in the future.
- Undertaking relevant health and safety training as required.

Workers who disregard safety instructions or recognised safe practices will face disciplinary procedures. These guidelines promote good practice and ensure safe, effective, and appropriate work for all. They are applicable to all workers and volunteers at Sporting Communities.

Health and Safety Guidelines

Workers conducting sessions with groups or individuals must complete a health and safety and risk assessment, considering these guidelines and any additional requirements from Directors or partners, including venue-specific policies. Workers should also implement any necessary additional safety practices.

These guidelines are subject to regular review and will be updated annually or as needed. Workers and volunteers should review this document regularly. For any questions or concerns about the guidelines, please contact a member of the Board of Directors.

Specific Health and Safety Guidelines for Workers:

- Work in pairs and maintain visibility of each other at all times.
- Carry a mobile phone for emergencies.
- Have a contact number for your line manager.
- Notify your line manager of any changes to specific locations and times of work.

- Carry your identification badge at all times.
- Avoid attracting attention by not wearing or carrying valuables.
- Do not transport participants in personal vehicles unless explicitly agreed with the line manager. Any worker transporting participants must have appropriate business insurance.
- Recognise your own and your colleagues' limitations, avoiding unnecessary risks.
- Adhere to all legal requirements.
- Report any health and safety concerns to your line manager for risk assessment updates.
- Complete incident report forms for First Aid, Safeguarding, and other incidents as appropriate.

Manager Responsibilities

Managers must provide workers with:

- Induction and training on health and safety policies.
- First aid kits, including gloves.
- Consent forms and other relevant documentation.
- Identification badges.
- Sporting Communities equipment.

Transport Policies

When transporting young people to sessions or events, workers must:

- Have business insurance for their vehicles and obtain parental consent for the young people.
- Conduct individual risk assessments to ensure safeguarding.

Use of Private Cars

Workers using their own cars for work must:

- Have their vehicle insured for business use.
- Possess a valid driving license and ensure the vehicle is roadworthy.
- Line managers will conduct annual checks on insurance coverage and driving licenses.

Minibuses and Other Vehicles

All workers and volunteer drivers must have the relevant licenses and insurance to operate minibuses or other vehicles.

Training

Sporting Communities will ensure all workers receive appropriate, up-to-date training for their roles. First Aid and Safeguarding training must be renewed every three years.

Health and Safety Responsibilities

Position	Responsibility
Board of Directors	Overseeing all health and safety records, ensuring policies are followed and taking responsibility for direct dialogue with the Chief Executive Officer in the event of an incident.
Managing Director Director of Social Change	Take responsibility for the day to day management of health and safety. Ensure that the workforce are enforcing the health and safety policy in accordance with the policy, providing adequate training and resources.
All other workers and volunteers	Ensure that the policy is followed and adhered to. Complete all records relating to the sessions that they are involved with. i.e. Risk Assessment and sessional logs and undertake and required training.

Communication

Directors are responsible for ensuring this Health and Safety Policy is communicated to all workers and volunteers.

Local Management of Health and Safety

Directors must appoint a lead worker responsible for health and safety at the delivery level, ensuring they are adequately trained and supported.

Position Responsibilities:

- **Board of Directors:** Oversee health and safety records and ensure policies are up to date. Responsible for dialogue with the Chief Executive Officer during major incidents.
- **Managing Director/Director of Social Change:** Oversee day-to-day health and safety management and ensure workforce compliance.
- **All Workers and Volunteers:** Follow the policy, complete required documentation, and undergo necessary training.

Food and Personal Hygiene

Workers must maintain high hygiene standards and take steps to prevent infection:

- Ensure a clean environment.
- Maintain clean toilets with soap and hand-drying facilities.
- Follow food hygiene training and guidelines.
- Properly dispose of waste.

Dealing with Body Fluids

Spills of bodily fluids (blood, vomit, urine, faeces) must be cleaned immediately.

Worker Ratios

Supervision levels should be appropriate for the number, age, and abilities of participants, with a minimum of two workers always present.

Security

During sessions, children may not leave the premises without parental permission. All doors should be secured, with monitored access.

Emergency Procedures

Directors are responsible for emergency arrangements, and lead workers must ensure safe evacuation procedures are in place, adhering to venue protocols.

First Aid

All workers must be First Aid trained and renew their certification every three years. During emergencies, PPE must be worn as appropriate.

Accident Reporting and Investigation

All accidents must be reported on the appropriate documentation to the Directors. Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is mandatory.

Investigation

Directors will ensure all incidents are investigated, with reports produced and corrective actions taken.

For queries regarding health and safety, please contact our Strategic Director, Ross Podyma, at 07809536703.