



MAKEEBO X SPORTAINMENT – HEALTH & SAFETY POLICY (2025)

Approved by Trustees: 14TH May 2025

Next Review: 14TH May 2026

1. Statement of Intent

Makeebo X Sportainment is committed to providing a safe, healthy, and supportive environment for all children, young people, staff, volunteers, partners, and visitors. We recognise our legal duties under the Health and Safety at Work etc. Act 1974, associated regulations, and statutory guidance for organisations working with children and young people.

Our aim is to:

- Prevent accidents, injuries, and ill-health
- Identify and manage risks proactively
- Ensure safe delivery of sport, creative arts, STEM, finance, and wellbeing programmes
- Promote a culture where safety, wellbeing, and safeguarding are everyone's responsibility

2. Responsibilities

Trustees

- Hold overall accountability for Health & Safety
- Ensure adequate resources, training, and oversight
- Review incidents, risk assessments, and annual reports

Senior Leadership (Director of People & Transformation / Programme Leads)

- Implement this policy across all programmes
- Ensure staff and volunteers are trained and competent
- Maintain risk assessments for all activities and venues
- Ensure compliance with safeguarding, HAF standards, and local authority requirements

Staff & Volunteers

- Follow all safety procedures and training
- Report hazards, incidents, and near misses immediately
- Maintain safe supervision ratios
- Model safe behaviour for young people

Young People & Participants

- Encouraged to follow safety instructions
- Supported to speak up about concerns

3. Risk Assessment

Makeebo X Sportainment completes risk assessments for:

- All venues (schools, community centres, sports halls, outdoor spaces)
- All programme activities (sport, arts, STEM, finance workshops, wellbeing sessions)
- Transport and off-site trips
- Equipment use
- Lone working
- Fire safety and emergency procedures

Risk assessments are:

- Reviewed annually
- Updated after incidents or programme changes
- Shared with staff, volunteers, and partners

4. Safe Delivery of Activities

Sport & Physical Activity

- Qualified coaches or trained staff lead sessions

- Warm-ups, cool-downs, and hydration breaks included
- Equipment checked before use
- First aid kit available at all sessions
- Ratios appropriate to age and activity

Creative Arts & STEM

- Safe use of materials, tools, and digital equipment
- Clear supervision for higher-risk activities (e.g., glue guns, wires, electronics)
- Digital safety protocols for online or tech-based sessions

Finance & Wellbeing Workshops

- Safe, inclusive, and trauma-informed facilitation
- Emotional wellbeing monitored
- Clear escalation routes for safeguarding concerns

5. Safeguarding & Wellbeing

Health & Safety works alongside Makeebo X Sportainment Safeguarding Policy. We ensure:

- All staff/volunteers are Enhanced DBS-checked
- Clear reporting routes for concerns
- Safe spaces for vulnerable or care-experienced young people
- Trauma-informed practice across all programmes

6. First Aid & Medical Needs

- At least one trained First Aider present at every session
- First aid kits maintained and checked monthly
- Medical information collected at registration
- Clear procedures for allergies, medication, and emergencies
- Incident forms completed and reviewed after every event

7. Fire Safety & Emergency Procedures

- All venues must have clear fire exits, alarms, and evacuation plans
- Staff briefed before each session

- Registers taken at every session for roll-call
- Emergency contacts accessible at all times

8. Equipment & Venue Safety

- All equipment inspected regularly
- Unsafe equipment removed immediately
- Venues checked for hazards before sessions
- Accessibility needs considered in all planning

9. Training

Makeebo X Sportainment provides training in:

- Health & Safety awareness
- Safeguarding
- First Aid
- Risk assessment
- Manual handling (if relevant)
- Activity-specific qualifications (e.g., coaching, arts, STEM facilitation)

10. Incident Reporting

All incidents, accidents, and near misses must be:

- Reported to the session lead immediately
- Recorded on an Incident Report Form
- Reviewed by senior leadership within 48 hours
- Reported to RIDDOR where legally required

11. Monitoring & Review

We monitor Health & Safety through:

- Annual policy review
- Regular risk assessment updates
- Incident analysis
- Staff and participant feedback
- Trustee oversight

12. Policy Approval

This policy is approved by the Board of Trustees and applies to all Makeebo X Sportainment activities, staff, volunteers, and partners.

Makeebo X Sportainment

Date: 14/05/2025