



# **H&S POLICY**

**[yoursport.org](https://yoursport.org)**

## 1. Statement of Intent

**Your Sport Solutions** recognises its legal and moral responsibility to protect the health, safety, and welfare of all its employees, volunteers, participants (children and young people), parents/carers, and visitors involved in our programmes and activities.

We are committed to providing a safe, healthy, and stimulating environment and will do everything reasonably practicable to prevent accidents, injuries, and ill health within our operations. This policy is written in line with the Health and Safety at Work etc. Act 1974 and associated regulations.

## 2. Responsibilities

Health and safety is a shared responsibility, but ultimate accountability rests with senior management.

### *A. Directors (Overall Responsibility)*

- Ensuring that adequate financial and physical resources are provided to meet health and safety requirements.
- Appointing a named individual with overall operational responsibility for health and safety.
- Reviewing this policy annually and ensuring compliance across the organisation.

### *B. Designated Health and Safety Lead (Named Person)*

- Monitoring and reporting on the effectiveness of the policy.
- Ensuring all staff and volunteers are aware of their health and safety duties.
- Overseeing the completion, review, and retention of all risk assessments.
- Ensuring appropriate training (e.g., First Aid, fire safety) is carried out.
- Acting as the main point of contact for accident reporting and investigation.

### *C. Programme Coaches / Staff / Volunteers*

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions.
- Immediately reporting any hazards, defects in equipment, or unsafe practices to the Health and Safety Lead.
- Following all written procedures, risk assessments, and safe systems of work.
- Ensuring a high standard of cleanliness and safety within their immediate working/coaching area.

### *D. Participants, Parents, and Visitors*

- All individuals must cooperate with staff on health and safety matters.
- Parents/Carers must ensure all medical and contact information is accurate and up-to-date.
- Participants (appropriate to their age and understanding) must follow instructions and codes of conduct designed for their safety.

## 3. Risk Assessment and Management

Risk assessment is the foundation of our proactive health and safety management.

- Identification: We will identify potential hazards associated with all activities, equipment, and venues used by Your Sport Solutions.
- Assessment: We will evaluate the level of risk associated with identified hazards, considering who might be harmed and how.
- Control Measures: We will implement, monitor, and maintain necessary control measures to reduce risk to the lowest level reasonably practicable.
- Documentation: All significant hazards and control measures will be recorded on specific Risk Assessment forms.
- Review: Risk assessments will be reviewed:
  - Annually.
  - Whenever there is a significant change in activity, location, or equipment.
  - Following an accident or near-miss.

#### **4. Programme-Specific Safety Measures**

##### *A. Equipment*

- All sporting equipment will be inspected visually before use in every session.
- Damaged or defective equipment will be immediately withdrawn, clearly labelled, and reported for repair or replacement.
- All fixed equipment (e.g., goal posts, nets) will be regularly checked for stability and maintenance logged.

##### *B. Venues and Facilities*

- Venues will be checked before sessions start to ensure clean, clear access and exit routes (including fire exits).
- Wet surfaces or spills will be addressed immediately to prevent slips, trips, and falls.
- Adequate lighting, ventilation, and temperature control will be maintained where possible.

##### *C. Safe Coaching Ratios*

- Coaching ratios will be maintained at levels appropriate for the participants' age, the activity's nature, and the identified risks (as detailed in relevant risk assessments).

#### **5. Emergency Procedures and First Aid**

##### *A. First Aid Provision*

- Your Sport Solutions will ensure that at least one appointed First Aider is present for every programme session.
- All First Aiders will hold current, recognised qualifications.
- A fully stocked, accessible First Aid kit will be available at every location.
- Coaches must be aware of pre-existing medical conditions (allergies, asthma, etc.) via the participant register/IIP before the session begins.

##### *B. Accident and Near-Miss Reporting (RIDDOR)*

- All accidents, injuries, and near-misses (incidents that could have resulted in harm) must be immediately reported to the Health and Safety Lead and recorded on an official Accident/Incident Report Form.

- The form must detail the injured party, the location, the circumstances, the treatment given, and actions taken to prevent recurrence.
- Parents/Carers will be informed of any injury/incident involving their child.
- The Health and Safety Lead is responsible for assessing whether the incident is reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and will ensure legal compliance.

### *C. Fire and Evacuation*

- All staff and volunteers must be familiar with the fire safety procedures, designated escape routes, and assembly points for every venue they use.
- Fire-fighting equipment will be checked by the venue provider (or by Your Sport Solutions if premises are owned) and staff will be trained on its appropriate use.
- Evacuation procedures will be clearly communicated to participants at the start of programmes.

## **6. Training and Competence**

- All new employees and volunteers will receive a Health and Safety induction.
- Training will be provided appropriate to the risks associated with their role. This includes, but is not limited to, First Aid, manual handling, and specific equipment use.
- Records of all training will be maintained by the Health and Safety Lead.

## **7. Communication**

This policy will be communicated to all staff, volunteers, and made available to parents/carers upon request. Key health and safety information, risk assessments, and emergency contacts will be readily available at every programme venue.

## **8. Policy Review**

This Health and Safety Policy will be formally reviewed and, if necessary, revised **annually** or following any major changes to the organisation's operations, staffing structure, or legal obligations.