



Sporting Communities CIC Health and Safety Policy

General Statement

These guidelines have been developed to promote good practice and support work that is safe, effective, and appropriate for all. The guidelines provide guidance to staff regarding health and safety issues that should be considered when conducting sessions or events.

These guidelines and advice have been updated to meet the requirements of the staff at Sporting Communities.

This document is offered as a guide to good practice. All staff that regularly conducts sessions with groups or individuals should complete a health and safety and risk assessment taking these guidelines into account, together with any other specific requirements from the Directors or partners, such as venue specific policies. All staff should also be vigilant to implementing any additional safe working practices as appropriate with the above in mind.

These guidelines are subject to regular review and will be updated on an annual basis or when required. Staff should ensure they review this document on a regular basis. If you have any problems understanding or applying these guidelines to your work please contact the Senior Director.

Health and safety guidelines for coaching staff include:

- Not to operate with less than two workers and try and be in sight of each other
- The team must always carry a mobile phone ready for use in case of emergency or to contact a relevant parent, partner, colleague or manager only
- Have a contact number for a line manager
- Inform their line manager if the specific locations and times to be worked are altered to meet the communities need
- Always carry their Identification badge with them
- Avoid attracting unnecessary attention by wearing/carrying valuables
- Workers should not transport young people in their own vehicles or allow them to be carried in vehicles driven by the young people with whom they work, except in emergencies or specific reasons agreed with the line manager first. Workers will need to familiarise themselves with the Health and Safety transport guidelines.
- Not take unnecessary risks and recognise their own and their colleagues limitations
- Always work within the law



- Bring Health and Safety matters and other concerns to the attention of their line manager, so that appropriate risk assessments can be updated and action can be carried out
- Complete any incident report forms relating to First Aid, Safeguarding and/or other incidents that occur during a session

Managers must provide staff with:

- Induction and training
- First aid kit including surgical gloves
- Consent forms and other relevant documents
- ID badge
- Sporting Communities kit

TRANSPORT

At times staff may be asked to transport young people to and from sessions and events.

Use of Private Cars

For any use of their own cars in connection with their work staff must have their car insured for business use, this is the responsibility of the employee to arrange. They must have the appropriate licence, ensure their vehicle is roadworthy and have no points on their license. Line managers should annually check the details of an appropriate MOT certificate, insurance cover and driving licence.

Minibuses

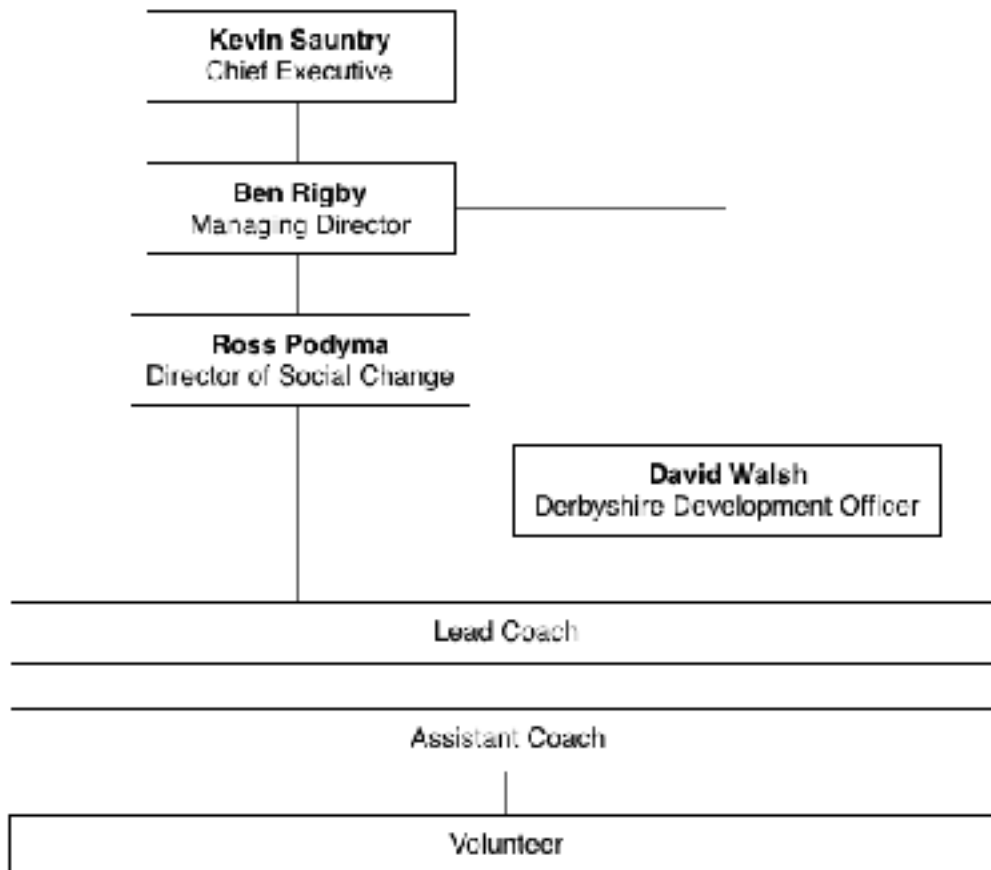
All staff drivers must have the relevant driving license to drive a minibus.

TRAINING

Sporting Communities will ensure that all staff have appropriate training for their line of work that is up to date. First Aid and Safeguarding training must be renewed before a 3 year period.

Health and Safety Structure

Anything relating to Health and Safety that requires reporting will follow the following structure:



Health and Safety Responsibilities

Position	Responsibility
Executive Chair	Overseeing all health and safety records, ensuring policies are up to date. Take responsibility for direct dialogue with the health and safety executive in the event of any major incident.
Managing Director / Director of Social Change	Take responsibility for the day to day management of health and safety within the workforce. Ensure that the workforce are enforcing the health and safety guidance and requirements in accordance with the policy, providing adequate training and resources where necessary.
Lead staff	Ensure that the policy is followed and adhered to. Complete any required documentation relating to the sessions that they are involved with. i.e. Risk Assessments and Incident Reports.
Assistant staff	Assist in the processing and completing of any required documentation relating to the sessions that they are involved with.
Volunteers	Adhere to the health and safety policy and procedures, undertaking any required training.

Arrangements for Health and Safety

Communication

Directors are responsible for ensuring that the Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels.

Local Management of Health and Safety

Directors are responsible for ensuring that organisational arrangements for health and safety are put in place and that a lead member of staff is nominated to undertake health and safety at delivery level. They must ensure that the person appointed is trained to a suitable training standard and has sufficient time to carry out their duties. In addition, adequate training, time and resources must be made available in order for them to carry out their duties effectively.

Health and Safety Training

Directors are responsible for ensuring that all staff and students receive sufficient training to enable them to carry out their duties or studies, so far as is

reasonably practicable, without risk to health and safety. Directors must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. Refresher training must also be carried out when appropriate.

Emergency Procedures

The Directors are responsible for ensuring that appropriate arrangements are in place in case of a major emergency. They must undertake an oversight Risk Assessment of the session or event.

The Lead staff must ensure that there are adequate arrangements in place for the safe evacuation of staff and participants from premises under their control in the event of an emergency. This should also fit in line with the venue's emergency procedures where necessary.

First Aid

All staff are required to be First Aid trained.

Accident Reporting and Investigation

All accidents must be reported by Lead staff on the appropriate documentation and returned to the Directors.

Directors must ensure that incident reports are made in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and that the notification is made in due time. Reports must be made via the Occupational Health and Safety Service.

Investigation

Directors must ensure that all accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken.

This policy was last reviewed on 03/07/17

Chief Executive - Kevin Sauntry

A handwritten signature in blue ink, appearing to read 'KS'.

Managing Director - Ben Rigby

A handwritten signature in blue ink, appearing to read 'BR'.