

Sporting Communities CIC Health and Safety Policy

General Statement

Sporting Communities consider health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The Organisation has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of workers follows the organisation's **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of workers who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

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 workers 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 workers and volunteers at Sporting Communities.

This document is offered as a guide to good practice. All workers 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 workers should also be vigilant to implement 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. Workers and volunteers 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 one of the Board of Directors.

Health and safety guidelines for workers include:

- Not to operate with less than two workers and try and be in sight of each other at all times

- 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 participants in their own vehicles or allow them to be carried in vehicles driven by the participants with whom they work, except in emergencies or specific reasons agreed with the line manager first. Workers transporting participants must provide evidence of appropriate business insurance and 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, Outreach log, Mentor log as appropriate.

Managers must provide workers with:

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

TRANSPORT

At times workers may be asked to transport young people to and from sessions and events. Workers will have to provide business insurance and young people will need consent from parents. Individual risk assessments will be done for further safeguarding.

Use of Private Cars

For any use of their own cars in connection with their work workers must have their car insured for business use, this is the responsibility of the worker 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 insurance cover and driving licence. This applies to all participants and volunteers under the age of 18.

Minibuses and other vehicles

All workers and volunteer drivers must have the relevant driving license and insurance to drive a minibus or other vehicle.

TRAINING

Sporting Communities will ensure that all workers 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 Responsibilities

Position	Responsibility
Board of Directors	Overseeing all health and safety records, ensuring policies are up to date. Take responsibility for direct dialogue with the Chief Executive Officer 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.
All other workers and volunteers	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, Incident Reports and sessional logs and undertake and required training.

ARRANGEMENT FOR HEALTH AND SAFETY

Communication

Directors are responsible for ensuring that the Health and Safety Policy, especially local arrangements, are communicated to workers and volunteers 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 workers is nominated to undertake health and safety at delivery level. They must ensure that the person appointed is trained to a suitable level 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 workers and volunteers receive sufficient training to enable them to carry out their duties, 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.

Food and personal hygiene

Workers at Sporting Communities maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Workers are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Workers ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or workers) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Worker ratios

Workers ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of workers are on duty at any time.

Security

During closed sessions for children, children are not allowed to leave the premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities). All external doors are locked, with the exception of fire doors which are alarmed. Workers monitor the entrances and exits to the premises throughout the session.

All visitors to the close session must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children. Security procedures will be regularly reviewed by the manager, in consultation with workers and parents.

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 workers must ensure that there are adequate arrangements in place for the safe evacuation of workers 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 workers are required to be First Aid trained and the must be renewed before a 3 year period of the training.

(First aid during COVID-19: HSE.gov.uk)

If workers should need to break social distancing guidance, workers will wear the following PPE to keep them and the participant safe;

- Fluid-repellent surgical mask or face mask
- Disposable gloves
- Eye protection (Visor)
- Apron or other suitable covering

All workers will have training on how to use PPE.

New CPR guidance

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

All workers have also received infection control, hygiene and food hygiene training to prevent the spread of infection.

Accident Reporting and Investigation

All accidents must be reported by Lead workers 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.