

Health and Safety Policy

Sports, Wellness & Recreation CIC

1. Policy Statement

Sports, Wellness & Recreation CIC (SWR CIC) is committed to ensuring the health, safety, and welfare of everyone involved in our activities including staff, volunteers, participants, spectators, and visitors. We recognise our legal and moral responsibility to provide a safe and healthy environment in which all individuals can participate in physical and recreational activities without unnecessary risk.

2. Objectives

- To prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace and activity settings.
- To provide clear instructions, information, training, and supervision to ensure health and safety procedures are understood and followed.
- To maintain safe and healthy conditions, including safe equipment and access to emergency procedures.
- To regularly assess risks and implement control measures to reduce potential harm.

3. Responsibilities

- **Directors** are responsible for overall health and safety leadership within the CIC.
- **Project Leads and Coaches** are responsible for managing health and safety during sessions, carrying out risk assessments, and ensuring proper supervision and equipment use.
- **Volunteers and Staff** must take reasonable care of themselves and others and follow instructions and policies provided by SWR CIC.
- **Participants and Parents/Guardians** are expected to follow all safety guidelines, report hazards, and declare any health conditions that may affect participation.

4. Risk Assessment and Mitigation

- Regular **risk assessments** will be carried out for all venues and activities, including sports sessions, events, and travel.
- Control measures (e.g., safe equipment use, warm-up routines, and emergency procedures) will be implemented and reviewed at least annually or following any incident.
- All coaches and session leaders will be required to complete relevant first aid, safeguarding, and health and safety training.

5. Equipment and Facilities

- All equipment used during SWR CIC activities will be regularly checked and maintained to ensure it is safe and fit for purpose.
- Venues used will be inspected to ensure they comply with current safety standards (e.g., fire exits, first aid access, and hygiene).
- Any faulty or damaged equipment must be reported and removed from use immediately.

6. First Aid and Emergency Procedures

- A trained first aider will be present at all sessions and events.
- First aid kits will be readily available and fully stocked.
- Emergency contacts and procedures (e.g., evacuation plans) will be communicated clearly to staff, volunteers, and participants.
- All incidents or injuries will be logged in the **Accident Report Book** and reviewed to prevent recurrence.

7. Safeguarding and Wellbeing

- This policy works in conjunction with SWR CIC's **Safeguarding Policy** to ensure the wellbeing of children, young people, and vulnerable adults.
- Participants will be encouraged to stay hydrated, warm up properly, and notify leaders of any health issues or injuries.
- A supportive environment will be maintained to reduce emotional and psychological risk, particularly among younger participants.

8. COVID-19 and Infectious Disease Protocols

- SWR CIC will follow the latest government and NHS guidance to reduce the risk of infectious disease transmission.
- Hand hygiene, sanitisation of equipment, and ventilation will be promoted where relevant.

9. Policy Review

This policy will be reviewed annually, or sooner if there are significant changes in legislation, operational activities, or following an incident.

Approved by: Khalid Walker, Director

Date: 8th April 2026

Next Review Due: 8th April 2027

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