



UNITY SPORTS COLLECTIVE CIC

HEALTH & SAFETY POLICY

1. Policy Statement

Unity Sports Collective CIC is committed to providing a safe, healthy, and supportive environment for all children, young people, staff, volunteers, coaches, visitors, and members of the public involved in our activities.

We recognise our duty of care and are committed to reducing risks, preventing accidents and injuries, and promoting the wellbeing of everyone participating in our programmes and activities.

This policy applies to all activities delivered by Unity Sports Collective CIC, including:

- After-school sessions
- Holiday programmes
- Football coaching sessions
- Community activities
- Trips and enrichment activities
- Online or digital engagement where applicable

All staff, volunteers, and participants are expected to follow this policy and contribute to maintaining a safe environment.

2. Our Commitment

Unity Sports Collective CIC will:

- Provide safe and suitable activities, venues, and equipment
- Assess and manage risks appropriately
- Promote the health, safety, and wellbeing of all participants
- Ensure safeguarding and welfare considerations are prioritised
- Provide appropriate supervision during activities
- Maintain clear emergency and reporting procedures
- Ensure staff and volunteers understand their responsibilities
- Review health and safety arrangements regularly

3. Responsibilities

Director / Management Responsibilities

The Director and management team are responsible for:

- Ensuring health and safety arrangements are implemented
- Monitoring risks associated with activities and venues
- Ensuring appropriate insurance is in place
- Ensuring staff and volunteers are suitably trained and supervised
- Ensuring accidents, incidents, and concerns are recorded and responded to appropriately
- Reviewing this policy annually

Staff and Volunteer Responsibilities

All staff, coaches, and volunteers must:

- Take reasonable care of themselves and others
- Follow health and safety procedures at all times
- Report hazards, accidents, concerns, or unsafe behaviour immediately
- Use equipment safely and appropriately
- Maintain professional boundaries and safe practice
- Support a positive and respectful environment

Participants Responsibilities

Children and young people participating in activities are expected to:

- Follow instructions from staff and coaches
- Respect others and equipment
- Behave safely and appropriately
- Report injuries or concerns to staff

4. Risk Assessments

Unity Sports Collective CIC will carry out appropriate risk assessments for activities, venues, and events.

Risk assessments may include:

- Sports activities
- Venue safety
- Trips and outings
- Weather conditions
- Equipment use
- Safeguarding risks
- Medical needs

- Emergency situations

Risk assessments will be reviewed regularly and updated where necessary.

5. First Aid and Medical Needs

- A suitably stocked first aid kit will be available during activities.
- At least one responsible adult will know how to access emergency services.
- Emergency contact details and relevant medical information will be collected where appropriate.
- Staff will respond appropriately to injuries, accidents, or medical concerns.
- Serious incidents will be recorded and reported as necessary.

In the event of a medical emergency:

- Emergency services will be contacted immediately
- Parents/carers will be informed as soon as possible
- Incident records will be completed

6. Accident and Incident Reporting

All accidents, injuries, incidents, and near misses must be reported to the designated lead and recorded appropriately.

Records should include:

- Date and time
- Names of those involved
- Description of incident
- Action taken
- Any follow-up required

Serious incidents may be referred to relevant authorities where appropriate.

7. Safeguarding and Welfare

Health and safety procedures operate alongside the organisation's Safeguarding Policy.

Any safeguarding concerns identified during activities must be reported immediately to the Designated Safeguarding Lead (DSL).

Unity Sports Collective CIC recognises that emotional wellbeing and psychological safety are important aspects of maintaining a safe environment.

8. Equipment and Facilities

Unity Sports Collective CIC will:

- Use equipment that is safe and suitable for intended activities
- Carry out basic visual checks before activities
- Remove damaged or unsafe equipment from use
- Ensure facilities used are appropriate and safe for delivery

Participants are expected to use equipment responsibly and follow instructions from staff.

9. Fire Safety and Emergencies

Staff and volunteers will:

- Familiarise themselves with emergency exits and procedures
- Ensure participants understand emergency instructions where appropriate
- Contact emergency services when necessary
- Evacuate venues safely in the event of emergency

Emergency contact information will be accessible during activities.

10. Trips and Off-Site Activities

Additional safety planning will be undertaken for trips and external activities.

This may include:

- Venue checks
- Appropriate staffing ratios
- Emergency contact arrangements
- Travel safety planning
- Parental consent where required

11. Lone Working

Where staff or volunteers are working alone:

- Appropriate safety measures must be followed
- Staff should avoid situations where they are alone with a child where possible
- Communication arrangements should be in place

12. Hygiene and Infection Control

Unity Sports Collective CIC will promote good hygiene practices, including:

- Access to handwashing or sanitising facilities where possible
- Safe handling of food and refreshments
- Appropriate cleaning of shared equipment where required
- Encouraging participants not to attend when seriously unwell

13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Significant incidents occur
- Organisational changes require updates

14. Adoption of Policy

Carlos Lerma
Founder/Director
Unity Sports Collective (USC)

Adopted on:	June 2025
Review on:	June 2026