



The Swans Community Partnership – Health and Safety Policy

1. Policy Statement:

The Swans Community Partnership (the “Organisation”) is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for all employees, volunteers, young people, participants, contractors and any other persons who may be affected by our activities. This commitment applies to all of our programmes and services including community sport sessions, youth development / alternative provision, health & wellbeing initiatives, workforce development and any other associated activities.

We recognise that the nature of our work — coaching, movement sessions, youth engagement, outreach, volunteering, venues within community settings — carries specific risks. We will ensure that these risks are identified, assessed and managed; that safe systems are in place; that equipment, venues and staffing are appropriate; and that staff, volunteers and participants are aware of their responsibilities.

We expect all those involved with the Organisation to play a part in maintaining a safe environment: management, staff, coaches, volunteers, partners and participants alike.

This policy will be reviewed at regular intervals and after any significant change to the Organisation’s activities, venues or after any serious incident or near-miss.

2. Aims and Objectives:

The aims of this policy are to:

- Protect the health, safety and welfare of all staff, volunteers, participants (including children and young people), partners and visitors.
- Ensure compliance with relevant health & safety legislation, statutory regulations and good practice guidance (including for sport / leisure providers, youth work and community organisations).



- Provide clear roles, responsibilities and lines of accountability for health, safety and welfare.
- Ensure that risks are identified, assessed and appropriate controls are in place across all strands of our work.
- Promote a positive safety culture: encouraging reporting of accidents, incidents and hazards; supporting training and ongoing awareness.
- Ensure that when delivering programmes in multiple contexts (e.g., schools, community venues, outdoors, alternative provision settings) we adopt venue-specific risk assessment and safety measures.
- Ensure that welfare (including mental health, wellbeing, safeguarding overlap) is integral to our approach.

3. Scope:

This policy applies to all aspects of the Organisation's work including:

- Community sport programmes (e.g., those for children, young people, and adults)
- Youth development / alternative provision and outreach work
- Health & wellbeing programmes (e.g., walking groups, coaching, fitness sessions)
- Workforce development (training, CPD for coaches / leaders / volunteers)
- Use of external venues (schools, community halls, pitches, outdoor locations) and our own controlled venues.
- Staff (paid and voluntary), participants, visitors, contractors and partner organisations.



4. Responsibilities:

- Overall accountability:
- The Directors retain ultimate responsibility for health & safety and welfare policy and performance.
- Health & Safety Lead - The Organisation has appointed a designated Health & Safety Lead who is responsible for oversight, advice and coordination of health & safety matters.
- **Health & Safety Lead:** Rosie Thurston 07703 022689
rosie@swanscommunitypartnership.co.uk
- The Health & Safety Lead is the first point of contact for health & safety queries, reporting of significant incidents, advice on risk assessment, and compliance with statutory reporting requirements.
- Day-to-day responsibility - The Directors (of the Organisation) are responsible for implementing this policy, ensuring risk assessments are carried out, training is delivered, resources made available, audits / reviews undertaken.
- Lead Coaches are responsible for ensuring that within their programmes: risk assessments are up to date; safe systems are followed; equipment is safe; coaches and volunteers are competent; incidents and hazards are reported.
- Coaches / Volunteers: everyone delivering sessions must familiarise themselves with this policy, follow safe working practices, assist in risk assessments where necessary, report hazards, accidents, incidents, near-misses and ensure participants are supervised and safe.



- Contractors / Partner Venues: when we hire or use external venues or engage contractors, we must satisfy ourselves that the venue / contractor has appropriate health & safety arrangements and liaise accordingly.
- All staff and volunteers: must take reasonable care of their own health & safety and that of others who may be affected by their actions; cooperate with the Organisation in implementing health & safety requirements.

5. Risk Assessment & Safe Systems of Work:

- Organisation will carry out and maintain risk assessments for all its activities and venues, including new and changing programmes (e.g., alternative provision sessions, walking groups, outdoor youth work, sport delivery).
- Risk assessments will identify hazards (e.g., slips / trips, equipment failure, weather / outdoor conditions, participant health, venue issues, COVID or infectious disease risks where applicable), assess the level of risk, and implement control measures to reduce risk to an acceptable level.
- Each session or programme must have a documented session-specific risk assessment that considers the venue, participants (age, ability, vulnerability), equipment, supervision, emergency arrangements, and any external factors (weather, local hazards).
- Risk assessments and session planning must take account of the medical, physical, emotional and behavioural needs of participants, including but not limited to:
 - Medical conditions (e.g., asthma, epilepsy, diabetes, allergies).
 - Physical or learning disabilities.
 - Neurodiversity.
 - Behavioural needs or known triggers.
 - Mental health or emotional wellbeing considerations.



- Relevant information should be obtained (with consent where appropriate), recorded securely, shared on a need-to-know basis, and used to inform session design, staffing ratios, supervision, emergency planning and reasonable adjustments.
- Safe systems of work will be designed and communicated accordingly (for example: venue check procedure; equipment check; coach briefing; participant health disclosures; supervision ratios; first aid arrangements; emergency evacuation procedures).
- Where work involves off-site or community settings (parks, streets, outreach), additional controls apply (e.g., lone worker policy, mobile phone, check-in / out, adverse weather, lighting, traffic hazards, safeguarding awareness).
- Risk assessments will be reviewed periodically (at least annually) and after any incident, near-miss or change in circumstances (new venue, different participants, new equipment).

6. Equipment, Venues & Maintenance:

- All equipment used by the Organisation (sports equipment, training aids, first-aid kits, any hire equipment) must be suitable, fit for purpose, maintained and, where necessary, inspected in accordance with manufacturer's guidance and good practice.
- Coaches / Programme Managers must carry out a pre-session equipment check (e.g., goals, nets, training cones / poles, floor surfaces, walking group terrain). Any defects must be removed from use and reported.
- Venue suitability: Before using any venue (indoor or outdoor) the Organisation must ensure the venue is safe, has suitable access / egress, lighting, surfaces, emergency exits, first-aid facilities, fire safety, toilets, changing areas (where relevant).



- For outdoor sessions, consideration must be given to weather, lighting, ground surface, hazards (traffic, animals, public access), supervision and participant clothing / footwear.
- Maintenance: The Organisation will maintain records of checks, inspections and any remedial actions for equipment and venues.
- Contractors and venue owners: when we engage external venues / contractors we will verify that they comply with their responsibilities (e.g., public liability insurance, venue risk assessment, maintenance of equipment).
- Hazardous Substances (COSHH): Where hazardous substances are used (e.g., cleaning products, disinfectants, fuels, chemicals, aerosols or substances used in venue maintenance), the Organisation will comply with the Control of Substances Hazardous to Health (COSHH) Regulations.
 - This includes:
 - Identifying hazardous substances.
 - Carrying out COSHH risk assessments where required.
 - Ensuring safe storage, handling and disposal.
 - Providing appropriate information, instruction and training to staff and volunteers.
 - Using suitable personal protective equipment (PPE) where necessary.

7. Supervision, Staffing & Training:

- The Organisation will ensure that coaches and volunteers are appropriately qualified, experienced and competent for their duties (including first aid, safeguarding, specific coaching qualifications) and that they understand the health & safety requirements of their role.
- A staffing and supervision policy will set minimum supervision / coach-to-participant ratios appropriate to age, ability, vulnerability of participants, nature of activity and venue.



- Induction: All new coaches / volunteers must receive an induction covering this Health, Safety & Welfare Policy, venue procedures, emergency procedures, reporting of incidents / hazards, first-aid arrangements, and the culture of safety.
- Continuous Professional Development: The Organisation will ensure that staff / volunteers receive refresher training (e.g., first aid, risk assessment, safeguarding, venue-specific hazards) and maintain records.
- The Organisation will promote a culture of safety: coaches / volunteers are encouraged to speak up about hazards, near-misses, improvements and are supported to do so without fear of blame.

8. First Aid, Accident & Incident Reporting:

- The Organisation will ensure that adequate first aid arrangements are in place for each session / programme which consider the venue (on-site / off-site / outdoor), nature of participants (children, adults, participants with additional needs), and number of participants. This includes trained first aiders, first aid kits, access to communication (mobile phone), and arrangements for contacting emergency services.
- Accident / Incident / near-miss Reporting:
- All accidents, injuries, illnesses or near-misses occurring in connection with the Organisation's activities must be reported, recorded and investigated appropriately.
- Records must include date / time, venue, activity, persons involved, description of what happened, cause(s), action taken, and any further action required.



- Significant incidents (e.g., major injury, repeated incidents, serious near-miss) must be reviewed by senior management and may trigger policy review and additional controls.
- Monitoring: trends and patterns of accidents / incidents will be analysed to identify underlying risks and inform preventive action.
- Statutory Reporting (RIDDOR): The Organisation will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Certain serious accidents, injuries, dangerous occurrences or work-related illnesses must be reported to the relevant enforcing authority within the required timescales.
- The Health & Safety Lead is responsible for determining whether an incident is reportable under RIDDOR and for ensuring that reports are made and recorded appropriately.
- Emergency Procedures: For each venue / session, the coach / lead must know the emergency evacuation / escape routes, the location of first aid facilities, how to contact emergency services, and how to call for backup (e.g., from office / management). Where outdoor or remote settings are used, contingency plans must exist (e.g., extreme weather, participant collapse, serious injury, transport to hospital).

9. Welfare, Wellbeing & Safeguarding:

- Welfare is integral to health & safety. Coaches / volunteers must be alert to participant wellbeing (including mental health, emotional wellbeing, fatigue, hydration / heat, young people's vulnerabilities) and refer / signpost issues appropriately.



- Safeguarding: The Organisation already has a Safeguarding Policy. The health & safety arrangements must align with the safeguarding requirements (e.g., supervision, staff competency, venue safety, participant vulnerability). Swans Community
- Equality, Diversity & Inclusion: The Organisation will ensure that health & safety arrangements are inclusive and take account of participants' varied needs (age, disability, additional support, cultural background).
- Stress, Fatigue and Wellbeing of Staff / Volunteers: The Organisation recognises that staff / volunteers' wellbeing impacts safety. Arrangements will include manageable workloads, rest breaks, peer / manager support, training on mental health awareness, and clear escalation of concerns.
- Individual Needs and Behaviour Management - Coaches and volunteers must be aware of, and respond appropriately to, individual medical and behavioural needs.
 - This includes:
 - Making reasonable adjustments to activities.
 - Using inclusive and trauma-informed approaches.
 - De-escalation strategies where behaviour may present risk.
 - Knowing when to pause or adapt activity to protect safety and welfare.
 - Where behaviour presents a risk to the individual or others, this must be reflected in risk assessments and managed in line with safeguarding procedures and agreed behaviour plans.

10. External / Outreach, Alternative Provision & Community Settings:

- Because the Organisation works in various environments (schools, community halls, outdoor walking groups, alternative provision, referral programmes) the following additional considerations apply:
 - For alternative provision and outreach work (which may involve off-site venues, young people at risk, detached sessions) extra risk controls must be in place: lone-worker protocols, mobile phone check-in / out, venue -



- checks, adverse weather / lighting / traffic hazards, participant risk assessment (vulnerability, behaviour), and partner agency liaison.
- For walking groups, outdoor health & wellbeing sessions, consider terrain, weather conditions, clothing / footwear advice to participants, visibility (if dark / low light), traffic / road crossing, first-aid / communication.
- For school / venue-based sessions (e.g., within a school hall or pitch), liaise with venue management re emergency procedures, equipment safety, access / egress, other users of the facility.
- Wherever partners / contractors are used (e.g., venue hire, external coaches), ensure their health & safety arrangements are verified (insurance, risk assessments, staff competence).
- For multi-agency referrals (e.g., youth at risk, sports for change programmes) ensure that project design includes health & safety considerations (transport, home-to-venue supervision, off-site visits, break-out spaces, safeguarding link).

11. Monitoring, Audit & Review:

- The Organisation will monitor health & safety performance through:
- Regular session / venue checks and audits.
- Review of accidents / incidents and near-misses and implementing improvements.
- Annual review of this policy and associated procedures, or sooner if needed (e.g., change in legislation, venue, activity).
- The Organisation will maintain a health & safety register / log of hazards, remedial actions taken, training records, equipment checks, first-aid / incident records.
- The Directors will receive periodic reports (e.g., quarterly or termly) on health & safety performance (incidents, trends, training, major risks) and will determine resource allocation as required.



- Partner and venue health & safety arrangements will also be reviewed and monitored.
- Feedback from staff / volunteers and participants will be encouraged to identify potential safety improvements.

12. Review of Policy:

This Health, Safety & Welfare Policy will be reviewed at least annually and in the event of significant change in the Organisation's activities, venues, or after any major accident t /incident. The next scheduled review is 01st November 2026. Anyone who becomes aware of a change which may impact this policy or associated procedures is required to notify the Director of Operations immediately.

This policy approved by: Board of Directors of The Swans Community Partnership: (*Caroline Moran, James Badham & Rosie Thurston*)

Policy Review Date: 11/11/2026

Next Review date: 01/11/2026