YOUTH FOUNDATION ACADEMY

Health & Safety Policy

Covering all staff, coaches, volunteers, visitors, and participants

Doc Ref	Version	Review Cycle	Status
YFA-HS-001	1.0	Annual	Active

1. Policy Statement

Youth Foundation Academy is committed to providing and maintaining a safe, healthy, and secure environment for all persons on our premises or participating in our activities. This includes staff, coaches, volunteers, trustees, contractors, visitors, young people, and members of the public.

The Academy acknowledges its legal duty under the Health and Safety at Work etc. Act 1974 and all associated regulations, and will take all reasonably practicable steps to prevent accidents, illness, and injury. Health and safety is a shared responsibility and everyone associated with the Academy has a role to play.

Our Commitment

We will provide a safe working and activity environment; assess and manage risks; provide appropriate training and equipment; consult with staff on health and safety matters; and review this policy regularly to ensure it remains current and effective.

2. Legal Framework

This policy has been developed in accordance with the following key legislation and guidance:

Legislation / Guidance	Key Requirement
Health and Safety at Work etc. Act 1974	Overarching duty to ensure the health, safety and welfare of all persons at work and affected by work activities.
Management of Health and Safety at Work Regulations 1999	Duty to carry out suitable and sufficient risk assessments and implement appropriate control measures.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Duty to report and record specified workplace injuries, occupational diseases, and dangerous occurrences.
Health and Safety (First Aid) Regulations 1981	Duty to provide adequate first aid equipment, facilities, and trained personnel.
Fire Safety Order 2005 (Regulatory Reform)	Duty to carry out fire risk assessments and implement appropriate fire safety measures.
Manual Handling Operations Regulations 1992	Duty to avoid, assess, and reduce risks from manual handling tasks.
Control of Substances Hazardous to Health (COSHH) Regulations 2002	Duty to assess and control exposure to hazardous substances.

3. Roles & Responsibilities

Health and safety is everyone's responsibility. The following responsibilities apply to each group:

#	Role	Key Responsibilities
P	Principal / CEO	Ultimate legal responsibility for health and safety. Ensures adequate resources, systems, and training are in place. Approves this policy and all risk assessments. Reviews incidents and lessons learned.
H	H&S Lead	Day-to-day management of health and safety. Maintains risk assessment register. Coordinates inspections, training, and reporting. First point of contact for H&S queries.
S	All Staff & Coaches	Follow all health and safety procedures. Report hazards, near-misses, and incidents promptly. Participate in training. Ensure participants are supervised and environments are safe before sessions begin.
V	Volunteers	Follow all instructions from staff. Report any hazards or concerns immediately. Do not undertake tasks they have not been trained or authorised to do.
C	Contractors & Visitors	Comply with all Academy health and safety rules while on-site. Sign in and out. Carry out their work safely and report any hazards they identify.
P	Participants	Follow all safety instructions given by staff. Report any concerns or injuries. Behave in a way that does not endanger themselves or others.

4. Risk Assessment

Risk assessments are a legal requirement and a fundamental component of our health and safety management. The Academy will ensure that:

- A written risk assessment is completed before any new activity, session, event, or off-site trip is introduced.
- Risk assessments are reviewed at least annually, or immediately following any incident or significant change.
- All staff, coaches, and volunteers are made aware of relevant risk assessments before carrying out activities.
- Risk assessments are maintained in a central register, accessible to all relevant staff.
- Specific risk assessments are in place for: sports activities, off-site visits, use of equipment and facilities, manual handling, and activities involving vulnerable participants.

Off-Site Activities & Trips

A dedicated risk assessment must be completed for every off-site trip or external activity, regardless of duration. This must be reviewed and signed off by the H&S Lead or Principal before departure. Appropriate adult-to-participant ratios must always be maintained.

5. Accident, Incident & Near-Miss Reporting

All accidents, incidents, and near-misses must be reported, recorded, and investigated, regardless of severity. This enables the Academy to identify hazards, prevent recurrence, and meet its legal reporting obligations.

5.1 What Must Be Reported

- Any injury to a staff member, volunteer, coach, participant, visitor, or contractor on Academy premises or during Academy activities.
- Any dangerous occurrence or near-miss, an event that did not cause injury but had the potential to do so.
- Any damage to property or equipment arising from an incident.
- Any incident of violence, aggression, or threatening behaviour.

5.2 How to Report

- Report the incident verbally to your line manager or H&S Lead immediately.
- Complete an Accident / Incident Report Form as soon as possible after the event on the same day where practicable.
- Forms are held by the H&S Lead and the Academy office. Completed forms must be submitted to the H&S Lead.
- For serious incidents, injuries, or dangerous occurrences that meet the threshold under RIDDOR, the H&S Lead will make a statutory report to the Health and Safety Executive (HSE) within the required timescale.

RIDDOR Reportable Event	Who Reports	Timescale
Death of any person arising from a work-related incident	H&S Lead / Principal	Without delay
Specified serious injury to a worker (e.g. fracture, amputation, loss of sight)	H&S Lead	Without delay
Over-7-day incapacitation of a worker	H&S Lead	Within 15 days
Injury to a non-worker requiring hospital treatment	H&S Lead	Within 10 days
Dangerous occurrence (near-miss of serious potential)	H&S Lead	Without delay

6. First Aid

- The Academy will ensure a sufficient number of trained first aiders are available at all times during activities and sessions. The minimum is one appointed first aider per session.
- First aid kits are maintained and stored in accessible, clearly labelled locations throughout the premises. Kits are checked and replenished monthly.
- All staff and coaches must know the location of first aid kits and the names and contact details of trained first aiders.
- In the event of a serious injury, call 999 immediately. Do not move a seriously injured person unless they are in immediate danger.
- All first aid administered must be recorded in the First Aid Record Book, held by the H&S Lead.

Role	Name	Contact / Location
Lead First Aider	_____	_____
Deputy First Aider	_____	_____
First Aid Kit (Main)		_____
Defibrillator (AED)		_____

7. Fire Safety & Emergency Evacuation

- A fire risk assessment is conducted annually and reviewed following any structural changes to the premises.
- Fire exits, escape routes, and assembly points are clearly marked and kept free from obstruction at all times.
- Fire alarms are tested weekly; evacuation drills are conducted at least twice per year for all occupants.
- All staff and volunteers must know the fire evacuation procedure, the location of fire extinguishers, and the assembly point before commencing any session.
- In the event of a fire alarm: evacuate calmly and immediately, do not use lifts, ensure all participants are accounted for at the assembly point, and call 999.
- A record of all fire drills, alarm tests, and equipment checks is maintained by the H&S Lead.

Emergency Assembly Point

Assembly Point Location: _____. The H&S Lead or most senior person on site is responsible for taking a headcount at the assembly point and liaising with emergency services.

8. Premises & Equipment Safety

- All premises used by the Academy are subject to a regular safety inspection at minimum termly, and before each new block of activities.
- Sports equipment, machinery, and facilities are inspected before each use. Defective equipment must be taken out of service, labelled, and reported to the H&S Lead immediately.
- Manual handling of heavy equipment must be carried out safely and, where possible, using mechanical aids. Staff must not lift loads that could cause injury.
- Hazardous substances (e.g. cleaning products) must be stored securely, used only by trained individuals, and handled in accordance with COSHH assessments.
- Electrical equipment is subject to regular Portable Appliance Testing (PAT). Damaged electrical equipment must be taken out of use immediately and reported.
- All communal and outdoor areas must be checked for hazards (wet surfaces, obstructions, lighting faults) before sessions begin.

9. Health, Wellbeing & Occupational Health

The Academy recognises that the physical and mental wellbeing of its staff, coaches, and volunteers directly affects the quality and safety of provision. We are committed to:

- Ensuring workloads are manageable and that staff are not placed under unreasonable pressure.
- Providing access to an Employee Assistance Programme (EAP) or equivalent wellbeing support service for all staff.
- Conducting return-to-work conversations following any period of sickness absence, to provide appropriate support.
- Taking prompt and supportive action where stress, burnout, or mental health concerns are identified.
- Ensuring that any staff member unfit to carry out their duties safely (whether due to illness, fatigue, or any other reason) is not expected to do so.
- Encouraging staff to report concerns about their own health and safety or that of their colleagues without fear of judgement.

10. Specific Activity & Sports Safety

All sports and physical activities carry an inherent degree of risk. The Academy will manage these risks through the following measures:

- A specific risk assessment is in place for every sport or physical activity delivered by the Academy.
- Coaches and session leads must complete a visual safety check of all activity areas and equipment before each session.
- Appropriate warm-up and cool-down routines must be incorporated into every physical activity session.
- Participants with known medical conditions (e.g. asthma, epilepsy, heart conditions, allergies) must be identified in advance and appropriate arrangements put in place, including access to relevant medication (e.g. inhalers, EpiPens).
- Appropriate and well-maintained personal protective equipment (PPE) must be provided and used where required (e.g. shin pads, helmets, gloves).
- No participant will be pressured to take part in any activity they are not physically or emotionally ready for.
- Adequate supervision ratios must be maintained at all times, see the Academy's Supervision Ratios guidance for details.

11. Visitors, Contractors & External Partners

- All visitors and contractors must sign in at reception upon arrival and sign out on departure.
- Visitors must be escorted by a member of staff at all times on Academy premises unless prior arrangements have been made.
- Contractors carrying out work on-site must provide evidence of their own health and safety policy and relevant risk assessments before work commences.
- The Academy will communicate relevant site-specific hazards and emergency procedures to all contractors before work begins.
- Any contractor found to be working in an unsafe manner must be instructed to cease work immediately and the H&S Lead notified.

12. Health & Safety Training

Appropriate health and safety training is a requirement for all staff, coaches, and volunteers. The Academy will ensure:

Training	Who	Frequency
Health & Safety Induction	All new staff, coaches, volunteers	At commencement
First Aid at Work (or equivalent)	Designated first aiders	Every 3 years (+ annual refresher)
Fire Safety Awareness & Evacuation Drill	All staff, coaches, volunteers	Annually (drill minimum twice/year)
Risk Assessment Training	H&S Lead, coaches, session leads	At appointment, reviewed annually
Manual Handling	All staff involved in moving equipment	At induction; refresher every 3 years
Activity / Sport-Specific Safety	Relevant coaches and session leads	At appointment; updated as required

Training records must be maintained by the H&S Lead and retained as part of each individual's personnel file.

13. Monitoring, Audit & Review

- The H&S Lead will conduct a formal health and safety inspection of all premises and activities at least termly, with findings reported to the Principal.
- This policy will be reviewed annually, or sooner following any significant incident, change in legislation, or organisational change.
- All accidents, incidents, and near-misses will be analysed to identify trends and implement preventive measures.
- The Academy's health and safety performance will be reported to the Board of Trustees as part of the regular governance reporting cycle.

14. Policy Approval & Review Record

Last Reviewed	Approved By	Signature	Next Review
_____	_____	_____	_____

15. Staff Acknowledgement

All staff, coaches, and volunteers are required to sign below to confirm they have read, understood, and will comply with this Health & Safety Policy.

Full Name	Role	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional signature sheets are available from the H&S Lead.