



**SPORTING
CHANCES
GROUP**

ENCOURAGING
EXCELLENCE,
NURTURING
TALENT!

HEALTH & SAFETY POLICY

This policy is reviewed annually and is in accordance with:

- Health and Safety at Work Act 1974 (HSWA)
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Electricity at Work Regulations 1989
- Regulatory Reform (Fire Safety) Order 2005

For further reference, refer to individual provisions' Health and Safety and COSHH Policies

Lead	Emma Marshall
Last Reviewed	September-2025
Next Review Date	September-2026

To be reviewed **annually**.

This policy is enforced across **all** Sporting Chances Group provisions.





CONTENTS

1. Statement of General Policy	4
2. Management Organisation & Arrangements	4
3. Management Responsibilities	5
Director	5
Senior Managers	5
Safety Officer	5
Responsibilities for Specific Workplaces	6
4. Health & Safety Management Process	6
5. Health, Safety & Welfare Guidelines	7
6. Identification of Health & Safety Hazards	8
Annual Audit & Regular Risk Assessments	8
7. Safety Representatives	9
8. Training	10
9. Records, Statistics & Monitoring	10
10. Reports to the Health & Safety Executive	11
11. Specialist Advisory Bodies	11
12. The Occupational Health Service	11
13. First Aid	12
14. Fire	12
15. Condemnation & Disposal of Equipment	12
16. Food Hygiene	13
17. Lifting & Handling	13
18. Non-Smoking on SCG Premises	13



19. Control of Substances Hazardous to Health	14
20. Computer Installations & Visual Display Units	14
21. Control of Working Time	14
22. Health & Safety & the Individual Employee	15
23. People Working on SCG Premises Not Employed By SCG	15
24. Visitors & Members of the Public	16
25. Contractors	16
26. Safeguarding, Student Welfare & Behaviour	17
27. Use of Reasonable Force & Positive Handling	17
28. Off-Site Provisions & Vocational Spaces	18
29. Medical Needs & Mental Health	18
30. Lone Working	19
31. Transport & Taxis	19



1. STATEMENT OF GENERAL POLICY

Sporting Chances Group (SCG) fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. SCG requires its Director to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION & ARRANGEMENTS

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.



3. MANAGEMENT RESPONSIBILITIES

DIRECTOR

The Director - David Johnson - has overall responsibility for the implementation of SCG's policy. In particular, he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

SENIOR MANAGERS

These managers are wholly accountable to the Director for the implementation and monitoring of the policy within the area of their specified responsibility.

SAFETY OFFICER

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- the production and maintenance of SCG's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Director, as SCG's formal link with the Health and Safety Executive, Environmental Health Department and other external agencies; and
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within SCG.



RESPONSIBILITIES FOR SPECIFIC WORKPLACES

Workplace	Senior Manager
Creative Hair & Lashes	Emma Marshall
SC Football Academy	David Johnson
SC Mini	David Johnson
SC Outreach	David Johnson
SC Surrey	Emma Marshall

4. HEALTH & SAFETY MANAGEMENT PROCESS

SCG believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within SCG. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

SCG requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action, and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.



5. HEALTH, SAFETY & WELFARE GUIDELINES

It is the policy of SCG to require departmental managers to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

The model contents of a guideline are:

- A clear statement of the role of the department
- Regulations governing the work of the department
- Clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals
- Information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid
- Training standards
- The role and identity of the Health and Safety Representative
- Names of specialist advisers who can be approached about the work of the department
- The manager responsible for organisation and control of work
- Accident reporting procedures
- Departmental safety rules
- Fire procedures
- Policies agreed by SCG



6. IDENTIFICATION OF HEALTH & SAFETY HAZARDS

ANNUAL AUDIT & REGULAR RISK ASSESSMENTS

It is the policy of SCG to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'.

The Audit requires review of:

- Standards laid down in the policy
- Departmental guidelines
- Relevant regulations
- Environmental factors
- Staff attitudes
- Staff instructions
- Methods of work
- Contingency plans
- Recording and provision of information about accidents and hazards, and the assessment of risk

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to



check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; **that is follow the 5 steps:**

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

7. SAFETY REPRESENTATIVES

SCG will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.



8. TRAINING

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules; and
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

9. RECORDS, STATISTICS & MONITORING

SCG will operate systems for recording, analysis, and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive.



10. REPORTS TO THE HEALTH & SAFETY EXECUTIVE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Safety Officer.

11. SPECIALIST ADVISORY BODIES

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside SCG.

12. THE OCCUPATIONAL HEALTH SERVICE

It is the policy of SCG to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.



13. FIRST AID

It is the policy of SCG to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1981). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

14. FIRE

The Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all SCG premises. The Director delegates these responsibilities to the Senior Managers.

In addition, SCG will nominate a Fire Officer (this may be the Safety Officer or someone external to SCG), as per The Regulatory Reform (Fire Safety) Order 2005, **who will:**

- Report and advise on the standard of fire safety in the SC Group's premises and the standard of fire training of its staff
- Undertake overall responsibility for fire training
- Assist in the investigation of all fires on SCG's premises and to submit reports of such incidents.

15. CONDEMNATION & DISPOSAL OF EQUIPMENT

Procedures for the condemnation and disposal of equipment are set out in SCG's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Safety Officer.



16. FOOD HYGIENE

Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

17. LIFTING & HANDLING

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

18. NON-SMOKING ON SCG PREMISES

SCG has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on SCG premises are available from Head Office. These rules also extend to e-cigarettes/vaping.



19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations (COSHH) require SCG to identify those substances which are in use, and which are hazardous to health (as legally defined) and to assess the risk of those substances. The SCG must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction, and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

20. COMPUTER INSTALLATIONS & VISUAL DISPLAY UNITS

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

21. CONTROL OF WORKING TIME

SCG is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.



22. HEALTH & SAFETY & THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with SCG for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

23. PEOPLE WORKING ON SCG PREMISES NOT EMPLOYED BY SCG

Persons working on SCG premises who are employed by other organisations are expected to follow SCG Health and Safety Policies with regard to the safety of SCG employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.



24. VISITORS & MEMBERS OF THE PUBLIC

SCG wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to SCG establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

25. CONTRACTORS

SCG wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in SCG's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe SCG's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a SCG Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. SCG's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.



26. SAFEGUARDING, STUDENT WELFARE & BEHAVIOUR

SCG recognises that Health and Safety is inextricably linked to Safeguarding.

- **26.1 Contextual Safeguarding:**

SCG operates in accordance with **Keeping Children Safe in Education (KCSIE)**. Health and Safety audits will include contextual risks that may affect student welfare both on and off-site.

- **26.2 Absconding/Missing Students:**

If a student leaves the premises without authorisation, this is treated as a high-priority Health and Safety incident. Staff must follow the Missing Student Protocol, which includes immediate notification of senior management, parents/carers, and, where necessary, the Police.

- **26.3 Physical Safety & Anti-Bullying:**

The Safety Officer will work alongside the Safeguarding Lead to ensure the physical environment minimises opportunities for bullying or peer-on-peer abuse.

27. USE OF REASONABLE FORCE & POSITIVE HANDLING

- **27.1 Legal Framework:**

Under Section 93 of the Education and Inspections Act 2006, it states that staff may use reasonable force to prevent students from hurting themselves or others, committing an offence, or damaging property. As a last resort, trained SCG staff will use reasonable force to protect the child(ren) and staff from harm.

- **27.2 Training:**

Staff working with students will receive accredited training, such as Team Teach.

- **27.3 Reporting:**

All incidents involving the use of force must be recorded in a dedicated book or on CPOMS, the secure digital log. Parents must be notified of the incident on the same day.



28. OFF-SITE PROVISIONS & VOCATIONAL SPACES

- **28.1 Provider Vetting:**

Before utilising external “alternative” partners (e.g., farms, mechanics, gyms), SCG will conduct a due diligence check of the provider’s Health & Safety policy, risk assessments, and Public Liability Insurance.

- **28.2 Educational Visits:**

All off-site and outreach trips must have a formal **Risk Assessment** approved by the DSL who is also the educational visits co-ordinator (EVC) in line with OEAP National Guidance.

- **28.3 Specialised Classrooms:**

Areas such as kitchens and art rooms must have specific local rules for the storage and use of **sharps (knives)** and any power tools, particularly when students are completing the vocational AQA courses. More specifically, the glue used at Creative Hair and Lashes, as well as items such as tweezers, tongs etc, must be inventoried and secured daily.

29. MEDICAL NEEDS & MENTAL HEALTH

- **29.1 Medication Management:**

SCG follows DfE guidance on **Supporting Pupils with Medical Conditions**. All medications (e.g., ADHD medication, inhalers) must be stored in a locked cabinet. Administration must be witnessed and logged. Medical content forms must be signed by someone with parental responsibility giving SCG consent to administer prescribed medication to the strict guidelines specified by them.

- **29.2 Ligature Risk:**

Annual audits will include a specific **Ligature Risk Assessment** for private spaces (toilets, 1-to-1 rooms) to ensure student safety particularly as SCG support a number of children with SEMH.

- **29.3 Staff Wellbeing:**

SCG recognises the risk of vicarious trauma. Management will provide regular 1-to-1 and group supervision and access to mental health support for staff dealing with high-intensity behaviours.



30. LONE WORKING

- **30.1 Risk Mitigation:**

Staff working 1-to-1 with students **must** ensure they are visible to other staff (e.g., through vision panels in doors) and have immediate access to a communication device (mobile or radio).

- **30.2 Home Visits:**

A log must be kept of all home visits, including an “expected return time.” Staff must follow a check-in/check-out procedure with the Head of Outreach and in their absence the DSL.

Reference should also be made to the Lone Working Document.

31. TRANSPORT & TAXIS

- **31.1 Vehicle Safety:**

Any vehicle used for transporting students must be maintained to MOT standards, and drivers must hold the appropriate license (D1) where required.

If SCG staff are transporting a child, they must hold business insurance and ensure the child is secure within the vehicle and that there are no distractions.

Taxi drivers must be selected by the home school or LA and have passed their vetting. Any concerns about a driver must immediately be reported in writing to the DSL.

- **31.2 Restraints:**

Staff must ensure all students use appropriate seatbelts or age-appropriate child restraints during transit.