



Health and Safety Policy for Elite SF Sport Sessions

1. Introduction

Elite SF is committed to ensuring the health, safety, and wellbeing of all participants in our sports sessions, including both coaches and children. This policy outlines the responsibilities and procedures to be followed to maintain a safe and secure environment during all sports activities.

This policy applies to all coaches, children, and parents involved in Elite SF sport sessions. The safety of participants is our top priority, and we are dedicated to preventing accidents and minimising risks through appropriate planning, training, and supervision.

2. Roles and Responsibilities

- **Coaches:**
 - Ensure that all sessions are conducted in a safe and secure environment.
 - Regularly inspect and maintain sports equipment.
 - Follow health and safety guidelines and emergency procedures.
 - Provide supervision and care for children at all times.
 - Have a first aider accessible to them, whether it is themselves or another coach or representative in a venue.
 - Report any accidents, injuries, or hazards to the relevant authorities or management immediately.
 - Ensure all participants are aware of safety protocols and procedures.
- **Children:**
 - Follow all instructions given by coaches.
 - Use sports equipment safely and appropriately.
 - Wear appropriate clothing and footwear for the session.
 - Immediately report any injuries, discomfort, or unsafe situations to the coach.
- **Parents/Guardians:**
 - Ensure children arrive in appropriate attire for the sport session.
 - Inform the coach of any relevant medical conditions, allergies, or concerns.
 - Ensure contact information is kept up to date in case of emergencies.

3. Health and Safety Procedures

- **Pre session Safety Check:**
 - Coaches will conduct a safety check of the venue and equipment prior to the start of each session to ensure they meet safety standards.
 - Any defective or damaged equipment will be removed from use until repaired or replaced.
- **Supervision:**
 - At least one coach will always be present, with a suitable ratio of adults to children (e.g. 1 coach per 8 - 15 children).
 - Coaches will ensure that children are actively supervised, especially during breaks and transitions between activities.
- **Emergency Procedures:**
 - Have a first aider accessible to them, whether it is themselves or another coach or representative in a venue.
 - Emergency contact information for all children must be collected and readily available during each session.
 - Clear procedures will be in place for managing medical emergencies, including how to contact emergency services, how to administer first aid, and the nearest medical facility.
 - A first aid kit will always be available during sessions.
 - A designated person will oversee safeguarding and child protection during each session.
- **First Aid and Injury Response:**
 - In the event of an injury, coaches will provide immediate first aid where necessary, and if the injury is serious, emergency services and parents will be contacted.
 - A record of any injuries and incidents will be kept for review and monitoring.
 - Children and coaches are encouraged to report any discomfort or health concerns before, during, or after a session.
- **Equipment Safety:**
 - All equipment will be checked before each session to ensure it is in good working condition.
 - Coaches will ensure that equipment is used properly and that children are educated on how to handle equipment safely.
 - Equipment will be age appropriate and tailored to the skill level of participants.

- **Weather Conditions:**

- Sessions will be adjusted as needed based on weather conditions (e.g. extreme heat, rain, or cold).
- Coaches will monitor the weather forecast and adjust training times or locations if necessary to protect participants' health.
- In hot weather, regular hydration breaks will be provided, and children will be encouraged to wear sunscreen in (UV 3 or above), hats, and light clothing.
- In cold weather, participants will be encouraged to wear appropriate layers to stay warm.

4. Risk Management

Elite SF Sport sessions aim to minimise risk through planning and effective supervision:

- **Hazard Identification and Risk Assessment:**

- All potential hazards will be identified and assessed before each session, including physical risks (e.g. equipment, surface conditions, weather) and behavioural risks (e.g. child conduct).
- Risks will be evaluated for their likelihood and severity, and appropriate control measures will be put in place to mitigate risks.

- **Accident Reporting and Investigation:**

- All accidents and near misses will be reported immediately to the designated health and safety officer.
- An investigation will be conducted to determine the cause of any incidents and prevent future occurrences.

5. Safeguarding and Child Protection

Elite SF prioritises safeguarding and child protection during all activities. The following measures are in place:

- **Safeguarding Policy:**

- All coaches will undergo background checks and safeguarding training.
- A designated safeguarding officer is assigned to oversee child protection during sessions.
- Coaches are trained in recognising signs of abuse and neglect and will act in accordance with safeguarding policies if they have any concerns.

- **Code of Conduct:**

- All coaches and children are expected to adhere to a clear code of conduct during sessions, which includes appropriate behaviour, respect for others, and maintaining a safe environment.
- **Parent/Guardian Communication:**
 - Parents and guardians are encouraged to communicate any concerns or special needs that children may have.
 - Children's medical histories, including any allergies or pre-existing conditions, must be shared with coaches for safety reasons.

6. Training and Development

Elite SF is committed to providing ongoing training for all Coaches to ensure they are up to date with health and safety regulations and best practices:

- **Coaches:**
 - All relevant coaches where needed will receive training in first aid, CPR, and emergency procedures.
 - Regular training on child safeguarding, risk assessment, and behaviour management will be provided.
- **Children:**
 - Children will be educated on the importance of safety and how to use sports equipment correctly.
 - Safety rules will be reinforced at the start of each session and whenever necessary.

7. Monitoring and Review

This policy will be reviewed regularly to ensure it remains effective and in line with current safety standards and regulations. Feedback from coaches, children, and parents will be used to improve practices and address any issues.

8. Conclusion

By following this Health and Safety Policy, Elite SF aims to provide a safe, enjoyable, and educational experience for all participants. The health, safety, and wellbeing of coaches and children are of utmost importance, and we are committed to creating a secure environment where everyone can thrive.

9. Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026