



## HEALTH & SAFETY POLICY

(November 2025)

Hartlepool Sportability Club (Charity No. 1057160)

Website: [www.hartlepoolsportabilityclub.co.uk](http://www.hartlepoolsportabilityclub.co.uk)

### INTRODUCTION

Hartlepool Sportability Club is committed to providing a safe and healthy environment for all members, volunteers, coaches, and visitors.

This policy sets out how the club will manage health and safety in all activities, ensuring the wellbeing of everyone who participates in or supports the club.

The club recognises its responsibilities under the **Health and Safety at Work Act 1974** and associated regulations, and aims to meet best practice standards for community sports and leisure organisations.

### POLICY STATEMENT

It is the policy of Hartlepool Sportability Club to:

- Prevent accidents and protect people from harm.
- Provide and maintain safe equipment and facilities.
- Ensure all activities are properly supervised by qualified and experienced coaches.
- Provide appropriate information, training, and guidance to volunteers and members.
- Promote awareness of health, safety, and wellbeing in all club activities.

Health and safety is a shared responsibility — everyone involved with the club must act with care and consideration for others.

### RESPONSIBILITIES

#### CLUB COMMITTEE

The Management Committee holds overall responsibility for health and safety within the club. This includes:

- Implementing this policy and reviewing it annually.

- Ensuring coaches and volunteers understand their responsibilities.
- Maintaining appropriate insurance cover.
- Carrying out regular risk assessments and addressing identified hazards.

## COACHES AND VOLUNTEERS

Coaches and volunteers are responsible for:

- Ensuring activities are safe and suitable for participants' abilities.
- Conducting visual checks of equipment and the venue before each session.
- Following emergency and first aid procedures.
- Reporting any hazards, incidents, or concerns to the committee immediately.

## MEMBERS

Members are expected to:

- Follow all safety instructions given by coaches and staff.
- Wear suitable clothing and footwear for activities.
- Inform the club of any relevant medical conditions or support needs.
- Report unsafe equipment or behaviour immediately.
- Treat the venue and equipment with care and respect.

## RISK ASSESSMENT

Regular **risk assessments** will be completed for all activities and events. These will identify potential hazards and specify control measures to minimise risk.

Assessments will be reviewed at least annually or after any incident, accident, or significant change to activities or venue use.

## FIRST AID AND MEDICAL SUPPORT

- A qualified **First Aider** will be present at every session.
- First aid kits are available within the Headland Sports Centre.
- All incidents requiring first aid will be recorded on an **Accident Form**.
- Emergency procedures will be clearly displayed and known to all volunteers.
- In the event of a serious incident, emergency services will be contacted immediately and the committee informed.

## EQUIPMENT AND FACILITIES

- All equipment will be regularly inspected for damage or wear.
- Any faulty or unsafe items must be reported and taken out of use immediately.
- The club will work closely with **Headland Sports Centre** to ensure the environment remains safe and accessible.
- Storage areas, exits, and access routes must be kept clear at all times.

## **FIRE SAFETY AND EMERGENCIES**

- Fire exits and evacuation routes must remain unobstructed.
- Members should familiarise themselves with fire procedures at the venue.
- In an emergency, follow instructions from staff and designated fire wardens.
- A roll call will be taken at the assembly point following an evacuation.

## **ACCIDENT REPORTING**

- All accidents, incidents, or near misses must be reported to a committee member or the session coach immediately.
- Details must be recorded in the Accident Book held at the venue.
- Serious incidents will be reviewed by the committee to determine if further action or policy changes are required.

## **INSURANCE**

Hartlepool Sportability Club maintains appropriate **public liability** and **personal accident insurance** to cover all registered members, volunteers, and activities. Evidence of insurance is available upon request.

## **REVIEW AND MONITORING**

This policy will be reviewed annually by the Management Committee, or sooner if:

- There are changes in legislation or best practice.
- There is a significant incident or accident.
- New activities or equipment are introduced.

Updates will be communicated to all members and volunteers.

## **CONTACT FOR HEALTH AND SAFETY MATTERS**

**Hartlepool Sportability Club**

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