NEWHAM SPORTS CLUB
PROGRESSIO CUM POPULO

HEALTH & SAFETY

POLICY

ADOPTED	NEXT REVIEW	OWNER
01/09/2026	September 2027	Newham Sports Club Board

01 POLICY STATEMENT

Newham Sports Club is committed to:

- Providing adequate control of health and safety risks arising from our activities
- Consulting with staff, coaches and volunteers on matters affecting their health and safety
- Providing and maintaining safe equipment and playing surfaces
- Ensuring safe handling of any substances used (e.g. cleaning products, first aid supplies)
- Providing information, instruction, and supervision appropriate to each role
- Ensuring everyone delivering NSC activity is competent to do so, with adequate training
- Preventing accidents and work-related ill health
- Reviewing and revising this policy at regular intervals

02 RESPONSIBILITY FOR HEALTH & SAFETY

LEVEL	HELD BY
Overall and final responsibility	Naser Mohamed, Director
Day-to-day responsibility for putting this policy into practice	Programme Lead on duty at each session (Naser Mohamed or delegated Lead Adult)
Risk assessments	Naser Mohamed, reviewed alongside the Risk Assessment document
First aid	A First Aid-qualified staff member is identified and present at every session
Equipment checks	Coach/instructor delivering the session, before each session begins

All staff, coaches and volunteers should:

- Co-operate with supervisors and Lead Adults on health and safety matters
- Take reasonable care of their own health and safety, and that of participants and colleagues
- Report all health and safety concerns to their Lead Adult or the Programme Lead immediately

03 RISK ASSESSMENT

A written Risk Assessment is maintained for every venue and activity type NSC delivers, reviewed annually, after any incident, and whenever a new activity or venue is added. Coaches carry out a visual safety sweep of the space and equipment immediately before every session.

04 FIRST AID AND INCIDENT REPORTING

- A First Aid-qualified adult and a stocked first aid kit are present at every session.
- Any accident, injury, or near-miss is recorded in writing on the day it happens, including what happened, action taken, and whether follow-up (e.g. informing a parent/carer, seeking medical attention) was needed.
- An injury requiring hospital treatment, or any incident that could have caused serious harm, is reported to the Programme Lead immediately and reviewed by the Board at its next meeting.

05 TRAINING

- Coaches and instructors hold current, activity-appropriate qualifications (see the Safer Recruitment Policy) before delivering unsupervised sessions.
- At least one First Aid-qualified person is rostered to every session.
- Staff/volunteers receive a health & safety induction covering emergency procedures, incident reporting, and equipment use for their role.

06 CONSULTATION

Health and safety matters are a standing item at staff/coach briefings before programme blocks, so concerns can be raised before they become incidents, not just after.

07 EVACUATION AND EMERGENCIES

- Each venue's fire/emergency evacuation procedure (assembly point, exits, headcount process) is confirmed with the venue (e.g. Rokeby School) before each programme starts, and briefed to all staff and, in age-appropriate terms, to participants.
- Registers are used to confirm all participants are accounted for at the assembly point.
- Emergency contact numbers (venue, First Aid lead, Programme Lead) are held by every member of staff on-site, not just the Programme Lead.

08 REVIEW

Reviewed annually. **Next review: September 2027.**

ADOPTION

Approved and formally adopted by the Newham Sports Club Board.

ROLE	NAME	SIGNATURE	DATE
Chair	Naser Mohamed		01/09/2026
Treasurer & Deputy Safeguarding Lead	Abdirahman Mohamed		01/09/2026
Secretary & Governance Officer	Uthman Sanusi Mohammed		01/09/2026

Adoption date: 01/09/2026 · **Next review:** September 2027