

EALING TRAILFINDERS FOUNDATION

Health and Safety Policy

Sports Coaching and Community Programmes

Version:	1.0
Date approved:	May 2026
Approved by:	Tom Roberts, Chair of Trustees
Policy owner:	Ian Isham, Head of Community and Foundation
Next review date:	May 2027

For emergencies during Foundation activities, call 999 immediately. Ensure first aid is administered by a qualified first aider while awaiting emergency services.

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1. Policy Statement

The Ealing Trailfinders Foundation (the "Foundation") is committed to providing a safe and healthy environment for all participants, staff, volunteers, trustees, and visitors involved in its programmes and activities. We recognise that effective health and safety management is integral to the successful delivery of high-quality sports coaching and community programmes.

The Foundation will, so far as is reasonably practicable, ensure the health, safety, and welfare of all those involved in or affected by its activities. This commitment extends to participants of all ages and abilities, including children, young people, adults, and individuals with disabilities.

All staff, volunteers, and trustees share responsibility for maintaining a safe environment. Compliance with this policy is a condition of engagement with the Foundation in any capacity.

The Foundation operates a zero-tolerance approach to unsafe practice. Any member of staff or volunteer who identifies a health and safety risk must act to address it promptly and report it to the Health and Safety Lead.

2. Scope

This policy applies to:

- All sports coaching sessions, workshops, events, and activities organised or facilitated by the Foundation.
- All venues used by the Foundation, whether owned, leased, or hired.
- All Foundation staff, volunteers, trustees, contractors, and delivery partners.
- All participants in Foundation activities, including children, young people, and adults of all abilities.

3. Key Contacts and Responsibilities

3.1 Health and Safety Lead

The Foundation will designate a named Health and Safety Lead who is responsible for the day-to-day management of health and safety across all Foundation activities.

Name:	Ian Isham
Role:	Ian Isham, Head of Community and Foundation
Email:	ian.isham@etprm.com
Telephone:	07599 712431

3.2 Responsibilities of All Staff and Volunteers

All staff and volunteers are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following Foundation policies, procedures, and safe working practices.
- Reporting hazards, accidents, near misses, or unsafe conditions to the Health and Safety Lead without delay.
- Not misusing or interfering with anything provided for health and safety purposes.
- Completing all required health and safety training.

3.3 Responsibilities of the Board of Trustees

The Board of Trustees is responsible for:

- Ensuring the Foundation has an effective health and safety policy in place and the resources to implement it.
- Receiving regular health and safety reports.
- Approving the health and safety policy and any significant amendments.

4. Legislative Framework

The Foundation's health and safety practices are underpinned by the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Equality Act 2010
- The Children Act 1989 and 2004
- Sport England and RFU health and safety guidance

5. Risk Assessment

Risk assessment is central to the Foundation's approach to health and safety. The Foundation will identify hazards, evaluate the associated risks, and implement appropriate control measures before any activity or programme commences.

5.1 When Risk Assessments are Required

A written risk assessment must be completed:

- Before the start of any new programme or activity.
- Before each session at a new or unfamiliar venue.
- When there is a significant change to an existing activity, venue, or participant group.
- Following an accident, incident, or near miss that may indicate an unidentified risk.
- At least annually for ongoing regular activities.

5.2 What Risk Assessments Must Cover

Risk assessments for sports coaching sessions should consider:

Area	Considerations
Participants	Ages, abilities, medical conditions, fitness levels, and any additional needs.
Activity	Nature of the sport or activity, level of contact, and intensity.
Venue	Playing surface, lighting, boundaries, emergency access, and toilet facilities.
Equipment	Condition, suitability, and age-appropriateness of all equipment used.
Environment	Weather conditions, temperature, and any environmental hazards.
Staffing	Appropriate qualifications, experience, and coach-to-participant ratios.
First aid	Availability of a qualified first aider and a stocked first aid kit.
Emergency access	Clear routes for emergency services and procedures for evacuation.

5.3 Recording and Reviewing Risk Assessments

All risk assessments must be documented using the Foundation's Risk Assessment Template (Appendix A), signed by the responsible staff member, and reviewed at least annually or following any significant change or incident. Risk assessments must be made available to all relevant staff and volunteers prior to the activity.

6. Session Planning and Delivery

6.1 Before Each Session

The lead coach or session leader must, prior to every session:

- Inspect the venue and playing area for hazards (e.g. debris, uneven surfaces, wet or icy conditions, broken equipment).
- Check all equipment to be used is in good condition and fit for purpose.
- Confirm a stocked first aid kit is available and accessible.
- Confirm a qualified first aider is present or accessible.
- Review participant registers and any known medical conditions or additional needs.
- Check weather conditions and be prepared to modify or cancel the session if conditions are unsafe.
- Ensure emergency contact details for all participants are available.

6.2 Coaching Ratios

The Foundation will maintain appropriate coach-to-participant ratios at all times, taking into account the age, ability, and needs of participants, and the nature of the activity. As a general guide:

Participant Group	Minimum Ratio	Notes
Children aged 5–7	1:8	Higher risk activities may require lower ratios
Children aged 8–12	1:12	Adjust based on activity and ability
Young people aged 13–17	1:15	Adjust based on activity and ability
Adults (general)	1:20	Adjust based on activity and ability
Participants with disabilities or additional needs	1:6 or as assessed	Individual risk assessment required

These ratios are a guide only. The lead coach must apply professional judgement and adapt as necessary based on the specific activity and participant group. Lone working with a single child or vulnerable adult must be avoided at all times.

6.3 Warm-Up and Cool-Down

All sessions must include a structured warm-up at the start and a cool-down at the end. This is a fundamental requirement to reduce the risk of injury. Warm-ups should be appropriate to the age, ability, and fitness level of participants.

6.4 Adverse Weather

Sessions must not proceed where weather conditions pose an unacceptable risk. The lead coach has the authority and responsibility to modify, pause, or cancel a session if conditions become unsafe. Guidance includes:

- Lightning: suspend all outdoor activity immediately and move participants to a safe indoor location. Do not resume until at least 30 minutes after the last thunder or lightning.
- Extreme heat: ensure water breaks are taken regularly; watch for signs of heat exhaustion.
- Ice or frozen ground: assess whether the playing surface is safe; cancel or relocate if not.
- High winds: assess risk from flying debris and unstable equipment.

7. First Aid

In accordance with the Health and Safety (First Aid) Regulations 1981, the Foundation will ensure that adequate first aid provision is available at all activities and events.

7.1 First Aid Requirements

- A qualified first aider (holding a valid Emergency First Aid at Work or equivalent qualification) must be present at every Foundation session or event.
- A stocked first aid kit must be available at every session, inspected regularly, and restocked after use.
- First aid kits must be clearly labelled, accessible, and known to all staff.

7.2 Responding to Injuries

In the event of an injury or medical emergency during a session:

- Remain calm and ensure the safety of all other participants.
- Call 999 immediately if the injury is serious or life-threatening.
- Administer first aid within the limits of your qualification — do not attempt procedures beyond your training.
- Do not move an injured person unless they are in immediate danger.
- Contact the participant's emergency contact as soon as possible.
- Complete an Accident / Incident Report Form (Appendix B) following the incident.
- Inform the Health and Safety Lead and the DSL (where the injured party is a child or young person).

7.3 Concussion

In line with RFU and Sport England guidance, the Foundation follows a strict concussion protocol. Any participant who is suspected of having sustained a concussion during a session must:

- Be removed from activity immediately — "If in doubt, sit them out."
- Not return to play on the same day under any circumstances.
- Be seen by a medical professional before returning to activity.
- Follow a graduated return-to-play protocol as advised by a healthcare professional.

8. Accident and Incident Reporting

All accidents, injuries, near misses, and dangerous occurrences must be recorded and reported, regardless of severity. This enables the Foundation to learn from incidents and take steps to prevent recurrence.

8.1 Internal Reporting

- All accidents and incidents must be reported to the Health and Safety Lead as soon as possible, and within 24 hours of the incident.
- The Accident / Incident Report Form (Appendix B) must be completed promptly after every incident.
- Near misses must be reported and recorded even if no injury or damage occurred.
- The Health and Safety Lead will review all incident reports and identify any remedial action required.

8.2 RIDDOR Reporting

The Foundation will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Health and Safety Lead is responsible for reporting the following to the Health and Safety Executive (HSE) via the RIDDOR online portal (www.hse.gov.uk):

- The death of any person as a result of a work-related accident.
- A specified injury to a worker (e.g. fracture, amputation, loss of consciousness, dislocation).
- An injury to a non-worker (e.g. participant, visitor) resulting in them being taken directly from the scene to hospital.
- An injury to a worker resulting in them being incapacitated for more than seven consecutive days.
- Dangerous occurrences (near misses with the potential for serious harm) as defined under RIDDOR.

RIDDOR reports must be submitted as soon as possible. Deaths and specified injuries must be reported immediately by telephone, followed by an online report within 10 days.

9. Equipment Safety

All equipment used in Foundation activities must be safe, suitable for its intended purpose, and appropriate for the age and ability of participants.

- All equipment must be inspected before each session. Any damaged, defective, or unsafe equipment must be removed from use immediately and reported to the Health and Safety Lead.
- Equipment must be stored safely when not in use, to prevent unauthorised access or accidental injury.
- Equipment must be appropriate for the age and size of participants — for example, smaller balls, lower nets, or lighter equipment for younger participants.
- Personal protective equipment (PPE) — such as gum shields, shin pads, or helmets where required by the sport — must be worn and in good condition.
- Any equipment that requires periodic professional inspection or servicing (e.g. gymnastics apparatus, climbing walls) must be maintained in accordance with the manufacturer's guidance and relevant regulations (PUWER 1998).
- Coaches must ensure that participants are instructed in the safe and appropriate use of all equipment.

10. Venue and Environment

The Foundation will take all reasonable steps to ensure that venues used for its activities are safe and fit for purpose.

10.1 Venue Checks

Prior to every session, the lead coach must check that:

- The playing area is free from hazards (e.g. debris, broken glass, protruding objects, uneven surfaces).
- Boundaries and playing areas are clearly defined and appropriate for the group.
- Emergency exits and access routes are clear and unobstructed.
- Toilet and welfare facilities are accessible to participants.
- The venue is appropriately lit for the activity.

10.2 Hired Venues

Where the Foundation hires or uses a third-party venue, the lead coach must liaise with the venue manager to understand the venue's own health and safety procedures, emergency arrangements, and first aid provision. The Foundation remains responsible for the health and safety of its participants during its activities, regardless of venue ownership.

10.3 Outdoor Environments

Additional care must be taken when delivering activities in outdoor environments. Considerations include uneven terrain, proximity to roads or water, sun exposure, and

weather conditions. A site-specific risk assessment must be completed for all outdoor venues prior to their first use.

11. Participant Medical Information and Inclusion

11.1 Medical Information

The Foundation will collect relevant medical and health information from participants (or from parents/carers for those under 18) prior to their participation in Foundation activities. This information is used solely to ensure the safety and wellbeing of participants.

- Participants or their parents/carers must complete a registration or consent form before taking part, which includes relevant health and medical information.
- Known medical conditions, allergies, and medications must be disclosed and recorded.
- The lead coach must be made aware of any medical conditions in their group that may affect participation or require a specific response in an emergency.
- All medical information must be stored securely in accordance with UK GDPR and the Data Protection Act 2018, and made accessible only to those who need it.

11.2 Inclusion and Reasonable Adjustments

The Foundation is committed to ensuring that participants of all abilities can take part safely and meaningfully in its programmes, in accordance with the Equality Act 2010. Where a participant has a disability or additional need, the Foundation will:

- Conduct an individual risk assessment where appropriate.
- Make reasonable adjustments to activities, equipment, or coaching delivery to enable safe participation.
- Consult with the participant and/or their parent or carer to understand their needs.
- Ensure that any additional support arrangements are in place before the session commences.

11.3 Parental Consent

Written parental or carer consent must be obtained for all participants under the age of 18 before they take part in any Foundation activity. Consent forms must include emergency contact details and relevant medical information.

12. Staffing, Supervision, and Competence

The Foundation will ensure that all staff and volunteers involved in the delivery of its programmes are suitably qualified, experienced, and competent for their role.

- All coaches and session leaders must hold appropriate, current coaching qualifications for the sport or activity they are delivering, as specified by the relevant NGB.
- All staff and volunteers working with children must hold a valid enhanced DBS check prior to working unsupervised with children.
- All staff and volunteers must complete mandatory Foundation induction, including health and safety and safeguarding training.
- First aid qualifications must be current. The Foundation will support relevant staff in renewing their qualifications as required.
- The Foundation will maintain records of all staff qualifications, training, and DBS checks.
- Coaches must not deliver sessions under the influence of alcohol or any substance that may impair their judgement or ability to act in an emergency.

13. Emergency Procedures

The Foundation will ensure that all staff and volunteers are familiar with emergency procedures before delivering any session or event.

13.1 Medical Emergency

- Call 999 immediately if the situation is life-threatening.
- Ensure a qualified first aider attends and administers first aid.
- Keep other participants calm and, where appropriate, move them to a safe area.
- Designate a responsible adult to meet emergency services and direct them to the casualty.
- Contact the participant's emergency contact.
- Complete an Accident / Incident Report Form after the incident.

13.2 Evacuation

In the event of a fire, gas leak, or other emergency requiring evacuation:

- Follow the venue's evacuation procedure.
- Ensure all participants are evacuated promptly and safely to the designated assembly point.
- Take the register and account for all participants.
- Call 999 if required.
- Do not re-enter the building until instructed to do so by the emergency services.
- Report the incident to the Health and Safety Lead.

13.3 Missing Child

In the event that a child or young person cannot be accounted for during or after a session:

- Conduct an immediate search of the venue and surrounding area.
- Call 999 if the child cannot be located within a short time or if there is reason to believe they may be at risk.
- Notify the Foundation's Designated Safeguarding Lead (Ian Isham, 07599 712431).
- Contact the child's parent or emergency contact.
- Do not allow any other participants to leave until all children are accounted for, unless it is safe and appropriate to do so.

14. Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the Foundation will take steps to reduce the risk of injury from manual handling tasks, such as setting up and dismantling equipment, moving goals, or transporting kit.

- Manual handling tasks must be assessed as part of the relevant risk assessment.
- Where possible, mechanical aids (e.g. trolleys) should be used to move heavy items.
- Staff and volunteers should be instructed in safe manual handling techniques.
- No individual should be required to lift or move any item that poses an unacceptable risk of injury. Ask for assistance where needed.

15. Insurance

The Foundation will maintain appropriate insurance cover for all its activities, including:

- Public liability insurance — to cover claims from third parties (including participants) arising from Foundation activities.
- Employers' liability insurance — required by law where the Foundation employs or engages volunteers who could be classed as employees under the Employers' Liability (Compulsory Insurance) Act 1969.
- Personal accident insurance — to cover staff and volunteers who sustain injury during Foundation activities.

The Health and Safety Lead will ensure that all insurance policies remain current and that their coverage is appropriate for the Foundation's activities. Certificates of insurance must be available on request.

16. Policy Review

This policy will be reviewed at least annually, or earlier if required by:

- Changes to legislation or statutory guidance.
- A significant accident, incident, or near miss involving Foundation activities.
- Changes to the Foundation's activities, venues, or staffing.

Policy approved by:	Tom Roberts, Chair of Trustees
Date approved:	May 2026
Next review date:	May 2027
Health and Safety Lead:	Ian Isham
Version:	1.0

Appendix A — Risk Assessment Template

Complete this form before any new activity or when a significant change occurs. Review at least annually.

Activity / programme:	
Venue:	
Date of assessment:	
Assessed by:	
Review date:	

Hazard identified	Who is at risk?	Likelihood (1–5)	Severity (1–5)	Risk rating (L×S)	Control measures	Residual risk	Action by

Risk Rating Guide: Low = 1–4 (monitor), Medium = 5–12 (action required), High = 13–25 (immediate action / do not proceed).

Signed (assessor):	Date:
Reviewed by:	Date:

Appendix B — Accident / Incident Report Form

Complete this form as soon as possible following any accident, injury, near miss, or dangerous occurrence. Submit to the Health and Safety Lead within 24 hours.

Section 1: Person Completing this Form

Full name:

Role / position:

Date and time completed:

Contact telephone:

Section 2: Nature of the Incident

Date, time, and location:

Type of incident (accident / injury / near miss / dangerous occurrence):

Description of what happened (factual account):

Immediate cause (e.g. slippery surface, equipment failure):

Underlying cause (if known):

Section 3: Person(s) Affected

Full name(s):

Age and participant status (e.g. child, adult, staff, volunteer):

Nature and location of injury (if applicable):

Emergency contact notified? If yes, name and time:

Section 4: Action Taken

First aid administered? If yes, by whom and what was done:

Emergency services called? If yes, which service and at what time:

Parent / carer notified (for under-18s)? Name and time:

Health and Safety Lead notified? Name and time:

Is a RIDDOR report required? (Refer to Section 8.2)

Section 5: Preventative Action

Could this incident have been foreseen or prevented? How:

Recommended action to prevent recurrence:

Follow-up action assigned to:

Section 6: Health and Safety Lead Sign-Off

Date received:

Review and decision:

RIDDOR reported? Reference number (if applicable):

Signature and date: