

Health and Safety Policy

Date: November 2025

Next review due: October 2026

This policy will be reviewed annually or earlier if legislation or statutory guidance changes. All staff must familiarise themselves with this policy and related procedures.

Policy Statement

At Kanga Sports Ltd, the health, safety, and welfare of our employees, contractors, children, school partners, and all others involved in our work is our top priority. We commit to doing everything reasonably practicable to provide safe, healthy, and supportive environments for everyone. This means preventing injury and ill health and promoting wellbeing in everything we do.

Scope

This policy covers all aspects of health, safety, and welfare, including physical safety, safeguarding, emergency procedures, equipment use, and management of hazardous substances. It applies to:

- All Kanga Sports employees, including apprentices, contractors, volunteers, work experience placements and senior members



- All children, young people, and vulnerable adults engaging in our services
- Families, carers, and visitors present at Kanga Sports activities or venues
- Schools and partner organisations hosting or working with Kanga Sports
- All activities conducted under the Kanga Sports Ltd name

Legal Framework

Kanga operates in line with the **Health and Safety at Work Act 1974** which places a duty on employers to ensure, as far as reasonably practicable, the health and safety of workers and anyone affected by their activities. We also follow the **Management of Health and Safety at Work Regulations 1999**, completing risk assessments to identify hazards and control risks. First aid provision meets the **Health and Safety Regulations 1981**, ensuring suitable first aiders and equipment are available at every session. When needed, we provide personal protective equipment (PPE) in line with UK regulations.

Responsibilities

Management:

- Ensure compliance with all relevant UK health and safety legislation
- Provide safe systems of work, maintained equipment, and suitable facilities
- Carry out and regularly review risk assessments

- Deliver training, supervision, and support to staff

Staff / Employees:

- Take reasonable care of their own health and safety and that of others
- Cooperate in implementing health and safety measures
- Report hazards, near misses, or incidents promptly
- Follow all health and safety procedures and training

Contractors, Schools, & Partners:

- Cooperate with Kanga's health and safety arrangements
- Provide relevant information, such as risk assessments or emergency procedures, when working with Kanga
- Communicate effectively with Kanga staff to ensure shared understanding of responsibilities

Arrangements

Kanga is committed to proactively managing health and safety through careful planning, risk assessment, and monitoring. All activities, whether in schools or community settings, are subject to a formal risk assessment before delivery. These assessments identify potential hazards, consider who might be harmed and determine control measures to reduce risks. Risk assessments are reviewed at least annually or sooner if there are significant changes, such as a new venue, activity, or participant group.

Staff received a full induction covering health and safety responsibilities and ongoing refresher training in areas such as first aid, safeguarding, manual handling, and activity-specific risks. Competent persons are identified in all

settings to support the effective implementation of health and safety practices.

Safeguarding is embedded within all arrangements, ensuring children are protected from harm and abuse. Equipment is regularly inspected, maintained, and replaced as needed. Hazardous substances are managed safely in line with **COSHH** regulations.

Procedures

Accident and Incident Reporting

All accidents, injuries, near misses, or dangerous occurrences are recorded using the company's incident reporting procedure. Serious incidents are investigated thoroughly, and actions are taken to prevent recurrence. Reporting requirements under **RIDDOR** are followed where applicable.

Fire and Emergency Procedures

Staff are familiar with fire and evacuation procedures at each venue, and children are taught evacuation processes in an age-appropriate way. Fire drills and emergency plans are reviewed and practised in line with venue requirements.

Equipment Safety

Equipment is used safely and in accordance with appropriate regulations. Damaged or faulty equipment must be reported immediately and taken out of use until repaired or replaced.

Use of Hazardous Substances

Staff use chemicals or other hazardous substances in line with COSHH regulations. Safety data sheets are maintained, and training is provided for safe handling.

Safeguarding and Wellbeing

All staff are trained in safeguarding responsibilities. Health and safety procedures are aligned with the **Safeguarding & Prevent Policy** to protect children from physical harm, abuse, or neglect.

DEFINITIONS

Equality / Equal Opportunities Ensuring that everyone is treated fairly and has the same access to opportunities, regardless of personal characteristics or background

Diversity Recognising, valuing, and respecting differences between people, including culture, ethnicity, gender, ability, and beliefs

Inclusion Creating an environment where everyone feels welcome, supported, and able to participate fully

Discrimination Treating someone unfairly or less favourably because of a protected characteristic

Protected Characteristics Specific personal attributes protected by law, including age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation

Harassment / Bullying Unwanted behaviour, comments, or actions that make someone feel intimidated, offended, or humiliated

Victimisation Treating someone unfairly because they have raised a complaint or supported someone else in raising a complaint about discrimination

Safeguarding Measure and procedures in place to protect children from harm, abuse, or neglect

Fair / Equitable Treatment Ensuring that everyone is treated appropriately for their needs, not necessarily exactly the same, to achieve a just outcome

Zero Tolerance A strict policy of not accepting or ignoring discrimination, harassment, or unfair treatment under any circumstances

COMMUNICATION & DISSEMINATION

All staff, learners, and external stakeholders are made aware of the health and safety policy on induction and at least annually. The policy is available on request, referenced during training, and reinforced in team meetings, supervisions, and employer briefings. Accessible versions and additional support are provided for those with communication or learning difficulties.