



CM Sports – Health and Safety Policy	
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Policy Statement

CM Sports is committed to providing a safe, healthy and secure environment for all children, young people, staff, volunteers, parents, visitors and contractors involved in its activities.

The health, safety and welfare of children and adults is a fundamental responsibility of CM Sports.

CM Sports will take all reasonable and proportionate steps to:

- identify and manage health and safety risks;
- provide safe environments and activities;
- protect children from foreseeable harm;
- provide appropriate supervision;
- maintain suitable equipment and facilities;
- ensure appropriate emergency arrangements;
- respond promptly to accidents, incidents and hazards;
- support children with medical, additional or safeguarding needs; and
- ensure health and safety arrangements support CM Sports' safeguarding responsibilities.

The welfare and **best interests of the child** will remain central to decisions affecting children.

2. KCSIE 2026 and Safeguarding

CM Sports recognises that health and safety and safeguarding are closely connected.

KCSIE 2026 reinforces that safeguarding is everyone's responsibility and that people working with children should identify concerns, share appropriate information and take prompt action where necessary.

All CM Sports staff must therefore:

- remain alert to risks to children's safety and welfare;
- act immediately where a child may be at risk of harm;
- report safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL without delay;
- follow the CM Sports Safeguarding and Child Protection Policy;
- record significant concerns and actions accurately;
- share information appropriately where this is necessary to protect a child; and
- contact emergency services where a child is in immediate danger.

This policy should always be read alongside the **CM Sports Safeguarding and Child Protection Policy**.

3. Purpose

The purpose of this policy is to:

- protect children, staff and visitors from avoidable harm;
 - establish clear health and safety responsibilities;
 - provide safe sports and physical activity environments;
 - ensure suitable risk assessments are completed;
 - ensure appropriate supervision;
 - establish emergency and first aid arrangements;
 - ensure accidents, incidents and hazards are reported;
 - support children with medical conditions, disabilities and additional needs;
 - identify when a health and safety concern may also be a safeguarding concern; and
 - ensure lessons are learned from accidents, incidents and near misses.
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4. Scope

This policy applies to all CM Sports activities, including:

- sports sessions;
- after-school clubs;
- holiday camps;
- school-based activities;
- community activities;
- indoor and outdoor sports;
- trips and visits;
- competitions and events; and
- any other activity organised or delivered by CM Sports.

It applies to:

- employees;
 - coaches;
 - casual workers;
 - volunteers;
 - contractors;
 - visitors; and
 - anyone working on behalf of CM Sports.
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5. Responsibilities

5.1 CM Sports Management

Management is responsible for:

- maintaining effective health and safety arrangements;
- ensuring appropriate risk assessments are undertaken;

- providing suitable information, instruction and training;
- ensuring staff understand their responsibilities;
- providing appropriate equipment and facilities;
- ensuring appropriate first aid and emergency arrangements;
- reviewing accidents, incidents and significant near misses;
- taking action where risks are identified; and
- ensuring health and safety arrangements support safeguarding.

5.2 All Staff

All staff have a responsibility to:

- take reasonable care of their own safety and that of others;
- follow health and safety procedures;
- follow risk assessments and control measures;
- use equipment correctly;
- maintain appropriate supervision;
- report hazards, accidents and incidents;
- report safeguarding concerns without delay;
- seek assistance where necessary; and
- challenge or stop unsafe practices where appropriate.

Staff must never assume that someone else is responsible for reporting a concern.

6. Child-Centred Approach

When making health and safety decisions involving children, CM Sports will consider the child's individual circumstances and best interests.

This includes consideration of:

- age and maturity;
- physical development;
- communication needs;
- SEND or disability;
- medical conditions;
- mental health and emotional wellbeing;
- behavioural needs;
- previous injuries;
- vulnerabilities;
- safeguarding concerns; and
- any other factors which may affect the child's safety.

A control measure that is appropriate for one child may not be appropriate for another.

7. Risk Assessments

CM Sports will complete suitable and sufficient risk assessments for activities and environments where significant risks may arise.

Risk assessments should consider:

- the activity;
- venue and environment;
- equipment;
- number of participants;
- age and ability of children;
- staffing and supervision;
- SEND and additional needs;
- medical conditions;
- allergies;
- foreseeable accidents;
- safeguarding risks;
- emergency arrangements;
- weather conditions;
- online or digital risks where relevant; and
- any other relevant circumstances.

Risk assessments will be reviewed:

- regularly;
- when activities change;
- when new equipment is introduced;
- following a significant accident or incident;
- following a significant near miss;
- when a new risk is identified; or
- when information about a child's individual needs changes.

8. Dynamic Risk Assessment

Staff must remain alert to changing circumstances during activities.

A dynamic risk assessment may be required where:

- equipment becomes damaged;
- surfaces become wet or unsafe;
- weather conditions deteriorate;
- participant numbers change;
- a child becomes unwell or distressed;
- unsafe behaviour occurs;

- staffing arrangements change;
- a new hazard appears; or
- an activity becomes unsuitable.

Staff should modify, stop or postpone an activity where continuing would create an unacceptable risk.

9. Supervision of Children

Children must be appropriately supervised at all times.

Supervision arrangements must consider:

- children's ages;
- number of children;
- activity being undertaken;
- venue;
- staffing levels;
- SEND and additional needs;
- medical conditions;
- known vulnerabilities; and
- identified risks.

Staff must know where children are and must not leave children unsupervised where this could place them at risk.

10. Sports and Physical Activities

Before an activity begins, staff should ensure:

- the activity is suitable for participants;
- the playing area has been checked;
- equipment is safe;
- appropriate boundaries are established;
- safety instructions are provided;
- appropriate supervision is in place; and
- appropriate protective equipment is used where required.

Activities should be adapted where a child's medical condition, disability, injury or additional need means the standard activity presents a risk.

11. Equipment Safety

All equipment must be suitable for its intended purpose and maintained in a safe condition.

Staff should check equipment before use.

Damaged or unsafe equipment must:

1. be removed from use where necessary;

2. be clearly identified;
3. be reported to the responsible person; and
4. only be returned to use once confirmed safe.

Children must receive age-appropriate instructions regarding equipment.

12. Premises and Facilities

CM Sports will take reasonable steps to ensure venues used for activities are safe and suitable.

Staff should remain alert to:

- slips, trips and falls;
- damaged flooring;
- unsafe furniture;
- blocked emergency exits;
- poor lighting;
- exposed cables;
- unsafe storage;
- unsuitable temperatures;
- spillages;
- defective equipment; and
- hazardous substances.

Significant hazards must be reported and appropriate action taken immediately.

13. Fire Safety and Emergency Evacuation

Staff must familiarise themselves with the emergency procedures of each venue used.

Where applicable, staff should know:

- emergency exits;
- assembly points;
- fire alarm arrangements;
- evacuation procedures;
- location of fire-fighting equipment; and
- arrangements for children requiring additional assistance.

During an emergency, staff must prioritise the safe evacuation and supervision of children.

Children must not re-enter a building until authorised.

14. First Aid

Appropriate first aid arrangements must be available for CM Sports activities.

Staff should know:

- who the designated first aiders are;

- where first aid equipment is located;
- how to summon emergency assistance;
- relevant emergency procedures; and
- how first aid and accidents are recorded.

Where an injury or illness is serious or life-threatening, **999 must be called**.

15. Accidents, Incidents and Near Misses

Accidents, injuries, incidents and significant near misses must be responded to promptly.

Staff should:

- make the area safe where possible;
- provide appropriate first aid;
- obtain emergency assistance where necessary;
- inform the responsible person;
- inform parents/carers where appropriate;
- complete the appropriate record; and
- report any safeguarding concern arising from the incident.

Significant incidents should be reviewed to determine whether further action or changes to risk assessments are required.

Further procedures are contained within the **CM Sports Accident and Incident Policy**.

16. Safeguarding Concerns Arising from Health & Safety Issues

A health and safety incident may also reveal a safeguarding concern.

Examples include:

- inadequate supervision;
- a child being repeatedly placed at avoidable risk;
- inappropriate physical contact;
- concerns about the conduct of a staff member;
- inappropriate treatment of a child;
- a child reporting that they feel unsafe;
- concerns about neglect;
- unsafe collection arrangements; or
- a pattern of incidents involving the same child or adult.

Where a concern may relate to safeguarding, staff must report it to the DSL or Deputy DSL **without delay**.

Staff must not investigate safeguarding concerns themselves.

17. Medical Conditions and Medication

CM Sports will take reasonable steps to support children with medical conditions.

Relevant information may include:

- medical conditions;
- allergies;
- medication;
- emergency medication;
- individual healthcare arrangements;
- activity restrictions; and
- reasonable adjustments.

Medical information must be treated confidentially and shared with staff who need the information to keep the child safe.

Where a child has an Individual Healthcare Plan or other agreed medical arrangements, staff must follow those arrangements where applicable.

18. Allergies

CM Sports recognises that allergies can present a serious risk to health and safety.

Known allergies must be taken seriously.

Staff must:

- follow relevant individual healthcare arrangements;
- ensure relevant staff are aware of significant allergies;
- follow appropriate food and allergen procedures;
- know how to respond to an allergic reaction; and
- seek emergency medical assistance where required.

The **CM Sports Food Safety Policy** must be followed where food is provided.

19. Infection Prevention and Hygiene

CM Sports will promote appropriate hygiene practices.

Staff and children should be encouraged to:

- wash hands regularly;
- follow appropriate respiratory hygiene;
- maintain clean activity areas;
- dispose of waste safely; and
- report relevant illness or symptoms.

Shared equipment and facilities should be cleaned appropriately.

20. Mental Health and Emotional Wellbeing

CM Sports recognises that a child's emotional or mental health may affect their health, safety and welfare.

Staff should remain alert to significant changes in:

- behaviour;
- mood;
- attendance;
- engagement;
- relationships;
- emotional presentation; or
- general wellbeing.

Where staff have concerns about a child's mental health or believe that a child may be at risk of harm, the concern must be reported in accordance with the **Safeguarding and Child Protection Policy**.

Staff must never assume that a mental health concern is solely a wellbeing issue where safeguarding concerns may also be present.

21. Online Safety

Where CM Sports uses digital technology, online platforms, messaging systems, photographs, video or social media, appropriate steps must be taken to protect children.

Staff must follow CM Sports procedures regarding:

- appropriate use of technology;
- children's photographs and recordings;
- communication with children;
- online behaviour;
- data protection;
- cyberbullying;
- inappropriate online content; and
- reporting online safeguarding concerns.

Online safety concerns must be reported through safeguarding procedures where appropriate.

22. Physical Contact and Coaching

Physical contact during sports activities must be appropriate, necessary and proportionate.

Staff should:

- use verbal instructions wherever possible;
- explain activities clearly;
- avoid unnecessary physical contact;
- respect children's personal boundaries;
- use appropriate physical assistance only where necessary; and
- report concerns about inappropriate contact.

Where physical intervention is necessary to prevent immediate harm, it must be reasonable and proportionate.

Any significant physical intervention must be reported and recorded in accordance with CM Sports procedures.

23. Manual Handling

Staff should avoid unnecessary manual handling.

Where equipment needs to be lifted, moved or carried, staff should use appropriate safe techniques.

Children must not be expected to move heavy or unsuitable equipment.

Where manual handling presents a significant risk, suitable controls should be included in the relevant risk assessment.

24. Lone Working

Where staff may work alone, appropriate arrangements must be in place to manage risks.

This may include:

- ensuring another responsible person knows where the staff member is;
- maintaining access to communication;
- following safeguarding arrangements;
- avoiding unnecessary lone working with children; and
- seeking assistance where required.

Lone working must never compromise children's safety or safeguarding.

25. Weather and Outdoor Activities

Outdoor activities must take account of weather and environmental conditions.

Staff should consider:

- heat;
- cold;
- rain;
- ice;
- strong winds;
- storms;
- poor visibility;
- sun exposure;
- hydration; and
- playing surface conditions.

Activities should be adapted, relocated or cancelled where conditions create an unacceptable risk.

26. Uncollected Children

Children must not be left unattended at the end of a CM Sports activity.

Where a child is not collected as expected, staff must follow the **CM Sports Uncollected Child Policy**.

Staff must:

- remain with and supervise the child;
 - attempt to contact the parent/carer;
 - contact emergency contacts where appropriate;
 - inform the DSL/deputy DSL where concerns arise; and
 - escalate to children's social care or the police where circumstances require.
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27. Visitors and Contractors

Visitors and contractors must comply with relevant health and safety and safeguarding arrangements.

Visitors must not be given unsupervised access to children unless appropriately authorised.

Staff should report concerns about the behaviour or conduct of visitors or contractors.

28. Reporting Concerns About Staff or Other Adults

Concerns about a member of staff, volunteer, contractor or other adult who works with children must be taken seriously.

Where the concern relates to the safety or welfare of a child, it must be reported through CM Sports safeguarding procedures.

This includes concerns about:

- unsafe conduct;
- inappropriate physical contact;
- inappropriate communication;
- failure to supervise;
- behaviour that places children at risk;
- possible abuse or neglect; or
- other conduct that may breach safeguarding expectations.

Staff must also be aware of the **Whistleblowing Policy** and must use it where appropriate.

29. Information Sharing

CM Sports recognises that effective safeguarding may require information to be shared with appropriate people or agencies.

Information should be:

- relevant;
- necessary;
- proportionate;
- accurate;
- secure; and
- shared with those who need it to protect or support a child.

Data protection requirements must not be used as a reason to prevent appropriate safeguarding information sharing where a child may be at risk.

Where appropriate, CM Sports will cooperate with:

- children's social care;
- the police;
- health professionals;
- schools;
- safeguarding partners; and
- other relevant agencies.

This supports the multi-agency approach reflected in **Working Together to Safeguard Children 2026**.

30. Recording and Record Keeping

Health and safety records must be completed accurately and promptly.

Records may include:

- risk assessments;
- accident forms;
- incident reports;
- near-miss records;
- first aid records;
- equipment checks;
- training records;
- hazard reports;
- emergency records; and
- safeguarding-related records.

Where an incident involves a safeguarding concern, records should clearly identify, where appropriate:

- the concern;
- actions taken;
- decisions made;
- the rationale for decisions;
- information shared;
- advice received; and
- outcomes or follow-up actions.

Safeguarding records must be stored securely and handled in accordance with relevant information-sharing and data protection requirements.

31. Learning From Incidents

CM Sports will seek to learn from accidents, incidents and near misses.

Following a significant incident, CM Sports may review:

- what happened;

- immediate actions taken;
- whether risk assessments were adequate;
- whether supervision was appropriate;
- whether staff had sufficient training;
- whether safeguarding concerns were identified;
- whether information was shared appropriately; and
- whether procedures need to change.

Lessons learned will be incorporated into future practice where appropriate.

32. Staff Training

CM Sports will provide staff with appropriate information and training relevant to their role.

Training may include:

- health and safety;
- safeguarding;
- first aid;
- emergency procedures;
- risk assessment;
- sports-specific safety;
- accident reporting;
- fire safety;
- food safety where relevant;
- allergy awareness where relevant; and
- other training identified as necessary.

Staff should understand how health and safety concerns can overlap with safeguarding concerns.

33. Monitoring and Compliance

CM Sports will monitor health and safety arrangements through:

- risk assessment reviews;
- accident and incident records;
- near-miss reporting;
- staff feedback;
- activity observations;
- equipment checks;
- hazard reporting;
- safeguarding reviews; and
- management oversight.

Where monitoring identifies weaknesses, appropriate corrective action will be taken.

34. Non-Compliance

Failure to follow this policy may place children, staff or others at risk.

Concerns about non-compliance will be addressed appropriately and may result in:

- additional training;
- increased supervision;
- changes to working arrangements;
- management action; or
- other appropriate measures.

Where non-compliance raises a safeguarding concern, the matter will be managed under the Safeguarding and Child Protection Policy.
