



HEALTH AND SAFETY POLICY AND PROCEDURES

Health and Safety Policy

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1. GENERAL STATEMENT

This is the Health and Safety Policy Statement of:

Sweet Science Foundation

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our stakeholders on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees and contractors and volunteers
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1 Nominated Individual

2.1.1

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, contractors, members of the public.

2.1.2

The Nominated Individual has overall and final responsibility for health and safety matters at Sweet Science Foundation, and for ensuring that health and safety legislation is complied with.

2.1.3

The Nominated Individual will periodically review the operation of its health and safety policy. And will ensure:

- Employees, contractors, and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters.
- A risk assessment is undertaken, and the results written up and made available to all employees, contractors, and volunteers.
- Accidents are investigated and reported to the Nominated Individual
- There are arrangements in place to monitor the maintenance of the equipment
- There are adequate arrangements to liaise and co-operate on health and safety matters with other employers working in partnership with Sweet Science Foundation

2.1.4

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Nominated Individual – Antony Leroy Nicholas

2.2 All Employees, contractors and volunteers

2.2.1

All employees, contractors and volunteers must:

- Co-operate with supervisors and other responsible individuals on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2.3 Fire Officer

2.3.1

Each individual premises used by Sweet Science Foundation will appoint a Fire Officer who shall receive appropriate training.

2.3.2

The responsibilities of the Fire Officer are to:

- Be instructed on potential fire hazards and the use of Firefighting equipment
- Ensure that the testing of fire alarms and fire drills is arranged
- Assist with the efficient evacuation of staff and visitors
- Liaise with the Fire Brigade at the assembly point
- Ensure staff and volunteers at Sweet Science Foundation are aware of the fire alarm and fire drill. FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 9.

2.4 First Aid

2.4.1

It is an expectation that every coach delivering services for Sweet Science Foundation undertakes a recognised First Aid training course approved by the Health and Safety Executive (HSE) and will carry out the role of first aider during activities provided by the organisation under the individual arrangements like weekend or evening activities.

2.4.2

Any service delivery arrangements with educational settings i.e schools or entities separate to Sweet Science Foundation will be regulated under the organisational corporate policy and on-site First Aid Person must be nominated by such organisation.

2.4.3

The trained first aid person will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 11.

2.5 Risk Assessment

2.5.1

The Nominated Individual will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff, contractors and volunteers.

2.5.2

The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees, contractors or volunteers of

Sweet Science Foundation, wherever they may be based, and will cover all aspects of their work. SEE SECTION 15

2.6 Training

2.6.1

Sweet Science Foundation will ensure that new employees, contractors and volunteers receive information on health and safety as part of their induction.

2.6.2

Sweet Science Foundation employees will be required to complete training on health and safety matters as appropriate, including: general health and safety training, first aid and fire safety.

2.6.3

If employees, contractors and volunteers, consider they have health and safety training needs they should inform Leroy Nicholas.

3. BUILDINGS

3.1 Sweet Science Foundation has a responsibility to provide a safe and healthy environment for staff, contractors and volunteers and will adhere to the Health and Safety regulations concerning safe use of facilities under the individual Health and Safety Policies and Procedures for each venue used for Sweet Science service delivery.

3.2 All the staff of Sweet Science Foundation is responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reports to the Competent Person.

3.3 Examples of Hazards

3.3.1

Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off the top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

3.3.2

Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture or equipment must be reported for repair or condemnation straight away and must be removed from use.

3.3.3

Damage to Fabric of Building, Windows, etc:

All such damage must be reported immediately to the competent person as named above.

3.3.4

Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

4. GOOD HOUSEKEEPING

4.1 Aisles & Gangways

Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

4.2 Smoking

Smoking is not allowed at any premises used by Sweet Science Foundation

4.3 Overcrowding

Sweet Science Foundation will avoid unhealthy and overcrowded working conditions and will consult staff on any changes in premises layout.

4.4 Ventilation

Sweet Science Foundation will endeavour to provide a well-ventilated workplace in which staffs have control over their local level of ventilation.

4.5 Temperature

Efforts will be made so far as is reasonably practical to ensure the temperature does not rise to an uncomfortable level.

4.6 Lighting

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

4.7 Noise

Sweet Science Foundation will endeavour to ensure that noise in its offices is kept to as low a level as is practicable.

4.8 Equipment Storage and Usage

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors
- Non-flammable rubbish bins must be positioned at various points
- Except in emergencies, and with the permission of the H&S Officer, no paraffin, bar electric or charcoal or gas fires will be used at the premises used by Sweet Science Foundation

4.9 Electrical Equipment

4.9.1

All building maintenance such as electrical work, carpentry, painting, etc should be carried out by skilled people. Staff should not endanger themselves and others by carrying out such work.

4.9.2

Broken, ineffective or damaged electrical equipment must be reported. Staff should use electrical equipment in accordance with instructions.

5. WELFARE ARRANGEMENTS

5.1 Toilet and Washing Facilities

Premises used by Sweet Science Foundation will ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Health & Safety legislation.

- The toilet will be in a separate, lockable room
- Washing facilities will include a supply of clean running water, soap and suitable means of drying.

5.2 Rest Areas

So far as is reasonably practicable, Sweet Science Foundation will provide its staff with a seating arrangement where, during rest periods, they may have a break.

5.3 Hours of Work

The employees, contractors and volunteers of Sweet Science Foundation should not work excessively long hours and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment/service level agreement.

6. PERSONAL SAFETY

6. 1 Site Security

6. 1.1

It is in the nature of the organisation's work that staff, contractors or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on Sweet Science Foundation business. The following policy is concerned to minimise the risk to people working for the club.

6.1.2

Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment; callers should be encouraged to make an appointment.

6.1.3

Where staff are dealing with an individual but feel uneasy about being alone with him or her, they have the right to refuse to make an appointment or give access if it would put them in that position. In these situations, the management will put their trust in the feelings of the worker.

6.1.4

All windows and entry doors will be lockable.

6. 2 Working away from the location

6.2.1

Staff who are going to be working away from the location should make it clear to other staff where they will be, how long for and how they can be contacted.

6.2.2

If in the course of a trip away from the location plans change significantly, this should be communicated back to the office.

6.2.3

Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

6. 3 Holding or carrying money or valuables for the organisation

6.3.1

Staff who carries money for Sweet Science Foundation has the right to be accompanied by another person.

6.3.2

Under no circumstances should staff put themselves at risk on account of the property of Sweet Science Foundation. If money is demanded with threats, it should be handed over.

6. 4 Personal awareness:

There are lots of things we already do that keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to all staff as being helpful.

6. 5 Whilst out and about:

Trust your intuition and listen to your feelings. If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation.

Be prepared. Do you know whom to contact and what to do if a difficult situation arises? Find out and if there is no one designated, ask for a supervisor or manager to be nominated.

Be observant. Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.

Assess potential risks. Avoid dangerous short cuts, walk facing the traffic on the street side of pavements, think about where you park your car and remember where you have parked it.

Make sure you have all relevant information with you. Have you checked to see if there is a known problem with whom you are or where you are going?

Look confident. "Walking tall" and being aware of your surroundings deters assailants.

Never stay in a situation where you think you may be at risk. Don't feel you have to stay because of your work. You can see the client, arrange the visit or

do the interview again. You can ask a colleague to come in or be with you. Don't be afraid to ask for help.

Be aware of personal space - yours and others. Encroaching on other people's personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away. Don't get into lifts with people who make you feel uneasy. If you are in a lift and feel uncomfortable, get out and use the stairs, or wait for another lift. Make sure you know where the emergency button is and stand where you can reach it.

Don't accept lifts in vehicles from people you have no reason to trust.

6. 6 In dealing with aggression

If you find yourself in an aggressive situation, what can you do? Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help. Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.

Do not be aggressive back - this is how anger can escalate into violence. Are you the best person to deal with this situation? Going to get someone else is often helpful particularly if they can solve a problem that you can't. Get on the same level as the aggressor. If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary. Keep your balance and keep your distance. Do not touch someone who is angry.

Don't let your escape route be blocked. Keep yourself between an escape route and an aggressor so you can still get away. If the situation is dangerous, then get away as fast as you can. Never remain alone with an actively violent person. If you cannot get away, then scream or use the panic alarm.

6. 7 Reporting and recording

6. 7.1

All incidents of aggression or violence should be reported to management and recorded.

6. 7.2

Sweet Science Foundation have a responsibility to provide a safe working environment. Staff, contractors or volunteers should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassments are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The Board of trustees of Sweet Science Foundation recognises this and will be disposed to provide whatever supports, counselling or time off work seems appropriate.

6.8 Insurance

6. 8. 1

All Sweet Science Foundation coaches are responsible for sourcing and maintaining their individual Public Liability Insurance Policy appropriate for the type of services they provide.

6. 8. 2

Any public liability claims would need to be made against individuals if liability confirmed.

7. HOMEWORKING

7.1.1

When employees are carrying out work for Sweet Science Foundation at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace.

7.1.2

It is the responsibility of the individual to ensure that their home working environment and equipment used in the home is safe. A risk assessment in accordance with the guidance given in this policy should be carried out. Should advice be needed, advice should be sort from the nominated health and safety officer at Sweet Science Foundation

7.1.3

The employee will be asked to indemnify the organisation from damages caused by accidents in the home.

8. EQUIPMENT

8.1 General

8.1.1

It is the policy of Sweet Science Foundation to comply with the law as set out in the Health and Safety (Equipment) Regulations 1992.

8.1.2

The Nominated Individual will conduct health and safety assessments of all premises used by Sweet Science Foundation All locations must meet the requirements set out in the Schedule to the Regulations 1992.

8.2 Nature and Organisation of Work

Appropriate space must be available to all users. Staff will take regular breaks. Short frequent breaks are more satisfactory than occasional longer breaks.

8.3 Equipment

8.3.1

Resources will be sought by Sweet Science Foundation to source all necessary equipment required to deliver the activities:

- (a) Boxing gloves
- (b) Boxing Pads
- (c) Boxing bags
- (d) Speedballs
- (e) Headguards
- (f) Groin protectors

8.4 Maintenance

The Nominated Individual should hold copies of manufacturers' detailed instructions on the maintenance of equipment and will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

9. FIRE SAFETY

9.1 General

9.1.1

It is not only the responsibility of the Fire Officer, but of all staff and members working at Sweet Science Foundation to be aware of fire hazards, to know the location of fire exists and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff and volunteers.

9.1.2

Access to escape doors, extinguishers and other firefighting equipment must not be obstructed and the Fire Officer will be instructed on their use.

9.2 Fire Drills

9.2.1

Premises designated Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. He/she is responsible for ensuring that staff and volunteers are aware of the evacuation procedures and has the power to remove obstructions from fire exists.

9.2.2

The fire alarms shall be tested at regular intervals by the premises Fire Officer and staff will be notified of any testing taking place during office hours.

9.2.3

Visitors and all staff, including volunteers, must be made fully familiar with the escape routes and the club's assembly point.

9.3 Fire Drill Procedure

If the Fire Alarm Sounds

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble in front of the building
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If You Discover a Fire

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point.
- Evacuate the building immediately as above.

10. HYGIENE

10.1 All areas must be kept clean and tidy.

10.2 Toilets must be washed regularly and kept clean.

10.3 All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.

10.4 Vending machines for sanitary products and disposal bins should be provided.

10.5 Bins should be emptied and sanitised regularly.

11. FIRST AID AND ACCIDENT REPORTING

11.1 First Aid

11.1.1

First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

11.1.2

The First Aid Box is kept in the gym area.

11.1.3

At least one coach present during the session will receive appropriate first aid training.

11.1.4

All new coaches will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training.

11.1.5

A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

11.2 Accidents and Emergencies

11.2.1

All employees, contractors and volunteers must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the premises Health & Safety Officer and make sure the accident is recorded in the Accident Book.

11.2.2

It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

11.2.3

The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Local Authority Environmental Health Department. RIDDOR covers the following incidents:

- (a) Fatal accidents
- (b) Major injury accidents/conditions
- (c) Dangerous occurrences
- (d) Accidents causing more than 7 days incapacity from work

(e) Certain work-related diseases.

12. HAZARDOUS SUBSTANCES (COSHH)

12.1 General Statement

12.1.1

Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.

12.1.2

The person responsible for carrying out this assessment will be the premises Business Director.

12.1.3

Following this assessment, in accordance with the Approved Code of Practice (ACOP) the premises Business Director will:

- In the first instance take action to remove any hazardous substances
- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above is possible, protective equipment will be issued to ensure the safety of staff.

12.2 Monitoring

12.2.1

If for any reason a member of staff, contractor or volunteer has been exposed to a possibly hazardous substance, levels of exposure will be monitored.

12.2.2

At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

12.3 Removal, Substitution, enclosure and Protection

All employees, contractors or volunteers shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available, they should be used (e.g. water based markers, correction fluid, etc). If there is no way of avoiding such use, staff must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment which shall be made available.

13. LIFTING AND HANDLING

13.1 The employees, contractors or volunteers of Sweet Science Foundation should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads (bags of boxing equipment). Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

13.2 Employees, contractors or volunteers should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. When lifting is done by a team; instructions should be given by one person only.

13.3 Any employee, contractor or volunteer feeling a strain should stop immediately and record the incident in the Accident Book.

13.4 Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.

14. STRESS MANAGEMENT

14.1 Stress at work is a serious issue. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organisation.

14.2 Stress is a workplace hazard that must be dealt with like any other. Thus, the responsibility for reducing stress at work lies both with employer and employee.

14.3 Sweet Science Foundation will do all it can to eradicate problems relating to stress at work. In particular it will:

- Ensure close employee involvement, particularly during periods of change
- Give opportunities for staff to contribute in the planning and organisation of their own jobs
- Ensure staff have work targets that are stretching but reasonable
- Implement effective policies and procedures for dealing with bullying and any form of harassment
- Encourage good communications between staff and management
- Promote the maintenance of a supportive culture in the workplace
- Where appropriate take into consideration employees' personal situation/problems at home
- Ensure employees avoid working long and unsocial hours.

14.4 Sweet Science Foundation will ensure as far as practicable that its policies, working practices and conditions of employment support its commitment to the above.

14.5 Employees, contractors or volunteers should ensure that they do not work in a way which could cause them to suffer an increase of stress, nor cause an increase of stress on others.

14.6 Employees, contractors or volunteers must respect other members of staff and ensure that interpersonal conflict is avoided or dealt with sensibly.

14.7 Employees, contractors or volunteers must not make unrealistic demands on other workers by increasing others' workload.

14.8 Employees, contractors or volunteers should participate with the organisation's intention to maintain a supportive workplace environment.

14.9 If an employee, contractor or volunteer is suffering from stress at work, she/he should discuss this with their line manager/supervisor at the first opportunity. Where practicable and reasonable, Sweet Science Foundation will seek to provide assistance to the individual.

15. RISK ASSESSMENT

15.1. What is a Risk Assessment?

Risk assessment helps you protect your workers and everyone using your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people....the aim is to make sure that no one gets hurt or becomes ill".

15.2. Carrying out a Risk Assessment:

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken.

The HSE proscribes a 'Five Step' process:

Step One – Identify the hazards

First walk around the workplace identifying anything that could be potentially hazardous - write everything down - make a list. Include everything you can think of not just things that are currently obviously dangerous, but anything with a potential risk. It is a good idea to get two people to do this separately (one of these could be a trade union safety representative if there is one) and to compare lists afterwards, in case either of you have missed anything out.

Then think about invisible hazards - for example, in the voluntary sector one of the biggest risks people endure is stress (often related to working long hours, under pressure, to tight deadlines) or physical assault. Invisible hazards often include fumes - for example, photocopiers and laser printers emit ozone when in use.

Finally consider whether things that might not normally be hazardous might be in relation to specific people - e.g. pregnant women, disabled workers.

Step Two – identify who is at risk

Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.

Some people will be more at risk from particular hazards than others - for example a VDU user will be more at risk of suffering RSI (Repetitive Strain Injury - also known as WRULDs - Work Related Upper Limb Disorders), a cleaner might have specific risks related to the chemical cleaning agents being used, etc. And there will be those particularly at risk in some circumstances for example because they may be working alone, or they may have a disability. List those potentially at risk.

Step Three – Evaluate the risks and decide on precautions

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (You may need to seek advice on this from experts) The main purpose of doing a risk assessment is to be aware of the risks, so that you can act to eliminate or at least reduce the risks. On a simple level if an electrical wire is exposed, you could replace it, or cover it with insulating tape. On a more proactive level, for example, if your cleaner is using potentially dangerous chemical agents - change the cleaning product - use something water-based. Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.

Step Four – Record your findings

If you employ five people or more, the law requires you to record your findings.

Ensure the written record of your findings is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in machinery or equipment, and appropriate training being undertaken.

Step Five - Review your assessment. Few workplaces remain the same. You must review your assessment when there are major changes in the workplace, such as the introduction of new machinery, or new ways of working - but you

must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

Other considerations:

- * If you share a building with other groups, it is a legal requirement that you all co-operate with each other in carrying out assessments.

- * If your workers have a trade union health and safety representative, you should consult with them before carrying out the assessment, and again after carrying out the assessment - in case they strongly disagree with the results of the assessments, or the proposals you may be making to remedy a potential hazard.

Sweet Science Foundation H&S Risk Assessment Form



Venue:	
Name and position of person doing check:	
Date:	

GYM/ROOM SPACE	
The floor is clean, has a non-slip surface and is free from obstacles and hazards	Yes ☐ No ☐
Equipment is not in a hazardous position or blocking entry / exit points	Yes ☐ No ☐
Space is appropriate for the activity and number of participants	Yes ☐ No ☐
Lighting and heating is sufficient	Yes ☐ No ☐
Comments / actions taken or required:	

RING (IF APPLICABLE)	
Ropes, rope ties and turnbuckles in good repair & ropes securely fastened and not frayed	Yes ☐ No ☐
Underlay in good repair and of sufficient thickness as stated in the rules and regulations	Yes ☐ No ☐
Canvas is tight, smooth and with no rips or tears	Yes ☐ No ☐
Comments / actions taken or required:	

BOXING EQUIPMENT	
All equipment is appropriate for the number, age and level of boxers	Yes ☐ No ☐
Gloves are in good repair without rips, foam of sufficient depth across the knuckles	Yes ☐ No ☐
Head guards should fit the boxers correctly and have secure straps / lacing	Yes ☐ No ☐
Groin protectors are in good repair and are a good fit	Yes ☐ No ☐
Mouth guards are properly fitted	Yes ☐ No ☐
Hand wraps are of the appropriate length and material	Yes ☐ No ☐
Footwear is in good repair and is a good fit	Yes ☐ No ☐
Comments / actions taken or required:	

GYM/EXERCISE EQUIPMENT (IF APPLICABLE)	
Sufficient space around equipment for it to be used safely	Yes ☐ No ☐
Punch bags are sufficiently padded to not cause hand damage i.e. no 'hard sports'	Yes ☐ No ☐
Bag chains and fastenings are securely tightened and in good repair with no broken links or bent fastenings	Yes ☐ No ☐
Floor-to-ceiling balls have secure anchor points and elastic is in good condition	Yes ☐ No ☐
Mats have no tears or rips	Yes ☐ No ☐
Skipping ropes have secure handles and are in good condition	Yes ☐ No ☐
Benches are in good repair and are splinter-free	Yes ☐ No ☐
Medicine balls are in good condition with no splits	Yes ☐ No ☐
Weights: stands, bars and collars are all in good condition with secure collars and no damage to welds	Yes ☐ No ☐
Aerobic equipment (e.g. bikes, cross trainers) is maintained in accordance with manufacturer's recommendations	Yes ☐ No ☐

Comments / actions taken or required:	
BOXERS	
Medical and emergency contact information has been collected for all boxers	Yes ☐ No ☐
Boxers are suitably attired and are not wearing jewellery	Yes ☐ No ☐
Any injuries are taken into account when planning and conducting activities, which must be suitable	Yes ☐ No ☐
Comments / actions taken or required:	

SPARRING	
All boxers that participate in 100% power head and body sparring hold an appropriate medical card	Yes ☐ No ☐
Sparring only takes place when a full coach or higher is present	Yes ☐ No ☐
Sparring is not conducted by any coaches under the age of 18	Yes ☐ No ☐
Trainee coaches do not conduct open sparring	Yes ☐ No ☐
Correct equipment is worn at all times during sparring i.e. head guard, mouth guard, protector, gloves, hand wraps	Yes ☐ No ☐
Boxers and coaches to understand the need for control in conditioned and technique sparring and understand that it is a learning experience	Yes ☐ No ☐
Boxers are matched suitably according to age, experience, ability, weight and height	Yes ☐ No ☐
Suitable themes are chosen relative to age, experience and ability	Yes ☐ No ☐
A range of sparring opportunities are on offer, tailored to the needs of the boxers	Yes ☐ No ☐
Comments / actions taken or required:	

EMERGENCY PROCEDURES AND FIRST AID	
First Aid qualified staff member present on site during each session	Yes ☐ No ☐
Emergency procedures are published and available for all to see, and all coaches are aware of them	Yes ☐ No ☐
A working telephone is available	Yes ☐ No ☐
Emergency access points are checked and operational	Yes ☐ No ☐
A fully equipped first aid kit is available at all sessions	Yes ☐ No ☐
There is an accident / incident book in place and accessible, in which injuries other than minor training injuries are logged	Yes ☐ No ☐
Comments / actions taken or required:	

Signed:.....

Name:.....

Date:.....

Appendix 2

Sweet Science Foundation Session Risk Assessment Form

RISK ASSESSMENT				
Venue:				Session size (approx.):
Date Completed:				Coach Completing Assessment:
				Coach Signature:
Activity	Who's at risk?	Hazards	Considered – Tick Box	Interventions
Warm-up:- Running outdoors/ indoors	All participants	Slips/tripping over/muscular injuries		Environmental risk assessments will be completed. Guidance will be given by qualified personnel before warming up commences.
Shadow Boxing	All participants	Muscular Injuries		Participants will be put through suitable warm-up to prevent such incidences. Coaching staff will advise on proper form for the activity
Bag Exercises	All participants	Muscular injuries/joint trauma/exhaustion		Exercise intensity will be predetermined by coaching staff. Technical guidance will be given to ensure safe technique is used.
Skipping	All excluding infants	Muscular injuries/joint trauma/skin lacerations		Participants will be given equipment suitable to their skill level for the given task. Also, an adequate warm-up will be given to ensure participant safety.
Weight Training	Seniors/advanced participants	Muscular strains/Extremity specific exhaustion		Weight training will be supervised by an appropriate body. Guidance will be given for each exercise to ensure proper technique, and thus safety.
Circuit Training	All participants	Exhaustion/Muscular injuries/Joint injuries/Falls		Each exercise will be demonstrated to the participant with appropriate guidance notes to ensure safety. Injuries will be taken into consideration and advice given accordingly.
Sparring	Seniors/advanced participants	Head injuries/injuries to the body/fatigue		Boxers will be medically approved by the governing body (ABA), and the personnel supervising will be a minimum of ABA level 2. Boxers will be monitored during the exercise.
Technical Pad Work	All Participants / coaches	Muscular injuries/Fatigue		Qualified boxing coaches will be conducting or supervising the exercise to ensure technique is correct. This will help prevent injury. Coaches and pad holders will be warmed up to prevent injuries.
Flexibility Work	All participants	Muscular Injury		The person(s) conducting such activities will be appropriately qualified to do so. Those with previous muscular injuries will be given guidance accordingly.
Cool-down: Run and/or Static Stretching	All participants	Slips/trips/muscular injuries		Participants will be monitored to identify those suffering from session fatigue and intensity will be set accordingly. Exercise will be prescribed by a qualified member of coaching staff.

