Health and Safety Policy (2025–2026)

Organisation: Manchester Top Team Youth Project CIC (Unit 2 - Boodle St, Ashton-under-Lyne, OL6 8NF)

Appointed H&S Officers: Lead Proprietor & Lead Designated Safeguarding Officer

1. Statement of Intent Manchester Top Team Youth Project is committed to providing a safe, supportive, and secure environment for all post-16 learners, staff, visitors, and partners. We fulfill our statutory obligations under the **Health and Safety at Work etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999** by actively assessing risk, maintaining facilities, and embedding safety into all educational, mentoring, and physical activities.

2. Roles and Responsibilities

- **Proprietor & Leadership:** Responsible for overall legal compliance, reviewing policies annually, maintaining insurance coverage, and allocating resources for health and safety equipment.
- **Designated H&S / First Aid Officers:** Oversee daily environmental checks, record accident logs, ensure statutory testing is completed, and maintain equipment standards.
- **Staff & Tutors:** Duty of care to conduct pre-session risk assessments, enforce site safety rules, maintain clear professional boundaries, and log any hazards immediately.

3. Premises & Environmental Safety

- **Statutory Premises Checks:** Regular testing of fire alarms, emergency lighting, Portable Appliance Testing (PAT), and legionella controls are recorded in the site logbook.
- **Daily Site Audits:** Visual checks of activity areas, emergency exit routes, and training mats are completed prior to the arrival of learners.
- **Fire Safety & Evacuation:** Fire exits and evacuation signs are kept clear at all times. Fire drills are conducted and documented termly.

4. 1:1 Mentoring & Off-Site Outings

- **Visibility Standard:** All 1:1 post-16 mentoring sessions must take place in open, accessible, or observable spaces.
- **Central Logging:** Staff must log start times, end times, exact locations, and planned activities in the central system for any off-site or community-based mentoring.
- **Educational Visits:** Off-site trips require written risk assessments, management sign-off, and verified consent prior to departure.

5. Activity & Equipment Risk Management

- **Sports & Protective Gear:** All physical training, boxing, and combat equipment (gloves, pads, headguards, mats) undergo pre-session inspections and recorded maintenance schedules.
- **Supervised Sessions:** Physical activities and supervised sparring are strictly governed by qualified coaches and discipline-specific safety guidelines.
- **First Aid Provision:** At least one qualified First Aider is on-site during operational hours and present during off-site trips. Fully stocked First Aid kits are maintained in all main activity areas.

6. Incident Reporting & Escalation

- **Accident Logging:** All injuries, minor accidents, and near-misses must be recorded in the on-site Accident & Incident Log immediately.
- **Body Mapping:** Body maps are utilized for physical injuries and linked directly to safeguarding files when appropriate.
- **Statutory Reporting:** Serious incidents fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting protocols.
- **External Notification:** Host commissioning schools and relevant Local Authority leads are notified promptly of any significant incidents involving referred learners.

7. Policy Review This policy is reviewed annually or following any major operational change or statutory update.

- **Last Reviewed:** August 2026
- **Next Review Date:** August 2027