

Bexley Tigers Basketball Club (BTBC) is dedicated to fostering a safe and positive environment for all its members, staff, volunteers, and participants. Recognising the inherent risks associated with sports activities, BTBC is committed to implementing comprehensive health and safety measures. This policy outlines our approach to managing these risks, ensuring a culture of safety and wellbeing.

## **POLICY STATEMENT**

BTBC is fully committed to:

- Identifying and controlling health and safety risks arising from our activities.
- Engaging with employees, volunteers, and participants to enhance safety measures.
- Maintaining a safe playing environment and equipment.
- Providing necessary safety information, instruction, and supervision.
- Ensuring all individuals are competent and receive adequate training.
- Preventing accidents and incidents.
- Upholding safe and healthy conditions for all club activities.
- Regularly reviewing and updating our health and safety practices.

## Responsibilities

- **Management** is responsible for establishing health and safety protocols, ensuring policy compliance, and facilitating training programs.
- **Coaches and Volunteers** must conduct regular risk assessments, maintain safety standards in sessions, and undergo mandatory health and safety training.
- **Participants and Members** are encouraged to follow all safety instructions, use equipment properly, and report any unsafe conditions or behaviours.

## Risk Assessment

Risk assessments will be conducted following these steps:

- Identify potential hazards.
- Determine who might be harmed and how.

- Evaluate risks and implement measures to mitigate them.
- Document findings and implement precautions.
- Review assessments regularly and update as needed.

## Good Practice Guidelines

- Maintain a first aid kit and familiarity with its use for minor injuries.
- Always have a mobile phone for emergencies.
- Know the emergency procedures for each venue.
- Ensure all equipment and facilities meet safety standards.
- Keep attendance records with medical information and emergency contacts.
- Conduct warm-ups and cool-downs to prevent injuries.
- Secure public liability insurance as part of club registration with Basketball England.
- Ensure all members are registered with Basketball England.
- Commit to ongoing training to improve safety competencies.

## Emergency Procedures

Detailed emergency response procedures will be developed and communicated to all club members. These procedures will include steps for responding to injuries, fires, natural disasters, and other emergencies.

## Health and Safety Training

BTBC will provide and require completion of certified first aid training for all head coaches and volunteers, with regular updates and refresher courses to maintain best practices in health and safety.

## Facility Safety Checks

Safety checks of facilities and equipment will be conducted before each use. A documented schedule for regular comprehensive checks will be maintained to ensure ongoing safety compliance.

## Reporting and Documentation

To uphold the highest standards of health and safety within Bexley Tigers Basketball Club (BTBC), a structured and transparent approach to reporting and documentation is essential. This process ensures that all health and safety concerns, incidents, and near misses are appropriately recorded, investigated, and addressed, contributing to the continuous improvement of our safety practices.

- **Incident Reporting:** All club members, including athletes, coaches, volunteers, and staff, are required to report any health and safety concerns, incidents, or near misses immediately to a designated Health and Safety Officer or directly to club management. This includes injuries sustained during club activities, hazards identified within club facilities or equipment, and any health and safety breaches.
- **Documentation Process:** Upon receiving a report, the designated Health and Safety Officer will document the incident using a standardised form, capturing all relevant details such as the date, time, location, individuals involved, a description of the incident or hazard, and any immediate actions taken. This documentation serves as a record for future reference and analysis.
- **Incident Investigation:** For each reported incident, a thorough investigation will be conducted to determine its cause and to identify any underlying health and safety issues that need to be addressed. The investigation team will include, when necessary, the Health and Safety Officer, relevant club personnel, and external experts.
- **Corrective Actions:** Based on the investigation findings, corrective actions will be recommended and implemented to prevent the recurrence of similar incidents. This may include changes to club practices, updates to health and safety protocols, additional training for staff and members, or improvements to club facilities and equipment.
- **Follow-up and Feedback:** After implementing corrective actions, a follow-up review will be conducted to assess their effectiveness. Feedback will also be sought from the individuals directly affected by the incident, as well as from the wider club membership, to ensure that the implemented changes are practical and have addressed the identified concerns.
- **Confidentiality:** All reports and investigations will be handled with the utmost confidentiality to respect the privacy of those involved. Information will only be shared with individuals who need to know to conduct a thorough investigation and to implement corrective actions.

- **Record Keeping:** All incident reports, investigation findings, and records of corrective actions will be securely stored and maintained by the club. These records will be reviewed regularly as part of the club's annual health and safety audit and will be made available to regulatory authorities upon request.

## Review and Audit

An annual review and audit of health and safety practices will be conducted to assess the effectiveness of current measures and to identify areas for improvement.

## Engagement with Members

BTBC will regularly communicate with members about health and safety issues through meetings, newsletters, and the club website. Members are encouraged to provide feedback on health and safety matters.

## Conclusion

This Health and Safety Policy reflects BTBC's commitment to the wellbeing of everyone involved in our club. By adhering to these guidelines, we strive to create a secure and enjoyable environment for all our sports activities.