HARINGEY HEAT BASKETBALL CLUB (CIC)

Health and Safety Policy

V2.1 — Updated November 2026

Policy Statement

Haringey Heat Basketball Club is committed to upholding excellent levels of health and safety in order to safeguard the health and well-being of all our volunteers, staff, young people and visitors. To ensure this, we are committed to:

- Providing adequate control of health and safety risks arising from our activities through a risk assessment process
- Consulting with our workers on matters affecting their health and safety
- Ensuring information, support and guidance is provided on the safe handling and use of substances
- Ensuring all workers are competent to do their tasks and receive adequate training, instruction and supervision
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- Reviewing and revising this policy as necessary at regular intervals

The Board of Directors

The Board of Directors is ultimately responsible for the Health and Safety policy and practice of Haringey Heat Basketball Club. Their role is to:

- Ensure a policy is in place
- Ensure roles are allocated for its enactment
- Monitor and review the policy annually
- Consider reports of accidents and incidents
- Consider training needs
- Ensure adequate resources are allocated for Health and Safety training

Employees and Volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Haringey Heat Basketball Club on health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards, broken equipment) to the Lead Coach or Club Secretary
- Conform to all instructions given to promote personal safety and the safety of others
- Be sensibly and safely dressed for their particular task, location and conditions
- Avoid improvisation which could create unnecessary risks to health and safety
- Report to their supervisor all accidents, whether or not injury was sustained, including incidents of violence and aggression
- Attend and participate in training as required
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits at each venue

Accident Reporting

It is the responsibility of Nikki Distras (Club Secretary) to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all coaches and volunteers are aware of these procedures:

- All accidents (and near misses) are recorded on an Accident Form and then logged in the Accident Book
- Copies of Accident Forms are kept with each head coach; the Accident Book is kept securely by the Club Secretary
- All accidents will be investigated by the Club Secretary and a note of the investigation made on the relevant Accident Form
- Corrective action is taken to prevent recurrence

First Aid

The First Aid Officer is Nikki Distras. The First Aid kit will be regularly checked and restocked by the First Aider. The First Aid box is brought to every session by the Lead Coach. The Accident Book is held securely by the Club Secretary. Accident Forms are available from the Club Secretary.

Fire Safety

The Fire Safety Officer is Laxmi Harding (Club Chair). As Haringey Heat Basketball Club operates from hired venues and partner schools (Greig City Academy, Duke's Aldridge Academy, Park View School, St Paul's Primary School and Holy Trinity Primary School), fire safety at each venue is primarily the responsibility of that venue. The club follows the fire safety procedures in place at each venue.

The Lead Coach for each session is responsible for:

- Knowing the fire exits, fire alarms and emergency assembly points at the venue for that session
- Ensuring all participants are accounted for in the event of an evacuation
- Ensuring a register is taken at every session so all persons present are known

Risk Assessment

All Haringey Heat Basketball Club activities are risk assessed to ensure that all necessary measures are in place to safeguard workers, young people and the public. Risk assessments are carried out by a minimum of two workers and reviewed annually. See the Risk Assessment Policy for full details.

Insurance

The club holds appropriate insurance for all its activities. Details of insurance are available on request from the Club Secretary.

Date: November 2026

Date of Review: November 2027

Version: V2.1

Approved by the Board of Directors, November 2026

Nikki Distras, Club Secretary

Haringey Heat Basketball Club (CIC)

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