



South London Topcats
Brixton Topcats

Health and Safety POLICY

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Policy Statement

South London Topcats – Brixton Topcats Basketball Club (“the Club”) is committed to providing and maintaining as safe, healthy environment for all its members, coaches, volunteers and visitors.

The club recognises its duties under the Health and Safety at Work Act 1974 and all associated regulations.

The club will take all reasonable steps to protect the health, safety and welfare of everyone involved in Club activities and to manage risks arising from its activities responsibly.

Legal Framework

This policy is informed by and complies with:

- Health and Safety at Work Act 1974
- Management of Health and Safety as Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- First Aid at Work Regulations 1981 (as amended)
- Basketball England Health and Safety guidelines

RESPONSIBILITIES

3.1 Club Board

The club Board is responsible for:

- Establishing and maintaining health and safety protocols
- Ensuring this policy is implemented and reviewed annually
- Allocating appropriate resources for health and safety measures
- Maintaining appropriate insurance, including public liability insurance, as required by Basketball England.

3.2 Director of Basketball Operations, Coaches and Lead Volunteers

The Director of Basketball Operations, Coaches and Lead volunteers are responsible for:

- Conducting pre-session risk assessment of venues and equipment
- Ensuring all participants warm up and cool down properly
- Maintaining awareness of participants' relevant medical conditions
- Maintaining a first aid kit and basic first aid competency
- Reporting accidents, incidents and near misses to the Club Board
- Completing Basketball England mandatory safeguarding and health and safety training

3.2 Coaches and Lead Volunteers

All Club members and participants are expected to:

- Follow all safety instructions from coaches and Club officers
- Use equipment correctly and safely
- Report any unsafe conditions, equipment faults or injuries
- Disclose any relevant medical conditions or injuries to the coach before participating

RISK ASSESSMENT

Risk assessments will be carried out in advance of all regular Club activities and for any new or unusual activities. The risk assessment process involves:

- Identifying potential hazards (e.g. slippery courts, faulty equipment, overcrowding)
- Assessing who may be harmed and how
- Evaluating the level of risk and implementing controls to reduce it
- Documenting findings and communicating controls to relevant persons
- Reviewing and updating assessments regularly and following any incident

A signed risk assessment must be completed for each venue used by the Club. Risk assessments will be stored and made available for review. See Club's Risk Assessment Template for the standard format to be used.

FIRST AID

The club will ensure:

- At least one qualified first aider (with a valid first aid certificate) is present at all training sessions and competitive events
- A stocked first aid kit is available at all Club activities
- First aid certificates are renewed as required (minimum every three years for First Aid at Work)
- The home venue provides an AED (Automated external defibrillator). Coaches must confirm the AED location with venue staff at the start of each session. Where the Club uses other venues, the lead coach must establish the nearest AED location before activity begins
- The nearest hospital with an A&E department is known to the person in charge of each session

Accident and Incident Reporting

All accidents, injuries, near misses and dangerous occurrences at Club activities must be recorded in the Club's Accident Book on the day of the incident. An Accident Book template is available in the Club's Templates & Forms folder. Reports should include:

- Date, time and location of the incident
- Name(s) of person(s) involved
- Nature of the injury or incident
- Immediate action taken
- Name of the person recording the incident

Serious incidents must also be reported to the relevant authorities under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The Club Board must be informed of all significant incidents. Accidents records will be retained for a minimum of three years (r until a juniors member turns 2

Facility Safety

Before each session, the coach or lead volunteer must inspect:

- The court surface (for hazards such as spillages, damaged flooring, or obstacles)
- Basket supports and backboards (for stability)
- Balls and other equipment (for damage or safety risks)
- Emergency exits and access routes
- Availability of first aid kit and emergency contacts

Any defects or concerns must be reported to the venue operator and if the venue cannot be made safe, the session should not proceed. Concerns must also be reported to the Club Board.

Emergency Procedures

All coaches and lead volunteers must familiarise themselves with the emergency procedures for each venue, including:

- Location of fire exits and evacuation routes
- Fire assembly points
- Location of fire extinguishers
- How to call emergency services (999)
- Location of the nearest hospital with A&E services

In the event of a medical emergency, coaches should call 999 immediately and stay with the injured person until emergency services arrive. Parents/guardians of junior members must be notified immediately.

Concussion and Head Injuries

The Club has a standalone Concussion & Head Injury Policy that sets out the protocol for recognising and managing suspected concussion. This includes the 'If in Doubt, Sit Them Out' principle, no same-day return to play, the Graduated Return-to-Play (GRTTP) protocol, and the requirement for medical sign-off before a player returns to contact activity. All coaches and volunteers must be familiar with that policy. A copy is held alongside this policy in the Club's Policy folder.

Insurance

The Club will maintain appropriate insurance in accordance with Basketball England's affiliation requirements, including public liability insurance. Coaches are advised to hold their own personal accident insurance. Members are encouraged to review their personal health insurance provisions.

Training

All coaches must hold a current first aid qualification. All Club volunteers working with children must complete Basketball England's mandatory safeguarding training. The Club will maintain a log of all relevant training and certificate expiry dates (see the First Aid Certificate Log).

Review

This policy will be reviewed annually by the Club Board, or sooner following a significant incident or change in legislation.

