

# TRAINING CAVE



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| <b>Policy Title</b>              | Health and Safety Policy                                      |
| <b>Version</b>                   | 2.0                                                           |
| <b>Effective Date</b>            | 26.01.2026                                                    |
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| <b>Next Review Date</b>          | 11.09.2027                                                    |
| <b>Approved By</b>               | Jack Sunderland<br><br>Director<br><br>Training Cave Club Ltd |

## **1. Purpose and statement of intent**

Training Cave Club Ltd will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its work, including children and young people, members, visitors, contractors and the public.

We provide boxing, fitness and alternative provision activities. Health and safety is integrated with safeguarding, learner welfare, behaviour support and quality assurance. We will identify hazards, assess risks, implement proportionate controls, provide competent supervision and training, maintain safe premises and equipment, and learn from accidents, near misses and concerns.

No performance, attendance or commercial objective takes priority over safety. Any person may stop an activity where they reasonably believe there is an immediate risk of harm. No one will be disadvantaged for raising a genuine safety concern.

## **2. Scope and organisational context**

This policy applies to all Training Cave Club Ltd work activities, whether delivered at its premises, online or away from site, including:

- Alternative provision and educational sessions;
- Boxing coaching, sparring or other contact activity where authorised, fitness training and strength work;
- Arrival, departure, breaks, changing and welfare arrangements;
- Off-site visits, travel, events and competitions;
- Maintenance, cleaning, storage and office activity; and
- Work undertaken by employees, coaches, tutors, volunteers, agency workers and contractors.

Training Cave Club Ltd is an independent alternative provision provider and is not described by this policy as a registered school. Commissioning schools and local authorities retain their own duties and must provide relevant information needed for safe placement and oversight.

## **3. Legal and Regulatory Framework**

The policy is informed by applicable legislation and current official guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Manual Handling Operations Regulations 1992;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Personal Protective Equipment at Work Regulations 1992, as amended in 2022;
- Electricity at Work Regulations 1989;
- Health and Safety (First-Aid) Regulations 1981;

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Regulatory Reform (Fire Safety) Order 2005;
- Equality Act 2010 and the duty to make reasonable adjustments; and
- Department for Education alternative provision guidance and relevant education health and safety guidance, used proportionately to the services provided.

Where legislation or authoritative guidance changes, the current requirement takes precedence and this policy will be reviewed.

## **4. Organisation and responsibilities**

### **4.1 Director and Health and Safety Lead**

The Director has overall accountability and, as the named Health and Safety Lead, will:

- Provide leadership, competent advice and adequate resources;
- Ensure suitable and sufficient risk assessments and safe systems of work are in place;
- Assign responsibilities and check that actions are completed;
- Ensure required insurance, statutory notices and records are maintained;
- Coordinate with the landlord/building management and other responsible persons in shared premises;
- Determine whether an incident is reportable under RIDDOR and submit any required report; and
- Review performance, incidents, complaints and this policy.

### **4.2 Staff, Coaches, Tutors and Volunteers**

- Take reasonable care of their own health and safety and that of others;
- Follow this policy, training, risk assessments and safe systems of work;
- Complete pre-use checks and use equipment only when competent and authorised;
- Maintain appropriate supervision and stop unsafe activity;
- Report hazards, defects, accidents, near misses, illness and safeguarding concerns promptly;
- Do not misuse or interfere with safety equipment; and
- Cooperate with investigations and improvement actions.

### **4.3 Learners, Members, Parents/Carers and Visitors**

- Follow staff instructions, site rules and emergency arrangements;
- Use equipment only as instructed and with the required supervision;
- Wear suitable clothing and protective equipment;
- Disclose relevant health, medication or support information through the agreed process;
- Report injuries, illness, damage, hazards or concerns promptly; and

- Behave in a way that does not create avoidable risk.

#### **4.4 Commissioners and Contractors**

Commissioning schools/local authorities must provide accurate, timely information relevant to safe placement, including medical needs, SEND, known risks, emergency contacts, transport and agreed supervision. Contractors must provide evidence of competence and insurance where appropriate, follow site controls and coordinate their work with the Health and Safety Lead.

### **5. Risk Assessment and Control**

The Health and Safety Lead will ensure written risk assessments are completed by competent persons. They will cover premises, work equipment, boxing and fitness activities, fire, first aid, COSHH, manual handling, lone working, off-site activity and individual learner needs where necessary.

Controls will follow the hierarchy of eliminating the hazard where reasonably practicable, then reducing or isolating risk, using safe systems, supervision and training, and using personal protective equipment as a final or supporting control.

Risk assessments will be communicated to affected people and reviewed at planned intervals and sooner after an incident, near miss, change in activity/equipment/premises, new information, or concern that controls are ineffective. Significant findings and completed actions will be recorded.

### **6. Alternative Provision Learner Safety**

Before placement or as soon as reasonably practicable, Training Cave Club Ltd will obtain and review information necessary to deliver the placement safely. This may include:

- Medical conditions, allergies, medication and emergency action plans;
- SEND, communication, sensory, mobility and reasonable-adjustment needs;
- Behaviour, exploitation, absconding, aggression, self-harm or other known safety risks;
- Safeguarding information necessary for staff to manage immediate risk;
- Emergency contacts and collection/transport arrangements; and
- The commissioning body's named contact and escalation process.

Information will be recorded and shared only with those who need it. Individual risk management plans, healthcare plans or reasonable adjustments will be used where general controls are insufficient. Placement suitability and controls will be reviewed with the commissioner after significant incidents or changes.

Learners will receive an age- and needs-appropriate induction covering boundaries, prohibited activity, equipment rules, changing arrangements, first aid, fire and emergency instructions, reporting concerns and safe arrival/departure.

## **7. Boxing, Contact Activity and Physical Training**

Boxing and fitness activity will be planned and led by staff who are competent for the activity and who work within their qualifications, experience, governing-body rules and organisational procedures. Activity will be matched to age, ability, fitness, health information and assessed risk.

- A dynamic check of the space, participants and equipment will take place before and during sessions.
- Warm-up, progressive instruction, recovery, hydration and cool-down will be incorporated as appropriate.
- The coach will control numbers, spacing, intensity and access to the ring, bags, weights and other equipment.
- Participants must use suitable clothing, footwear and required protective equipment; shared protective equipment will be cleaned and checked.
- Sparring or contact activity must be specifically authorised, supervised and matched appropriately. It must not be used as punishment or behaviour management.
- Any participant or coach may stop activity because of pain, illness, distress, unsafe conduct or an equipment/environmental concern.
- Staff will not permit training while a person appears intoxicated, acutely unwell or otherwise unfit to participate.
- Unsafe horseplay, unsupervised use, jewellery or other identified hazards will be controlled through session rules.

### **7.1 Head Injury and Suspected Concussion**

Any participant with a suspected concussion or significant head impact will be removed from activity immediately and will not return to training that day. Staff will provide first aid, seek urgent medical help where red-flag symptoms are present, notify the parent/carer and commissioner as appropriate, and record the incident. Return to activity must follow medical advice and the organisation's staged return process; a coach will not independently clear a learner where medical assessment is required.

## **8. Premises, Welfare and Security**

The premises will be maintained, so far as reasonably practicable, in a safe, clean and secure condition. Routine checks will cover access/egress, floors, lighting, ventilation, temperature, sanitary and changing facilities, drinking water, storage, housekeeping and occupancy. Walkways and emergency routes must remain unobstructed.

Known defects will be reported promptly, assessed and isolated or controlled until repaired. Where the issue concerns shared areas or building systems, the Health

and Safety Lead will coordinate with Carr Mills management/landlord and retain evidence of actions.

Visitor and contractor access will be controlled according to risk and safeguarding requirements. Learners will be supervised in line with their needs and must not access restricted storage, office or maintenance areas without authorisation.

## **9. Work Equipment, Inspection and Maintenance**

- Equipment will be suitable for its intended use and installed, inspected and maintained in accordance with manufacturer instructions and assessed risk.
- Coaches will complete visual/pre-use checks of rings, portable ring components, bags, fixings, pads, gloves, protective equipment, weights, benches and other training equipment.
- Formal inspections and servicing will be scheduled where required. Records will identify the item, check, date, result, action and person responsible.
- Defective equipment will be taken out of use, clearly identified and secured against accidental use until repaired or disposed of.
- Only trained and authorised persons may assemble, adjust, maintain or repair equipment.
- Portable and fixed electrical equipment will be maintained safely; user checks and inspection/testing will be proportionate to risk rather than relying on a blanket testing interval.

## **10. First Aid, Medical Needs and Medication**

Training Cave Ltd will complete and regularly review a first-aid needs assessment. This will consider the number and needs of learners and members, staffing levels, operating hours, boxing and physical-training risks, previous incidents, off-site activities and the distance from emergency medical services.

The assessment will determine the required number and competence of trained first aiders or appointed persons, the contents and location of first-aid kits, and any additional equipment or arrangements needed. Activities must not proceed unless the level of first-aid provision identified by the assessment is available.

Training Cave Ltd will ensure that:

- First-aid kits are accessible, clearly identified, appropriately stocked and checked regularly.
- Staff, learners and visitors are told how to obtain first aid and summon emergency assistance.
- Relevant medical information, allergies, emergency contacts and prescribed medication requirements are obtained before a learner begins their placement and reviewed when circumstances change.
- Individual Healthcare Plans or emergency action plans are established where necessary, in consultation with the learner, parent/carer, commissioner and relevant healthcare professional where appropriate.

- Learners who may require emergency medication bring their own prescribed, in-date medication, in its original labelled packaging and in accordance with their healthcare or emergency action plan.
- Learners who are sufficiently competent may carry and administer their own emergency medication where this has been agreed and recorded. Otherwise, medication will be stored safely while remaining readily accessible when required.
- Medication is accepted, stored, administered or supervised only in accordance with the organisation's medication procedure, the prescription instructions, written parental/carer consent and any relevant healthcare plan.
- Staff who may be required to assist with or administer medication receive appropriate information and training and understand the limits of their responsibilities.
- Training Cave Ltd does not hold stock emergency salbutamol inhalers or spare adrenaline auto-injectors for general use, as the organisation is not currently within the categories of school permitted to obtain these medicines without a prescription.
- A learner's own prescribed inhaler or adrenaline auto-injector is taken on off-site activities and remains readily accessible to the learner or supervising staff.
- Details of any first aid provided or medication administered are recorded accurately, with parents/carers and commissioners informed where appropriate.

In a medical emergency, staff will provide assistance within their competence, call **999** promptly and follow the instructions of the emergency services. Urgent or potentially life-saving treatment will not be delayed while attempting to contact a parent/carer or obtain further consent. A parent/carer and the commissioning school or local authority will be notified as soon as reasonably practicable.

## **11. Accidents, Incidents, Near Misses and RIDDOR**

All accidents, injuries, work-related ill health, dangerous occurrences and near misses must be reported promptly and recorded accurately. Immediate care and scene safety take priority. The Health and Safety Lead will preserve relevant evidence, notify safeguarding leads or commissioners where appropriate, investigate proportionately and track corrective actions.

Only incidents meeting the statutory criteria will be reported under RIDDOR. The Health and Safety Lead is responsible for deciding whether a report is required, submitting it within the applicable timescale and retaining the required record. A routine sports injury is not automatically RIDDOR-reportable.

## **12. Fire Safety and Other Emergencies**

The responsible person will ensure a suitable and sufficient fire risk assessment is in place and kept under review. Training Cave Club Ltd will coordinate with other

responsible persons for the shared premises, including the landlord/building manager, so that building-wide arrangements are compatible.

- Fire prevention and detection/warning arrangements, firefighting equipment, escape routes and emergency lighting will be maintained according to the fire risk assessment.
- Staff will receive information and instruction; drills will be carried out and recorded at a frequency determined by risk and whenever arrangements materially change.
- Evacuation planning will account for children, visitors, disabilities or additional needs, the available exit arrangements, roll call and emergency service access.
- Emergency routes and exits must be available whenever the premises are occupied. Occupancy must remain within the assessed safe limit.
- Staff will follow the controlled Emergency Procedures and the instructions of emergency services. Detailed lockdown, evacuation and security information is not published in this public policy.

*Site-specific emergency procedures must be verified against the current premises, communicated to staff and tested. Any uncertainty about warning audibility, exit availability, occupancy or shared-building arrangements must be resolved before relying on the procedure.*

### **13. Hazardous Substances, Hygiene and Infection Control**

Cleaning products and other hazardous substances will be assessed under COSHH where applicable, kept in labelled containers, stored securely away from learners, and used according to instructions. Staff will receive information about exposure controls, spill response and first aid. Products must not be decanted into food or drink containers.

Cleaning schedules will address high-touch surfaces, shared boxing/fitness equipment, changing rooms, toilets and shower facilities. Handwashing facilities and appropriate waste arrangements will be maintained. Illness and outbreaks will be managed using current public-health advice and commissioner/parent communication where relevant.

### **14. Manual Handling and Working at Height**

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task, load, environment and individual capability will be assessed; mechanical assistance or team handling will be used where appropriate. Staff must not improvise access equipment or stand on chairs, boxes, rings or gym equipment. Work at height will be planned and performed using suitable equipment by competent persons.

## **15. Lone Working, Personal Safety and Violence**

Lone working, including opening/closing and work outside normal hours, will be risk assessed. Controls may include communication/check-in arrangements, access restrictions, emergency contacts and prohibiting specified higher-risk activities. Learners will not take part in activities where the assessed supervision or emergency cover cannot be maintained.

Known risks of aggression or violence will be shared lawfully and managed through placement planning, staffing, environmental controls and de-escalation. Physical intervention is a last resort, must be lawful, necessary and proportionate, and must be reported, recorded and reviewed under the separate behaviour/physical intervention and safeguarding procedures.

## **16. Off-site Activities, Travel and Competitions**

Off-site activities will have a proportionate, activity-specific risk assessment and approval. Planning will address competent leadership, staffing and supervision, participant suitability, consent, transport, venue arrangements, weather, first aid, emergency contacts, medication, missing-person procedures and communication with parents/carers and commissioners. External venues and organisers do not remove Training Cave Club Ltd's duty to assess and manage the aspects under its control.

## **17. Information, Instruction, Training and Consultation**

- Staff and volunteers will receive health and safety induction before undertaking unsupervised duties.
- Role- and activity-specific training will be provided and refreshed according to risk, competence, guidance and expiry dates.
- Training and competence records will be maintained.
- Safety changes, lessons from incidents and relevant risk-assessment findings will be communicated promptly.
- Staff will be consulted on matters affecting their health and safety and encouraged to report concerns and improvement ideas without fear of reprisal.

## **18. Monitoring, Records and Assurance**

The Health and Safety Lead will monitor implementation using premises and equipment checks, review of accidents and near misses, training/qualification records, action logs, fire and first-aid records, commissioner feedback and periodic

policy review. Trends and repeated defects will be used to identify systemic improvements.

Records will be accurate, secure, retained in line with legal and organisational requirements, and shared only where there is a lawful and operational need. Relevant risk assessments, insurance evidence, qualifications and inspection records may be made available to commissioning schools, local authorities, insurers or regulators on request, subject to confidentiality and security considerations.

## **19. Related Policies, Risk Assessments and Procedures**

This policy should be read alongside the following Training Cave Ltd documents:

- Child Protection and Safeguarding Policy;
- Behaviour Management and Relationships Policy;
- Emergency Procedures Risk Assessment;
- Gym Environment Risk Assessment;
- First Aid and Medication Procedure; and
- Data Protection Policy.

Training Cave Ltd also maintains appropriate operational records, including accident and near-miss records, first-aid checks, equipment inspection records, cleaning arrangements and additional activity-specific risk assessments where required.

## **20. Review and Approval**

This policy will be reviewed at least annually and sooner following a significant incident, legislative or guidance change, change in premises or activities, identified control failure, or material feedback from staff, learners, commissioners, insurers or regulators.

The Director will approve and sign the policy. Material changes will be communicated to staff and reflected in operational risk assessments and procedures. The public version will be kept available on the organisation's website.

## **21. Contact**

Health and safety enquiries or concerns should be directed to:

Jack Sunderland

Director and Health & Safety Lead

[Jack@trainingcave.co.uk](mailto:Jack@trainingcave.co.uk)

## **Appendix A - Key Official References**

The following public sources were checked when this revision was prepared.

Operational documents should use the current versions of legislation and guidance.

- Health and Safety Executive: Prepare a health and safety policy — [www.hse.gov.uk/simple-health-safety/policy/](http://www.hse.gov.uk/simple-health-safety/policy/)
- Health and Safety Executive: First aid at work — [www.hse.gov.uk/simple-health-safety/firstaid/](http://www.hse.gov.uk/simple-health-safety/firstaid/)
- Health and Safety Executive: RIDDOR — [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)
- GOV.UK: Fire safety in the workplace — [www.gov.uk/workplace-fire-safety-your-responsibilities](http://www.gov.uk/workplace-fire-safety-your-responsibilities)
- Department for Education: Alternative provision statutory guidance — [www.gov.uk/government/publications/alternative-provision](http://www.gov.uk/government/publications/alternative-provision)