



**STAMFORD
PARK TRUST**

Sport, Community & Leisure Health & Safety Policy

DOCUMENT REFERENCE: 000176/T

THIS POLICY APPLIES TO: All staff, students and users of SPT Sport Community & Leisure facilities

OWNER/AUTHOR: Director of Sport Community & Leisure/Head of Estates and Compliance

ESTABLISHMENT LEVEL: Trust

APPROVING BODY: Finance & Resources Committee

REVIEW CYCLE: Annual

DATE APPROVED:

LAST REVIEWED ON: December 2025

NEXT REVIEW DUE BY: December 2026

SUMMARY OF CHANGES: New policy

RELATED DOCUMENTS/POLICIES: Trust Health & Safety Policy and Procedures

**LEGAL FRAMEWORK/STATUTORY
GUIDANCE:** Health and Safety at Work Act 1974

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1. Policy Statement

Stamford Park Trust (SPT) is committed to providing safe, welcoming, and inclusive sport, community, and leisure facilities for all customers, participants, staff, volunteers, contractors, and visitors. Our objective is to prevent accidents, reduce risks, promote wellbeing, and ensure full compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.

We recognise that high-quality sport and leisure provision depends on maintaining safe environments, safe working practices, and a culture where safety is everyone's responsibility. SPT will provide the resources, training, supervision, and systems necessary to uphold the highest standards of health and safety across all facilities we operate.

2. Scope

This policy applies to:

- All Stamford Park Trust Sport, Community & Leisure Venues which include;
 - Astley Sports Village
 - Rayner Stephens High School
 - Ashton Sixth Form College
 - Fairfield High School
 - Longdendale High School

Our venues include gyms, sports halls, outdoor astro turf pitches, grass pitches, fitness/dance studios, community rooms, and associated grounds.

All employees, sessional workers, freelance coaches, volunteers, and contractors working on behalf of the Trust. All service users, including gym members, group exercise participants, school groups, community partners, and casual visitors.

3. Responsibilities

3.1 Director of Stamford Park Trust Sport, Community & Leisure

- Implement this policy across all Stamford Park Trust managed facilities.
- Ensure risk assessments, operational procedures, and incident reporting systems are effective and up-to-date.
- Lead audit processes and ensure compliance with legislative requirements.

3.4 Venue Management (Duty Managers/Shift Supervisors)

- Manage day-to-day Health & Safety within their venue.
- Conduct regular inspections, maintain documentation, and ensure staff competency.
- Ensure the safe operation of all sports activities, equipment, and facilities.
- Address hazards promptly and escalate issues to SPT Management when required.

3.5 Front of House Staff, Gym Staff, Sports Coaches, Housekeeping

- Follow all SPT Health & Safety procedures and safe systems of work.

- Complete required training, refreshers, and qualifications relevant to their role (e.g., first aid, safeguarding, fire safety, gdpr, equality & diversity, manual handling, role specific courses including gym cpd and coaching cpd).
- Maintain a safe environment by reporting hazards, defects, and incidents.
- Ensure safe supervision ratios and conduct activity-specific risk checks.

3.6 Contractors & Partners

- Must adhere to SPT Health & Safety requirements and provide evidence of qualifications and risk assessments.
- Must not undertake unsafe practices or compromise facility safety.
- Comply with all venue Safeguarding procedures and expectations

3.7 Customers & Visitors

- Must follow safety instructions, signage, and staff guidance.
- Must report accidents or hazards to venue staff immediately.

4. General Health & Safety Arrangements

4.1 Risk Assessments

- Comprehensive risk assessments will be carried out for all activities, equipment, facilities, and operational processes.
- Risk assessments will be approved by SPT Facilities & Compliance Manager
- All facility areas will have an umbrella/general risk assessment in place with additional sport/activity/event risk assessments in place where required by the venue.
- Risk assessments will be reviewed annually, or after incidents, facility changes, or new activity introduction.
- All club booking hirers are expected to have their own activity specific risk assessment in place which they themselves manage and review in line with their own compliance and governing body framework and guidance.

5. Facility-Specific Safety Measures

5.1 Gyms & Fitness Suites

- New Member Gym Activations, Gym Tours and New Member Personal Training session available for all new gym users.
- Gym staff on site at all times to offer guidance on safe, effective exercise and usage of equipment.
- Regular inspection of all cardio, resistance, functional and group exercise equipment.
- Defective equipment must be taken out of use immediately and logged
- Clear emergency stop procedures on relevant machines.
- Clear emergency evacuation signage in place
- Defibrillator in an easily accessible wall mounted cabinet in place within the Gym

5.2 Sports Halls & Indoor Courts

- Pre-session equipment checks for goals, posts, nets, mats, and floor condition.
- Securing of indoor goals to prevent tip-over hazards.
- Securing of indoor netball posts to prevent tip-over hazards
- Safe manual handling procedures for moveable equipment.
- All cricket nets and divider nets in the storage canopy's when not required to prevent trip hazards
- Sufficient emergency lighting in place and emergency evacuation route signage

5.3 Group Exercise Studios

- Instructors to ensure safe warm-up, and class intensity management.
- Oversight of studio capacity, temperature, and ventilation.
- Regular checks of sound systems and lighting.
- Suitable safe class capacity specific for particular class/workout type and equipment.

5.4 Outdoor Pitches & Courts

- Routine surface inspections for debris, damage, or weather-related hazards.
- Maintenance of artificial turf, line markings, floodlights, and fencing.
- Safe management of match days, tournaments, and spectator traffic.
- Daily outdoor area opening checks in place to check all areas are safe and accessible for usage.
- 3G Football Development complies with the FA Pitch Registry approved pitches.

6. Emergency Procedures

6.1 Emergency Action Plans (EAPs)

Each facility will maintain an up-to-date EAP covering:

- Fire evacuation
- Medical emergencies
- Missing persons
- Severe weather and outdoor risks
- Building lockdown procedures
- Power failure or equipment malfunction

Staff will undergo regular training and run through drills scheduled to ensure good understanding and swift and effective response to EAPs

6.2 First Aid

- Adequate numbers of trained first aiders per facility.
- Fully stocked, regularly checked first-aid kits and AED devices.
- Recording of all first-aid provision in the accident reporting system.

7. Accident, Incident & Near-Miss Reporting

- All incidents must be recorded promptly using SPT's reporting system.
- RIDDOR-reportable incidents will be managed by senior management.
- Near-miss reporting is actively encouraged to prevent future harm.
- All incidents are recorded and reported on Smartlog.

8. Safeguarding & Protection

- Stamford Park Trust is committed to safeguarding children, young people, and vulnerable adults participating in sport and leisure activities.
- All staff must complete all safeguarding training in line with KCSIE 2025 and also additional sport/leisure specific safeguarding training.
- All safeguarding concerns must be reported to the Designated Safeguarding Lead (DSL).
- All staff are aware of where and how to complete cause for concern forms and how to escalate safeguarding concerns across all SPT venues.
- Safe recruitment and DBS processes apply to all regulated activity roles.
- All staff will receive regular training on Safeguarding procedures, updates and staff voice.

9. Staff Training & Competence

SPT will ensure:

- Mandatory H&S inductions for all new staff.
- Regular refresher training annually for all SPT mandatory training including; fire safety, COSSH, safeguarding, GDPR, equality & diversity, sexual harassment, health and safety plus others where required.
- Supervisors and managers receive leadership-specific H&S training.
- Training records are maintained and reviewed annually.

10. Maintenance, Inspections & Housekeeping

- Planned preventative maintenance schedules for buildings, plant rooms, and equipment such as boilers, water storage units, air conditioning, sports hall equipment, gym equipment, outdoor pitch equipment as examples
- Daily opening checks are in place using IAuditor
- Weekly maintenance checks and in-house maintenance carried out and recorded via IAuditor
- External contractors used only where properly qualified and inducted.
- Safe storage of cleaning materials, chemicals, and equipment.

11. Control of Substances Hazardous to Health (COSHH)

- COSHH assessments for all cleaning agents and maintenance products.
- Secure chemical storage and appropriate PPE.
- Cleaning rooms and storage cabinets to always remain locked with key holding staff permitted to access those areas.
- Staff trained in safe handling and spill response.

12. Customer Conduct & Rules of Use

- Behaviour standards and facility rules displayed prominently.
- Staff empowered to enforce rules around safety, equipment use, and safeguarding.
- Zero tolerance for abuse, vandalism, or unsafe conduct.
- Staff trained and aware of procedures to follow when dealing with/responding to anti-social behaviour from u18s on site.

13. Monitoring, Review & Continuous Improvement

- Annual audits of all sport & leisure facilities.
- SPT Site Management email ticket log system in place to report and action all repairs/faults that likely can be repaired and responded to by on site school site teams
- Regular safety meetings and facility walkarounds.
- Review of accident trends, customer feedback, and compliance records.
- Policy reviewed annually or in response to regulatory changes or significant incidents.