



Kick Start Futures

Health & Safety Policy

Policy Date: August 2026

Review Date: August 2027

1. Policy Statement

Kick Start Futures is committed to providing a safe, healthy and supportive environment for students, staff, visitors and others who may be affected by our activities.

We recognise that effective health and safety is everyone's responsibility. Our approach is practical and proportionate: we identify risks, take sensible steps to reduce them and ensure staff understand what is expected of them.

As an alternative provision, we also recognise that some students may have additional needs, experience anxiety or dysregulation, or require individual adjustments to participate safely. Risk will therefore be managed in a way that supports inclusion and opportunity rather than unnecessarily restricting students.

Kick Start Futures operates from facilities at **Salisbury Football Club (SFC)**. We therefore work closely with SFC to ensure responsibilities for the premises, facilities and activities are clearly understood and effectively managed.

2. Purpose

This policy aims to:

- protect the health, safety and wellbeing of students, staff and visitors;
- identify and manage risks effectively;
- provide safe premises, equipment and working practices;
- ensure students can participate safely in education, football and other activities;
- establish clear responsibilities between Kick Start Futures and Salisbury FC;
- ensure accidents, incidents and concerns are reported and acted upon;
- promote a positive culture where everyone takes responsibility for safety.

Health and safety will always be considered alongside safeguarding and the individual needs of our students.

3. Legal Framework

Kick Start Futures will meet its responsibilities under relevant health and safety legislation and 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;
- Regulatory Reform (Fire Safety) Order 2005;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Manual Handling Operations Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998 (PUWER).

Relevant Department for Education and Health and Safety Executive guidance will also be followed where applicable.

4. Responsibilities

Directors

The Directors have overall responsibility for ensuring appropriate health and safety arrangements are in place.

They will ensure that:

- suitable policies and procedures are maintained;
- appropriate resources are available;
- significant risks are identified and managed;
- serious health and safety concerns are addressed;
- health and safety arrangements are reviewed regularly.

Education & Provision Lead

The Education & Provision Lead is responsible for the day-to-day implementation of this policy.

This includes:

- ensuring risk assessments are completed and reviewed;
- ensuring staff understand health and safety procedures;
- reporting premises concerns to Salisbury FC where appropriate;
- ensuring accidents and incidents are recorded;
- ensuring staff receive appropriate training;
- reviewing individual student risks where necessary;
- taking prompt action when unsafe practice is identified.

Staff

All staff have a responsibility to:

- take reasonable care of themselves and others;
- follow risk assessments and agreed procedures;
- report hazards, defects, accidents and near misses promptly;
- use equipment safely;
- supervise students appropriately;
- consider individual student needs when planning activities;
- challenge unsafe behaviour or practice;
- complete required health and safety training.

Staff should never undertake an activity they believe presents an unacceptable risk without first seeking advice.

Students

Students will be supported to understand that safety is a shared responsibility.

They are expected, according to their age and understanding, to:

- follow reasonable safety instructions;
- use equipment appropriately;
- treat the environment and facilities with respect;
- tell an adult if something appears unsafe;
- behave in ways that do not unnecessarily place themselves or others at risk.

Where a student finds these expectations difficult, staff will provide appropriate support rather than assuming deliberate non-compliance.

5. Working in Partnership with Salisbury Football Club

Kick Start Futures operates within Salisbury FC premises and some health and safety responsibilities are therefore shared.

Kick Start Futures is responsible for:

- the supervision and safety of students while attending the provision;
- activities delivered by KSF staff;
- student-specific risk assessments;
- safe use of classrooms and allocated areas;
- KSF-owned equipment and resources;
- reporting defects or hazards promptly;
- ensuring staff and students follow agreed stadium safety arrangements.

Salisbury FC is responsible for matters relating to the premises and facilities under its control, including those agreed through the facilities arrangements between the organisations.

This may include:

- building and structural safety;
- fixed electrical, plumbing and building systems;
- stadium security arrangements;
- maintenance of SFC-owned facilities and equipment;
- fire safety arrangements relating to the premises;
- maintenance and management of the football pitch.

Where responsibilities overlap, **Kick Start Futures and Salisbury FC will work together to ensure risks are managed and that there are no gaps in responsibility.**

Any premises defect identified by KSF staff will be reported promptly to the appropriate Salisbury FC representative.

6. Risk Assessment

Risk assessment is central to our approach.

Risk assessments will be proportionate to the activity and level of risk and may cover:

- premises and classrooms;
- football and physical activities;
- individual students;
- educational visits;
- practical activities;
- equipment;
- specific medical or behavioural needs;
- unusual or higher-risk activities.

Risk assessments will identify:

the hazard → who may be harmed → existing controls → further action required.

They will be reviewed when:

- circumstances significantly change;
- an accident or serious incident occurs;
- a new activity is introduced;
- new information about a student's needs becomes available;
- existing controls are no longer considered effective.

Staff will be made aware of risk assessments relevant to their role.

7. Individual Student Risk Management

Some students may require an individual risk assessment or safety plan.

This may be necessary where there are known risks associated with:

- medical conditions;
- mobility or physical needs;
- emotional dysregulation;
- leaving the site without permission;
- aggression or significant risk-taking behaviour;
- specific SEND needs;
- participation in particular activities.

Plans will identify both the **risk and the support needed to reduce it**.

Our approach is not to remove every possible risk from a student's experience. Students need appropriate opportunities to develop confidence, independence and resilience.

We therefore aim to manage risk **sensibly and proportionately**, enabling students to participate wherever it is safe and reasonable to do so.

8. Premises and Stadium Safety

Kick Start Futures will ensure that areas used by students are suitable, safe and appropriately supervised.

Staff will carry out routine visual checks and report concerns such as:

- damaged furniture or equipment;
- trip or slip hazards;
- electrical defects;
- damaged flooring;
- blocked exits;
- unsafe doors, windows or fixtures;
- problems with lighting, heating, toilets or water;
- any other concern relating to the stadium or premises.

Where a defect presents an immediate risk, the area or equipment will not be used until it is made safe.

Premises-related concerns will be reported promptly to the appropriate Salisbury FC representative.

Students will only access areas of the stadium agreed for KSF use. Other areas are **out of bounds unless specifically agreed and appropriately supervised**.

9. Football, Pitch and Physical Activity

Football and physical activity are an important part of the Kick Start Futures offer.

Activities will be planned and supervised by staff with appropriate knowledge and competence.

Before activities, staff will consider:

- weather and pitch conditions;
- suitability of footwear and clothing;
- student medical information;
- individual physical or SEND needs;
- appropriate staffing and supervision;
- condition of equipment;
- hydration and extreme temperatures;
- the nature and intensity of the activity.

Students will be encouraged to participate, but activities may be adapted where necessary to ensure safe and inclusive participation.

Pitch Safety

Use of the Salisbury FC pitch will be subject to agreed arrangements with the club.

The **Salisbury FC Groundsman's decision regarding pitch condition and protection of the playing surface will be final.**

Where the main pitch cannot be used, alternative activities or facilities will be used where available.

Football goals and other equipment must be appropriately secured and used in accordance with relevant safety guidance.

10. Changing Rooms and Sports Facilities

Where changing rooms or other sports facilities are used:

- students will be appropriately supervised;
- privacy and dignity will be respected;
- staff will maintain appropriate professional boundaries;
- changing arrangements will consider age, SEND, safeguarding and individual needs;
- students will not enter areas being used by Salisbury FC players, staff or other groups unless specifically authorised.

Any safeguarding concerns arising within changing facilities will be reported immediately in accordance with the Safeguarding and Child Protection Policy.

11. Fire Safety and Evacuation

Kick Start Futures will follow the fire and emergency arrangements applicable to Salisbury FC premises.

All staff will be familiar with:

- emergency exits;
- evacuation routes;
- assembly points;
- how to raise the alarm;
- arrangements for calling emergency services;
- procedures for accounting for students and visitors.

Fire exits and escape routes must remain unobstructed.

Staff are responsible for ensuring that students in their care evacuate safely and are accounted for.

Individual evacuation arrangements, including a **Personal Emergency Evacuation Plan (PEEP)**, will be developed where a student or member of staff requires additional assistance.

Fire drills will be undertaken in coordination with Salisbury FC as appropriate.

12. Emergency Procedures

In any emergency, the immediate priority is the safety of students, staff and visitors.

Depending upon the circumstances, staff may need to:

- evacuate or move students to a safe location;
- contact emergency services;
- administer first aid;
- contact Salisbury FC personnel;
- contact parents or carers;
- notify commissioning schools;
- implement individual student emergency plans.

The Education & Provision Lead will coordinate KSF's response and ensure significant incidents are recorded and reviewed.

13. First Aid

Kick Start Futures will ensure that appropriate first aid arrangements are available whenever students are attending.

This will include:

- accessible first aid equipment;
- appropriately trained staff;
- arrangements for contacting emergency services;
- procedures for recording treatment and accidents;
- arrangements for contacting parents or carers where necessary.

Staff should not provide treatment beyond their level of training or competence.

For serious injury or illness, **999 will be contacted without delay.**

Parents or carers and the commissioning school will be informed of significant incidents as appropriate.

More detailed arrangements will be contained within the **First Aid Policy**.

14. Medical Needs and Medication

Relevant medical information will be obtained before or at the start of a placement wherever possible.

Students with significant medical needs may require an individual healthcare plan.

Medication will:

- only be administered in accordance with agreed procedures;
- be stored securely while remaining accessible in an emergency where appropriate;
- only be administered by authorised staff;
- be recorded when administered.

Emergency medication such as inhalers or adrenaline auto-injectors must be readily accessible to those who may need them.

Further arrangements will be set out within the **Supporting Students with Medical Conditions Policy**.

15. Equipment

Equipment used by staff and students must be suitable for its intended purpose and maintained appropriately.

Staff will:

- visually check equipment before use where appropriate;
- remove damaged or unsafe equipment from use;
- report defects promptly;
- ensure students receive appropriate instruction and supervision.

This applies to:

- classroom equipment;
- electrical equipment;
- football and sports equipment;
- practical learning resources;
- KSF-owned equipment.

Salisbury FC-owned equipment will only be used where this has been agreed with the club.

16. Housekeeping and Day-to-Day Safety

Good housekeeping prevents many accidents.

Staff and students are expected to:

- keep walkways and exits clear;
- clean or report spillages promptly;
- store equipment safely;
- dispose of waste appropriately;
- maintain classrooms and activity areas in a safe condition;
- return shared areas to an appropriate condition after use.

KSF will clean up after its own activities in accordance with its facilities arrangements with Salisbury FC.

17. Supporting Students Safely

Kick Start Futures recognises that some students may experience anxiety, dysregulation, trauma-related responses or additional SEND needs that can affect how they respond to situations.

Staff will use a **relational, restorative and trauma-informed approach**, considering what may be contributing to a student's behaviour while maintaining clear expectations around safety.

Where concerns arise, staff will prioritise:

- calm communication;

- reducing immediate risk;
- appropriate space and time to regulate;
- support from a trusted adult;
- de-escalation before confrontation;
- restorative reflection once the student is ready.

Safety plans or additional control measures will be introduced where a pattern of risk is identified.

18. Physical Intervention

Physical intervention will only be used when it is **necessary, reasonable and proportionate**, and where permitted by law and relevant guidance.

It will never be used as a punishment.

Where intervention is necessary, staff will use the least restrictive response appropriate to the situation and prioritise de-escalation wherever possible.

Any significant physical intervention will be:

- recorded;
- reported to the Education & Provision Lead;
- communicated to parents/carers and commissioning schools as appropriate;
- reviewed to identify whether additional support or changes are required.

Staff expected to use planned physical intervention will receive appropriate training.

Further detail will be contained within the **Physical Intervention Policy**.

19. Leaving the Provision Without Permission

If a student leaves, or attempts to leave, the agreed KSF area without permission, staff will respond according to the level of risk and the student's individual circumstances.

Staff will not take action that creates a greater danger to the student, other students or themselves.

Where necessary, the Education & Provision Lead will coordinate communication with:

- parents or carers;
- the commissioning school;
- Salisbury FC personnel;
- Police or other emergency services where there is an immediate or significant risk.

Significant incidents will be reviewed and individual arrangements updated where necessary.

20. Safeguarding and Site Security

Health and safety and safeguarding are closely linked within a shared stadium environment.

Students will remain appropriately supervised and will not have unrestricted access to Salisbury FC staff, players, contractors, visitors or members of the public.

KSF staff will ensure that:

- visitors entering KSF areas follow agreed procedures;
- unfamiliar adults are appropriately challenged where necessary;
- students remain within agreed areas;
- safeguarding concerns are reported immediately to the DSL.

During fixtures, events or other periods of increased activity at the stadium, additional arrangements will be introduced where necessary to maintain safe separation between students and the public.

21. Hazardous Substances

Any cleaning products, chemicals or other potentially hazardous substances used by KSF will be stored securely and used in accordance with manufacturer instructions and COSHH requirements where applicable.

Students will not have unsupervised access to hazardous substances.

Where Salisbury FC controls or stores substances within the premises, KSF will follow the club's relevant safety arrangements.

22. Manual Handling

Staff should avoid unnecessary lifting or moving of heavy or awkward items.

Where manual handling cannot reasonably be avoided:

- the task should be assessed;
- appropriate equipment or assistance should be used;
- staff should not attempt lifts beyond their capability.

Specialist advice or training will be obtained where required.

23. Infection Prevention and Hygiene

KSF will maintain appropriate standards of hygiene and take proportionate action to reduce the spread of infection.

Staff and students will be encouraged to:

- wash hands appropriately;
- maintain good personal hygiene;
- cover cuts and wounds;
- follow appropriate procedures when dealing with bodily fluids.

Suitable protective equipment will be available where required.

Public health advice will be followed where there is a significant infectious disease concern.

24. Lone Working

Staff should avoid lone working with students where this would create an unnecessary safeguarding or safety risk.

Where lone working is necessary, appropriate arrangements will consider:

- the activity;
- location;
- student's individual needs;
- communication arrangements;
- access to support in an emergency.

Staff working alone on the premises outside normal provision hours must follow agreed site security arrangements.

25. Staff Safety and Wellbeing

KSF recognises that staff wellbeing contributes directly to safe practice.

Staff are encouraged to raise concerns early if they feel that:

- an activity is unsafe;
- a student's needs present risks they are not equipped to manage;
- staffing arrangements are insufficient;
- they require additional training or support.

No member of staff should feel expected to manage a significant risk alone.

Following serious or distressing incidents, appropriate support and debriefing will be provided.

26. Accidents, Incidents and Near Misses

All significant accidents, injuries, incidents and near misses must be reported promptly and recorded using the appropriate KSF system.

The Education & Provision Lead will ensure that:

- appropriate immediate action is taken;
- parents/carers and commissioning schools are informed where appropriate;
- serious incidents are investigated;
- risk assessments are reviewed where necessary;
- recurring patterns or concerns are identified.

Where an incident relates to the premises or Salisbury FC facilities, the relevant club representative will also be informed.

27. RIDDOR

Kick Start Futures will report relevant work-related deaths, specified injuries, occupational diseases and dangerous occurrences to the Health and Safety Executive where required under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

The Education & Provision Lead will ensure that potential RIDDOR incidents are reviewed and appropriate advice sought where necessary.

28. Visitors and Contractors

Visitors to KSF areas must follow agreed safeguarding, security and health and safety arrangements.

Visitors will:

- sign in where required;
- follow staff instructions;
- remain within authorised areas;
- be appropriately supervised where necessary.

Contractors working within or close to KSF areas must take appropriate precautions to protect students and staff.

Where Salisbury FC arranges contractors or maintenance work, KSF will liaise with the club to ensure that students are kept safely away from work areas and any additional risks are managed.

29. Stadium Events and Maintenance

Salisbury FC is a working football club and there may be occasions when fixtures, events, deliveries, maintenance or other club activities affect the normal operation of KSF.

Where this occurs, KSF and Salisbury FC will communicate to identify any additional risks.

This may require:

- restricting access to particular areas;
- changing arrival or departure arrangements;
- relocating an activity;
- increasing supervision;
- temporarily adapting the programme.

If the stadium or KSF areas cannot be used safely, KSF will make appropriate alternative arrangements and inform families and commissioning schools.

30. Educational Visits and Off-Site Activities

Educational visits and community activities form an important part of the KSF curriculum.

Visits will be planned proportionately according to the level of risk and the needs of the students involved.

Consideration will include:

- suitability of the activity;
- staffing and supervision;
- individual student needs;
- travel arrangements;
- medical information;
- emergency arrangements;
- relevant consent.

Higher-risk or unusual activities will require more detailed assessment and approval.

Further arrangements will be contained within the **Educational Visits Policy**.

31. Transport

Where KSF arranges or provides transport for students, vehicles and drivers must meet appropriate legal and safety requirements.

Students will:

- use seatbelts;
- follow reasonable safety instructions;
- enter and leave vehicles safely.

Any individual risks associated with transport will be considered when planning arrangements.

Where transport is arranged by a commissioning school, parent/carer or another organisation, responsibility for that transport remains with the organisation or individual providing it.

32. Staff Training

Staff will receive health and safety training appropriate to their responsibilities.

This may include:

- induction and site safety;
- fire and emergency procedures;
- first aid;
- safeguarding;
- risk assessment;
- physical intervention where required;

- sports and activity safety;
- specific training arising from individual student needs.

Training needs will be reviewed as the provision develops.

33. Raising Health and Safety Concerns

Staff are expected to report hazards or unsafe practice promptly.

Where a member of staff believes there is a serious or immediate risk, they should take reasonable action to protect those affected and inform the Education & Provision Lead.

Staff will not be disadvantaged for raising genuine health and safety concerns.

34. Monitoring and Review

Health and safety arrangements will be monitored through:

- routine site checks;
- risk assessment reviews;
- accident and incident records;
- staff feedback;
- discussions with Salisbury FC;
- review following significant incidents.

The Education & Provision Lead will report significant concerns to the Directors.

This policy will be reviewed **annually**, or sooner following:

- significant changes to the provision or premises;
- changes in legislation or guidance;
- a serious incident;
- identification of a significant new risk.

35. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Relationships Policy;
- First Aid Policy;
- Supporting Students with Medical Conditions Policy;
- Physical Intervention Policy;
- Educational Visits Policy;
- Missing Student Procedure;
- Staff Code of Conduct;
- Online Safety Policy;
- relevant risk assessments and individual student safety plans.

KSF will also follow relevant Salisbury FC premises and emergency procedures where these apply to the areas and facilities used by the provision.

36. Our Commitment

Health and safety at Kick Start Futures is about enabling students to participate, learn and develop **safely**, rather than removing every element of risk.

We want students to experience education, football, teamwork and new opportunities within an environment where risks are understood and managed sensibly.

Everyone has a part to play in creating that environment.

Safe people. Safe practice. Positive opportunities.