



# Health and Safety Policy

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Limitless Employment Foundation is committed to providing and maintaining a safe, healthy and supportive environment for all trustees, employees, mentors, volunteers and beneficiaries. Although much of our work is delivered remotely and within community settings, we recognise our responsibility to reduce risk and promote wellbeing at all times.

## 1. Policy Statement

The Foundation will take all reasonably practicable steps to protect the health, safety and welfare of all individuals engaged in its activities. We will comply with all relevant health and safety legislation and adopt best practice to ensure safe systems of work.

## 2. Scope

This policy applies to trustees, employees, remote disabled sports coaches, mentors, contractors, volunteers and anyone affected by the Foundation's activities, whether working from home, online, or within community venues.

## 3. Responsibilities

### Trustees

Trustees have overall responsibility for health and safety governance, ensuring adequate resources, oversight, and regular review of this policy.

### Management/Leadership

Ensure risk assessments are completed, safe systems are implemented, and that staff and mentors receive appropriate training, guidance and support.

### Employees and Mentors

Take reasonable care of their own health and safety, follow agreed procedures, report hazards or incidents, and participate in training provided.



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#### **4. Remote Working Safety**

The Foundation recognises that many staff work remotely. We will provide guidance on safe home working practices, including workstation setup, ergonomic considerations, breaks, and mental wellbeing. Risk assessments may be completed for home workspaces where appropriate.

#### **5. Community-Based Activities**

Sports coaches working in community settings must ensure venues are safe, conduct dynamic risk assessments, follow local safeguarding procedures, and comply with venue health and safety requirements. Appropriate insurance and first aid provisions will be maintained.

#### **6. Online Mentoring and Digital Safety**

Online sessions will be delivered using secure platforms. Staff and mentors will follow safeguarding, confidentiality, and data protection procedures to ensure safe and professional interactions.

#### **7. Training and Support**

Relevant training will be provided, including health and safety awareness, safeguarding, manual handling (where applicable), and wellbeing support. Staff will have access to advice and supervision.

#### **8. Risk Assessment and Incident Reporting**

The Foundation will carry out suitable and sufficient risk assessments for all activities. All accidents, near misses, or concerns must be reported promptly and investigated to prevent recurrence.

#### **9. Wellbeing and Mental Health**

We recognise the importance of mental health and will promote a culture of openness, inclusion and support. Reasonable adjustments will be made to accommodate individual needs.



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## **10. Monitoring and Review**

This policy will be reviewed annually by the Trustees, or sooner if significant changes occur, to ensure it remains effective and up to date.

### **Approval**

Approved by the Board of Trustees, Limitless Employment Foundation.

Review frequency: Annually