



**MANCHESTER**  
**CYCLING ACADEMY**

**ABC Sports Learning Ltd/Manchester Cycling Academy**

## **HEALTH & SAFETY POLICY**

### **1. Policy Statement:**

ABC Sports Learning Ltd/Manchester Cycling Academy is committed to providing a safe and secure environment for all participants, including adults and young people, attending our coaching, education classes, and events. Our primary objective is to prevent accidents, injuries, and illnesses by implementing effective health and safety measures.

### **2. Responsibilities:**

The Executive Board is responsible for ensuring that this health and safety policy is effectively implemented, reviewed, and updated.

All staff members are responsible for following safety procedures, reporting hazards, and participating in safety training.

Participants are expected to adhere to safety guidelines and report any concerns to staff.

### **3. Risk Assessment:**

We conduct regular risk assessments of our premises, equipment, and activities to identify potential hazards. These assessments help us implement appropriate control measures to mitigate risks.

### **4. Safety Procedures:**

**Fire Safety:** All learners and riders will be made aware of fire exits and fire procedures at the beginning of every event or in person lesson or session. This may vary from facility to facility and the appointed person will make those present aware of local arrangements.

**First Aid:** All learners and riders will be made aware of the first aider(s) present at the beginning of every event or in person lesson or session.

**Emergency Contacts:** The local number for the emergency services is 999. This can be called from any mobile telephone inside the UK. The emergency contact for ABC Sports Learning Ltd/Manchester Cycling Academy is Stefan Hopewell: 07977 486236

**Security:** A register will be taken of those present at the beginning of every event or in person lesson or session and used for a roll call in the event of an emergency.

**Late Back Procedure:** There is a separate 'Late Back Procedure' which applies to all rides and events organised by ABC Sports Learning Ltd/Manchester Cycling Academy which can be viewed [HERE](#).

### **5. Training and Induction:**

New staff and volunteers will receive proper health and safety induction and training, including familiarisation with emergency and first aid procedures, reporting mechanisms and all policies and procedures.

### **6. Reporting and Incident Management:**

Your safety matters. Reporting near misses helps us uncover hidden dangers and prevent future accidents. Your feedback can create a safer environment for all. Speak up, and together we'll build a more safe and secure learning space.

### **7. Safe Equipment and Environment:**

Your safety is our priority. All our equipment undergoes regular inspections and maintenance checks by trained professionals. This process guarantees equipment is always in good condition, minimising risks and maximising your experience.

A clean environment enhances your learning journey. Our guidelines set out regular cleaning routines, proper sanitation practices, and efficient waste disposal. By upholding these standards, we cultivate a healthy space that fosters growth and well-being for all.

Any outside catering contractors will be required to follow Manchester City Council guidelines: [https://www.manchester.gov.uk/directory\\_record/453027/food\\_and\\_drink\\_sales](https://www.manchester.gov.uk/directory_record/453027/food_and_drink_sales) and as a minimum will have a level 3 food safety rating score.

### **8. Children and Young People:**

All our practical sessions will have a maximum coach to participant ratio of 1/10 to ensure quality and provide a good experience to each and every learner.

To ensure young people's safety and participation, our procedures include distributing clear and accurate consent forms detailing activity specifics, safety measures, and emergency contacts. We prioritise parental/guardian understanding, allowing informed decisions that foster secure and enriching experiences to all our learners and participants.

We believe in providing a platform for young people to achieve their dreams of a bike riding career. Our goal is to create an environment where young people can flourish, learn and grow into successful athletes and individuals and we encourage everyone involved with ABC Sports Learning Ltd/Manchester Cycling Academy to be accountable for their actions and decisions.

### **9. External Contractors and Suppliers:**

ABC Sports Learning Ltd/Manchester Cycling Academy will ensure that external contractors and suppliers align with our stringent health and safety standards and policies. Through thorough vetting, clear communication of expectations and ongoing supervision, we will forge partnerships that prioritise the well-being of all our learners and athletes, maintaining a secure and compliant workspace."

### **10. Review and Continuous Improvement:**

We commit to regularly reviewing and updating this health and safety policy to ensure its relevance and effectiveness. Feedback from staff, learners, athletes and participants, and incidents will guide improvements.

**11. Communication:**

This policy will be communicated to all staff, volunteers, participants, and parents. It will be available on our website and displayed prominently on our premises.

**12. Legal & Compliance:**

This health and safety policy is in compliance with all relevant laws and regulations governing health and safety in educational and event settings.

By implementing this health and safety policy, we aim to create a safe and secure environment for everyone associated with ABC Sports Learning Ltd/Manchester Cycling Academy.

Signature:

A handwritten signature in black ink that reads "Stefan Hopewell". The signature is written in a cursive style and is positioned above a short horizontal line.

Stefan Hopewell  
Director

**Review**

This policy will be reviewed on April 31st 2025