



HEALTH AND SAFETY POLICY

PURPOSE

The purpose of Strength in Me's Health and Safety Policy is to ensure the well-being and safety of participants, staff, volunteers, and any other individuals involved in the program. By implementing a comprehensive health and safety policy, the Strength in Me organization can identify and mitigate potential risks and hazards associated with the sports activities, facilities, equipment, and environment.

This plan aims to prevent accidents, injuries, and illnesses, as well as to comply with relevant health and safety regulations and standards. Strength in Me is committed to providing a safe and secure environment for all individuals involved in Strength in Me's recreational boxing program.

Strength in Me is committed to health and safety as an integral part of our program and activities.

OUR COMMITMENT

The Strength in Me program is committed to promoting the health and well-being of our staff and participants. At Strength in Me, we will make every effort to provide a safe and healthy barrier-free environment with a continuing objective to mitigate the risk of injuries and promoting well-being. To achieve these objectives and establish safe and healthy environments, it is essential for our staff to embrace this commitment and actively work to minimize the risk of injury and promote overall well-being.

Strength in Me staff and volunteers are responsible for ensuring the quality of the equipment and instruction is safe and that all team members comply with the guidelines established National Coaching Certification Program (NCCP), and Provincial Sports Organization (Boxing Ontario) practice and procedures for safe sports.

THE PROGRAM

- Strength in Me recreational classes are focused on non-contact exercises and drills.
- Certified boxing coaches supervise and support participants in both physical and mental well-being.
- There are a minimum of two adult coaches on-site to support all programs.
- Classes sizes are limited to 20 participants.

MEDICAL RECORDS BOOK:

- All participants are required to complete registrations to ensure their safety during the program by providing information required on our Personal Activity Readiness Questionnaire (PAR-Q):
 - emergency contact information
 - disclosing any existing medical conditions
 - disclosing any physical or mental limitations
- Strength in Me maintains the privacy and confidentiality of participants under the [Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched A](#).



PHYSICAL HEALTH AND SAFETY POLICY:

- 1) Ensure all participants undergo a medical screening before joining the boxing program to confirm fitness for boxing activities.
- 2) Provide access to certified trainers and coaches proficient in boxing techniques and safety protocols, who will conduct regular fitness assessments to monitor participants' physical health and progress.
- 3) Implement proper warm-up and cool-down routines before and after each training session to prevent injuries.
- 4) Regularly assess and monitor participants' physical health and progress and ensure adequate hydration stations are available to keep participants hydrated during training.
- 5) Maintain a clean and safe training environment with appropriate equipment and facilities, including providing and regularly inspecting equipment like gloves, headgear, and mouthguards for safety.

MENTAL HEALTH AND SAFETY POLICY:

- 1) Coaches are provided training in mental health awareness to recognize indicators of stress, anxiety, or other mental health concerns in participants. The coaches will observe participants for signs of mental health issues and offer suitable interventions or referrals as necessary.
- 2) Participants will receive education on the importance of mental well-being and techniques for managing stress. The participants are encouraged to engage in open communication and will be provided with resources for mental health awareness and support.
- 3) Resources for mental health support and counseling will be provided to participants requiring additional assistance, including access to counselors or mental health professionals.
- 4) Promoting an environment that is supportive and inclusive, fostering positive mental health, will be cultivated.
- 5) Regular check-ins and open communication channels will be established to address any mental health concerns.
- 6) Emphasis will be placed on teamwork, sportsmanship, and positive reinforcement to enhance participants' self-esteem and mental resilience.

EQUIPMENT AND FACILITIES SAFETY POLICY:

- 1) **Community Equipment:** Coaches and volunteers are required carefully inspect it to identify any signs of wear or damage on community equipment to ensure:
 - equipment not fitted for use are properly disposed.
 - ensure that all other equipment is safe and in proper working condition.
- 2) **Gym Space:** Coaches are to conduct routine scans to identify and address any potential hazards that may pose a risk to participants. This includes checking for broken glass, wet surfaces, or any other hazards within the gym space.
- 3) **Personal Protective Equipment:** Participants are taught safety inspections for peer-to-peer-check before the start of each session involving equipment.
 - Gloves to ensure they are clean, padded, and in good condition.
 - Velcro on wraps to ensure they remain secure.



COVID-19 SAFETY MEASURES:

- 1) Compliance with all public health guidelines and regulations related to COVID-19, including physical distancing, mask-wearing, and sanitization protocols.
- 2) Regular cleaning and disinfection of equipment and training areas to minimize the risk of virus transmission.
- 3) Limiting the number of participants per session to ensure proper physical distancing when required.

OUR RESPONSIBILITY TO HEALTH AND SAFETY:

Strength in Me is obligated to adhere to health and safety requirements to ensure the well-being of participants while promoting a safe and secure environment. This includes implementing proper safety protocols, conducting regular risk assessments, providing necessary training to staff, and maintaining a clean and hazard-free space.

Our health and safety measures include:

- 1) Conducting regular risk assessments and implementing measures to mitigate potential hazards.
- 2) Providing regular training for staff and volunteers on health and safety protocols.
- 3) Establishing clear guidelines for participant behavior and expectations.
- 4) Having emergency response procedures in place, including access to first aid kits and trained personnel.
- 5) Maintaining accurate records of medical screenings, incidents, and interventions.
- 6) Regularly reviewing and updating the health and safety plan to ensure compliance with regulations and best practices. By following these protocols, Strength in Me can create a supportive and secure environment for all participants to thrive in.

FAIR PLAY GUIDELINES:

- At the start of every class, participants are reminded of the importance of fair play and adhering to guidelines.
- The Code of Conduct is prominently displayed at the facility, serving as a reference for all individuals involved, including coaches, volunteers, participants, and parents/guardians, to ensure that everyone follows the established standards.



RESPONSIBLE COACHING POLICY:

In accordance with Strength in Me's Responsible Coaching Policy, all Coaches at Strength in Me must hold:

- valid certifications in coaching from the Provincial Sports Organization (Boxing Ontario),
- a valid Standard First Aid Level C and CPR certifications,
- undergo Vulnerable Sector Screening,
- maintain insurance for coaching activities, and
- demonstrate knowledge of Boxing Ontario's rules and regulations.

Responsible Coaching at Strength in Me involves prioritizing participant well-being and safety through various measures, the expectations of our coaches are to:

- properly assess and address of health risks,
- provide adequate supervision and instruction during activities,
- ensure equipment is in good condition and properly fitted,
- implement warm-up and cool-down routines,
- promote respect and sportsmanship,
- follow health and safety regulations, and emergency action.

All Sports Leaders involved in the direct delivery of our programs are required to complete four Respect in Sports training modules:

- Respect in Sport Youth Activity Leader
- Keeping Girls in Sports
- Supporting Positive Behaviors
- Welcoming All Abilities

TRAINING AND EDUCATION:

- 1) Strength in Me provides comprehensive training on health and safety protocols to staff, volunteers, and participants and ensures that all individuals involved in the program are aware of emergency procedures and first aid protocols.
- 2) Strength in Me ensures that the facility meets safety standards and is equipped with necessary safety features with training to staff, volunteer, and participants to perform regular inspections to maintain safe and good working condition.
- 3) Staff, volunteers, and participants are provided training on proper cleaning and inspections of personal training equipment such as gloves, headgear, and mouth guards for safety.



EMERGENCY RESPONSE:

Emergency Response Plans are implemented outlining procedures for handling medical emergencies, injuries, and evacuations.

- 1) Quick references of Incident Reporting and Emergency Action Plans are prominently displayed at the facility including quick access information during 9-1-1 activation protocol.
 - Emergency Action Plan
 - Emergency Evacuation Plans
 - Incident Escalation and Call-Tree
 - First Aid Protocol
- 2) Incident reports are completed for all incidents affecting physical and mental health and safety are actioned in accordance with Strength in Me's Incident Management Framework and are filed for record-keeping.
- 3) Strength in Me policy requires the presence of at least one individual certified in First Aid and CPR on-site at all times.



INCIDENT REPORTING PROTOCOL



1. IMMEDIATE RESPONSE:

- In the event of an incident or injury, the priority is to ensure safety and well-being.
- Assess the surroundings for hazards affecting the injured individual, as well as all staff, volunteers, and participants.
- Refer to the Medical Book for information on prior medical conditions, consents, and restrictions, and then contact 9-1-1.
- Certified First Aid personnel to administer necessary care.

2. DOCUMENT THE INCIDENT:

- After addressing the immediate response, accurately document the incident including recording the date, time, and location of the incident, along with a detailed description of the incident.

3. GATHER INFORMATION:

- Collect information from any witnesses or individuals involved in the incident. This may include their names, contact information, and any relevant details they can provide about the incident.

4. NOTIFY MANAGEMENT:

- Report the incident to the appropriate management personnel as soon as possible. Provide them with documented information and any witness statements gathered.



5. INCIDENT REPORT:

- Complete and submit an Incident Report with all the necessary details. This form should include information about the individuals involved, the nature of the incident, any injuries sustained, and any actions taken.
- Incident reports are to be submitted within 24 hours of the incident.

6. FOLLOW-UP:

- Ensure that any necessary follow-up actions are taken within 24 hours of the incident, such as seeking medical attention for injured individuals or addressing any safety concerns that may have contributed to the incident.



7. REVIEW AND ANALYSIS:

- Directors and Board of Directors to review and analyze the incident to identify any patterns or areas for improvement in a post-incident review. This may involve conducting a thorough investigation and implementing corrective measures to prevent similar incidents in the future.

INCIDENTS INVOLVING EMERGENCY SERVICES

All Incidents involving Emergency Services such as Toronto Police Services, Toronto Fire Services, or Ambulance including the use of 9-1-1 services will be classified as a Severity 1 incident.

All Incident Reports which involve Emergency Services such as Toronto Police Services, Toronto Fire Services, or Ambulance must include:

- EMS Incident Report #,
- First Responder Badge/Identification #,
- the Time of Arrival, and
- the Time of Departure of the Emergency Services.



REMOVAL-FROM-SPORT PROTOCOL

The Removal-from-Sport Protocol is to prioritize the health and safety of individuals participating in sporting activities. By promptly removing an individual from sport when there is a suspected injury or medical condition that may pose a risk to themselves or others, the goal is to prevent further harm and provide necessary care and attention.

The Removal-from-Sport Protocol should be activated when an individual participating in the program exhibits signs or symptoms of a potentially serious injury or medical condition that may pose a risk to theirs or other program participant's health or safety.

This protocol involves promptly removing the individual from the sporting activity to prevent further harm and provide necessary care or medical attention. By activating this protocol, the focus is on prioritizing health and safety above all else, ensuring that appropriate steps are taken to address any potential risks or concerns and to prevent further harm during activities.

The attending staff or volunteer is required to follow the Incident Reporting Protocol recording the time and date of the removal and pertinent information leading to removal.

The attending staff or volunteer must inform the participant's parent/guardian informing:

1. The participant should be instructed to undergo a period of physical and cognitive rest for 24-48 hours with minimal stimulus.
2. Not to be left alone (At least for 1-2 hours) or operate a motor vehicle.
3. Not to use alcohol or recreational/prescription medication,
4. The participant is required to seek medical attention from a qualified healthcare professional. For suspected concussions, it is recommended to seek a healthcare professional familiar with Sports Concussion Assessment Tool (SCAT-5) to undergo medical assessment.
5. The participant must obtain medical clearance and provide written approval from their medical practitioner before the participant can safely return to sports activities.
6. Once the participant receives approval from their medical practitioner to resume sports activities, the participant must follow a "**Return-to-Sport**" protocol. This protocol is designed to evaluate their readiness for physical activity and ensure a safe transition back into sports.



RETURN-TO-SPORT PROTOCOL

The Return-to-Sport Protocol is to outline a structured and gradual process for participants to safely resume participation in activities following an injury or medical condition. This protocol is to ensure the participant's physical and mental readiness to return to sport is assessed, monitored, and progressed in a systematic manner to minimize risks and promote a successful and sustainable return to full participation. By following a return-to-sport protocol, participants can safely transition back to regular activity while reducing the likelihood of setbacks or complications.

The general steps to Return-to-Sport include:

Exercise Step	Functional exercise at each step	Goal of each step
1. Symptom-limited activity	Daily activities that do not provoke symptoms.	Gradual reintroduction of work/school activities.
2. Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training.	Increase heart rate.
3. Sport-specific exercise	Light drills. No head impact activities.	Add movement.
4. Non-contact training drills	Harder training drills. May start progressive resistance training.	Exercise, coordination, and increased thinking.
5. Full contact practice	Following medical clearance, participate in normal training activities.	Restore confidence and assess functional skills by coaching staff.
6. Return to Sport.	Normal game play.	

Coaches will monitor and assess the participant during each phase of the protocol to ensure that the participant does not experience any new symptoms or worsening of existing symptoms for at least 24 hours before proceeding to the next step. If any symptoms do appear, the participant will be asked to immediately stop the activity and rest until the symptoms resolve, which typically takes a minimum of 24 hours.

The participant will then return to the previous step of the Return-to-Sport protocol before attempting to progress further. If symptoms occur during phase of the Return-to-Sport protocol, it is crucial for the participant to cease the activity and seek guidance from a healthcare professional before resuming their sport.

It is recommended for a minimum of 30 days rest after a concussion is diagnosed before the participant returns to any training.



PHYSICAL HEALTH INCIDENT PROTOCOL (CERTIFIED FIRST AID ONLY):

1. **EMERGENCY SCENE MANAGEMENT:** Assess the situation and evaluate if the environment is safe for you and the injured person.
 - a. Address any immediate dangers first.
 - b. **Refer to the Medical Book** for information on prior medical conditions, consents, and restrictions.
 - c. DO NOT AID IF THE ENVIRONMENT IS UNSAFE.
2. **CALL FOR HELP:** If the injury appears serious or requires medical attention, **IMMEDIATELY CALL 9-1-1** for emergency services. Provide them with clear information about the location and nature of the injury.
3. **PERSONAL PROTECTIVE EQUIPMENT:** Ensure to use sterile gloves before providing First Aid assistance.
4. **CONDUCT A PRIMARY SURVEY:** Assess the participant's responsiveness by asking simple questions or gently tapping their shoulder. Check for:
 - a. Level of Consciousness: Alert, Verbal, Pain, or Unresponsive.
 - b. Check for airway, breathing, and circulations.
 - c. If they are unresponsive, check their breathing and pulse. If necessary, begin CPR or rescue breathing.
5. **CONTROL BLEEDING:** If there is visible bleeding, apply direct pressure to the wound using a sterile bandage or your gloved hand. Elevate the injured area if required to help reduce blood flow.
6. **IMMOBILIZE FRACTURES OR SPRAINS:** If you suspect a fracture or sprain, immobilize the injured limb using a splint or any available materials. Support the injured area to prevent further movement.
7. **TREAT MINOR INJURIES:** For minor cuts, scrapes, or bruises, clean the wound gently with mild soap and water. Apply an antiseptic ointment and cover with a sterile bandage or dressing.
8. **MONITOR VITAL SIGNS:**
 - Continuously monitor the injured person's vital signs, such as breathing, pulse, and level of consciousness.
 - Be prepared to provide additional assistance or adjust your actions accordingly.
9. **PROVIDE COMFORT AND REASSURANCE:**
 - Stay with the injured participant, offering comfort and reassurance until medical professionals arrive.
 - Keep them calm and encourage them to remain still.
10. **DOCUMENT THE INCIDENT:** Complete an Incident Report with the details surrounding the injury, including the time, location, and any relevant information about the incident.



MENTAL HEALTH INCIDENT PROTOCOL:

1. **EMERGENCY SCENE MANAGEMENT:** Assess the situation and evaluate if the environment is safe for you and other participants.
 - a. Address any immediate dangers first.
 - b. Refer to the Medical Book for information on prior medical conditions, consents, and restrictions.
 - c. **DO NOT AID IF THE ENVIRONMENT IS UNSAFE.**
2. **CALL FOR HELP:** If the situation appears serious or requires medical attention, **IMMEDIATELY CALL 9-1-1** for emergency services. Provide them with clear information about the location and nature of the incident.
3. **REFER TO RESOURCES:** Refer the Mental Health Resource List as required.
4. **PROTECTION CONCERNS:** Staff and volunteers are to follow Incident Reporting Protocol if they suspect any protection concerns involving the safety of a participant.

Director of Operations/Executive Director will determine the severity level and escalate to a partner agency/organization if there is evidence leading to concerns that a participant's safety may be compromised. This includes but is not limited to:

- Child Abuse/Protection Concerns
- Suicidal Ideations/attempts
- Mental Health Crisis
- Violence threats to others/themselves
- Substance use
- Domestic Violence/family violence
- Exploitation of a minor

Strength in Me must adhere to the **Duty to Report under the Child, Youth and Family Services Act, 2017**, and report any child protection concern.

5. **DOCUMENT THE INCIDENT:** Thoroughly document an Incident Report with the details surrounding the concern, including the time, location, and any relevant information about the incident.

REPORTING AND DOCUMENTATION:

- 1) All Minor First Aid incidents with actions taken are recorded in First Aid Log.
- 2) All Severity 1 or higher are recorded through Incident Reporting in accordance with Strength in Me's Incident Management Framework and First Aid Log (If First Aid was performed).
- 3) All detailed records of health and safety incidents, training sessions, and equipment inspections are maintained in accordance with Strength in Me's Records Retention Policy.

REVIEW AND EVALUATION:

- 1) Regular reviews of the health and safety plan are conducted to identify areas for improvement.
- 2) Post-Incident Reviews (PIR) are to be conducted on a weekly meeting to continuously enhance safety measures and address any challenges.
- 3) Executive Director to report on Health and Safety Incidents to the Board of Directors in monthly meetings.