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## Overview

This standard is about the importance of health and safety for participants, your colleagues and yourself.

The main outcomes of this standard are:

1. help to control risks in the sport and activity environment
2. help to safeguard and protect participants
3. deal with injuries and signs of illness
4. follow emergency procedures

You must include the core exercise and fitness knowledge and theoretical understanding as detailed in the document SkillsActive Exercise and Fitness Core Knowledge Requirements relevant to the job role.

This standard is for all staff working in a sport and activity environment.

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## Performance criteria

You must be able to:

### Help to control risks in the sport and activity environment

1. access health and safety information
2. follow health and safety requirements
3. assess and control **risks** using **legal and organisational procedures**

### Help to safeguard and protect participants

4. identify the **legal and organisational procedures** for your job and area of work
5. follow the **procedures** for safeguarding and protecting
6. follow the **procedures** for protecting yourself from potential accusations

### Deal with injuries and signs of illness

7. follow **legal and organisational procedures** for accident and illness reporting

### Follow emergency procedures

8. maintain the safety of the **participants** involved
9. follow the **legal and organisational procedures** for reporting an emergency

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## Knowledge and understanding

You need to know and understand:

### Help to control risks in the sport and activity environment

1. up to date health and safety information
2. manufacturers' guidelines and instructions for the use of facilities and equipment
3. health, safety and welfare requirements for a physical activity environment

### Help to safeguard and protect participants

4. health and safety requirements for safeguarding and protecting participants
5. methods of assessing and controlling risks using **legal and organisational procedures**
6. the policies and procedures for your job and area of work
7. procedures for safeguarding and protecting participants and why you should adhere to these at all times

### Deal with injuries and signs of illness

8. procedures for protecting yourself from potential accusations
9. your organisation's accident reporting procedures

### Follow emergency procedures

10. how to carry out your role whilst following emergency procedures
11. how to maintain the safety of the participants involved in an emergency
12. the legal and organisational procedures of your organisation for reporting an emergency

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**Scope/range related Risks**  
**to performance**  
**criteria**

1. unsafe facilities and environment
2. unsafe equipment
3. unsafe working practices
4. unsafe behaviour
5. use of hazardous substances
6. security breaches
7. situations likely to cause emotional distress

**Legal and organisational procedures** (to cover a minimum of 4)

1. Health and Safety at Work Act
2. Control of Substances Hazardous to Health
3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
4. Electricity at Work Regulations
5. First Aid Regulations
6. individual organisational policies and procedures

**Procedures**

1. dealing with the hazard personally
2. reporting the hazard to the relevant colleague
3. protecting others from harm

**Participants**

1. vulnerable adults
2. children
3. participants with disabilities

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**Scope/range related to knowledge and understanding** **Legal and organisational procedures**

1. Health and Safety at Work Act
  2. Control of Substances Hazardous to Health
  3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
  4. Electricity at Work Regulations
  5. First Aid Regulations
  6. individual organisational policies and procedures
- The following values underpin the Exercise and Fitness National Occupational Standards

## Values

The following values underpin the Exercise and Fitness National Occupational Standards

Exercise Professionals should:

1. demonstrate and promote a responsible lifestyle and conduct, by actively discouraging the use of performance enhancing drugs, and any other illegal substance
2. maintain confidentiality
3. deal openly and in a transparent manner with participants; respecting their participants' needs at all times
4. seek to adopt the highest level of professional standards in all areas of their work and the development of their career

## Behaviours

The following behaviours underpin the Exercise and Fitness National Occupational Standards

Exercise Professionals should:

1. seek to nurture healthy relationships with participants and other health professionals by supporting, coordinating and managing the fitness/exercise process effectively, keeping the participant at the centre of the process
2. be aware of the roles of supporting personnel in the healthcare professions and recognise when to refer issues to these specialists
3. be aware of responsibilities and liabilities under equality, diversity and inclusion legislation and industry codes of practice
4. aim to empower participants; supporting their right to make choices, discover their own solutions, and enable them to participate and develop at their own pace and in their own way
5. identify and recognise the participants' needs at the start of the process
6. aim to improve participants' confidence, self-esteem and fitness levels
7. reflect on own practice and always seek ways to improve their own fitness and exercise ability, skills and knowledge
8. establish a rapport with participants
9. show empathy and sensitivity to participants' goals and current stage of readiness
10. present a positive image of oneself and their organisation to participants
11. develop an effective working relationship with participants
12. clearly define the roles and responsibilities of other professionals who may be involved

13. communicate clearly with participants in a way that makes them feel valued
14. show sensitivity and empathy to the participants and the information they provide

## Skills

The following skills underpin the Exercise and Fitness National Occupational Standards

Exercise Professionals should:

1. systematically prepare for all activities ensuring the health, safety and welfare of their participants
2. ensure there is differentiation and inclusion that can enable participants with particular needs and of various abilities to participate in sessions and programmes. The needs of participants with a disability should be considered and, where possible, their needs met
3. implement ground rules for behaviour during the session
4. explain their role and responsibilities to participants
5. identify any barriers to participation
6. encourage participants to find a solution to their barriers
7. identify participants' readiness to participate
8. identify and agree strategies to prevent drop out or relapse
9. use instructing styles that match participants' needs
10. adapt their relationship with participants to meet their changing needs
11. listen to and ask the participants questions to check their understanding
12. identify what information they need to collect about their participants
13. collect information about their participants using approved methods
14. record the information in a way that will help with analysing it
15. use communication techniques and appropriate responses when dealing with conflict
16. recognise discriminatory behaviour and know the procedures to follow in case of any incidents

## Glossary

### Activities

Components of a physical activity session that may focus on your development of participants' strength, endurance, techniques or tactical awareness or strategies for problem solving. Physical activity sessions are composed of one or more activities.

### **Colleagues**

The people you work with – people working at the same level as yourself or your line manager.

### **Goals**

Can be long, medium or short term. The stated outcome of the physical activity session (individual or group) which will influence what participants will be working on during the session.

### **Hazard**

This is something that is dangerous or that could cause harm.

### **Health and safety requirements**

Those required by law, industry codes of practice, and those of your own organisation.

### **Instructions**

The key teaching points which guide a participant towards safe and effective performance of an exercise.

### **Participants**



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People, as individuals, or in groups, who will be taking part in a physical activity session.

**Welfare**

Supporting the participant's well-being including basic lifestyle, nutrition and drug awareness.

SKAEF1

Health, safety and welfare promotion in active leisure and recreation



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