

HEALTH & SAFETY POLICY

This policy is relevant to Sports Connect UK and Sports Connect CIC

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Reviewed By: Keith Adie

INTRODUCTION

Sports Connect are committed to establishing and implementing arrangements that will:

- Ensure staff and students are safeguarded when on the premises, or engaged in off-site activities (e.g., trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access for all staff, pupils, and visitors.
- Use adequate facilities and arrangements for welfare.
- Provide suitable information, training, instruction, and supervision to keep all staff, pupils, and visitors safe.

Sports Connect (as the employer) has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe. On our sites, this responsibility belongs to the Senior Lead Team or lead member of staff of the session who must check if the venue is safe for staff and anyone taking part in our sessions. They are also responsible for ensuring that staff, pupils, and other visitors adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

THE DIRECTOR'S RESPONSIBILITIES:

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- To carry out regular health and safety inspections (at least two times a year) and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.

- To ensure that emergency evacuation procedures are in place and tested.
- To ensure that adequate first aid provision is available and kept up to date.
- To report health and safety issues to the governing body on a regular basis.

* To monitor and review all health and safety policies and procedures. NB: Tasks can be delegated to other staff members, but these responsibilities remain with the Directors.

STAFF RESPONSIBILITIES:

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will cooperate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the venue operator or Sports Connect line manager. Consultation with Employees It is a legal requirement to consult with employees on health and safety issues. Staff are invited to bring up any issues at staff training, individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Competency for Health and Safety Tasks and Training

- Staff are also responsible for drawing to the attention of the Senior Lead Team their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.
- The Senior Lead Team will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Directors are responsible and accountable for acting on investigation findings to prevent a recurrence.

ARRANGEMENTS – GENERAL PRACTICES APPLYING TO ALL STAFF, AND FOR PUPILS OR VISITORS IN THEIR CARE C 1.1 PUPILS

Supervision of Pupils Sports Connect safeguarding policy must be followed to ensure the safety of pupils. Child Protection/Safeguarding Sports Connect will provide an environment in which all young people feel safe, secure, valued, and respected. YP will be helped to understand the need for 'being safe' and ways in which they can help to protect themselves.

FIRST AID/ILLNESS Sports Connect will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. These Names will be posted at appropriate places within the site to ensure ready assistance. Sports Connect will ensure that a member of staff is always on the site

who holds a first aid certificate. The venues will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments.

ADMINISTRATION OF MEDICINES & MEDICAL TREATMENT

- (i) Procedures will be carried out in accordance with DfE statutory requirements
- (ii) A list of the children with medical problems and dietary requirements will be on the register. (iii) All medication must be handed in to staff immediately except for some forms of inhaler. (iv) Designated (first aid) trained staff will administer medication. Only medication prescribed by a doctor may be administered.

ACCIDENT REPORTING & RECORDING

All accidents and injuries should be reported on the safeguarding platform (CPOMS). If there is an injury and a player can keep participating this is an accident, if something happens that stops them from playing this is an injury,

HOUSEKEEPING

- (a) All venues should be clean and free from debris or dangerous items.
- (b) Waste Disposal – All waste should be disposed of before and after the session.
- (c) Equipment – All equipment should be stored in a safe manner, not leaving any trip hazards.
- (d) Pedestrian Routes, Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).
- (e) Classrooms & Indoor Area, Senior Lead Team will be alerted daily to the following and will report any hazards to a Director. The Senior Lead Team a responsibility to:
 - Check that the classroom and work area is safe.
 - Check equipment is safe before use.
 - Ensure safe procedures are followed.
 - Ensure any accidents are reported and recorded.
 - Ensure protective equipment is used.
 - Ensure health and safety issues are reported.
 - Ensure guidelines and training are followed.

ALCOHOL & DRUGS

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Senior Lead Team immediately and follow the staff code of conduct, student code of conduct or misuse of drugs and alcohol policies .

DEALING WITH VIOLENCE

Guidelines may be found on KELSI. Refer also to C2.4 'Bank Runs' above. The DfE guidance "A Legal 3

Toolkit for Schools' may also be found useful. C1.10 RISK ASSESSMENTS Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Directors. The results of the risk assessments must be brought to the attention of those employees to whom they relate (including pregnancy risk assessments). Additional guidance can be found in the Risk Assessment section of KCC's KELS website. Further guidance can be obtained from the CFE Health and Safety Unit at Sessions House, County Hall, Maidstone, on telephone 01622 694476, or Fax: 01622 221295.

FIRE SAFETY

A fire risk assessment is a legal requirement, and the Directors are responsible for ensuring this is undertaken.

Fire Instructions

- i. Fire Instructions are posted in each room on the Emergency Exits, Assembly Point and Assembly Point instruction notice.
- ii. One member of the Senior Lead Team or Lead Staff on each site is a Fire Warden.
- iii. Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.
- iv. The Alarm will be raised by the Office staff depending on the location of the fire, and the office staff will call the Fire Service by dialling 999. On hearing the alarm (continuous bell) everyone must leave the building in an orderly way as quickly as possible and then assemble in the playground for checking.
- v. Outside normal hours, the member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services. All hirers are provided with 'Conditions of Use for a Letting' which provides guidance on potential health & safety issues that could arise.
- vi. Regular testing of fire alarms will occur.
- vii. The Fire Logbook is kept by the Site Manager. The result of each test is properly recorded in the Fire Logbook and will be available for a visiting Fire Officer.

Fire Drills

- i. Fire drills will be carried out at least three times a year, initiated and recorded by the Fire Wardens.
- ii. A record of the drill must be kept in the Fire Logbook in the site office on each site. The school will keep a record of fire wardens/fire marshals' training & arrange refresher training, when necessary, for their duties.

Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. (NB: Pupils will have been taught "Get out; stay out; call the Brigade out").

INTRODUCTION TO HEAD INJURIES

This document was created to ensure that we hold a shared understanding of the head injury procedure. This document will be amended by the Senior Lead Team and staff to ensure that we hold a shared understanding.

The objectives of this document are as follows:

- Signs and symptoms
- What to do in schools
- What to do in our environment (out of schools)

With regards to any head injury, please react with extreme caution.

POLICY

SIGNS AND SYMPTOMS

When you identify or a child has reported a head injury, look out for any of the following signs and symptoms:

- Red mark, graze, cut or bleeding
- Instant swelling or bruising
- Blurred vision, dazed, confused, unsteady on feet or balance problems
- Loss of consciousness or unresponsive

If you identify any of the following signs and symptoms, then you must deal with the situation as best you can following the basic principles of first aid.

WHAT TO DO IN SCHOOLS

If a child has a head injury during school time (lunch time, PPA) then you must follow the following procedure:

1. Identify the head injury and how it happened, was anyone else involved?
2. Examine the head injury and look for possible signs and symptoms to determine the severity of the injury, how serious is it?
 - a. If not too serious, let the injured person sit down for a minute and then re-examine the injury.
 - b. If serious, send the injured person with another person to accompany them to the nearest first aider.
3. If in doubt send the student to the nearest first aider.
4. If the child returns to play after being dealt with, continue to monitor the child and look for any other signs and symptoms.
5. Report the incident on MYConcern, no matter the severity of the incident.
6. Follow The FA concussion guidelines if signs and symptoms of concussion are displayed

WHAT TO DO IN OUR ENVIRONMENT

If a child has a head injury during our sessions (after school, academy, soccer schools, HAF, post 16 education) then you must follow the following procedure:

1. Identify the head injury and how it happened, was anyone else involved?

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2. Examine the head injury and look for possible signs and symptoms to determine the severity of the injury, how serious is it?
 - a. If not too serious, let the injured person sit down for a minute and then re-examine the injury to identify if the person can continue to play. A member of staff should stay with the child at all times.
 - b. If serious, sit the child down and examine the injury looking for any signs and symptoms. Check for memory function by asking questions to identify their name, age, where they are, what day it is etc. Do not let the child return to play and keep them sat down.
 - c. If required, report the injury to the parents/carers straight away. Once the parent has arrived, explain what has happened and that their child may need medical attention.
 - d. If needed call an ambulance if the injury is too serious and needs medical attention

3. For any head injury report it using safeguarding platform (CPOMS)

4. If the injury is not too serious and the child returns to play after being dealt with, continue to monitor the child and look for any other signs and symptoms.