



## Health and Safety Policy

### Overview and Intent

**Kinetic Sports Group is committed to ensuring that the premises, activities and equipment provided are safe and suitable for children and adults, including staff, volunteers and visitors. We will comply with relevant health and safety legislation, regulations and approved codes of practice (ACOP). The person with overall responsibility for health and safety within the organisation and who is the company Health and Safety Officer is George Allen.**

### Legal Context

This policy takes in to account the following legislation and best practice guidance:

Health and Safety at Work Act 1974

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

First aid in schools, early years and further education guidance 2022

Data Protection Act 2018

Management of Health and Safety at Work Regulations 1999

Equality Act 2010

Children Act 1989

SEND code of practice: 0 – 25 years 2015

Early Years Foundation Stage Statutory Framework 2021

Children's Play and Leisure – Promoting a Balanced Approach – HSE 2012

## **Procedures**

### **The role of the health and safety officer**

- The health and safety officer will ensure that
  - Staff and volunteers have had an induction and appropriate training
  - Risk assessments have been completed for all venues (or the schools risk assessment has been seen and understood)
  - Risk assessments for activities have been completed
  - Equipment used is safe and suitable
  - There are adequate first aid trained staff and equipment
  - Reviews of risk assessments and accident forms are completed, as necessary
  - Insurance levels are adequate
  - Action is taken if any health and safety concerns are reported
  - Safety equipment is provided, if identified
  - Employees and volunteers are consulted on health and safety issues
  - Provide Personal Protective Equipment (PPE), as needed (intimate care and first aid or dealing with waste)
  - Portable electrical equipment has been tested for safety (PAT)

### **Insurance**

- Kinetic Sports Group have suitable and adequate insurance policies in place to cover children and adults. The insurance policies are suitable for the activities being carried out. We hold Public Liability Insurance and employers Liability Insurance.

### **Control of Substances Hazardous to Health (COSHH)**

- Any item considered to be hazardous to health will be kept out of the reach of children
- Staff will be briefed on how to use any cleaning products safely and cleaning products will be stored in a suitable container and the product information leaflet or label will be available
- Medication will be stored out of children's reach (see Medication Policy)

- Waste will be disposed of correctly

### **Supervision**

- Children are not left unsupervised at anytime
- Where individual children require close or additional supervision the venue lead will ensure suitable provision is made

### **Risk Assessments**

- We have a risk assessment in place for each venue we operate from. This risk assessment may be from the school if we are providing services to the school during the school day
- Opening checks will be organised by the venue lead prior to each session commencing. Checks should include, but not limited to the identification of hazards which could cause a slip, trip or fall, specific manual handling tasks, COSHH, doors/windows/access which is not secure, layout of the area and space available for the activities, weather conditions and hazardous items such as glass or faeces
- Our activities have been risk assessed with hazards, risks and control measures identified. We recognise the benefit in providing challenging play opportunities to children and our risk assessments show a proportionate control of real risks without limiting or restricting play and activity unnecessarily. We will:
  - Weigh up risks and benefits of play and leisure activities
  - Focus on controlling the most serious risks or those which do not provide any benefit to the child or children
  - Recognise that risk may form part of a play opportunity
  - Support children to identify and manage risk, as appropriate to their stage of development

‘Play is great for children’s well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits. No child will learn about risk if they are wrapped in cotton wool’.  
HSE, 2012

- Individual risk assessments will be completed as required, examples include but are not limited to pregnancy, breastfeeding, young person (staff or employee), return to work or disability/medical need

### **Role of staff and volunteers**

- Any concerns regarding health and safety should be dealt with immediately, if possible and/or referred to the venue lead who will either take action or refer the concern to the health and safety officer
- Staff must follow the risk assessments, training, induction and health and safety procedures, including wearing any PPE
- Staff must keep themselves and others safe and not act in a way which could cause harm to others
- Staff must be aware of the evacuation procedures for the site they are working at
- A register of children, staff and visitors must be kept up to date, at all times
- We operate a no smoking, alcohol or drugs policy across all sites, at all times
- Equipment used should be cleaned regularly. This may include deep cleaning or additional cleaning, as necessary
- Toilet areas should be well stocked with toilet paper, soap and hand towels. Toilets should flush adequately and there should be hot water for handwashing. Toilet areas should be checked regularly throughout the session or day
- Guidance on handwashing should be followed, in accordance with the Food Standards Agency and Health England. Children and adults should wash their hands before preparing food or before eating and after visiting the toilet
- Staff will support children to learn about personal hygiene such as hand washing, nose wiping/blowing, disposal of tissues, and how infection can spread through contact, coughing and sneezing

### **Role of children**

- We expect children to follow the risk assessments and instructions given, which are in place to keep them safe. This includes stopping when asked to do so, staying with their group (if applicable) and telling an adult if they are concerned

### **Weather**

- We require parents and carers to ensure that children are dressed appropriately for the expected weather conditions, including a change of clothes for outdoor sessions that may be delivered when raining
- For sunny weather, parents or carers should provide sun cream (we will encourage children to apply this themselves. Where support is needed this will be done with the consent of the child and within a group) and a hat
- When needed, we will ensure that shade is available for children during outdoor sessions e.g. gazebo or indoor space

### **Manual Handling**

- Staff must ensure that all manual handling tasks are carried out safely. This includes pushing, pulling, picking up, putting down and carrying of items
- Children should never be carried, unless it is part of an activity or absolutely necessary
- Staff should use manual handling techniques that have been discussed at induction, training or supervision
- Manual handling injuries should be reported to the venue lead
- The first rule of manual handling is to 'Avoid'. If the manual handling task cannot be avoided then the member of staff must follow the TILEE risk assessment:
  - T – Task – what is the task. What needs to be done? Where? How far?
  - I – Individual – what are the capabilities and experience of the individual? Can a two person lift be used?
  - L – Load – what is the load? How heavy is it? Can it be reduced? Is it a stable load?
  - E – Equipment – is there equipment that can be used to reduce the manual handling task? E.g. sack truck or trolley
  - E – Environment – Are there any environmental concerns e.g. slippery surfaces, changing levels of a building, stairs, weather conditions or narrow walkways/corridors

<b>Date</b>	<b>Summary of Changes</b>	<b>Other Comments</b>
28 <sup>th</sup> February 2023	Policy Adopted	Revision due 27/2/2024