

## # HEALTH AND SAFETY POLICY

**\*\*Active Starz\*\***

**Multi-sport Wraparound Sessions for Primary School Children**

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### **## 1. POLICY STATEMENT**

Active Starz is committed to maintaining high standards of health and safety for all children, staff, volunteers, parents and visitors. We believe health and safety is everyone's responsibility and integral to providing a safe, enjoyable environment for activities.

#### **### Our Commitment**

- Prevent accidents and injuries through proactive risk management
- Comply with all relevant health and safety legislation
- Provide safe facilities, equipment and activities
- Ensure staff are trained in first aid and health and safety
- Investigate all accidents and incidents
- Maintain comprehensive records and documentation
- Work with parents and schools to keep children safe

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### **## 2. HEALTH AND SAFETY RESPONSIBILITIES**

#### **### Designated Person**

**\*\*Health and Safety Lead:\*\* [Name]**

**\*\*Contact:\*\* [Email] | [Phone]**

**The Health and Safety Lead is responsible for:**

- Developing and implementing health and safety procedures
- Conducting risk assessments
- Ensuring compliance with legislation
- Investigating accidents and incidents
- Training staff on health and safety
- Maintaining health and safety records
- Regular review and updates

#### **### All Staff Responsibilities**

**Every staff member must:**

- Follow health and safety procedures
- Maintain awareness of hazards
- Report hazards or concerns immediately

- Conduct themselves safely and responsibly
- Not work while unfit (illness, tiredness, medication effects)
- Attend health and safety training
- Cooperate with risk assessments

### ### Parent Responsibility

#### Parents must:

- Provide accurate health and medical information
- Notify us of any changes to health or medical conditions
- Collect children on time
- Ensure we have emergency contact details
- Inform us if a child is unwell

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## ## 3. RISK ASSESSMENT

### ### General Risk Assessment

A comprehensive risk assessment is conducted for all activities and environments, covering:

- **Physical environment** – Facilities, surfaces, equipment, furniture
- **Activities** – Sport-specific risks, age-appropriateness, skill levels
- **Supervision** – Staff-to-child ratios, visibility, communication
- **Weather** – Rain, heat, cold, wind effects
- **Equipment** – Condition, suitability, maintenance, storage
- **Child factors** – Age, ability, medical conditions, behaviour
- **Staff factors** – Training, competence, fatigue, experience

### ### Risk Management

For each identified risk:

1. **Assess severity** – What could go wrong? How serious would it be?
2. **Assess likelihood** – How likely is it to happen?
3. **Implement controls** – What can we do to prevent or reduce the risk?
4. **Monitor effectiveness** – Is the control working?
5. **Review regularly** – Are new risks emerging?

### ### Activity-Specific Risk Assessments

Additional risk assessments are conducted for:

- Football – Collision, injury, fair play
- Netball/Basketball – Landing, jumping, collision
- Running – Overexertion, falls, heat illness

- Racket sports – Being struck by racket/ball
- Team games – Overly aggressive play, exclusion

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## ## 4. SUPERVISION AND STAFF RATIOS

### ### Supervision Requirements

- **At all times:** At least one adult present with all children
- **Duty of care:** Staff are responsible for knowing where all children are at all times
- **Visibility:** Staff positioned to see all areas in use
- **Visibility of hazards:** Staff alert to developing risks
- **Adequate numbers:** Sufficient staff to respond to incidents

### ### Recommended Staff-to-Child Ratios

- **Under 8 years old:** 1 adult to 8 children (minimum)
- **8 years and over:** 1 adult to 10 children (minimum)
- **At least 2 adults:** Should always be present

#### **Additional supervision required for:**

- Children with special needs or behavioural concerns
- First aid or medical emergencies
- Children who are distressed or injured

### ### Break Time Supervision

- Staff present throughout sessions
- No children left unsupervised
- Toilets monitored (children supervised appropriately)
- Entry and exit points monitored

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## ## 5. FACILITIES AND ENVIRONMENT

### ### Pre-Session Checks

**Staff must check the environment before each session:**

#### **Outdoor Areas:**

- [ ] Clear of hazards (broken glass, rubbish, animal faeces)
- [ ] Ground surface safe (no holes, trip hazards, wet/slippery areas)
- [ ] Weather appropriate (wind, rain, extreme temperatures)
- [ ] Area suitably marked or enclosed if needed
- [ ] Emergency access clear

- [ ] First aid kit available

**\*\*Indoor Areas:\*\***

- [ ] Floor clear and safe to move on
- [ ] Furniture stable and positioned safely
- [ ] Doors and windows secure
- [ ] Lighting adequate
- [ ] Temperature comfortable
- [ ] Toilets accessible and safe
- [ ] Emergency exits clear

**### Environmental Hazards**

**\*\*Be alert for:\*\***

- Broken glass or sharp objects
- Water or spillages
- Trip hazards or uneven surfaces
- Unsuitable weather conditions
- Poor lighting
- Overcrowding
- Inadequate space for activities

**\*\*Action if hazard found:\*\***

1. Stop activity immediately if unsafe
2. Remove children from the area if necessary
3. Isolate the hazard
4. Report to Health and Safety Lead
5. Complete incident report
6. Do not resume activity until hazard resolved

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**## 6. EQUIPMENT AND RESOURCES**

**### Equipment Safety Standards**

**All equipment must be:**

- Age and ability appropriate
- Well-maintained and in good condition
- Suitable for the activity
- Free from damage or defects
- Properly stored when not in use
- Regularly inspected

**### Equipment Inspection Schedule**

**\*\*Before each use:\*\***

- Visual check for visible damage
- Safe condition confirmed

**\*\*Monthly:\*\***

- More detailed inspection of regularly used equipment
- Record kept

**\*\*Annually:\*\***

- Professional inspection of large equipment
- Maintenance records updated
- Replacement/repair decisions made

### **### Equipment Storage**

- Equipment stored safely away from children
- Sharp items stored securely
- Equipment accessible but not in walkways
- Regular inventory check

### **### Damaged Equipment**

If equipment is damaged:

1. Remove immediately from use
2. Label as "out of order"
3. Report to Health and Safety Lead
4. Repair or replace as appropriate
5. Only return to use when safe

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## **## 7. ACTIVITY-SPECIFIC GUIDANCE**

### **### Football and Invasive Games**

- **\*\*Space:\*\*** Adequate space with clear boundaries
- **\*\*Equipment:\*\*** Appropriate ball size, flat and even surface
- **\*\*Supervision:\*\*** Clear sightlines of all participants
- **\*\*Rules:\*\*** Clear rules enforced (no tackling, fair play)
- **\*\*Progression:\*\*** Age-appropriate games and activities
- **\*\*Intensity:\*\*** Monitor for fatigue, provide water breaks
- **\*\*First aid:\*\*** Staff trained in common injuries

### **### Running and Cardio Activities**

- **\*\*Warm-up:\*\*** Always include dynamic warm-up
- **\*\*Intensity:\*\*** Appropriate to age and fitness level
- **\*\*Environment:\*\*** Safe running surface, no obstacles

- **Monitoring:** Watch for signs of distress or exhaustion
- **Hydration:** Water breaks every 15-20 minutes
- **Cool-down:** Adequate cool-down period
- **Heat illness:** Be aware of heat exhaustion signs
- **Medical:** Know any asthma or cardiac conditions

### ### Racket Sports

- **Balls:** Low-pressure, age-appropriate balls
- **Rackets:** Lightweight, appropriately sized for age
- **Space:** Adequate space between courts
- **Protective measures:** Consider eye protection if needed
- **Supervision:** Close supervision of beginners
- **Control:** Emphasis on control not power
- **Danger zones:** Keep others away from playing area

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## ## 8. WEATHER AND ENVIRONMENTAL CONDITIONS

### ### Hot Weather

- **Hydration:** Water available at all times, regular breaks
- **Clothing:** Light, loose clothing and hats encouraged
- **Sun protection:** Sunscreen available, shaded rest areas
- **Timing:** Consider moving activities to cooler times if extreme heat
- **Activity modification:** Reduce intensity, increase rest breaks
- **Heat illness:** Watch for dizziness, excessive sweating, confusion
- **High pollution:** Check air quality, reduce intense outdoor activity if necessary

### ### Cold Weather

- **Clothing:** Warm, layered clothing encouraged
- **Warm-up:** Extended warm-up required
- **Shorter sessions:** Sessions may need to be shorter in extreme cold
- **Indoor alternative:** Move activity indoors if dangerously cold
- **Frostbite/hypothermia:** Be aware of signs (shivering, numbness, slurred speech)
- **Surfaces:** Icy surfaces unsafe – move activity indoors or postpone

### ### Wet Weather

- **Surfaces:** Slippery surfaces pose fall risk
- **Visibility:** Reduced visibility in heavy rain
- **Drainage:** Avoid waterlogged areas
- **Modified activities:** Activities adapted to wet conditions
- **Indoor alternative:** Move activity indoors if surface unsafe
- **Clothing:** Waterproof clothing encouraged

### **### Rain/Bad Weather Decisions**

- **Light rain:** Activities continue with care
- **Heavy rain:** Assess if safe to continue outdoors; move indoors if needed
- **Storm/lightning:** Move indoors immediately
- **High winds:** Reduce activity intensity; consider indoors
- **Extreme conditions:** Sessions cancelled and parents notified

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## **## 9. FIRST AID AND MEDICAL RESPONSE**

### **### First Aid Training**

- **\*\*At least one member of staff\*\* must hold a current Paediatric First Aid Certificate**
- **Minimum 12-hour course**
- **Certificate valid for 3 years**
- **Annual refresher training recommended**

### **### First Aid Kit**

- **\*\*First aid kit present\*\* at all sessions**
- **Includes: bandages, dressings, sterile gloves, antiseptic, ice pack, etc.**
- **Kit checked monthly and replenished after use**
- **Stored in known location and easily accessible**

### **### Minor Injuries**

#### **\*\*Staff must:\*\***

- **Assess the injury calmly**
- **Provide appropriate first aid**
- **Clean and dress wounds**
- **Apply ice for swelling**
- **Reassure the child**
- **Monitor for any worsening**
- **Record the incident**
- **Notify parents at collection**

#### **\*\*When to contact parents:\*\***

- **Any significant injury**
- **Visible bruising or swelling**
- **Bleeding**
- **Loss of consciousness (even brief)**
- **Any concerns about severity**

### **### Serious Injuries or Medical Emergencies**

If a child is seriously injured or becomes unwell:

1. **Call 999 immediately** – Life-threatening emergencies
2. **Provide first aid** – CPR, recovery position, etc. if trained
3. **Keep child comfortable** – Do not move unnecessarily
4. **Call parents/emergency contacts** – Immediately after emergency services called
5. **Document everything** – Record time, actions, what happened
6. **Accompany to hospital** – Staff member goes with child if possible
7. **Follow up** – Check on child's wellbeing and inform parents

### ### Medical Conditions

Children with known medical conditions:

- Information provided by parents on enrolment form
- Staff trained on management (e.g., asthma inhalers, epilepsy)
- Emergency action plans in place
- Medication stored securely
- Emergency contacts readily available

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## ## 10. ACCIDENT AND INCIDENT REPORTING

### ### Reporting Requirements

**All accidents and incidents must be reported**, including:

- Injuries requiring first aid
- Near-miss incidents (could have resulted in injury)
- Illness during session
- Allergic reactions
- Medication administration
- Any significant event

### ### Reporting Process

1. **Immediate reporting** – To Health and Safety Lead as soon as safe to do so
2. **Verbal account** – Of what happened
3. **Written report** – Completed within 24 hours using Incident Report Form
4. **Parent notification** – Contact parents as appropriate
5. **Record keeping** – Filed in child's file and incident register

### ### Incident Investigation

Serious incidents are investigated to:

- Understand what happened
- Identify contributing factors

- Prevent similar incidents
- Determine if changes needed
- Report findings to parents/safeguarding if necessary

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## ## 11. EMERGENCY PROCEDURES

### ### Emergency Response Plan

Active Starz has procedures for emergencies including:

- **Medical emergency** – Injury, illness, allergic reaction
- **Child missing/lost** – Procedures for finding child
- **Severe weather** – Procedures for moving indoors or postponing
- **Fire/hazard evacuation** – Emergency exit procedures
- **Safeguarding emergency** – Abuse disclosure or serious concern
- **Serious accident** – Major injury requiring emergency services

### ### Emergency Contacts

- **Emergency services:** 999 (kept by all staff)
- **Parents/carers:** Contact details readily available
- **School:** Contact details for liaison
- **Local Safeguarding Board:** Contact details available
- **Health and Safety Lead:** Contact details known to all staff

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## ## 12. STAFF HEALTH AND FITNESS TO WORK

### ### Fitness to Work

**Staff must not work if:**

- Unwell with infectious illness (flu, colds, gastroenteritis, etc.)
- Unfit due to medication
- Impaired by substances or alcohol
- Unable to carry out duties safely
- Exhausted or emotionally unwell

### ### Reporting Concerns

**If a staff member is not fit to work:**

- They should notify management immediately
- A replacement should be arranged
- The session may be postponed if no replacement available
- Never leave children unsupervised

### ### Support

- Staff health concerns are taken seriously
- Support offered including counselling or occupational health
- Return to work plans put in place
- No discrimination or stigma

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## ## 13. TRAINING AND COMPETENCE

### ### Induction Training

All new staff receive:

- Health and safety induction
- Risk assessment understanding
- Equipment and facility orientation
- Emergency procedures
- First aid training location
- Incident reporting procedures

### ### Ongoing Training

- Annual health and safety refresher training
- Activity-specific coaching qualifications
- First aid refresher training
- Updates on policy changes

### ### Record Keeping

- Training records maintained for all staff
- Certificates filed
- Training expiry dates monitored
- Reminders sent for refresher training

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## ## 14. PARENTAL COMMUNICATION

### ### Safety Information

Parents receive:

- Information about activities and any associated risks
- Safety expectations (what to do/not do, what to bring)
- Emergency procedures
- First aid and medical emergency contact procedures

- Incident notification processes

#### ### Updating Parents

- Regular communication about health and safety matters
- Immediate notification of injuries or incidents
- Updates on policy or procedure changes
- Opportunity to discuss concerns

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### ## 15. RECORDS AND DOCUMENTATION

#### ### Documentation Maintained

- Risk assessments (activity and environment)
- Equipment maintenance records
- First aid kit inventory and replenishment
- Accident and incident reports
- Staff training records
- Emergency contact details
- Safeguarding referrals

#### ### Record Storage

- Secure storage of confidential information
- Locked filing cabinets
- Limited access to those who need to know
- Retained in accordance with legal requirements

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### ## 16. CONTRACTOR AND VISITOR SAFETY

#### ### Contractors and Volunteers

- Induction on health and safety procedures required
- Supervised at all times
- Aware of emergency procedures
- DBS checks completed where appropriate

#### ### Visitors

- Signed in at reception
- Accompanied by staff at all times
- Made aware of emergency procedures
- No unsupervised access to children

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## **## 17. LINKING WITH SCHOOLS**

- We work with schools on shared health and safety
- Information shared about incidents or concerns
- Emergency procedures aligned with schools
- Facilities used at school inspected for safety

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## **## 18. LEGISLATIVE COMPLIANCE**

**This policy complies with:**

- **\*\*Health and Safety at Work etc. Act 1974\*\* – Employer duties to provide safe environment**
- **\*\*Management of Health and Safety at Work Regulations 1999\*\* – Risk assessment requirements**
- **\*\*Manual Handling Operations Regulations 1992\*\* – Safe handling procedures**
- **\*\*Control of Substances Hazardous to Health (COSHH) 2002\*\* – Chemical safety**
- **\*\*Personal Protective Equipment Regulations 2002\*\* – PPE requirements**
- **\*\*Health and Safety (First Aid) Regulations 1981\*\* – First aid requirements**
- **\*\*Environmental Protection Act 1990\*\* – Environmental safety**
- **\*\*Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013\*\* – Incident reporting**

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## **## 19. POLICY REVIEW**

**This policy will be reviewed annually and updated as necessary. Last reviewed: [Date]**

**Feedback from staff, parents and incident records inform policy improvements.**

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**\*\*Date:\*\* [December 2025]**

**\*\*Next Review Date:\*\* [December 2025 + 12 months]**