

# Health and Safety Policy



<b>Approved by:</b>	<b>Tom Humphreys</b>	<b>Date:</b>	<b>14/03/2022</b>
<b>Last Reviewed on:</b>	<b>14/03/2022</b>		
<b>Next Review Due:</b>	<b>14/03/2023</b>		

## Statement of Intent:

Sport and physical activity of any kind play a major part in the personal, social and physical development of young people. All young people should have the opportunity to develop those skills and be able to participate in sport and leisure activities in an environment free from discrimination and without risk to their personal health and safety.

Safe practice in physical and sporting activity is an integral feature of all aspects of the services and facilities provided by Primary Sports Giants. Every incident that occurs serves to highlight the importance of safe practice and the need to adopt systems and procedures that will minimise the likelihood of such incidents or their reoccurrence. More importantly, careful forethought and preparation, including risk assessment, will help in preventing such occurrences.

We all encounter risk in our daily lives and to attempt to remove risk entirely from any activity would be not only impossible but also undesirable; in fact an appreciation and understanding of risk is essential to an individual's normal healthy development. The challenge for any organisation providing sporting activities for young people is to ensure that they are properly prepared to manage reasonable risks with which they are likely to be faced and to assist them in developing the life skills and awareness to ensure their own and others safety.

Primary Sports Giants will, so far as is reasonably practicable, ensure the health, safety and welfare of those whom it employs, those who provide coaching or other services on its behalf and those young people who participate in its sporting activity.

Primary Sports Giants always fully risk assess each venue prior to the course/camp taking place and resolve any health and safety issues onsite before any activity commences (see also Risk Assessment Policy). Due consideration is taken in the following areas:

- Suitability and safety of drop off and pick up sites
- Suitability and safety of flooring/ground for activities to take part on
- Suitability and safety of any structures/buildings where children and staff will frequent
- Suitability of venue in keeping children safe and contained (to help reduce risk of missing/lost children)
- The suitability and safety of any cooking equipment/food provision taking place
- The suitability and safety of any equipment being used for activities (both sporting or daily use)

**Tom Humphreys (Company Director) leads all formal Health and Safety risk assessments and enquiries: 07795546455**

### **Relationship with Parents**

Parents should feel confident at all times that their child is receiving quality coaching and physical activity in a safe, secure environment. Parents should already be aware of the following when booking their child onto any of the activities:

- Name of organisation
- Appropriate contact details
- Name of course for example, Forest School, Summer Activity Camp, Balance Bike Club etc..
- Brief description of course content
- Age range for participants
- Date of course
- Venue, time and duration
- Clothing and equipment required including any safety equipment that the parent should provide
- Price including methods of payment
- Drop off and pick up points at the venue
- Refreshments required or available
- Application forms to attend courses should be comprehensive and easy to understand.

Parents should be encouraged to use the form to bring to the attention of the

activity provider any medical condition, disability or behavioural trait that may affect a child during activity. Parents are invited to contact the Course Supervisor directly if they have questions regarding the safety and wellbeing of their child before, during or after the course, whilst in the care of Primary Sports Giants. Parents are welcome to observe coaching sessions at any time and ask the coach questions following each session, however this must only take place with prior appointment, to ensure the safety of other children.

### **Coaching/Childcare of Young People**

Young people should at all times receive quality sports and physical activity provision in a safe, secure and enjoyable environment:

- Coaches should be enthusiastic and positive giving feedback in a constructive and encouraging manner.
- Young people should be encouraged to play fairly within the rules and in a spirit of co-operation.
- Young people should be allowed to take rest and appropriate refreshment, particularly during long activity sessions.
- Coaches should never use emotional or physical punishment to discipline participants.
- Young people should be supervised at all times from arrival at the site through to their departure. Where supervision is not possible e.g. in the toilets, clear instructions or codes of behaviour are to be provided, including the requirement for children to pair up if going to the toilets without staff supervision

### **Quality of Service Provision**

The Course Supervisor has responsibility for all that relates to the course before, during and after all sessions. Every element of the service provided should be of a high level with mechanisms in place to regularly monitor quality.

The company Director should ensure that coaches:

- Are suitably qualified;
- Are screened by the DBS;
- Are trained in child protection practices;
- Are aware of incident reporting procedures and have the necessary documentation;
- Are regularly observed in action;
- Are assigned tasks appropriate to their level of experience and ability;
- Are aware of the company's Health and Safety Policies and Risk Assessment procedures/documents which should be brought to their attention during an induction process or prior to a specific activity taking place;
- Are appropriately trained in First-aid

All written material provided to schools and parents should be clear and precise, with a contact name, phone number and email address of Primary Sports Giants.

All enquiries should be dealt with promptly. Schools, parents and children should have the opportunity to evaluate performance and comment on quality. If needed this should be through a well-structured monitoring process involving questionnaires to all of the above.

### **Group Size and Gender Mix**

Group size and gender mix will vary according to a number of factors including the type of sport/activity, age of participants, size or quality of facility and the qualifications and status of coaches. The following points should be considered:

- National Governing Bodies (NGB) give guidelines on activities for mixed gender and those which should be single sex.
- NGB specifies ideal ratios of coaches to children. These should always be adhered to.

### **Responding to an incident:**

If a member of staff or young person is injured in any way during activity provision the following procedure applies:

- Ensure a First Aid trained member of staff is present to assess to situation and injury and ensure a first aid box is easily accessible
- First Aider to assess (where possible) extent of injury and next steps
- Where injury only requires basic first aid attention this will be given by the first aider
- Where a more serious injury has occurred the parent of the child must be contacted urgently and emergency services should be contacted by dialling **999** (if appropriate)
- If the emergency services have been called the parent must be informed of this straight away.
- A full statement of the event must be written that day using any witness statements to help paint a full picture of the incident.
- Where the injury has resulted by use of unsafe practice then the company director and Designated Safeguarding Lead (Tom Humphreys) will take a lead in the investigation and ensure procedures are put in place to minimise the risks in future.

### **Linked documents:**

Safeguarding and Child Protection Policy  
Behaviour Management and Bullying Policy  
Equality and Inclusion Policy  
Venue Specific Risk Assessment  
Covid 19 Risk Assessment  
Covid 19 Policy  
Risk Assessment Policy

<b>Read by:</b> <b>Primary Sports Giants</b>	<i>Tom Humphreys</i>	<b>Date: 14/03/2022</b>	<b>Role: Founder</b>
<b>PSG Staff 1</b>		<b>Date:</b>	<b>Role:</b>
<b>PSG Staff 2</b>		<b>Date:</b>	<b>Role:</b>
<b>PSG Staff 3</b>		<b>Date:</b>	<b>Role:</b>
<b>PSG Staff 4</b>		<b>Date:</b>	<b>Role:</b>
<b>PSG Staff 5</b>		<b>Date:</b>	<b>Role:</b>
<b>PSG Staff 6</b>		<b>Date:</b>	<b>Role:</b>

