



Health and Safety Policy

Approved by:	Tom Humphreys (Director) 07795546455
Last Reviewed on:	6/04/2026
Next Review Due:	6/04/2027
This policy will be reviewed annually and after a serious incident or following a legislative change.	
Guidance and advice: A health and safety management training course https://www.highspeedtraining.co.uk/courses/health-and-safety/level-3-health-and-safety-training/?gad_source=1&gad_campaignid=934218158&gbraid=0AAAAAD6VmtzPnuJuiWAhXCQdVnkD0grYY&gclid=CjwKCAjw6s7CBhACEiwAuHQckvVI2ITlbcWhO_cDwwyzQoH5XOhkTfT-a9Hx0CmVy_0MmSmMN_uoehoCwWgQAvD_BwE Health and Safety advice from St Anselm's School Health and Safety advisor The Health and Safety Executive (HSE) and its relevant codes of practice During the risk assessment and risk management reviews, live risk assessment takes place at the start of every holiday camp. These risk assessments are a dynamic process which adapt and change with time. We also consult and use professional bodies such as the Association for Physical Education (afPE) and the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) to help ensure all our activities on site are risk assessed. We follow clear guidance from the National Governing Bodies (NGBs) of sport, for sport-specific safety guidance. Staff undergo regular CPD opportunities in first aid, risk assessment, and safe practice in physical education and sport. Internal health and safety officers from our sites also oversee compliance with statutory requirements. We follow all legislation and statutory guidance, including the <i>Health and Safety at Work etc. Act 1974</i>, and <i>Managing Health and Safety in Schools</i> (DfE, 2013).	

Statement of Intent

Primary Sports Giants is committed to ensuring the health, safety, and welfare of all children, staff, and volunteers participating in our provision such as holiday camps, school provision and events. We aim to provide a safe and enjoyable environment that promotes physical, social, and emotional development. This policy outlines our responsibilities and procedures to manage risks and uphold the highest safety standards.

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. However, 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 and old people who participate in its sporting and other physical activities.

Objectives

1. To minimize health and safety risks through rigorous risk assessment and planning.
2. To comply with all relevant health and safety legislation, including:
 - o The Health and Safety at Work Act 1974.
 - o The Management of Health and Safety at Work Regulations 1999.
 - o The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013.
 - o The Management of Health and Safety at Work Regulations 1999
 - o DfE guidance on Managing Health and Safety in Schools (2013)
 - o AfPE Safe Practice in PE, School Sport and Physical Activity
 - o Sport-specific guidance from National Governing Bodies (NGBs)

This policy outlines our responsibilities, monitoring procedures, subcontractor controls, and overall risk management approach.

3. To ensure all participants are aware of safety measures and procedures.

Review and Endorsement

This policy is reviewed:

- At least annually
- After a serious incident or near miss
- Following legislative or guidance changes

This policy is endorsed by the Director and communicated to all staff. Updates are reviewed and recorded in team meetings and staff briefings.

Sub contractors

Subcontractors, suppliers and any other organisations providing services for PSG are checked for appropriate health and safety policies, training and knowledge, and are in all other respects compliant with health and safety legislation. This includes the following:

- Checking how up-to-date their policies, procedures and risk assessments are
- Check if insurance in place
- Checking appropriate qualifications and experience of lead organisers
- Checking how up to date the health and safety training for employees is
- Checking enforcement history of the organisation

Roles and Responsibilities

Director

- To set out and oversee the importance of the health and safety policy
- To ensure all staff follow the policy to ensure health and safety in the work place
- To annually review the policy as well reviewing it after a major incident or legislation change.
- To ensure the company checks any third party / subcontractor providers. To check and verify for their health and safety policies, training and knowledge. To check their experiences and qualifications and enforcement history.

Camp Manager

- Deliver day to day and oversee the implementation of the Health and Safety Policy and its procedures.
- Carry out dynamic risk assessments

- Ensure all staff are trained in health and safety procedures and to ensure it is followed at all times.
- Conduct staff briefings and maintain incident reporting

Staff and Volunteers

- Follow all health and safety protocols.
- Report hazards or concerns promptly.
- Attend training sessions on first aid, child protection and emergency procedures.
- To contribute to building a safe environment for all such as adding to risk assessments and enforcing good practise.

Parents and Guardians

- Provide accurate information about their child's medical or special educational needs and emergency contacts.
- Ensure children arrive with appropriate clothing and equipment, food and hydration.

Children

- Follow the safety rules and listen and follow staff instructions.
- Report any unsafe conditions or concerns immediately.

Risk Assessments

Primary Sports Giants comply with both the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999, including the requirement for documented, periodic reviews of risk assessments, especially if significant changes occur at the venue or within the activities being offered. Risk assessments are dynamic and ongoing, but priority is given to each venue prior to and during the event/course/camp taking place. All health and safety issues are reported, logged, and resolved prior to any activity commencing (see also Risk Assessment Policy).

Due consideration is taken in the following areas:

- Comprehensive risk assessments will be conducted for all activities and venues.
- Risk assessments will cover:
 - Suitability of venues, including drop-off and pick-up points.
 - Safety of activity equipment and facilities.
 - Potential hazards specific to outdoor activities.
 - Suitability and safety of flooring/ground for activities to take place on.

- o Suitability and safety of any structures/buildings where children and staff will frequent.
- o The suitability and safety of any cooking equipment/food provision taking place.
- Risk assessments will be reviewed regularly and updated when necessary.
- For higher risk activities such as tool work in Forest school then a risk benefit assessment will also be carried out.

Management and control of risks

Primary Sports Giants is to ensure relevant management and administration staff are trained in skills to a sufficient level in Health & Safety to ensure the work space is a safe environment. This is achieved through relevant courses and seeking advice and consultancy. This will be reviewed annually to ensure relevant staff are suitably trained and in place.

Staff involved with health and safety management (Director, camp manager, administrative staff) and planning are to meet prior to large events such as camps to discuss any concerns in regards to health and safety. Primary Sports Giants is to ensure any concerns are rectified and that training or procedures meet the needs to ensure safe provision and operation.

Health and Safety Advice/support

Primary Sports Giants meets the requirement for competent H&S support by:

- Commissioning an external Health and Safety Advisor (e.g., from St Anselm's School)
- Ensuring managers complete Health & Safety training
- **Consulting official bodies such as HSE, afPE, CIMSPA, and sport NGBs for best practice**

First Aid

- A qualified first-aider will always be present during camp and event activities.
- A fully stocked first-aid kit will be accessible at all locations.
- Emergency procedures include contacting parents and emergency services if needed.
- Primary Sports Giants meet the requirements of the Health and Safety Regulations 1981 and will ensure that there will always be a trained Paediatric First Aider present during activities and follow best practices guidance of 2 first-aiders at each Sports Camp.
- Staff hold up-to-date certificates, including Emergency First Aid at Work and/or Paediatric First Aid.

Safeguarding and Child Protection

- All staff and volunteers will undergo enhanced DBS checks.
- Child protection policies will be strictly adhered to, including procedures for reporting concerns.
- Staff will receive training on safeguarding protocols as per the Keeping Children Safe in Education guidance.

Supervision and Ratios

- Primary Sports Giants ensure that 'Staff-to-Child' ratios will adhere to the recommended guidelines of National Governing Bodies (NGB) for each activity.
- Children will be supervised at all times, including during free periods.
- Clear instructions will be provided for unsupervised activities, such as toilet breaks, with measures like buddy systems.

Incident Reporting

- All incidents, injuries, or near misses will be reported and documented on the same day. Incident forms in folder, on google drive, camps on OnSidelive reporting function.
- Serious incidents will be reported to the Health and Safety Executive (HSE) under RIDDOR guidelines. <https://www.hse.gov.uk/riddor/reporting/index.htm>
- Post-incident reviews will be conducted to identify and mitigate future risks.

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

1. Ensure a First Aid trained member of staff is present to assess the situation and injury, and ensure a first aid box is easily accessible.
2. First Aider to assess (where possible) the extent of injury and the next steps.
3. Where injury only requires basic first aid attention, this will be given by the first aider.
4. Where a more serious injury has occurred, the parent of the child must be contacted urgently, and emergency services should be contacted by dialing 999 (if appropriate).
5. If the emergency services have been called, the parent must be informed of this straight away.
6. A full statement of the event must be written that day using any witness statements to help paint a full picture of the incident.
7. Primary Sports Giants will follow the RIDDOR (2013) practice where an injury has occurred, depending on the types of injury this may need to also be reported to the Health and Safety Executive (HSE).
<https://www.hse.gov.uk/riddor/reporting/index.htm>

Fire and Emergency Procedures

- Emergency evacuation plans will be in place for each venue
- Staff will conduct fire drills and explain evacuation procedures to participants over camps.

Parental Communication

Parents/Carers should feel confident that their child is receiving quality coaching and physical activity in a safe, secure environment. Parents will receive comprehensive information before the camp, including:

- Camp schedule and activity descriptions in a Pre Camp information email or on the FAQ section on the website
- Contact details for the Camp Manager and emergency numbers.
- Required clothing and equipment.
- Procedures for reporting medical conditions or special needs.

Parents/Carers should be encouraged to use the form/booking methods to bring to the attention of the activity provider any medical condition, disability, or behavioural trait that may affect a child during the activity. Parents are invited to contact the Camp Manager/Course Supervisor directly if they have questions regarding the safety and well-being 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.

Parents are informed about their rights to lodge complaints or concerns, as well as the procedure for escalating any issues they have regarding the safety of their children or the quality of provision. This aligns with the Children's Rights and the Protection of Children framework.

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 cooperation.
- Young people should be allowed to take rest and appropriate refreshments, particularly during long activity sessions.
- Coaches should never use emotional or physical punishment to discipline participants.

- Young people should always be supervised 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.

Primary Sports Giants (Director or appropriate administration staff) should ensure that coaches:

- Are suitably qualified or have experience appropriate for their delivery
- Are enhanced DBS checked, complying with the Keeping Children Safe in Education (KCSIE) guidelines, and that those checks are regularly updated (e.g., every 3 years).
- Are trained in child protection practices.
- Are aware of incident reporting procedures.
- 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 are brought to the employees' attention during the induction process.
- 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.

Evaluation and Feedback

- Parents, children, and staff will be encouraged to provide feedback through surveys or meetings.
- Feedback will be reviewed to improve future camps.

Linked Policies/Documents

- Safeguarding and Child Protection Policy
- Behaviour Management and Bullying Policy
- Equality and Inclusion Policy (Equality Act 2010)

- Venue Specific Risk Assessments
- Risk Assessment Policy

Created, Read and endorsed by: Primary Sports Giants	Tom Humphreys	Date: 06/04/2026	Role: Founder and director
PSG Staff 1 Created, Read and checked by	Kelly Flint	Date: 19/06/2025	Role: Camp Manager