



Health and Safety Policy

In2Sport takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority

In2Sport aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

It is vital to ensure that all members of staff and other persons who are affected by the Club's activities take health and safety matters seriously. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by their employer
- Maintain an environment that is safe and without risk to health.

The Registered Person holds ultimate responsibility and liability for ensuring that In2Sport operates in a safe and hazard free manner. The Registered Person will ensure that adequate arrangements exist for the following:

- The club will identify a designate a trained health and safety officer.
- Ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.
- Providing adequate health and safety training for all staff.
- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the Club's health and safety responsibilities.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Club's response, to enable corrective measures to be implemented.
- Information received on health and safety matters is distributed to the all members of staff.

Supervision

Children are supervised appropriately according to the level of risk involved during play and activities along with the ages and number of children involved in a given activity. Staff are deployed adequately to ensure general supervision at all times.

Site Security

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the Club's premises during the session. The Club staff will reinforce this.

The club's site will always be in a school or sport centre environment.

All staff will observe and supervise the entrance and exit points when the club is in operation.

Any Visitors will be greeted on arrival and will be asked to sign the visitor's book and state the purpose of their visit.

Visitors to the Club will not be left unsupervised with children at any time.

If an unexpected visitor has no suitable reason to be on the Club's premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents in the Incident Record Book, and Chris Glover will be immediately notified.

Closing the club at short notice/in an emergency

In very exceptional circumstances, the Club may need to be closed at very short notice due to an unexpected event. Such incidents could include:

- Serious weather conditions
- Burst water pipes.
- Discovery of dangerous structural damage.
- Death of a member of staff or child.
- Serious assault on a staff member or child by a member of the public.
- Serious accident or illness.

In such circumstances, Chris Glover and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and the Registered Person and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Health

Staff will make sure there is a regular supply of drinking water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.

Sun Protection

Chris Glover and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. Parents should give permission for sun cream to be applied in the Registration Form.

Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Registration Form.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Hygiene

Chris Glover and all staff will be vigilant to any potential threats to good hygiene in the Club. To this end, a generally clean environment will be maintained at all times. Toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children. This is also monitored throughout the session.

The First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage.

Personal Hygiene

In all circumstances, staff will adhere to and ensure that children carry out the same routines.

- Washing hands before and after handling food or drink.
- Washing hands after using the toilet.
- Covering cuts and abrasions while at the venue.
- Washing of hands prior to and following first aid.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Club. Therefore, the Club has full public Liability insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance.