

BEE ACTIVE

Health and Safety Policy

Sport and activity programme involving young people and employed/voluntary leaders.

Contents

- Policy Statement
- Health and Safety Regulation
- Management Structure and Responsibilities
- Responsibilities
- Health and Safety Policies
- Fire Safety Policy
- First Aid and Accidents
- Activity Safety
- Sports Equipment Safety
- Goal Post Safety
- Facility Safety
- Electrical Equipment
- COSHH – Control of Substances Hazardous to Health
- Manual Handling Procedure
- Emergency Action Plan and Normal Operating Procedure

Policy Statement

This is the Health and Safety Policy Statement of Bee Active.

Our general policy is, so far as is reasonably practical, that all steps will be taken to ensure the health, safety and welfare of all children, parents, employees, members of the public and contractors associated with our programmes and facilities.

The policy covers the key areas of Organisational Structure and Responsibilities, Planning, Implementation and Monitoring.

The policy covers operation of sports and activities in a sports environment and not the office-based work which is covered separately. Child welfare is also covered in a separate document.

We take responsibility for the following:

- to provide adequate control of the health and safety risks arising from our activities;
- to provide and maintain safe facilities and equipment;
- to ensure that all information, instruction, training and supervision necessary to ensure health and safety will be provided;
- to consult with employees and parents to promote and develop measures to ensure high standards of health and safety;
- to provide information, instruction and supervision for employees to ensure policies are understood and adhered to;
- to ensure all employees are competent to carry out their role, and to give them adequate training;
- to minimise the risk of accidents or ill health;
- to be aware of current child welfare requirements and adhere to statutory requirements and guidelines;
- to review and revise this policy as necessary at regular intervals in line with current health and safety legislation.

Health and Safety Regulation

The basis of British health and safety law is the Health and Safety at Work etc. Act 1974.

Besides the Health and Safety at Work Act itself, the following are most applicable to our sports and activity environment and changes in legislation will be monitored:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions. In addition, specific regulations cover particular areas, for example asbestos and lead, and:

- The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition. 5
- Gas Safety (Installation and Use) Regulations 1994: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

Management Structure and Responsibilities

This structure shows the lines of authority for Health and Safety management:

Board of Directors
Operations Manager
Senior Coach
Sports Coach
Assistant Sports Coach
First Aider

Responsibilities

The Board ultimately has full responsibility for Health & Safety implementation but on a day to day basis unless otherwise indicated the delegated person for implementation of the policy will be the Managing Director.

The Board of Directors is responsible for strategic health and safety planning and the annual review of the health and safety policy ensuring they are fully aware of current legislation and providing adequate financial resources to maintain standards.

The Managing Director has delegated responsibility for ensuring full implementation of the Health and Safety Policy creating a clear structure and taking specific action regarding contravention of policy. This includes;

- Appointing competent persons with designated responsibilities with regard to Health and Safety;
- Ensuring incidents and near misses are reported and fully investigated where appropriate;
- Ensuring that site employees carry out their responsibilities and adhere to policy through adequate recruitment, training and monitoring processes;
- Where facilities are hired working with site representatives to ensure responsibilities for facility safety are understood and documentation is shared;
- Consulting with employees and parents to ensure constant improvements are being made.

Senior Coaches at Holiday Club venues are responsible for ensuring that the requirements of this policy are managed effectively on site utilising employees and resources as appropriate.

They must ensure employees have received adequate training before starting work.

Senior Coaches are responsible for the safety of their group at all times, carrying out brief risk assessments for each activity and ensuring they are kept up to date.

Health and Safety Policies

Supervision

Maximum group sizes are a ratio of 1 coach to 16 children, further reduced to a maximum of 1 coach to 12 children aged under 8.

- Children will be made aware of 'out of bounds' areas.
- Coaches will keep their group together at all times including when moving between locations.
- There will be an supervising adult at the back and front of the group when moving under 8s between locations.
- The Senior Coach, and if necessary the Police, will be made aware of any suspicious characters loitering in the vicinity of any of the activities.
- Coaches will be aware of all special needs including medical needs for their group.

Visitors, Public and Sub-Contractors

These groups are a real security risk on a shared site. A culture will be created where employees approach all adults on site that are not recognised to ask why they are there. If a visitor arrives to view the camp or from an inspection agency ID will be requested, a record of their arrival and departure time will be made and a visitor badge issued so that others know who they are.

Venue Management will always clear it with the Senior Coach if sub-contractors need to have access to shared facilities, etc.

Door Security

Staff members will be placed near points of exit and entry at key times during the day - drop off, collection, lunch times, breaks, etc. to ensure no child leaves the building without informing a member of staff or leaves the programme without being signed out by the parent.

Road Crossing

Instructions given to the children must be clear and precise. Always cross at a recognised crossing point where possible e.g. pelican/zebra crossing or ideally avoid roads using footbridges and other paths. Do not cross near bends but only where the road can be seen clearly.

Wait until the whole group is together. With large groups, break into smaller sections with a specified person in charge of each section.

A designated leader will take responsibility for the whole group. Cross as a tight group in pairs in the shortest distance possible, not a diagonal.

Designated leader will go into the road first and stand in the centre of the road looking both ways until the last child is over and then take up the rear.

Risk Assessments

Risk assessments will provide a risk rating for each hazard along with existing measures and further measures required.

Risk Assessment will be seen as an ongoing daily and sessional process throughout the year and not just a process that is carried out at the beginning. Using standard forms provided risk assessments will be produced for the following :

- Facilities – all sites and facilities used within each site where sports and activities take place. This will initially be carried out by the facility and the coach must be aware of all action required to minimise risk.
- All sports and activities – each activity must have had a risk assessment carried out and recorded. Many of these will be generic but any new activities not recorded will have a separate assessment.
- All equipment used - equipment provided must be safe and suitable for children appropriate to age. Regular safety checks must be carried out before each use.

Coaches will carry out pre-activity assessments which are recorded each day. These will consist of a check of the area to be used for hazards, a briefing to the children about all of the possible risks within the session and a brief assessment of the activity risks.

Fire Safety Policy

Fire Risk Assessment

In hired facilities a fire risk assessment must be carried out with the cooperation of the host venue. Fire risk assessments should already have been carried out by the venue hosts and be available in documented form for the Senior Coach.

If the facility is hired and depending on whether the site is staffed by venue employees the following information must be made available:

- Procedures for contacting the emergency services e.g. how to call out of the building
- Positions of all activation points, extinguishers and assembly points for the facilities used
- Alarm testing times and frequency
- Risk assessment documents with any relevant action points and training required to be communicated to staff.

Facility Issues

As part of an assessment we will ensure that:

- All fire exits are marked and kept clear and available for use at all times and are easily opened from the inside
- Employees are familiar with the action to be taken in event of a fire
- Employees know the location of fire extinguishers, fire alarms, fire exits and the fire assembly points
- The correct amount and type of extinguisher is available
- All children are made aware of the fire safety procedures and of the location of fire exits and the fire assembly point
- Employees are made aware of how to operate fire extinguishers
- All fire drills are logged.

Fire Prevention

All possible means must be used to reduce the risk of fire on site:

- Power sockets will not be overloaded with adaptors
- Electrical equipment must be in a good state of repair and switched off when not in use
- A No Smoking Policy will be used at all times
- All flammable materials will be stored safely.

Fire Drill

It may not be practical to perform a fire drill with each child attending the venue, but a full safety briefing should be given including what to do if the fire alarm sounds, and where the emergency evacuation points are located at the venue.

**General Emergency Procedure – for full procedures see
Emergency Action Plan Document (EAP)**

Upon discovering a fire use the following procedure:

- Decide if you can extinguish it without risk to yourself or others?
- Sound the alarm at the nearest break glass point and try to alert the Senior Coach if you have a radio or mobile phone.
- Clear the area via the nearest exit checking all adjoining areas are clear and taking your register with you checking all children are present and remain calm.
- Proceed with group to the designated assembly point not stopping to collect belongings.
- Ensure the Senior Coach is aware of the emergency and that the fire service has been called – if not call 999 and ask for the fire service.
- Inform the manager of any missing children and any areas not searched.
- Do not re-enter the building until given permission to do so.
- Ensure there is clear access for the emergency services.

First Aid and Accidents

General Policy

- There will be at least one qualified first aider on duty at all times with a minimum ratio of 1 first aider to 50 children. Only the qualified first aider will treat major injuries.
- An assessment will take place regarding the time taken to treat someone if activities take place over a wide area. In which case it may be necessary to provide extra first aiders and first aid kits.
- Employees will deal with any accidents promptly and effectively.
- First aiders will wear the gloves provided to protect the wound and also themselves from the risk of infection.
- In deciding how to treat injuries, consideration will be given to:
 - the urgency of the situation
 - the nature of the injury
 - the condition of the casualty.
- All accidents and details of any treatment will be recorded on the official incident report forms and these must be signed by the Senior Coach.
- A parent's signature will be obtained in order to confirm that they have been informed of injuries sustained to their child.
- All accidents and near misses will be reported to the appropriate authorities. The laws governed by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be adhered to. The following will be reported online:
 - Near misses of a serious nature
 - Incidents involving a child or a member of the public attending hospital
 - An incident causing a member of staff to be incapacitated for more than 7 days

Reviewing Incidents, Accidents, Complaints and near misses

- Individual incidents etc will be reviewed and any action recorded.
- Incidents will be reviewed at each site throughout the year and any patterns or trends acted upon immediately with action being recorded.
- All serious incidents, accidents, complaints and near misses will be investigated appropriately and reviewed regularly.
- All incident report forms will be reviewed and an analysis carried out at the end of each season. Any patterns of accidents will be used to shape policy and training changes.

Accompanying Children to Hospital

- Under no circumstances will a child be taken to hospital in a personal vehicle. A taxi could be used but ideally a paramedic will be called where appropriate so that they can make an assessment. An ambulance would be called by the paramedic if deemed necessary.
- Every effort must be made to accompany a child to hospital in an ambulance, in the event of an accident. Where possible it should be the job of a Lead Coach, not the Senior Coach, but ensure that staff to child ratios are maintained.
- The parent/carer will be called and asked to meet their child at the hospital.

Activity Safety

As a Coach delivering sports activities you must:

- Understand your duty of care to provide a safe environment and safe activities for the children in your group
- Be suitably experienced and competent to coach or lead the activity
- Use regular and approved practice
- Be aware of any child at risk
- Ensure acceptable behaviour at all times
- Clarify the role of and monitor the work of other staff, contracted workers and volunteers.

Good Preparation requires:

- Awareness of all important safety policies and guidelines
- A short risk assessment before each session
- Awareness of up-to-date activity and venue risk assessments.

When coaching children engaged in sporting activity ensure:

- Children are given opportunities to think about safe practice in relation to themselves and peers
- Each child is sufficiently skilled and confident in the tasks set
- Young assistants are always supervised.

Good Communication should involve:

- Safety rules and regulations clearly explained to both children and other staff
- Always knowing who is in your group
- Communication with the manager and sometimes parents about issues.

Operating Procedures

Each activity will have undergone a risk assessment and action taken to minimise risk to children and employees taking part. In most cases these assessments will result in operating procedures being created which will outline the following:

- Safety procedures and guidelines specific to the activity appropriate to the age of the child taking part
- Pre-activity checks
- Information to be passed on to participants
- Minimum supervision ratios
- Minimum or recommended qualifications required to coach the activity

Sports Equipment Safety

This will be:

- In good condition and regularly monitored for wear and tear
- Used appropriately according to age and ability
- Stored safely and tidily.

A risk assessment will be carried out for all equipment used that is provided by a hiring venue or subcontractor such as trampolines or swimming pool equipment.

Goal Post Safety

Always check goal posts, netball goals, badminton and volleyball posts are secure before allowing children in the area.

Employees will follow the following procedures:

- The stability of goalposts - ideally posts will be secured to the ground - if this is not possible then they must be correctly weighted.
- 5-a-side goals in sports halls and on artificial pitches not properly weighted or secured - ideally these must be secured to the wall and to the ground. When being stored they must be stored safely and securely in purpose built storage racks. Only trained facilities staff should move these according to site specific operational procedures. Check joints are secure with pins.
- Mini soccer goals not erected properly. Check that all of the joints are secure and weighted where necessary.
- Metal cup hooks dangers of cuts, gouging - look out for these on full size outdoor goals but also indoor portable goals.

Facility Safety

Facilities will be checked by the coach using the following procedure:

- There is a hazard free playing surface – e.g. check for glass, debris, needles, tripping hazards, animal faeces, etc.
- Sufficient space is allocated to the activities and the number of children.
- It is a well maintained environment. Always report any problems to either the Senior Coach or the venue facilities manager and ensure action is taken.
- It is a hygienic environment. Place refuse in bins and ensure these are emptied daily.
- Water of an appropriate temperature is provided for washing. Hot water should not be over 43 degrees C where young children are present.

Electrical Equipment

- All electrical equipment must have had a portable appliance test carried out by a competent person.
- Personal electrical equipment may not be brought on site or used unless inspected and passed as suitable by a competent person.
- In a hired venue evidence of appropriate electrical tests have been carried out for systems and portable appliances.

COSHH – Control of Substances Hazardous to Health

COSHH is the law that requires employers to control substances that are hazardous to health. The only chemicals that are likely to cause an issue in our environment are as follows:

- Substances used by cleaners such as detergents, polish, bleach etc.
- Swimming Pool chemicals such as chlorine
- Paint and adhesives from work being carried out
- Paints and glue from arts and crafts

Normal risk assessment procedures should allow for these chemicals to be spotted and assessed.

Manual Handling Procedure

There are a number of possible situations in a sports environment where people may be vulnerable to damage to the back or other muscles if using poor lifting technique. e.g. lifting bags of equipment or boxes or lifting children for whatever reason.

If employees feel a load is too heavy they will get help to lift it. Generally it is not good practice to lift children except in emergency situations.

The maximum weight for a man to lift is 25kg and 15kg for a woman. If a woman is pregnant extra care must be taken when lifting and help should be sought when lifting any heavy object.

Potential hazards that have been identified are:

- Lifting or carrying children
- Lifting or carrying chairs or tables
- Carrying equipment particularly in heavy boxes or bags

When lifting any object the following guidelines will be adopted:

- Plan the lift – where is it to go to? Do you need help with the load?
- Position the feet – feet apart, giving a balanced and stable base for lifting.
- Adopt a good position – If lifting from a low level then bend the knees. Keep the back straight and keep shoulders and hips facing in the same direction.
- Get a good grip – A hook grip is the best, less tiring than keeping the fingers straight.
- Keep close to the load – keep the load close to the trunk. The heaviest side of the load should be closest to the trunk.
- Do not jerk – lift smoothly.
- Move the feet – do not twist the trunk.
- Put down, and then adjust – if the position of the load needs to be precise then put it down and slide into place.

Emergency Action Plan and Normal Operating Procedure

These documents will be available at all sites and will where necessary be specific to that site. These will outline emergency plans for such events as Fire, Bomb Threat, Structural Failure, etc. as well as normal safe procedures.