



## TB SPORT

### Health and Safety Policy

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#### 1. Purpose

This is the Health and Safety Policy Statement of TB SPORT. 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. Safeguarding the welfare of children is also covered in a separate document.

#### 2. Responsibilities

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.

### 3. Elements of our health and safety policy

Our health and safety policy is separated into 4 elements:

- Plan – leaders set the direction for effective health and safety management
- Do – we introduce management systems and practices that ensure risks are dealt with sensibly, responsibly, and proportionately
- Check – monitoring and reporting
- Act – a formal management review of health and safety performance

### 4. Working in Schools

Whilst working within schools we always adhere and follow their health and safety policy. Staff members of TB SPORT are encouraged to ask for a copy before commencing any work within the school. Despite this advice we still conduct our own risk assessments within the school settings.

### 5. Holiday Clubs

Staff 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.

Maximum group sizes are a ratio of 1 staff member to 15 children, further reduced to a maximum of 1 staff member to 10 children aged under 8.

A Lead staff member, who holds the relevant qualification and experience will be on site or replaced by a named deputy.

Group sizes will be no greater than 15.

Children will be made aware of 'out of bounds' areas.

Staff will keep their group together at all times including when moving between locations.

The Site Manager, and if necessary the Police, will be made aware of any suspicious characters loitering in the vicinity of any of the activities.

Staff will be aware of all special needs including medical needs for their group which has been volunteered as parents have been requested to provide this information.

## 5. 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 a season and not just a process that is carried out at the beginning. Using standard forms provided risk assessments. Coaches will carry out pre-activity assessments. 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.

## 6. First Aid

There will be at least one qualified first aider on duty at all times with a minimum ratio of 1 first aider to 25 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:
  1. the urgency of the situation
  2. the nature of the injury
  3. 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 Site Manager.
- 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.

## 7. Staff training

We ensure that staff receive information and training about health and safety. This includes: how to assess risks specific for their job how to meet their roles and responsibilities identified within the health and safety policy. We do this in different ways depending on individual or specific need. For example we providing staff with written guidance when appropriate and attending a training course can be more appropriate for others. Staff whose work involves a greater element of risk will be given extra or specific training. We consult the HSE risk management guidance when we require information about when staff may require specific training.

## 8. Learning and improving

We are determined to keep improving our knowledge and understanding of how best to protect children, young people, staff and members of the public. We will review our own practice regularly to check that we are placing the right emphasis on health and safety in the workplace.

We will carry out in-depth reviews of our actions in cases where anyone suffers serious harm while under the care of our staff members, and where these cases raise questions about TB SPORT's practice that need to be examined. The main purpose of the reviews is to learn lessons about when our systems need to improve to keep people safe better in future. We will also promote a culture in which we are able to highlight and review near misses to learn and improve our practice.