



StepUp Sports Coaching

Keeping the Future Fit

Health & Safety Policy

StepUp's Health & Safety Policy runs in line with the health & safety policy of each of the specific sites we base our sessions at.

StepUp has appointed the Founder, Wayne Boardman, to take responsibility for ensuring we meet our health and safety obligations.

A statement of general policy and arrangements has been written, a copy is carried by the Head Coach at each session.

The health and safety of the children, staff, contractors, visitors, volunteers, and other individuals in our care is of utmost importance. All staff and contractors are responsible for ensuring StepUp's Health & Safety Policy is adhered to at all times. As such they are required to:

- Take responsible care for their own health and safety, as well as that of others
- Report any accidents, injuries and hazards that have, or could, lead to injury, damage, or danger for any of our stakeholders
- Attend any health and safety training seminar that StepUp deem necessary for them to attend
- Take ownership of maintaining a safe and hazard free environment

StepUp's Founder holds ultimate responsibility for ensuring we operate in a safe and risk free environment, and as such ensures that:

- All staff and contractors are made aware of our health and safety policy, and accept their responsibilities to upholding our standards by following procedures as outlined
- All staff and contractors are provide with adequate health and safety training as appropriate
- Monitor the effectiveness of the health and safety policy and authorise amendments when necessary

Staff Responsibilities

Risk assessments are carried out for all activities, equipment, and premises, and reviewed as necessary, in line with our statement of general policy and arrangements for health and safety.

All outdoor and indoor space, furniture, equipment must be safe, appropriate to the age of the children using it, and suitable for purpose. If staff identify anything that is not safe, age appropriate, or suitable for purpose, they must inform the Head Coach and/or Founder at the earliest opportunity, who will then take the appropriate action.

Staff and contractors are morally and contractually responsible for the safety of children in our care, and everyone (*including volunteers and parents/carers*), has a duty of care to each other.

Staff will always carry out a health and safety check of the immediate area where the session is to take place, i.e. a particular playing field, sports hall etc. to ensure it is safe and free from hazards that could cause harm to the children or staff. If staff identify a hazard, immediate action should be taken to remove or reduce the hazard, ensuring the area is safe and appropriate for use.

Whether our session is being held indoors or out, a fire/evacuation/emergency procedure will be explained to children at the start of every session.



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Children will be supervised at all times, and the staff ratio will be appropriate to the risk posed by the activities and/or external environment, plus statutory legislation.

The Environment

The majority of our sessions take place within school grounds, and as such, StepUp staff are obliged to meet the health and safety demands of the site owner, above and beyond those that we instruct. School gates will be closed during the session and any visitor wishing to gain access must report to the school reception. School staff have the final say whether or not the visitor should be granted access.

Some clubs/sessions that we run, operate from public spaces (i.e. Sandhurst Memorial Park). When this is the case, staff will ensure children are aware of the area designated for our activities. Where practical, we will always create a boundary using cones, poles and tape etc. and highlight to children that they must not leave the designated area without a member of staff and/or their parent/carer.

When moving to/from the indoor facilities and designated area in a public space, children will always be accompanied by staff, they will never be allowed to walk alone.

Hot & Sunny Weather

For sessions that last for more than 2-hours, StepUp staff will carry a supply of drinking water that is available to all participating children. If it is particularly hot, staff will ensure children are encouraged to have a drink of water at regular intervals.

In hot weather, parents/carers are encouraged to provide sunscreen for the children. During our day-long activities (e.g. half-term camps), children should attempt to take personal responsibility for reapplying their sun protection as required, throughout the session.

We ask parents/carers to give StepUp staff permission to apply sun protection on the registration form. Staff have a duty of care towards all children, if a parent/carer has not given StepUp staff permission to apply sun protection, and staff feel the child is at risk of sunburn, staff will contact the parent/carer and request that they collect their child.

Where permission has been granted, staff will reapply sun protection only when it is necessary, and will do so by only applying the sun cream to lower limbs and face. All other areas should be covered by shorts and t-shirts, therefore omitting the need to reapply sun protection.

Children should arrive with a sun hat, and staff will encourage children to wear these throughout the session.

If the weather is extremely hot, staff will ensure children receive regular breaks, taken in the shade, where water will be provided and children encouraged to drink.

Personal Hygiene

When using partner sites and facilities, staff will always ensure that toilets are clean and an adequate supply of soap is available for both staff and children's use. Staff will adhere to, and ensure that children carry out the following routine:



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- Wash hands with soap, before and after handling food
- Wash hands with soap after visiting the toilet
- Cover cuts and abrasions when participating in club sessions
- Wash hands with soap prior to, and following first aid

StepUp staff will only ever escort a group of children, and never a single child, to the toilets. StepUp staff will remain outside the toilets at all times.

Emergency Procedure

In very exceptional circumstances, we may be required to end a session earlier than planned, with short or no notice, due to an unexpected event. Such events could include:

- Serious and sudden weather conditions
- Death of a member of staff or child within our care
- Serious assault on a staff member or child by a member of the public
- Serious accident or illness that effects the staff, children, or location of the session
- Broadmoor Hospital alarm*
- Structural damage, burst water pipes etc, at a partner site

In such an event, staff will take steps to ensure that children and themselves, remain calm and safe. All children will assemble at the pre-arranged assembly point, where a register will be taken. Staff will then begin the process of contacting parents/carers and request that the children be collected. All children will be supervised until they are collected by an authorised person.

As this is an emergency situation, and something parents/carers could not have planned for, we will allow children to be collected by the adult named by the parent/carer when we speak to them, even if they are not listed on the registration form as an approved person. This should assist those parents/carers who are unable to collect their children in a timely manner due to their place of work being some distance away from where the session is taking place.

If, after numerous attempts, parents/carers cannot be contacted, staff will follow the uncollected child procedure.

If we have to end a session due to an unexpected event, fees are non-refundable.

**Wherever possible, staff will take children into a secure indoor facility, if our partner site owner has somewhere suitable, and the session will continue as normal until the regular time for parents/carers to collect their children.*