



StepUp Sports Coaching
Keeping the Future Fit

Health and Safety Policy

StepUp Sports Coaching considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

StepUp Sports Coaching has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Club's Health and Safety policy and commit to:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending a StepUp Sports Coaching setting
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when necessary.

Responsibilities of the Registered Person

The registered person and/or Founder holds ultimate responsibility and liability for the safe operation of StepUp Sports Coaching. They will ensure that:

- They nominate a Health and Safety Officer. The designated Health and Safety Office is Wayne Boardman
- A copy of the current Health and Safety at Work poster is displayed
- All staff and volunteers receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff and volunteers understand and follow health and safety procedures
- Resources are provided to meet health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the Club Manager

The Club Manager is responsible for ensuring that at each session:



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- Grounds/Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used solely by StepUp Sports Coaching when children are present
- All the equipment is safely and securely stored
- A working telephone is always available on the premises
- Any chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather

Security

Children are not allowed to leave the premises during the session unless the parents have given prior permission. During sessions, all external doors are kept locked, except for fire doors which are alarmed.

If the session is being held outside the children are to stay within a clear perimeter and staff will walk children to the toilet.

All visitors to the Club must sign the Visitor Log and give a reason for their visit. Visitors will never be left alone with the children.

The Founder will regularly review security procedures, in consultation with staff parents.

Equipment

All equipment will be kept clean, well maintained and in good repair. We select equipment and resources with care, and we conduct risk assessments to assess their suitability before the children are allowed to use them. Broken equipment is disposed of promptly.

Food and Personal Hygiene

Staff at StepUp Sports Coaching maintain high standards of personal hygiene and take all practicable steps to prevent and control the spreads of infection.

- A generally clean environment is always maintained
- Toilets are professionally cleaned daily, and soap and hand drying facilities are always available
- Only staff who are trained in food hygiene will prepare food, and they will always follow appropriate guidelines
- Waste is disposed of safely and all bins are kept covered



- Staff ensure that children wash their hands before handling food or drink and after using the toilet
- Cuts and abrasions (whether on children or staff) are kept covered

Dealing with Body Fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Staffing Levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.