



Health and Safety Policy for Ace Sports Coaching.

Location: Ace Sports

Policy Created By: Nick McGowan

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1. Introduction

At ASC, we are fully committed to ensuring the health, safety, and welfare of all children, staff, visitors, and anyone involved in our childcare and sports services. We recognise our responsibility under the Health and Safety at Work Act 1974 and other relevant legislation to provide a safe environment, minimising risks as much as possible.

2. Aims and Objectives

Our key objectives are:

- To provide a safe and healthy environment for all children, staff, parents, and visitors.
- To identify, assess, and manage risks associated with our childcare and sports activities.
- To ensure that all staff are trained in health and safety procedures and understand their responsibilities.
- To comply with all relevant health and safety legislation and regulations.

3. Responsibilities

3.1 Business Owner/Manager

The owner/manager is responsible for:

- Ensuring that appropriate health and safety policies and procedures are in place.
- Ensuring all staff are trained in health and safety and are aware of their responsibilities.
- Regularly reviewing risk assessments and ensuring safety measures are implemented.
- Conducting regular health and safety audits and ensuring compliance with regulations.
- Ensuring that all incidents, accidents, and near-misses are properly recorded and investigated.

3.2 Staff Members

All staff have a duty to:

- Take reasonable care for their own health and safety and that of others.
- Follow all health and safety procedures and guidelines.
- Report any hazards, accidents, or near-misses to management immediately.
- Participate in any health and safety training provided by the business.
- Ensure that all equipment used is safe and well-maintained.

3.3 Visitors, Parents, and Contractors

Visitors, parents, and contractors have a duty to:

- Follow all safety instructions given by staff or displayed in the premises.
- Report any hazards or unsafe conditions to staff immediately.

4. Risk Assessments

We conduct thorough risk assessments to identify potential hazards within the environment and activities we offer. This includes assessing:

- Physical premises (both indoor and outdoor areas)
- Sports equipment
- Toys and play equipment
- Fire safety measures
- First aid provision
- Specific activities (e.g., physical activities, excursions)

Risk assessments are reviewed regularly and whenever changes to the environment or activities occur.

5. First Aid

We ensure that appropriate first aid measures are in place, including:

- A fully stocked first aid kit is available in easily accessible locations.
- At least one trained first aider is on-site at all times during activities and childcare sessions.
- An Accident/Incident Book is maintained, and parents are informed of any injuries sustained by their child.
- Staff are regularly trained and certified in paediatric first aid and emergency first aid for sports.

6. Fire Safety

We are committed to ensuring fire safety at our premises, including:

- Regular fire risk assessments.
- Clearly marked fire exits and escape routes.
- Fire extinguishers and fire safety equipment are maintained and regularly checked.
- Regular fire drills are carried out, and all staff are familiar with fire evacuation procedures.
- A designated fire marshal is responsible for coordinating emergency evacuations.

7. Equipment and Facilities

To maintain a safe environment, we ensure:

- All equipment, including sports equipment, toys, and furniture, is regularly checked for safety.
- Damaged or faulty equipment is removed from use immediately and repaired or replaced.
- Appropriate safety equipment, such as helmets or pads, is used for certain sports activities as needed.
- Sports and play areas are regularly inspected to ensure they are free of hazards.

8. Hygiene and Infection Control

We implement strict hygiene procedures to prevent the spread of illness and infection, including:

- Regular cleaning and sanitising of premises, equipment, and toys.
- Handwashing facilities are provided and encouraged for staff and children.
- Safe food preparation and storage practices are followed, and staff are trained in food hygiene.
- Staff and children who are ill or infectious are excluded from attending to prevent the spread of illness.

9. Manual Handling

Staff members are trained in safe manual handling techniques, particularly when moving children or heavy equipment, to prevent injuries.

10. Supervision of Children

To ensure the safety of children in our care, we:

- Maintain appropriate staff-to-child ratios in accordance with regulatory requirements.
- Ensure children are supervised at all times during activities, including free play, sports, and outdoor activities.
- Perform regular head counts and ensure children are never left unsupervised.

11. Training and Information

We ensure that all staff are trained and updated on health and safety procedures, including:

- Fire safety and evacuation procedures.
- First aid and emergency procedures.
- Manual handling and safe equipment use.
- Risk assessment awareness.
- Safe handling and storage of hazardous substances, if applicable.

Training is refreshed regularly, and staff are encouraged to raise any health and safety concerns.

12. Accident and Incident Reporting

All accidents and incidents are documented in our online portal, which includes:

- Date, time, and location of the incident.
- Description of the event and any injuries sustained.
- Actions taken, including first aid administered.
- Names of individuals involved and witnesses, if any.

Parents or guardians will be informed of any incidents involving their children, and serious accidents will be reported to the appropriate regulatory body, such as the Health and Safety Executive (HSE).

13. Monitoring and Review

This policy will be regularly reviewed, at least annually, or sooner if any significant changes occur in our practices or in health and safety legislation. We will also monitor the effectiveness of the policy through:

- Regular health and safety audits.
- Feedback from staff, parents, and children.
- Incident and accident reports to identify trends or recurring issues.

14. Compliance with Legislation

This policy is designed to ensure compliance with all relevant UK health and safety laws, including:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Next Review Date: September 2025

Policy Reviewed By:Nick McGowan